



CAPILANO UNIVERSITY

BOARD OF GOVERNORS REPORT

AGENDA ITEM 5: President's Report	
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: November 21, 2017	
PRESENTER: Paul Dangerfield	

President's Office

October and November is a time when Capilano University is in full swing delivering programs, preparing for performances, playing sports and concurrently planning for the next academic year.

I am proud of the University community's participation and engagement in the important initiatives we have underway to increase the capacity of Capilano University and complete our 2017-18 goals. The details are included below in the report, but some highlights include beginning the 50th Anniversary launch countdown, kicking off the campus master plan development, conducting the first forum this semester on listening to student feedback, the completion of the Leadership Development Task Force's report on employee development, and running workshops on financial literacy training. In the coming months we can look forward to tackling important projects including the annual employee engagement survey and launching reviews of our admissions, recruiting and course scheduling processes.

I am also pleased with degree of community engagement that is underway by our students, faculty and leadership. Capilano University has featured prominently in events and activities with the Business Council of BC, Greater Vancouver Board of Trade, North Shore and West Vancouver Chambers of Commerce, the Vancouver Art Gallery, the opening of the North Shore Polygon Gallery and the North Shore United Way campaign.

Finally, as a result of the preparatory work conducted by the Centre for International Experience, School of Business, School of Tourism and Bosa Centre for Motion Picture Arts, I was able to visit with potential academic partners in the Chinese cities of Beijing, Chongqing and Hangzhou. These projects are in the early stages of development but do present potential pathway opportunities for Capilano University.

Academic & Provost

Faculty of Arts & Sciences:

- The Cap Core ad hoc committee has been hard at work; course outline templates have been created and the first courses reflecting Cap Core are expected to come to Senate in the next month or so.
- On Oct. 5, Julia Denholm was invited to be part of a panel discussion for Sustainability Week. This lively session was held in a "Town Hall" format and generated many good ideas to promote both awareness and good sustainability practices throughout our campus.

- A Bachelor of Arts framework was approved by the Arts & Sciences Academic Program Committee on Oct. 25. It is anticipated that this will be a great attraction for students who are unsure of their academic pathway after high school, and will be very advantageous to attracting and retaining faculty.
- The staff in Arts & Sciences have been busy preparing for their performance development/ goal setting meetings that will be completed by the first week of November. Many excellent projects and plans have come to light, created and driven by FAS staff members.

Sunshine Coast Campus:

- The Sunshine Coast campus is currently undergoing an environmental scan with the support of Southcott Strategy, a business and marketing consultancy firm who work with leadership teams to focus their brand story and customer experience strategy.
- Elphinstone High School on the Sunshine Coast hosted a post-secondary event on Oct. 10 with Julia Denholm as the keynote speaker. Lydia Watson conducted workshops for the 300+ students who attended from the Coastal Area. Talks with SD 46 have been fruitful and there are now plans for a second dual credit ENGL 100 with Elphinstone Secondary.
- Sunshine Coast campus faculty members participated in the Self-employed Women's Network Fall business fair where they were able to reach out to attendees looking to learn more about women-led businesses and opportunities for self-employed women on the Sunshine Coast.

Faculty of Business & Professional Studies:

School of Business

Graduate Programs:

- Because of very strong applications, the NABU program for Jan. 2018 is full with a waitlist including a new cohort just added. The program is now in a position to redesign courses to allow for a greater range of options for students.

Enactus:

- Enactus' first program, Counting on Action, is in full swing in 21 high school classrooms across the North Shore and Sechelt. Local high school students are working in teams to develop and manufacture sustainable products under the entrepreneurial leadership of 15 CapU project representatives.
- Enactus Capilano continues to be independently run by a highly motivated and dedicated group of CapU students who consult their advisor as needed.

Young Women in Business:

- Capilano University joins UBC, SFU, UVic and USask with a Chapter of the Young Women in Business (YWiB). The club focuses on empowering professionals entering the workforce, increasing networks and starting mentorships.

Conferences:

- Daniel Yasinski attended the World Conference of Online Learning in Toronto (Oct. 15-20) where there were 95 different countries represented by 1,500 attendees. There were sessions on varied topics from *Teaching in a Digital World*, *The New Pedagogy*, *Engaging and Retaining the Digital Learner*, *Managing Your Technologies* and much more. Daniel learned how CSB could establish, design, launch and maintain digital delivery for our BBA online degree.

School of Legal Studies

- Our newly developed and externally funded “special project” citation dealing with contract law for BC Hydro managers commenced in Sept. 2017. We are teaching off-site at BC Hydro’s Edmonds offices.
- We are in process of re-designing our degree to meet CapU’s Cap Core requirements. As part of this process, we hope to provide the University with 14 Cap Core courses, many of which will be open to students in other program areas.
- We are in the planning stages of launching an online Legal Administrative Assistant program starting in Sept. 2018. It will be the second online program offered by Legal Studies. (The online Paralegal certificate program was developed 20 years ago this year.)

School of Communication

- Our CMNS 490 Group Publishing Project students produced a new magazine this year, Vine, which included not only their own writing, but all of their own photography. Next term, we are proposing that the class create a publication to celebrate CapU’s 50th anniversary, and we will be submitting a proposal to the Great Ideas Fund to secure additional funding for this.
- In 2017, we helped 40 students find practicum placements in the communications field, and our students were successful in landing competitive practicums at organizations such as Weber-Shandwick, the Vancouver International Film Festival, Snowboard Canada, Vancouver magazine, North Van Recreation & Culture Commission, Canada Wild Productions, First Nations Health Authority and Hertz Corp.

Faculty of Education, Health & Human Development:

- On Sept. 29, the EHHD Dean and members of the Early Childhood Care & Education department were invited to a briefing by the Minister of State for Child Care, Katrina Chen, to solicit their input on plans for a universal child care system in BC. Faculty representatives will provide further input on curriculum matters and the educational dimensions of the emerging plan at meetings in November.
- On Oct. 22, the EHHD Dean was invited to a closed engagement session with the Executive Director of the Ministry of Advanced Education, Skills, and Training to discuss sustainable funding models for the delivery of Adult Basic Education (ABE) programming at BC post-secondary institutions. The provincial government remains committed to its recently-implemented tuition-free policy for all ABE and English Language Learners (ELL) in BC.
- On Nov. 1 and 2, the EHHD Dean and faculty and staff from the Community Development Outreach (CDO) and English for Academic Purposes (EAP) departments met with representatives from the North Shore Multicultural Society to discuss possible collaborations on language training for the local immigrant population and the establishment of a new North Shore Centre for Diversity and Inclusion. The Centre project represents opportunities for CapU to enhance its community engagement efforts and to provide students with opportunities for community based learning.

Faculty of Fine & Applied Arts:

- IDEA students have been collecting several scholarships and other accolades for their work recently. This includes student Shay Klassen who won the Applied Arts 2017 George Haroutian National Scholarship award with her advertisement “food insecurity”, Jesse Ellingson who was a runner up in the same competition, Cheyenne Manning who won You Can Now (YCN) design award to future proof tomorrow’s learners for her ad campaign to complement a mentor-connecting app, and Jess Pollard who won the Arena Mural Battle for her 2-hour live painting of a crying, cartoon dog painting a fierce, more realistic dog at SNAG.

- MOPA faculty and alumni films have been selected and shown at many film festivals over the past few months. Of note, faculty member Seanna McPherson produced the film, 'Once There Was a Winter' which was shown at the Vancouver International Film Festival, as was alumni Matt Drake and James Brown film 'Luk Luk'. Alumni Jaquile Kambo's film 'Help Wanted' won Best Canadian short film at Toronto International Nollywood Film Festival (TINFF), and a short film, 'Socket', written and directed by Christopher Beaubien, will be screened at the film festival Cinema New York City. In addition, Jesse Picket's documentary film 'Still Turning', has been accepted at the Cinemaway Festival in Lviv, Ukraine this month.
- Animation programming has also been prominent with alumni Justin Nicols, winning an Emmy for Outstanding Achievement in Character Animation for "Wander Over Yonder: The End of the Galaxy" (Disney XD/Disney Television Animation). Last month five teams of current students (including three first-year teams) from the 2D animation program participated in a 24-hour animation contest to make 30-second completed films. With judges from Disney and others they competed with over 100 teams from around the globe.
- Two notable achievements from faculty members include David Hauka (MOPA instructor) who recently had his chapter "Advocating for the Devil: Representations of Satan in American Cinema" published in a book by the University of Chicago, titled 'Satan in the Cinema'. And, IIDF coordinator and faculty Doreen Manuel helped launch a new program at the Whistler Film Festival called 'Coyote, Raven, Spider, Wendigo: Tricksters and Writers' which is aimed at supporting the development of Indigenous women writers and their screenplays.
- In the School of Performing Arts, everyone who finished the Bachelor of Jazz Studies education stream and continued to UBC teacher training within the past three years is now employed in a school district.

Faculty of Global & Community Studies:

- Bachelor of Tourism Management alumni Jase Wilson recently won a scholarship for a fully funded PhD at Leeds Beckett University, UK, and will shortly complete his scholarship funded Masters of Tourism at the University of Genoa, Spain.
- Chris Bottrill, Dean of the Faculty is representing PATA and CapU at the Union of International Associations European Round Table in Brussels the week of November 6th. The UIA is a global organization to advance governance and performance of international associations including universities and research institutions.
- 25 Outdoor Recreation students, alumni and faculty participated in a work day to improve mountain biking trails on the North Shore.
- BTM Alumni, and Education Advisor for Li'wat Nation, Linda Epp, in association with the Howe Sound Women's Society, led a vigil for missing indigenous women in Whistler four weeks ago that was attended by over 400 people including visiting nations from the Yukon and Manitoba. It was a powerful and moving event for all involved.

Centre for International Experience:

International Leadership and Mentorship Program

- The 2017-18 International Leadership and Mentorship program continues to grow and contribute to the integration and retention of new international students at CapU.
- For the fall 2017 term, 160 new international students were matched with 32 mentors from the program who will provide support over the course of their first year at CapU.
- This year in particular, the student leaders in the program have been encouraged to engage with different departments on campus to assist with various projects. For example, we had our mentors at the residences to assist new students with their moves, and we also recently had 14

mentors assist the Communications & Marketing Department with the CapU 50th birthday video.

Field Schools

- During September and October, the Study Abroad and Partnerships Officer was busy working with various program areas and service departments to promote and arrange the logistics for the three approved International Field Schools taking place in spring 2018 in London, China, and Hungary.

Study Abroad

- Currently five CapU students are studying abroad on exchange at two of our partner universities in France and England.
- This term, CapU is hosting 27 exchange students from our bilateral exchange partners. These students are from the Netherlands, England, Austria, Germany, Switzerland, China, Scotland, Korea and Japan. This term we also welcomed our first exchange student to MOPA from our new partner school VIA in Denmark.
- For the 2017 fall term, CapU is also hosting 34 Visiting International Students (1-term international fee paying) in our Business and Arts & Science programs. These students are from Germany, Switzerland and Lichtenstein.
- The Study Abroad and Partnerships Officer has been busy promoting and interviewing CapU students to study abroad on exchange for the 2018 spring term. 30 CapU students from a variety of program areas have been selected and have started attending their mandatory planning and pre-departure sessions led by the Study Abroad and Partnerships Office.

International Partnerships

- This fall, a new bilateral exchange agreement was negotiated with the University of Vic in Spain with the intent to start exchanging students in the School of Business as early as fall 2018.
- The CIE is also working to re-establish agreements with Universidad de Monterrey and Universidad de Guadalajara to provide exchange opportunities to CapU students interested in studying abroad in Mexico.
- In Oct. 2017, one CIE staff member travelled to China with the President where they visited three different post-secondary institutions. During this trip, three new agreements were signed with the various schools with the goal of working together to collaborate in the areas of Tourism, Motion Picture Arts and Business Administration.

Faculty Exchange

- For three weeks in Sept. 2017, the CIE hosted a visiting faculty member from Aichi Gakusen College through our faculty exchange agreement with our partner school in Okazaki, Japan.
- In early November, the CIE sent out the call for nominations to all CapU faculty members interested in participating in this faculty exchange in Japan. One CapU faculty will be selected in December and they will travel to Aichi Gakusen College to conduct research in Okazaki, Japan in May 2018.

International Student Enrollment

- Fall 2017 international student numbers are 22 per cent higher than fall 2016 and early projections for the spring 2018 term indicate international student enrollment numbers will remain strong.

International Recruitment / Agent Relations

- The fall term has been a busy recruitment season for the CIE. Since Sept. 2017, 11 CIE staff members have participated in a variety of international recruitment events and agent training sessions in Korea, El Salvatore, Colombia, Brazil, Kazakhstan, Philippines, Mexico, Thailand, Vietnam, Turkey, China, Japan and the USA. In addition, the CIE has participated in a number of local recruitment events at school boards and high schools that are directed at international students already in Canada.
- In September, the CIE worked with IR to create a new report that has allowed us to streamline and improve our agent commission payment process that was previously a manual process and highly susceptible to human error. We are currently working with Finance to further automate the process for the Jan. 2018 term.

Registrar:

- Hosted CapU's 2nd Annual "Bring Your Grade 9 to Work" day with 18 Grade 9's attending. This is an annual event in which we collaborate with The Learning Partnership to showcase the work that CapU does within our community.
- Launched a project to complete a full review and realignment of the university's admissions process to ensure that we are supporting students in the process while also establishing best practices throughout the institution.
- Registrar presented at the Canadian Ellucian Users Group (our student information system) on enhancements Capilano has made to our system to improve the student interface.
- Registrar facilitated the Canadian Roundtable at the AACRAO SEM conference. This international conference brings together colleagues to discuss topics related to Enrolment Management strategies for student success.

Library:

- In October, we welcomed Michelle Yule as our Copyright and Outreach Librarian, replacing Librarian, Sabrina Wong, who is on maternity leave. Michelle brings outreach expertise from her recent work at the West Vancouver Public Library and the UBC Xwi7xwa Library.
- Renovation planning is underway to make space for the new Centre for Student Success. This has led to an opportunity for the Library to reconfigure its Circulation and Reference desk areas that will better serve students, faculty and Library employees. Faculty and staff are currently providing their input into this process.
- A number of Library outreach activities took place in October and are planned for November and December.
 - Mental Wellness: For two weeks, two ECCE students facilitated a pop up art studio with large sheets of paper in the hallway outside the library and engaged many students who used a variety of materials to decorate the papers to bring awareness to mental illness. A partnership with The Learning Lab enabled a study tips display to present some fun activities in the main entrance of the library including mini-games. De-stress December is going to include 12 days of de-stress activities including a partnership with Counselling Services, a hot chocolate station, crafts and games.
 - Open Education: Michel Castagne, who joined the Library as a new faculty member in the spring, is chairing the new Open Education Working Group. This group, involving faculty and administrators, is looking to provide opportunities for discussion and sharing of OER best practices with the university community.

Academic Initiatives and Planning:

- In the last two months, the Academic Initiatives and Planning Office (AIPO) has worked with the Deans and the Faculties to develop a program review schedule and instructional release criteria to ensure all programs at Capilano are reviewed by the end of 2022. This will standardize program review in regards to budget requests, and allows areas involved and supporting review adequate time to prepare and schedule resources.

Finance & Administration

Recruitment is underway for the Director, Financial Services which is currently supported by an interim appointment of Nikta Bayanpour, Manager, Financial Services. As we approach the mid-point of the fiscal year, we turn our attention to monitoring and forecasting the current fiscal year financial outlook, as well as development of the next three year budget (2018/19 – 2020/21).

Campus Planning:

- Effective Nov. 1, responsibility for the Campus Planning portfolio has been transitioned to the Director of Facilities Services (due to the recent retirement of the Director, Campus Planning). Recruitment for a Manager, Campus Planning, who will report to the Director of Facilities Services, is underway.

Facilities Services:

- In keeping with the “Think Differently” theme, energy management is exploring boiler water treatment technologies to reduce gas consumption by 8-12 per cent.
- The student-led sustainability engagement team, CapU Works, is hosting a winter craft and local foods market on Nov. 30.
- With this autumn’s heavy rainfall, special attention has been given to ensuring that roof/perimeter drains are cleared to help prevent building water ingress and clear pathways throughout campus.
- Upgrading light fixtures in buildings to LED based systems has been completed across campus resulting in better illumination levels, electrical energy consumption reduction, less maintenance and higher operating reliability.

Financial Services:

- The first module to build financial literacy - *Management Reports and Finance Coding* was conducted in October and more sessions have been scheduled for November. Additional modules under development will focus on types of purchases, processing payments and payroll.

Human Resources:

- The next employee engagement survey is scheduled for Nov. 14. Using the same methodology as the survey in 2016, the results will help gauge the impact of efforts taken over the past year to enhance engagement scores.
- The Leadership Task Force Recommendations Report has been submitted to the President and once reviewed will inform the development and implementation of leadership training on campus.
- Human Resources is taking the lead in developing an application towards obtaining “top employer” designation. Data and narrative information is being gathered in preparation for submission in March/April 2018.

Information Technology Services:

- The forensics report following two minor cybersecurity phishing incidents that occurred in the summer has been received. The report contained several recommendations, some of which are currently being actioned and others will be implemented in the next fiscal year.

Student Housing Services:

- Representatives for the university attended the Nov. 7, 2017 regular public meeting of the District of North Vancouver concerning the rezoning and redevelopment proposal for 1923 Purcell Way with Woodbridge Northwest. Approval was received to move forward to a public hearing at 7 p.m. on Nov. 21, 2017 at the District of North Vancouver's Council Chambers (355 West Queens Road).
- See attached infographic for the latest CapU Residence statistics.

NOVEMBER 2017 UPDATE

Student Housing Services

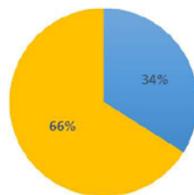
Since opening on September 1, 2017, CapU Residence is now an important contributor to the Capilano University community, providing a supportive and engaging home for 106 students. We hope to grow this number to be over 220 in the Spring 2018 term and beyond.

OUR CURRENT POPULATION

Our residence is now home to a wide demographic of students from around BC, Canada, and the World:

INTERNATIONAL VS. DOMESTIC RESIDENTS

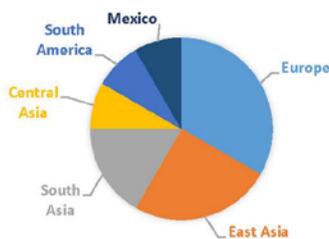
106
Students



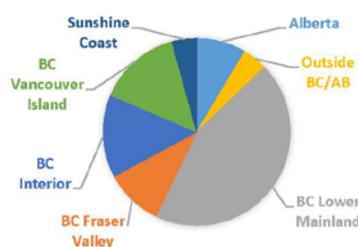
17
Countries

■ International ■ Domestic

INTERNATIONAL HOME COUNTRIES



DOMESTIC STUDENT HOME TOWNS



SPRING 2018 APPLICATIONS

The Spring 2018 application process launched on **October 10th** for current students. *Please note that the numbers below are not inclusive of new students who have not yet been admitted to the university.*

73
Applications
Initiated

37
Completed
Offers

7
Paid &
Confirmed

Strategic Planning, Assessment and Institutional Effectiveness

Strategic Planning, Assessment and Institutional Effectiveness has focused on three priorities:

- 1) Strategic Retreat for the Senior Leadership Council (SLC) on the framework for operational planning.
- 2) Structure and templates for gathering institutional goals, priorities and targets.
- 3) Prioritizing strategic initiatives for budgeting procedures based on Institutional Research (IR) and analytics.

Work has continued on understanding the institutions strengths and areas of improvement. A similar focus for next year's top two priorities of "Strengthen Capacity" and "More Students on Campus" has been agreed upon. The 2018/2019 operational plan will be built with these two University priorities in place.

Student Success:

- Co-Chair's Cyndi Banks and Laura MacKay hosted the Student Success and Retention Task Force meetings in September and October. TORs have been approved and work has been done to identify the areas that we need to improve or develop as a University to create an outstanding student experience for students at Cap. Various working groups have been created on eight topics identified by the group to work on to improve and create an excellent student experience. The Working Groups are Centre for Student Success; Curriculum and Teaching & Learning; Wellness; Student Life & Student Engagement; the Aboriginal Student Success; University Processes; Experiential Learning and Technology. These groups will report back to the main Task Force each month on their progress. The goal is for the Working Groups to complete their researched reports with best practices, options, and recommendations by the end of the spring semester. Susan Doig and Leigh Clark presented to the Task Force on the Centre for Student Success and the planning and design for the space.
- Student Success facilitated a Student PhotoVoice project where 9 self-nominated students from across the university documented their experience of the CapU campus through photographs. They highlighted experiences they found valuable to their experience and the things that could improve the student experience at CapU.
- The student PhotoVoice project laid the groundwork for an event co-hosted by the President and the AVP Student Success on Oct. 31. This event was the first Student Voices Forum for the term. 35 students attended and gave their ideas about how to improve the student experience on campus. Many great ideas were recorded and captured by an artist as a record of the meeting.

Accessibility Services:

- Erin Jones was hired as Accessibility Assistant. She provides a wealth of expertise; particularly in assistive technology which allows AS to provide better supports to students as well as to increase staff time for organizing and invigilating the increasing numbers of accommodated exams.
- Cheryl Kramer has been appointed Coordinator of Accessibility Services and Heather Mitchell was hired to backfill Cheryl's release time. Heather has many years of experience and expertise in working with students with disabilities at Emily Carr University and College of the Rockies.
- During 2016/2017 AS supported 366 students, an increase of 41 students over the previous year. The Department also invigilated 2,037 exams, an increase of 285 exams. Space continues to be a challenge because we require individual spaces as well as group spaces for students, and

staff and faculty are spread over 3 locations. To address this challenge we are beginning to discuss space with space planners to identify a space where Accessibility Services can be located in one coordinated area rather than the three separate areas now in existence.

Athletics & Recreation:

- The Peer Support Coach Program is a new mentorship initiative where more senior Capilano student-athletes mentor new teammates to help them stay on top of their academic workload. The program was developed by the Athletics & Recreation Department in conjunction with the Learning Specialist. This pilot project is being run with the Capilano men's and women's soccer teams. Currently we have 5 peer support coaches (2 senior athletes from women's soccer and 3 from men's soccer). The goal is to help new student-athletes adjust to University life while also meeting the demands of playing on a varsity athletic team.
- Due to the renovations made to the Centre for Sport & Wellness last spring, the A&R department has seen a significant increase in facility usage, visits to the facility and program registration. There have been record sales for the month of September in locker rentals and weight room use. We hired 8 Human Kinetics students to serve as weight room monitors during the peak hours of use. 16 students are participating in the new Cardio Boxing Fitness program and HKIN and Athletics are designing a personal trainer service on campus.
- The Department created a University Ultimate club sport team coached by a well-known Ultimate coach, who is a North Vancouver resident. The North Shore is a hot bed of ultimate players with over 2000 North Vancouver high school students participating. We have attracted more than 20 CapU students interested in playing and more than a dozen high school students who wish to attend CapU next year. A select team representing CapU at the Western University Ultimate Championships hosted by UBC was created and CapU competed against UBC for gold. We won silver.
- We are sending student teams to take part in Simon Fraser University's Post-Secondary Intramural Tournament on Nov. 25 at their Burnaby campus. The sports will include futsal, co-ed futsal (5-on-5), co-ed volleyball, and 5-on-5 basketball. The tournament is for non-varsity athletes.
- A&R co-hosted the Human Kinetics run where just over 300 students, staff and faculty participated.
- The 2017 Blues men's and women's soccer teams were awarded the Player of the Year, Coach of the Year, Rookie of the Year, two All-Canadians, and five PACWEST All-Star awards.
- At the PACWEST Provincial Soccer championships, held at Quest University, our women won silver. We lost to Douglas College in the gold medal championship game in penalty kicks. This was the best finish for the women since 2007. The men earned Bronze and both teams finished the regular league in 2nd place.

Athletics & Recreation and Residence Advisors Collaborations

- A&R and the Residence Advisors will be hosting a dodgeball tournament on Nov. 19. Tournament planning involved collaboration with the CSU Recreation Coordinator.
- The RAs will be running a talent show on Nov. 25 at the new residence facility and A&R will be lending our expertise in lighting and sound for the event. A&R will once again be helping with Move In Day on Jan. 2.
- Currently planning a volleyball meet and greet on Nov. 10 and a basketball meet and greet on Jan. 25. The meet and greet will be an opportunity for the on-campus community, residence community, and general community to meet our volleyball athletes.

Career Development Centre:

- In September and October, we facilitated 255 career advising appointments, 15 in-class presentations and 12 workshops. We have recruited 7 faculty ambassadors for our new ambassador program.
- Connections were made with Sherwin-Williams, Konica Minolta, District of North Vancouver, Fairmont, BMO, McMillan LLP and AngusOne to discuss employer engagement opportunities.
- Finalized our upcoming Industry Day event. Companies participating: BlueShore Financial, Fairmont, Fraser Health, Public Service Commission of Canada and SAP. Over 80 students have registered (100 spots available).
- Facilitated Dean's lunch event for the faculty of Business & Professional Studies. 16 students participated in the Greater Vancouver Board of Trade Tradeshow.

Centre for Teaching Excellence:

- The CTE has created four faculty development programs this fall: the Instructional Skills Workshop, the Productive Beginnings series for new faculty, Teaching Squares, and a Faculty Mentoring program.
- First meetings of the Open Educational Resources Working Group and the Community of Practice: Scholarly Inquiry and Research were held. The OER working group is drafting an inventory of OER practices at Cap and are working on activities for OER week in March.
- Nine instructors completed the Instructional Skills Workshop (3-day intensive program). The ISW is a 3-credit course of the Provincial Instructional Diploma program. Seven instructors completed the first ISW at CapU, and two other faculty completed the ISW at SFU through a partnership arrangement.
- 11 faculty are participating in the Teaching Squares program which provide support for faculty wanting to receive feedback and input on their teaching.
- Conversation with BCCampus has begun to bring the series of Facilitation Learning Online (FLO) workshops to CapU. We will house and run these workshops going forward.
- In three months, the CTE has reached 79 faculty (and therefore about 2,500 students) through its programs and consultations.

Counselling Services:

- In September, 183 counselling appointments (84.3% usage) were made by students with 36 drop in appointments. October saw 271 counselling appointments. 256 of these were booked into available appointment slots (94.5% usage) and 15 were booked into counsellors' administration or coordination time.
- Counselling Services collaborated with the Capilano Students' Union Queer Collective to host a Coming Out day event on Oct. 11. Over 100 people (students and employees) stopped by the booth in Birch Cafeteria to get information about coming out, shared personal experiences, wrote encouraging messaging on a rolling board, and made "pronoun" buttons.
- Overcoming Test Anxiety, Healthy Relationships, Three Keys to Relaxation, Mature Student Preparation, Overcoming Procrastination, Motivation, and Believe in Yourself workshops for students have been offered.

First Nations Student Services:

- The Department planned and coordinated another successful Truth and Reconciliation (T&R) week with 800 students and employees participating. Over 40 CapU employees and students participated in the T&R walk this year.

- Co-facilitated an educational program and celebration in honour of Lytton First Nation Leader Ruby Dunstan. She is the first female chief of the Lytton First Nation and leader in the struggle to protect the Stein Valley, ancestral territory of the Nlaka'pamux people. Approx. 100 community members attended.
- Developed a partnership with Aquilini Indigenous Development. Connected with the development coordinator about delivering presentations to students about employment opportunities. Discussed how CapU could play a role in integrating career paths, address skill gaps, and offer education and training.
- Approximately 100 people participated in our annual "Orange Shirt Day" event.
- Expansion of the Centre took place in October and is now complete. This has produced a quiet study space room for our students with direct access from inside the Centre and separate office spaces for the FNSS Student Success Facilitator and the Aboriginal Student Recruitment Officer.

Learning Services:

- Melissa D'Agostino, the new Learning Services Advisor, started in August and this new position has allowed us to offer more workshops, more appointment hours, and a drop-in supported learning space during the Thursday meeting block. Nine general study skills workshops were taught by the Learning Services Advisor as well as 11 micro learning sessions. Melissa's expertise has allowed us to offer a Learning Lab in LB185 during the Thursday meeting block where students can come and study and meet with Melissa to answer study related questions. This is ideal for mature students who are new to the system, international students who are new to studying in Canada, and students with disabilities who might need help with assignments and readings. Students also met individually with the Learning Services Advisor for study skills assistance.
- Alison Parry, Milt Williams and CJ Pentland from Athletics launched the first Peer Coaching program for new student athletes on the men's and woman's soccer teams. Six peer coaches (three men and three women) were hired and trained in September. The peer coaches will act as designated peer mentors for the new students on their team. Our Peer Coaches collaborative program with Athletics & Recreation has now completed two check-in questionnaires (Sept. and Oct.) with their assigned new student athletes. One more check-in will be completed in November.
- The Learning Specialist offered two, course-specific, learning skills workshops for the EAP department. Five more course specific workshops are scheduled for November – one for the CUP program and four for the Business department. 53 students were referred by Accessibility Services, Counselling, & by instructors to the Learning Specialist for assessment of their learning difficulties and assistance with complex learning issues.

Institutional Research:

- IR collaborated with Communications & Marketing to ensure all IR initiatives are compliant with CASL. We also worked with Academic Initiatives & Planning to refine existing surveys for program review, unit review, and program assessment.
- Hired David Han as Reporting Analyst who has completed an initial Draft of CUSC Report looking at student engagement. He is busy working on the plan to implement the NSSE survey this year as well.
- The Fluid Survey server migration to BCNet server has been completed - extending its end-of-life until Feb. 2018. The implementation of a new institutional survey tool will take place hopefully in November once the final contracts are complete with the vendor.

- Data reports completed include: President's report, Space utilization, Week 4 Enrolment, and AOR (application transition).

Student Affairs:

- First CCR (co-curricular record) advisory group meeting was held on Nov. 1. Orbis has been selected as the vendor for CCR. CCR will likely launch in the summer term of 2018.
- First Peer Helper Program Advisory group has been established and is meeting. Planning has begun for a Peer Helper appreciation event in November (Remy Marlatt leading).

Continuing Studies & Executive Education:

- CSEE Director, Karmen Blackwood, was invited to moderate a panel for the North Vancouver Chamber of Commerce's ELEVATE series: Spotlight on Small Business, highlighting entrepreneurs and small businesses in North Vancouver on Oct. 27.
- Since the last update CSEE increased registration numbers by 335 (currently, as of Nov. 3, 2017, we have 545 live registrants.)

Executive Education (EE):

- Completed an open enrollment offering in Higher Performing Teams through Coaching, with CFA member Sharka Stuyt.
- The next EE open enrollment workshop scheduled to run is Financial Literacy for the Non-Financial Manager on Nov. 27 with CFA member Tammy Towill.
- Executive Education is co-sponsoring the North Vancouver Transportation Forum with Capilano University at CapU's Bosa Centre on Nov. 29 from 7:30 a.m. – 10:00 a.m.
- Executive Education held a custom Business Presentation Skills program for BC Hydro and because of its success are interested in more workshops in similar topics.
- OKTAN Knowledge Exchange – Strategic Innovation Practices
 - Successfully delivered a half-day workshop on *Strategic Innovation & Best Practices from North American* with Hussein Hallak.
 - Attendees included MBA students from Moscow State University who are also working executives in their field, as well as Professors and delegates from the University.
 - The day consisted of the half-day workshop, followed by presentations and discussions with CSEE's Director, Karmen Blackwood, Toran Savjord, VP Strategic Planning, Assessment & Institutional Effectiveness, Halia Valladares, Fac. Bus & Prof. Studies, and Alison Rudko, Acting Director, CIE.
 - This has resulted in a request from Moscow State University for a comprehensive MOU with Capilano University itself, for multiple areas of collaboration (including international/student exchanges, faculty exchanges, faculty research, CSEE collaborations.)
- CapU Registrar's Office
 - Executive Education will be offering a custom workshop in Business Presentations for key members of the Registrar's Office (20 participants) on Nov. 24.

Advancement

Advancement includes the departments of Communications & Marketing, Development & Alumni Relations, and Special Events & Ceremonies. Advancement's goals are to: enhance the University's reputation; develop positive relationships, and secure resources to support University priorities.

Fundraising:

In September, the Foundation launched a neighbors fundraising campaign aimed at:

- Increasing support (gifts) from existing donors to the University.
- Acquiring new donors and expanding our prospect pipeline (required to solicit major gifts).
- Assessing the North Shore's regard for CapU prior to the 50th anniversary, to determine the feasibility of conducting a fundraising campaign aligned with the anniversary year.

Advancement is currently evaluating the outcome of this campaign against industry standards for direct mail acquisition and gift lift (gift increase) of annual donors. Concurrently, Foundation Board members are meeting with existing and prospective donors to secure gifts to the campaign.

Volunteer Management:

On Sept. 25, Special Events & Ceremonies held a *Thanks4Giving* recognition event to acknowledge individuals that served as volunteers during CapU's 2017 Convocation and New Student Orientation. Capilano University engages over 120 volunteers annually to help deliver these two key events for students.

Marketing:

The 2018 brand advertising campaign is currently in development. The campaign is scheduled to run in January and February 2018, and will be a combination of out-of-home and online advertising.

Communications and Marketing (C&M) is collaborating with IT Services on the University's website redevelopment project. Having informed the evaluation process for a new Content Management System (CMS) provider, representatives from C&M are now focused on evaluating the proposals received from agency candidates to lead the website design (look and feel) of the new site.

A CapU residence marketing plan, including social media, new photography and video has been developed. Collateral materials are also being produced to support the University's recruitment team in their outreach to students.

50th Anniversary:

On Sept. 28, the 50th Anniversary Working Group hosted "Let's Get It Started", an information session for CapU employees. The presentation included an overview of the planned 50th celebrations, and invited employees to participate. Members of the Working Group are now presenting at over 20 faculty and department meetings, to further inform and engage employees in the anniversary program.

Recognition:

On Oct. 2, Capilano University was recognized with a *Coup de Coeur Award* for its new brand from the Canadian Association of Communicators in Education (CACE) at CACE's annual awards ceremony. This award recognizes a singular item of particular pride to its creators that also serves as a captivating example of educational communications. The name of the award is inspired by the French expression "coup de coeur" that is, "victory of the heart," and alludes to something that evokes in the award's judges a decidedly positive emotional reaction.