



SENATE REGULAR MEETING

Tuesday, November 5, 2024 4:00 – 6:00 pm
Capilano University – Library Room 322

AGENDA

Land Acknowledgement

Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the territories of the Lílwat, x^wməθk^wəyám (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwataʔ/Selilwitulh (Tseil-Waututh) Nations.

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of Minutes - Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **CSU Presentation** Josh Thomas
6. **Business Arising**
 - 6.1 Senate Subcommittee Vacancies – *Information* Jordon Lovig
Schedule 6.1
 - 6.2 Self-Evaluation Survey Results - *Information* Christina Neigel
Schedule 6.2
7. **New Business**
 - 7.1 Illuminating 2030 Update – *Information* Tracy Penny Light
Schedule 7.1
 - 7.2 Proposal for New Senate Subcommittee on Graduate Studies - *Decision* Dawn Whitworth
Schedule 7.2
 - 7.3 Senate By-Election Timeline (Support Staff) – *Information* Jordon Lovig
Schedule 7.3
8. **Committee Reports**
 - 8.1 Academic Planning and Program Review Committee – *Information* Alaa Al-Musalli



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- | | | |
|------------|--|-------------------|
| 8.2 | Bylaw, Policy and Procedure Committee – <i>Decision</i> | Corey Muench |
| 8.2.1 | S2018-02 Student Awards Policy | Schedule 8.2.1 |
| 8.3 | Curriculum Committee – <i>Decision</i> | |
| 8.3.1 | Resolution Memo | Deb Jamison |
| | October 18 Agenda Package / October 18 Draft Minutes | Schedule 8.3.1 |
| 8.4 | Teaching and Learning Committee – <i>Information</i> | Diana Twiss |
| 8.5 | Budget Advisory Committee – <i>Information</i> | Michael Thoma |
| 9. | Other Reports | |
| 9.1 | Chair of Senate – <i>Information</i> | Paul Dangerfield |
| 9.2 | Vice Chair of Senate – <i>Information</i> | Deb Jamison |
| 9.3 | VP Academic and Provost – <i>Information</i> | Tracy Penny Light |
| 9.4 | Board Report – <i>Information</i> | Amina El Mantari |
| 9.5 | Elder Report - <i>Information</i> | Elder Latash |
| 10. | Discussion Items | |
| 11. | Other Business | |
| 12. | Information Items | |



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Present: Paul Dangerfield (Chair), Julia Black, John Brouwer, Graham Cook, Caroline Depatie, Thomas Flower, Brian Ganter, Denise Gingrich, Deb Jamison, Alan Jenks, Laura Kinderman, Tracy Penny Light, Brad Martin, Priya McMurtrie, Vedant Mehra, Corey Muench, Alaa Al-Musalli, Majid Raja (left at 5:00 p.m.), Ramin Shadmehr, Amanjot Singh, Sarang Deep Singh, Michael Thoma, Diana Twiss, Kyle Vuorinen, Emily Walmsley, Recorder: Mary Jukich

Regrets: Jai Djwa, Victor Gelano, Michael Laurence, Amina El Mantari, Christina Neigel, Diogo Schwartzmann

Guests: Eduardo Azmitia, Sara El Rayess, Miranda Huron, Brit Paris, Elder Doctor Latash, Elder Delhia

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1. Welcome

The Chair called the meeting to order at 4:00 pm.

Senators were informed that on September 30, 2024, Capilano University signed a renewal partnership agreement with Lil'wat First Nation.

In the absence of Victor Gelano, Alan Jenks assumed voting rights for the Faculty of Global and Community Studies.

Majid Raja left the meeting at 5:00 pm and Alaa Al-Musalli assumed voting rights for the Faculty of Business and Professional Studies.

2. Approval of the Agenda

Thomas Flower moved and John Brouwer seconded:
 To adopt the agenda.

CARRIED

3. Approval of the Minutes

Thomas Flower moved and John Brouwer seconded:
 To adopt the September 3, 2024 minutes.

CARRIED



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4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Senate Subcommittee Vacancies

Presented by: Kyle Vuorinen

Senators were encouraged to volunteer to serve on the remaining vacant seats on the Senate subcommittees, particularly the Tributes committee, which will be meeting shortly.

6. New Business

6.1 Academic Schedule 2025/2026

Presented by: Kyle Vuorinen

Senate members were presented with the Academic Schedule setting out the important dates and deadlines for the 2025 – 2026 academic year.

On review and discussion, the following comments were provided by Senate members:

- A concern was raised regarding the scheduled last day of exams and the deadline for submitting grades, and the requirement for faculty to work over the weekend to meet the deadline. The Registrar indicated that the schedule is somewhat inflexible, but it may be beneficial to meet with the Dean to explore some possible solutions.
- Regarding the withdrawal period, the 2025 withdrawal period ends in week 10, but in 2026 the withdrawal period ends in week 9. Concerted efforts have been made in the past to push the withdrawal date back to support students. The Registrar will take this back for a further review.

6.2 Senate By-Election Timeline

Presented by: Kyle Vuorinen

The Registrar provided the timeline for the by-election for the vacant voting student Senator position, noting that nominations opened September 26, 2024,



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and results will be announced on November 15, 2024. The term for the student Senator will be until July 31, 2025.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Alaa Al-Musalli

The committee met on September 10, 2024, and reviewed their current mandate and structure. Accordingly, a first draft of the terms of reference was completed, which includes the following two main changes:

- Committee name change – the committee will be changing its name by removing the word “Program” from its title to become “Academic Planning and Review Committee (SAPRC).”
- Vice-President Academic and Provost designate attendee – based on research of practices at other institutions and review of section 35.1 of the *University Act*, the committee agreed to support the invitation of the Assistant Vice President Academic and Provost (AVPAP) as the Vice President Academic and Provost (VPAP) designate. The AVPAP is best suited for this role as they are up to date on academic matters and can support the committee in the absence of the VPAP. This decision supports the proposal that the Bylaw, Policy and Procedure Committee proposed to Senate on August 20, 2024, pertaining a change in the terms of reference to include a VPAP designate.

- 7.2 The committee met on September 10 and September 24. At the September 10 meeting, the committee reviewed the Faculty of Business and Professional Studies Bylaws. At the September 24 meeting, the committee reviewed the S2018-02 Student Awards Policy and determined that it was not SBPPC’s purview to review changes to award amounts and criteria; however, the committee did recommend revisions mostly around wording, content, and bringing the policy into a more standard format.

7.2.1 Graduate Studies Final Project/Capstone/Thesis Policy

Senate was presented with the Graduate Studies Final Project /Capstone/ Thesis Policy for approval and no concerns were raised with the proposed policy.



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Corey Muench moved and Alan Jenks seconded:

24/22 That the Senate approve the proposed policy S2024-XX Graduate Studies, Final Project/Capstone/Thesis **CARRIED**

7.2.2 Graduate Supervision Policy

Senate was presented with the Graduate Supervision Policy for approval and no concerns were raised with the proposed policy.

Corey Muench moved and Tracy Penny Light seconded:

24/23 That the Senate approve the proposed policy S2024-XX Graduate Supervision. **CARRIED**

7.2.3 Faculty of Business and Professional Studies Bylaws

Two of the five Faculties at Capilano University, Arts and Sciences and Global and Community Studies, have implemented new bylaws which follow a Faculty Council model. Faculty Council usually consists of the dean, associate dean (where possible), chairs, and a number of coordinators, convenors, and staff to carry out the academic governance work of the Faculty (e.g. course development, management, and planning). Sub-committees established in the Faculty Bylaws report and make proposals to the Faculty Council. As usual, Full- (or "Regular-") Faculty meetings are held at least twice during the academic year. In proposing the current Bylaws, Business and Professional Studies would be the third Faculty at the University to move to this model.

On review and discussion, a concern was raised regarding the lack of student voting rights in the document particularly as this concern was previously discussed during the review of the Arts and Sciences Bylaws review, and that students had voting rights in the 2015 terms of reference for the Faculty.

Information was provided that Faculty Council may not be the place for student voice particularly as discussion would be centered on policies that are faculty-directed where students' voices would not relate to the faculty experience. Some examples would be discussions around updating schools within a Faculty, regulating office hours for faculty, contact schedule, etc.



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The proponent of the FBPS Bylaws also pointed out that Faculty Council subcommittees to allow for student voices to give input, which then filters upward through the Faculty Council and beyond.

In moving forward and addressing the concerns raised, it was suggested that as section 10.1 of the Bylaws states that a review will be undertaken after one year, the recommendation, and action item, will be to undertake the review with a specific look at the participation of voting students on Faculty Councils.

Corey Muench moved and Ramin Shadmehr seconded:

24/24 That the Senate approve the proposed Faculty of Business and Professional Studies Bylaws.

CARRIED
3 Opposed

7.3 Curriculum Committee

Presented by: Deb Jamison

At the September 20, 2024 meeting, the committee had its orientation along with the Robert's Rules presentation.

7.3.1 Resolution Memorandum

The resolution brought forward from the September 20, 2024 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Graham Cook seconded:

24/25 That Senate approve Resolution 24/60.

CARRIED

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

At the September 17, 2024 committee meeting, the committee had its orientation and welcomed new members.



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Various reports were received by the committee, and some of the highlights of the reports were that new Academic Integrity Policy and Procedures became effective on September 1, 2024, and the first annual Day of Academic Integrity will be held on October 17, 2024. In addition, a framework is being developed for the implementation of Chénchenstway, which will begin with the Elders steering committee. Input will also be provided from the First Nations regarding the format, as well as feedback from Indigenous students, staff and faculty, and all other faculty to ensure that goals are established and achievable.

7.4.1 Institutional Learning Outcomes

As background, Senate previously endorsed the withdrawal of B.101 Vision, Values, Mission, Goals, and Strategic Directions and the approval of the B.111 Strategy, Development and Review, including the described ILO (institutional learning outcomes) renewal. However, the section (page 2) of B.101 that lists the institutional learning outcomes is the only university-approved document in which the outcomes are captured. As all program learning outcomes are mapped to CapU's ILOs, the AVP Academic made the following recommendations:

- As per Distinct University Experience Action 1, renew CapU ILOs for alignment with Illuminating 2030;
- Renewal initiative to be led by the Director of Academic Planning and Quality Assurance and the Director of Teaching and Learning in collaboration with the Senate Teaching and Learning Committee (STLC);
- Upon approval by the Senate, add renewed ILOs as an appendix to Illuminating 2030.

This presented an opportunity to rewrite the existing institutional learning outcomes as actual learning outcomes and test for alignment with Illuminating 2030 and the CapCore Learning Outcome framework. The task was not to revise or rethink the spirit of the ILOs, with the understanding they will be completely re-envisioned in coming years.

Diana Twiss moved and Vedant Mehra seconded:

CARRIED

24/26 That the Senate approve the revised institutional learning outcomes for immediate adoption and inclusion in future university calendars effective the 2025-26 academic year.



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7.5 Budget Advisory Committee

Presented by: Michael Thoma

A report was not provided as the committee has not yet met this academic year. The next meeting is scheduled for October 24, 2024.

8. Other Reports

8.1 Senate Chair

The Chair thanked and acknowledged everyone who was involved and participated in the recent field trip to the new Squamish campus. This was a successful event with approximately 300 employees attending.

The University is in the recruitment process for the 2025/26 academic year, and the first cycle to attract students to the new Squamish campus and programming.

8.2 Vice Chair

Deb Jamison provided the Vice Chair report, including the following highlights:

- The Self-Evaluation Committee met on September 10, 2024, and is transitioning to regular monthly meetings.
- The Vice Chair attended the Board of Governors meeting on September 24, 2024.
- The Budget Committee, Curriculum Committee, Bylaw, Policy and Procedure Committee and Academic Planning and Program Review Committee will be working on their Terms of Reference this academic year.
- Senators were encouraged to participate in the candidate interviews for the position of new president.

8.3 VP Academic and Provost

Tracy Penny Light provided the Vice President Academic and Provost report, including the following highlights:



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- Women's History Month is underway, and Senators were encouraged to participate in the events. The organizing committee was acknowledged for their work in organizing the events.
- An update on Illuminating 20230 will be brought to the November Senate meeting.
- In terms of the role of students, the Vice President Academic and Provost Office is working with students and there will also be opportunities to work with students on a partnership model on a variety of initiatives.
- In terms of accessibility, the Vice President Academic and Provost will be hosting regular open coffee chats for the university community, with the first one scheduled for October 31, 2024.

8.4 Board Report

A report was not provided as the Board representative was absent.

8.5 Elder Report

Elder Doctor Latash participated in the recent candidate interviews for the position of new president.

Elder Delhia thanked Senators for all the work that is being completed. In addition, students were acknowledged for requesting that their voices be heard, and that this is particularly important as the University continues to appreciate students who are leaders and in leadership roles.

Elder Delhia also reflected on reconciliation and pointed out that when we hold each other up, we are decolonizing, which is the essence of Chéńchenstway.

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.



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11. Information Items

Acknowledgment was provided for the collaboration in organizing the Women's History Month events.

The meeting was adjourned at 6:00 pm.

Next Meeting: Tuesday, November 5, 2024

DRAFT



CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2024 – June 2025

Academic Planning and Program Review Committee

Membership: Senators and non-Senators – Quorum = 8

Meetings: 2nd Tuesday of the Month - 4:00 - 6:00 pm

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Deb Jamison
VP Academic & Provost	Tracy Penny Light
Dean	Brad Martin
Faculty	Brian Ganter
Faculty	Alaa Al-Musalli (Chair)
Faculty	Jane Ince
Faculty	Lauren Moffatt
Faculty	Stephen Williams
Faculty	Jennifer Nesselroad
Faculty	John Brouwer
Faculty*	
Staff	Carley Dyer
Staff	Marjorie Smales
Student	Priya McMurtrie
Student	Panveer Grewal
(Non-Voting) Resource Members	
Administrator	Francisco Silva
Administrator	Claire Carolan
Administrator	Francisco Nogueira

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.



CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2024 – June 2025

Budget Advisory Committee

Membership: Senators – Quorum = 4

Meetings: Schedule is determined at first meeting

(Voting)	
Vice-Chair of Senate	Deb Jamison
Administrator	Laura Kinderman
Administrator	Brad Martin
Faculty	Michael Thoma
Faculty	Denise Gingrich
Faculty	Victor Gelano
Faculty*	
Staff	Vacant
Student	Vacant
Ex-Officio Member (Non-Voting)	
President	Paul Dangerfield
VP Finance and Administration	Tally Bains
	Toran Savjord
Director, Financial Operations	Holly Hunter
Director, Financial Planning and Analysis	Narisha Jessani

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.



CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2024 – June 2025

By-law, Policy and Procedure Committee

Membership: Senators and non-Senators – Quorum = 4

Meetings: 2nd and 4th Tuesday of the month – 1:00 – 2:30 pm.

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Deb Jamison
Administrator	Caroline Depatie
Faculty	Corey Muench
Faculty	Susan Gardner
Faculty	Julia Black
Faculty*	
Staff	Trula Fountaine
Student	Kunwar Singh
(Non-Voting) Resource Members	
Administrator	Jordan Lovig
Director, Risk Management	Jacquetta Goy

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.



CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2024 – June 2025

Teaching and Learning Committee

Membership: Senators and non-Senators – Quorum = 6

Meetings: 3rd Tuesday of the month – 1:00 – 3:00 pm

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Deb Jamison
Administrator	Laura Kinderman
Faculty	Diana Twiss (Chair)
Faculty	Lily Yen
Faculty	Jai Djwa
Faculty	Christine Jackson
Faculty	Alan Jenks
Faculty*	
Librarian	Krystyna Nowak
Staff	Brendan Carrigan
Student	Panveer Grewal
(Non-Voting)	
Administrator, Centre for Teaching Excellence (CTE)	Brit Paris
Administrator, Information Technology (IT)	Chris Jacques
Administrator, Creative Activity, Research and Scholarship (CARS)	Dawn Whitworth
Executive Member, Capilano Student Union	Vacant
Administrator, Indigenous Education and Affairs	Miranda Huron
Administrator, Academic Planning and Quality Assurance	Claire Carolan

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CAPILANO
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SENATE SUBCOMMITTEES
August 2024 – June 2025

Vice-Chair Nominating Committee

Membership: Senators – Quorum = 3

Meetings: One or two meetings between March and April

Administrator	Christina Neigel
Faculty	Majid Raja
Faculty	Vacant
Staff	Vacant
Student	Vacant

Self-Evaluation Committee

Membership: Senators – Quorum = 4

Meetings: TBD

Administrator	Christina Neigel
Faculty	Deb Jamison
Faculty	Diana Twiss
Faculty	Vacant
Staff	Vedant Mehra
Student	Vacant

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SENATE SUBCOMMITTEES
August 2024 – June 2025

Tributes Committee

Membership: Senators – Quorum = 4

Meetings: Schedule is determined at first meeting

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Deb Jamison
Administrator	Christina Neigel
Faculty	Corey Muench
Faculty	Alan Jenks
Faculty	Vacant
Faculty*	
Staff	Vedant Mehra
Student	Vacant
Ex-Officio Member (Non-voting)	
Vice President, University Relations	Kari Wharton
Director, Philanthropy Alumni Relations	Cary Gaymond

Naming Opportunities Committee

Membership: Senators – Quorum = 4

Meetings: As and When

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Deb Jamison
Administrator	Ramin Shadmehr
Faculty	Corey Muench
Faculty	Vacant
Faculty	Vacant
Faculty*	
Staff	Vacant
Student	Vacant
Ex-Officio Member (Non-Voting)	
Executive Director, Advancement	Vacant

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CAPILANO
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SENATE SUBCOMMITTEES
August 2024 – June 2025

Curriculum Committee (Senators and non-Senators)

Quorum = 10 including Chair

DAC Recommends to Senate (2 Year Term)	
(Voting)	
Humanities	Cass Picken
Social Sciences	Sarah Yercich
Science, Technology, Engineering and Mathematics	Urmila Jangra
Motion Picture Arts	David Geary
Design	Dominique Walker
Performing Arts	Daniel Hersog
Business, International Programs, Projects and Partnerships	Danielle Wilson
Business, Legal Studies, Communications	Deb Jamison
Tourism and Outdoor Recreation Management	John Brouwer
Education, Health and Human Development	Julia Black
Global Stewardship, Public Administration & Kinesiology	Caroline Soo
Access and Academic Preparation	Maggie Reagh
Library	Bethany Paul
Student Services	Chloe Miller
Students (1 Year Term)	Alisha Samnani
	Amisha Maini
	Laura Padilla
Administrator	Tracy Penny Light
Dean	Graham Cook
Dean	Ramin Shadmehr
Dean	Caroline Depatie
Registrar	Kyle Vuorinen
One Academic Advisor	Shahnaz Darayan
TBD (formerly Director of Continuing Studies)	Vacant
Chair or Vice-Chair of Senate	Paul Dangerfield / Deb Jamison
(Non-voting)	
Chair	Deb Jamison

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SENATE REPORT

AGENDA ITEM:	Self Evaluation Committee Update
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	November 5th, 2024
PRESENTERS:	Christina Neigel

PURPOSE: Update

During the 2023/24 academic year, the Senate Self-Evaluation Sub-Committee opted to meet regularly through the year to strengthen its work in supporting Senate through expanded assessments. This resulted in a new instrument used to review the general functions of Senate sub-committees. A brief report was provided in June 2024 reflecting basic findings from that assessment.

As part of its ongoing work, the Self-Evaluation Sub-Committee will build on its Sub-Committee Assessment for the 2024/25 academic year with the intention of creating some year over year baseline data and making any adjustments to the instrument used that can further assist Senate’s understanding of Sub-Committee work and dynamics.

A more recent review of results from last year reveals a strong correlation between those who serve on sub-committees for more than three years and larger weekly time investments in committee work. Further, those who have served longer on specific committees appear to have a greater confidence in the selection process of the chair and positive perceptions around orientation to the committee. While this information is correlational, newer committee members may not possess the same confidence or understanding of how they are oriented to committee work. A 2015 study of Canadian academic senates suggest that orientations are increasingly used as member engagement and education tool and this may be an important consideration for CapU when addressing its own committee engagement. ⁱ

RECOMMENDATION

Because some sub-committees involve a number of non-Senators, the Self-Evaluation Committee requests your continued support of its work by encouraging members to reflect on their committee experiences and participate in the assessment that will be made available in Spring 2025. Your feedback on the process is also appreciated by the committee.

ⁱ Pennock, L., Jones, G.A., Leclerc, J.M., Li, S.X. (2015). Assessing the role and structure of academic senates in Canadian universities, 2000-2012. *Higher Education: The International Journal of Higher Education Research*, 70:3, 503-518. <https://research-ebSCO-com.ezproxy.capilano.ca/linkprocessor/plink?id=d2a0ae26-ed5b-3218-9a07-027c6963c85a>

MEMO

To: Paul Dangerfield, Chair, Senate
From: Tracy Penny Light, Interim VP, Academic & Provost
Subject: Illuminating 2030 Three Year Update
Date: October 28, 2024
cc: Aurelea Mahood, Associate Vice-President, Academic and Vice-Provost

Each year, the VPAP provides an update to Senate on the progress of Illuminating 2030. Moving forward, this will be presented each Fall to celebrate notable activities completed in the previous academic year. Below is a summary of selected recent activities in each area of focus with emphasis on the 2023-24 academic year.

COMMUNITY

As of spring 2024, our commitment to the educational priorities and requirements of territorial rights holders to advance Indigenization, provide options for Indigenous learners and communities, and further reconciliation will be guided by Chénchenstway (see Expanding the Canoe Family). This includes seeking direction and guidance from the the Skwxwú7mesh (Squamish) Nation on our responsibilities to Skw'cháys, and exploring ways to translate these responsibilities into teaching, learning and scholarship (see Waking of the Canoe and Expanding the Canoe Family).

We continue to work toward deepening experiential and work-integrated learning opportunities for all students. In 2024-25, dedicated WIL resources include: senior manager, work-integrated learning; two staff project liaisons and two advisory committees (internal and external).

The expansion of CapU's partnerships with regional municipalities and districts, businesses and industries, not-for-profit and community organizations, and other interested partners aligned with University values is ongoing. We are working to expand and highlight current transfer-in agreements with several institutions in BC and beyond, which will support completion of existing and new programs of study.

The soft launch of the Squamish campus is providing new opportunities to develop a local action plan for the Sea-to-Sky corridor in collaboration with the region's local governments, leaders and sector organizations. Of note is the recently signed Prior Learning Assessment and Recognition (PLAR) agreement with the Squamish Lil'wat Cultural Centre.

In December 2023, Senate approved [S2023-01](#) and [S2023-01-01](#), a new external advisory committee policy and procedure that aims to renew and deepen the role of advisory committees, including student and alumni voices in the ongoing evolution of our academic programs and learning opportunities. Effective 2024-25 academic year, external advisory committees will also be formally incorporated into the cyclical academic unit review process.

IMAGINATION

The Centre for Teaching for Teaching Excellence (CTE), the Office of Creative Activity, Research & Scholarship (CARS) and the Office of Indigenous Education & Affairs (IEA) regularly work collaboratively to create and support a range of ongoing opportunities for learning. Recently, a collaborative initiative among all five Faculties, CARS, and CTE, LEADing in Learning: Teaching with AI.

Through the involvement of academic and community partners in the development of new programs of study, such as the recently approved Bachelor of Environment and Society (Environment Studies and Environmental Sciences options) and the Bachelor of Writing and Literature, as well as the soft launch of programs at the Squamish campus, the participation of external review panels in cyclical academic unit review, and the regular involvement of external advisory committees, CapU is committed to the involvement of academic and community partners in the above.

The adoption of the Digital Learning Framework in fall 2023 affirms that we are prioritizing the continued use and adoption of digital and educational technologies to advance excellence in teaching and learning and strengthen tools and platforms required for collaboration, curating, and sharing evidence of learning.

The Cap Core Professional Practice requirements in S2024-01-01 reflect our commitment to embedding opportunities to scaffold creative and community-based activity, research and scholarship within all degree programs.

DISTINCTIVE UNIVERSITY EXPERIENCE

The renewed institutional learning outcomes were approved at the October 2024 Senate meeting. Throughout 2025, academic units will review their program learning outcomes for alignment with the revised institutional learning outcomes. The renewal project was thoughtfully co-led by the director of academic planning and quality assurance and the director of teaching and learning with the input and guidance of the Senate Teaching and Learning Committee.

There is ongoing action underway to identify, develop and implement governance and operational requirements for the delivery of graduate-level credentials as evidenced by the recent approval of the [S2024-02](#) and [S2024-03](#) policies at Senate in October 2024.



The newly appointed director, academic planning and quality assurance, is leading the review of the university's academic policies and procedures for alignment with the recently updated DQAB (Degree Quality Assessment Board) degree criteria standards and opportunities to leverage our recently acquired DQAB exempt status to the baccalaureate level. This work in combination with the University's quality assurance activities, including assessment of learning and program review, and faculty-based strategic planning committees will help ensure that CapU's academic programs are infused with the learning opportunities and priorities set out in the Illuminating 2030.



SENATE REPORT

AGENDA ITEM:	New Senate Subcommittee on Graduate Studies
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	5th November, 2024
PRESENTERS:	Dr. Dawn Whitworth, Associate Vice President of CARS and Graduate Studies

PURPOSE

To update Senate on the development of Graduate Studies at the University and ask for Senate approve for the creation of a new Graduate Studies Senate Subcommittee

BACKGROUND

Envisioning 2030 articulates a vision for a community-engaged, responsive, and innovative institution. To act on its goals of fostering a Distinct University Experience, Illuminating 2030 proposes to grow capacity for creative activities, research and scholarship (CARS) that meet the needs of the community. Since these endeavours are staples of graduate education, this focus paves the way for Action 3: *“Identify, develop and implement governance and operational requirements for the delivery of graduate-level credentials.”*

APPROVALS & CONSULTATIONS:

Approvals:

Date	Committee	Purpose
12 th June, 2024	Academic leadership Committee	ALC feedback and approval (approved)
5 th November, 2024	Senate	Approval of the creation of a Graduate Studies Subcommittee

HIGHLIGHTS OF PROPOSAL

The proposed new Graduate Studies Senate Subcommittee would report and make recommendations to Senate, be composed of members with expertise required to support graduate-level programs, and would have terms of reference resembling those of the Senate Curriculum Committee but specialized for graduate studies. This model assembles a group with expertise in graduate education, is small and nimble allowing it to act quickly, and has easy access to the decision-making body (Senate) to enact its recommendations. TRU and UFW are local peer institutions that structure the governance of graduate programs in this manner.

DOCUMENTS FOR SENATE REVIEW

New Senate Subcommittee to Oversee Graduate Studies Proposal (3-pages). The proposal includes the following: Background; Governance; Structure; Terms of Reference; Composition.

RECOMMENDATION

That Senate approve the creation of a Graduate Studies Subcommittee

SENATE PROPOSAL: NEW SENATE COMMITTEE TO OVERSEE GRADUATE STUDIES

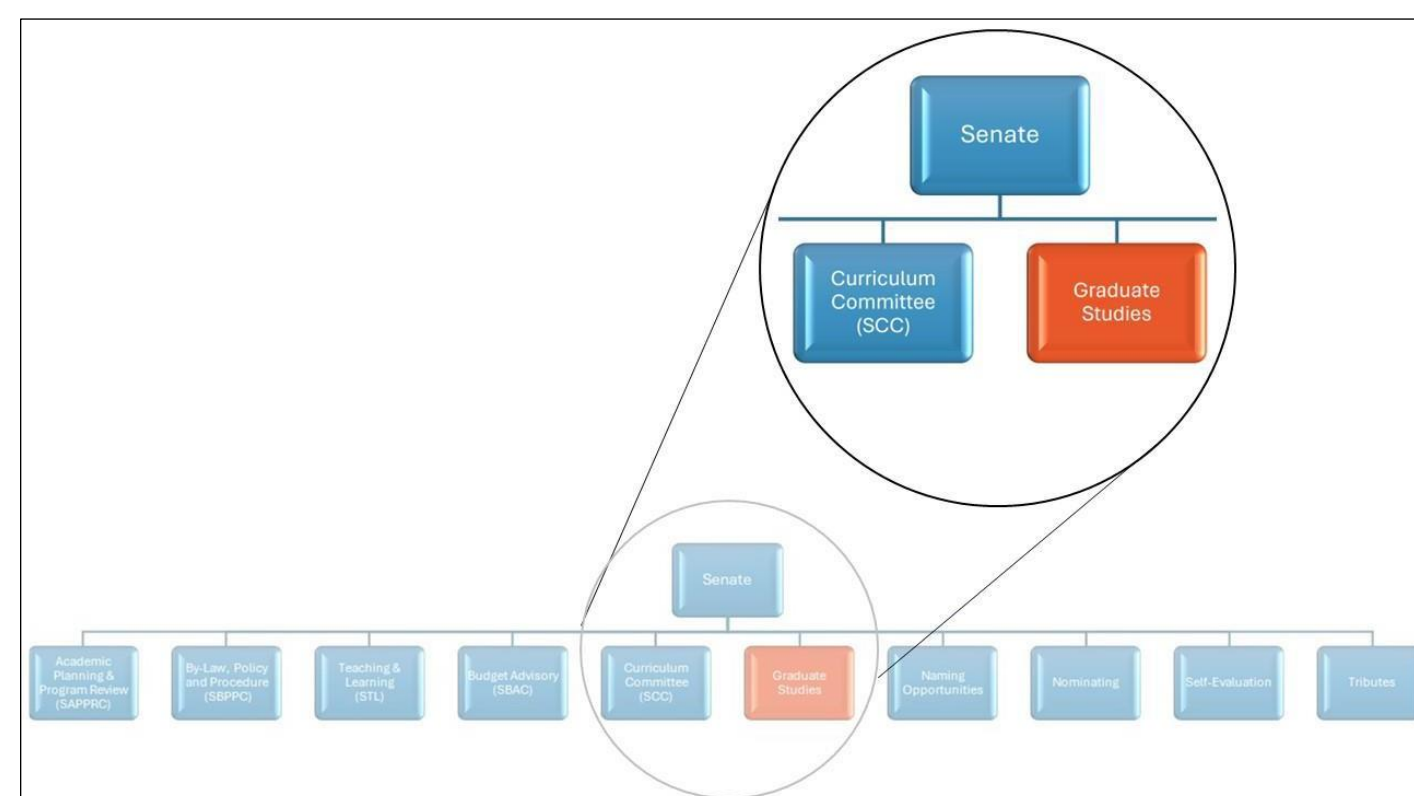
BACKGROUND

[Envisioning 2030](#) articulates a vision for a community-engaged, responsive, and innovative institution. To act on its goals of fostering a *Distinct University Experience*, [Illuminating 2030](#) proposes to grow capacity for creative activity, research and scholarship (CARS) that meet the needs of the community. Since these endeavors are staples of graduate education, this focus paves the way for Action 3: “*Identify, develop and implement governance and operational requirements for the delivery of graduate-level credentials.*”

To bring about this exciting next phase of the institution’s evolution, CapU will need new academic governance structures. Graduate education is distinct from undergraduate education in its goals and activities and requires new policies and procedures, and different expertise to foster and monitor its development. Guided by a review of peer institutions that offer graduate programs, this document outlines a proposal for the creation of a new Graduate Studies Senate Subcommittee to define graduate credentials, review and approve new programs, set academic requirements, and guide how faculty engage in the mentorship and supervision of graduate students.

GOVERNANCE STRUCTURE

To provide oversight of graduate-level programs, the creation of a new Senate Subcommittee is recommended. The proposed Graduate Studies Subcommittee would report and make recommendations to Senate, be composed of members with expertise required to support graduate-level programs and would have terms of reference resembling those of the Senate Curriculum Committee but specialized for graduate studies. This model assembles a group with expertise in graduate education, is small and nimble allowing it to act quickly, and has easy access to the decision-making body (Senate) to enact its recommendations. [TRU](#) and [UFV](#) are peer institutions that structure the governance of graduate programs in this manner.



TERMS OF REFERENCE

Advise Senate on all matters related to graduate-level education at the University.

GOVERN FACULTY PARTICIPATION IN GRADUATE STUDIES

Advise Senate on:

- Credentials and experience required of graduate program faculty members.

[TRU](#), [UFV](#)

In addition:

- Review and approve applications for faculty participation in graduate studies.

[BrandonU](#), [TRU](#)

OVERSEE GRADUATE STUDENTS

Advise Senate on:

- Policies, procedures, criteria, residency, and other requirements for the admission, registration, evaluation, withdrawal, leaves, supervision, and promotion of graduate students.
- Develop and oversee policies related to compliance with standards of academic integrity and ethics in CARS activities and graduate studies.

[Lakehead](#),
[SFU](#), [TRU](#), [UFV](#)
[TRU](#), [UFV](#)

In addition:

- Review and approve graduate students' leaves and extensions.
- Review and adjudicate graduate students' appeals.

[Lakehead](#)
[SFU](#)

OVERSEE GRADUATE CURRICULUM

Advise Senate on:

- The criteria for awarding graduate credentials (certificates, diplomas, and degrees).
- Policies and procedures related to the development, review, approval, delivery, changes, evaluation, and deletion of graduate-level courses and programs.

[TRU](#), [UFV](#)

[TRU](#), [UFV](#)

In addition:

- Review new program proposals and consider curriculum changes, including deletion and phase out, of graduate level courses and programs. Ensure they meet degree quality standards.
- Identify commonality between graduate programs and make recommendations that foster collaboration between academic units to enhance the graduate program and facilitate the sharing of courses, expertise, and other resources.
- Submit to Senate an annual report of graduate studies (e.g., applications, graduations, program changes).

[Lakehead](#), [SFU](#),
[TRU](#), [UFV](#)

[TRU](#)

[SFU](#), [TRU](#), [UFV](#)

FOSTER ENVIRONMENT CONDUCIVE TO SUCCESS IN GRADUATE STUDIES

- Promote best practices for graduate student engagement including graduate teaching and research assistants, internal scholarships, travel bursaries, awards for outstanding graduate student supervision, etc.
- Make recommendations to Senate on the resolution of disputes between departments related to graduate studies.
- Engage in strategic planning for graduate education in a way that is consistent with the institution's other strategic documents (e.g., academic plan).

[Lakehead](#), [TRU](#)

[UFV](#)

[TRU](#), [UFV](#)

COMPOSITION

The proposed Senate Graduate Studies Subcommittee used the Senate Curriculum Committee membership as a starting point and then added members with expertise required to support graduate education. These members were informed by the composition of Senate graduate studies committees at peer institutions.

Voting Members

Member	Rationale
Senate Chair or Vice Chair	As per Senate Bylaw 2.1.f
A faculty member from each of the 5 Faculties + A faculty member from each graduate program ¹ . Faculty members are elected by Faculty Council and must be qualified as thesis supervisors ²	As per TRU , UFV
1 staff	As per SCC composition
2 graduate students (elected from CSU, once graduate programs offered)	As per SCC composition, but restricted to graduate students
Provost/ or designate	As per SCC composition
1 Dean	As per SCC composition

Non-Voting Members

Member	Rationale
AVP CARS	As per TRU , UNBC , UFV
Registrar	As per MRU , TRU , UFV , VIU
Director, Academic Planning & QA	As per MRU , UFV , UNBC , VIU
Chair of SCC	

¹ As the number of graduate programs grows, this may need to be capped to one or two representatives from graduate programs from each Faculty.

² Eligible faculty must be active researchers and have been approved as thesis supervisors by the Senate Graduate Studies Committee, as per the *Terms of Reference*. See *Faculty Participation in Graduate Studies* for additional information on this proposed framework.

FACULTY PARTICIPATION IN GRADUATE STUDIES (IN PROGRESS)

- A framework that allows all CapU faculty who are interested in contributing to graduate education – including those who may not have recent research experience – to participate in graduate studies (in progress).
- The framework will define three faculty roles and the set of qualifications and research experience required to serve in each capacity:

Graduate Course Instructor

Thesis Co-Supervisor

Thesis Supervisor

- Interested faculty will apply for one of these roles. The Senate Graduate Studies Subcommittee will evaluate faculty applications.
- This framework will be inclusive of all faculty while adhering to accreditation requirements for graduate studies.
- Two peer institutions operate on such a model:
 - [TRU Faculty Participation in Graduate Studies](#), and
 - [Brandon University's Membership in the Faculty of Graduate Studies](#).

MEMO

To: Mary Jukich, Senate Administrative Assistant
From: Kyle Vuorinen, Registrar
Subject: Senate By-Election timeline and seats up for election (Support Staff)
Date: October 7, 2024
cc:

FALL 2024 SENATE SUPPORT STAFF BY ELECTION TIMELINE

Date	Action	Duration
Thursday, Oct 10	Call for nominations	Two weeks
Wednesday, Oct 23, 4pm	Call for nominations CLOSED	Four weeks
Thursday, Oct 24, 10 am	Orientation (by request)	
Thursday, Nov 21, 12:01 am	Voting OPEN	One week
Wednesday, Nov 27, 11:59pm	Voting CLOSED	
Friday, Nov 29	Election Results Announced	

FALL 2024 SENATE SUPPORT STAFF SEATS UP FOR BY ELECTION

Representatives	Seats	Term starts	Term ends
Support Staff	1 Voting	Immediately	July 31, 2027

SENATE REPORT

AGENDA ITEM:	Student Awards Policy (S2018-02)
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	November 5, 2024
PRESENTERS:	Corey Muench, Chair, Senate Bylaw, Policy, and Procedure Committee Jordon Lovig, Associate Registrar (Proponent by proxy)

PURPOSE

To revise and update the existing **Student Awards Policy, S2018-02** (three-year review timeline)

APPROVALS & CONSULTATIONS

The Proponent has submitted the following:

This policy was reviewed and updated by the Student Information Services & Records and Financial Aid & Awards Consultation. The Registrar and the Director, Risk Management have provided additional guidance. Further consultation was determined not to be required as changes are not significant.

Date	Committee/Group	Purpose
September 24, 2024	Senate Bylaws, Policy and Procedure committee	Review, propose improvements and determine if ready for Senate consideration.
November 5, 2024	Senate	Review, recommendations, approval

HIGHLIGHTS OF PROPOSAL BROUGHT TO SENATE BYLAW, POLICY, AND PROCEDURE COMMITTEE

The proponent has submitted the following:

Context

This policy sets out the different categories of student awards that are administrated by the Registrar’s Office. It describes the general terms and conditions for student awards, and outlines the nomination, information, distribution, acceptance, payment and renewal, retention audit and reversal processes.

Issues identified

No significant issues have been identified with the operation of this policy. The policy contained language about the offering of prizes by Faculties and policy areas that are not under the remit of the Registrar’s office and have now been determined to be out of scope. When the policy was written, an appendix was attached that outlined the awards available when the policy was approved. This has now become out of date and has been removed with a new section added instead outlining where information and guidance about student awards is made available to students and how often that information is updated.

Proponent/Policy Office Changes

- Appendix removed and new Section 6 on information added as referenced above.
- All definitions were reviewed.
- The definitions of Emergency Bursaries and External Awards included language that was not descriptive and when reviewed it was determined that these were both outside of the scope of the policy. The language has therefore been adapted and moved into the Scope section (3.2a and 3.2b).
- The definition of Satisfactory Academic Standing was also removed and is now described instead in section 5.8
- References to the responsibilities of the Registrar's office to administer Student Awards have been moved to section 4.2
- References to international student eligibility for student Awards has been moved to section 5.3
- Policy administrator identified and officer responsible moved from the Vice President Academic and Provost to the Vice President Strategic Planning, Assessment and Institutional Effectiveness reflecting portfolio responsibilities.
- Proposal that Senate Teaching and Learning Committee approve modifications to Award criteria as a way to meet *University Act* section 35.2.5(i)
- Added cross reference and alignment with B.700 Privacy and Access to Information Policy
- New section 7.2 added introducing the role of student awards nomination committees
- Related policies and guidance section added as per current policy office practice
- Formatting updated as per current policy office practice.

SBPPC Recommendations/modifications:

- Modification to the wording of definition of "Full-Time Enrolment" (and in 5.6) to reflect that some programs include courses below the 100-level that count toward full-time status.
- Removal of proposal to bring Awards criteria changes to Senate Teaching and Learning Committee as it was felt that Registrar autonomy was important and SBPPC has a role in reviewing the Student Awards Policy
- General edits for clarity.

DOCUMENTS FOR SENATE REVIEW


S2018-02 current in use

S2018-02 proposed clean version

S2018-02 marked copy (see "track changes")

RECOMMENDATION

That the Senate approve the revised Student Awards Policy (S2018-02).

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2018-02	Vice-President Strategic Planning, Assessment and Institutional Effectiveness		
Policy Name			
Student Awards			
Approved by	Replaces	Category	Next Review
Senate	E.706; E.707; E.709; E.709; B.203; B.204; ARM 1076	Student	
Date Issued	Date Revised	Date in effect	Related Policies
June 6, 2018			

1. PURPOSE

This policy is to provide direction regarding Student Awards at Capilano University (the “University”).

2. DEFINITIONS

For the purposes of this policy, the following definitions apply:

“**Awards**” are financial support provided to students based on the attainment of minimum academic requirements and the assessment of a combination of criteria that include, but are not limited to, two or more of the following: academic achievement, financial need, community involvement, extra-curricular activities, demonstrated leadership, outstanding athletic or artistic participation, or service to the university community or the community at large.

“**Bursaries**” are financial support provided to students based on attainment of minimum academic requirements and the assessment of demonstrated financial need.

“**Continuing Student Awards**” refers, generically, to all Student Awards provided to students on the basis of academic and/or other achievements demonstrated in their course of studies at the University.

“**Full-Time Enrolment**” refers to registration in a minimum of nine (9) credits per term at the undergraduate level or higher, in a program of study.

“**Scholarships**” are financial support provided to students primarily on the basis of demonstrated academic achievement as demonstrated through term grade point average (TGPA) and/or cumulative grade point average (CGPA).

“**Student Awards**” refers, generically, to all Awards provided to students that are funded by the University, or by donors through the University, and administered by the Registrar’s Office. They include

both Continuing Student Awards and Student Entrance Awards.

“**Student Entrance Awards**” refers, generically, to all Student Awards provided to first-time, entering students on the basis of academic and/or other achievements demonstrated prior to the commencement of studies at the University.

3. SCOPE

3.1 This policy relates to the establishment, criteria development, equitable competition, fair allocation and distribution of funding for all Student Awards. This policy relates only to those funds available to students entering or registered in academic programming or on a limited basis for upgrading programming.

3.2 This policy does not cover financial support that is:

- a) funded and administered outside the University where the University has no responsibility for any part of the funding, administration, and selection processes. The Registrar’s Office may publicize sources of external funding as a service to the University community and in limited instances, provide administration assistance, if there is deemed to be a significant benefit to our students and it has been approved by the Registrar or Vice-President, Academic and Provost.
- b) provided to students through prizes administered by program and/or Faculty areas. Faculties and programs wishing to award prizes to students are responsible for prize advertising, and reporting must develop and maintain processes that
 - i) ensure equity in competition and distribution;
 - ii) have transparent criteria, recipient selection, and vetting prior to choosing recipients and
 - iii) follow University financial reporting and record keeping protocols.

4. POLICY STATEMENT

4.1 The provision of financial support to students assists those who demonstrate financial need, encourages and recognizes academic excellence, and supports student recruitment and retention.

4.2 The Registrar’s Office administers all Student Awards and supports the creation and management of Student Awards that support equity, diversity, and inclusion.

4.3 The *Freedom of Information and Protection of Privacy Act* and B.700 Privacy and Access to Information Policy will govern all aspects of the Student Awards process, including but not limited to, application and nomination forms, nomination committee decisions, and information provided to donors and others concerning Award recipients.

4.4 To ensure the full utilization of all University funds allocated to supporting students through Student Awards, all University-funded scholarship and Award funds that are unclaimed or unutilized in a given year will be moved to bursary funds for that same year.

5. GENERAL TERMS AND CONDITIONS OF STUDENT AWARDS

5.1 Terms and conditions specific to Student Awards are derived from this policy and must:

- a) benefit students and have a minimum of limiting criteria;
- b) ensure equity in competition and distribution;
- c) ensure fair and wide distribution of funds;
- d) abide by any relevant government policy, regulations, and/or guidelines (e.g. BC Human Rights Code, FOIPPA, CRA regulations, etc.);
- e) be consistent with the University's vision, purpose and values;
- f) comply with pertinent University policies, procedures, and academic regulations; and
- g) be practical for the University to administer.

5.2 The University is sensitive and cautious regarding the selection criteria contained in terms of reference for Student Awards and may reject Awards if selection criteria are deemed to be inappropriate. Student Award criteria may be quantitative in nature (e.g. to be given to the student with the highest cumulative grade point average) or qualitative, where other criteria are included (e.g. demonstrated interest and achievement) that are based on supporting documentation from the student.

5.3 International students are eligible to apply for consideration for Scholarships and Awards (unless otherwise specified) but are not eligible for consideration for Bursaries.

5.4 Academic requirements will be calculated by the Registrar's Office as follows:

- a) New students direct from high school will be evaluated on their high school grade point average (GPA);
- b) New students with prior post-secondary experience will be evaluated on the cumulative grade point (CGPA) average of their previous post-secondary studies; and
- c) Continuing students will be evaluated on their term grade point average (TGPA) and/or cumulative grade point average (CGPA).

5.5 In the case of a tie, preference will be given to students who have successfully completed a greater number of credits up to the term under consideration.

- 5.6 To be eligible for Student Awards, applicants must register or maintain Full Time Enrollment in the term of application. To be eligible for Continuing Student Awards, students must have successfully completed a minimum of nine (9) credits at the undergraduate level or higher at the University.
- 5.7 The conditions in 5.6 apply to all Student Awards unless the Student Award criteria states otherwise or the student is approved to study on a reduced course load by StudentAid BC or University Accessibility Services. In these cases, the student must meet the definition of Full-time Enrollment as defined for students with permanent disabilities.
- 5.8 Students must be eligible to continue in or graduate from the program in which the student is registered, exclusive of those students allowed to continue on a probationary basis. For Student Entrance Awards, a student will be deemed to have achieved satisfactory academic standing provided the student has been granted admission to a program of study at the University.

6. STUDENT AWARD INFORMATION

- 6.1 The Registrar's Office will post information about Student Awards including, a full list of the Awards available, eligibility criteria, and application processes, on the University Scholarships, Bursaries & Awards page of the University website and will update this information every semester.

7. STUDENT AWARD NOMINATION AND NOMINATION COMMITTEES

- 7.1 Minimum levels of scholarship, academic standing, and acceptable conduct standards for all Student Awards will be established by the University.
- 7.2 Nomination committees will be established for specific Awards according to their Terms of Reference. Each committee will adjudicate and put forward named students for each Award. The Registrar's Office will then make sure that the students nominated meet the criteria for each Award.
- 7.3 All nomination committee members must be current University employees and approved by the Vice-President, Academic and Provost. If a student member is required for the nominating committee, the student member will be approved by the Vice-President, Academic and Provost in consultation with the Registrar.
- 7.4 Nomination committees are responsible for ensuring and maintaining the confidentiality of candidates and nominees as well as for the transparency of the candidate consideration and nomination processes.
- 7.5 Student Award donors may not be involved in the nomination or selection process, and no nomination committee member may have a conflict of interest with any Student Award applicant. All conflicts of interest must be declared.

8. STUDENT AWARD DISTRIBUTION

- 8.1 The total monetary value that a student can receive in a given academic year must not exceed the highest monetary value of an existing University Award. The University may review and determine the highest monetary value from time to time, as necessary.
- 8.2 The University reserves the right to limit the number of Student Awards where too few suitable candidates exist or to withhold or cancel a Student Award in the absence of a suitable candidate or if a donor withdraws the Student Award.

9. STUDENT AWARD ACCEPTANCE

- 9.1 Only students receiving a Student Entrance Award are required to formally accept the Award and the conditions of the Award. Acceptance is for a program of studies at the University that commences in the academic year immediately following Award notification.
- 9.2 If a recipient, who has formally accepted the Student Entrance Award, fails to register at the university by the fee payment deadline for the applicable term, the Award will be cancelled.

10. STUDENT AWARD PAYMENT

- 10.1 Student Awards will be applied to the student's Capilano University student account.
- 10.2 Students who withdraw, reduce their course load, or otherwise alter their program of study so that they no longer meet the criteria for granting the Student Award may be required to forfeit all or part of the Student Award.
- 10.3 Student Awards may not be deferred.

11. STUDENT AWARD RENEWAL

- 11.1 Approval of the second or subsequent portions of a Student Award will be conditional upon the recipient's meeting renewal criteria. Recipients who do not meet the renewal criteria will forfeit the remaining portions of their Student Award.

12. STUDENT AWARD RETENTION

- 12.1 Student Award recipients may retain the honour of an Award but resign the monetary value. Any funds made available by the resignation will be made available to another eligible student.
- 12.2 Students enrolled in less than a full-time course load in their final term of studies may retain a Student Award if that number of credits is sufficient for graduation. In this case, a Student Award may be prorated.

13. STUDENT AWARD AUDIT AND REVERSAL

- 13.1 All submitted Student Award applications are subject to audit and verification by the Registrar's Office. Applicants may be required to submit additional supporting documentation (e.g. financial, income tax, family information, etc.) as part of the audit process at the time of application, during the study period, or at the time of subsequent application. Student Awards will be revoked from students who misrepresent themselves on applications.
- 13.2 Any Student Award may be withheld, reduced, cancelled, or retracted from a student for any of the following reasons: failure to meet required terms and conditions, reduction in course load, withdrawal from the university, or student misconduct.

14. DESIGNATED OFFICER

- 14.1 The Vice-President, Strategic Planning, Assessment and Institutional Effectiveness is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Registrar.

15. RELATED POLICIES AND GUIDANCE

- B.700 Privacy and Access to Information Policy
- B.701 Student Code of Conduct
- S1999-09 Academic Accommodation for Students with Disabilities

16. REFERENCES

- [Freedom of Information and Protection of Privacy Act](#)
- University Act



Policy No.	Officer Responsible		
S2018-02	Vice President Strategic Planning, Assessment and Institutional Effectiveness		
Policy Name			
Student Awards			
Approved by	Replaces	Category	Next Review
Senate	E.706; E.707; E.709; B.203; B.204; ARM 1076	Student	
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June 6, 2018			

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“Full-Time Enrolment” refers to registration in a minimum of nine (9) credits [per term](#) at the undergraduate level ([100-level](#)), [or higher or higher](#), in a program of study.

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both Continuing Student Awards and Student Entrance Awards, ~~as defined below:~~

“Student Entrance Awards” refers, generically, to all Student Awards provided to first-time, entering students on the basis of academic and/or other achievements demonstrated prior to the commencement of studies at the University.

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3.1 This policy relates to the establishment, criteria development, equitable competition, fair allocation and distribution of funding for all Student Awards. This policy relates only to those funds available to students entering or registered in academic programming or on a limited basis for upgrading programming.

3.2 This policy does not cover financial support

- a) funded and administered outside the University where the University has no responsibility for any part of the funding, administration, and selection processes. The Registrar’s Office may publicize sources of external funding as a service to the University community and in limited instances, provide administration assistance, if there is deemed to be a significant benefit to our students and it has been approved by the Registrar or Vice President, Academic and Provost.

~~b) provided to students who have exhausted all other financial aid resources available to them and have a demonstrated unforeseen financial circumstance. The determination of need shall be governed by the same rules and procedures as apply to the Student Financial Assistance Program managed by the BC Ministry of Advanced Education. Students must meet the scholastic standing and course load criteria of the Student Financial Assistance Program~~

~~e)b)~~ provided to students through prizes administered by program and/or Faculty areas. Faculties and programs wishing to award prizes to students are responsible for prize advertising and reporting must develop and maintain processes that

- i) ensure equity in competition and distribution;
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4. POLICY STATEMENT

4.1 The provision of financial support to students assists those who demonstrate financial need, encourages and recognizes academic excellence and supports student recruitment and retention.

4.2 ~~All Student Awards are administered by~~ the Registrar’s Office ~~administers all Student Awards. The Registrar’s Office and will~~ support the creation and management of Student Awards that support equity, diversity and inclusion.

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- e) be consistent with the University's vision, purpose and values;
- f) comply with pertinent University policies, procedures, and academic regulations; and
- g) be practical for the University to administer.

5.2 The University is sensitive and cautious regarding the selection criteria contained in terms of reference for Student Awards and may reject awards if selection criteria are deemed to be inappropriate. ~~The Registrar will prepare proposals for new Student Awards and changes to the criteria of existing awards that recognize academic excellence and present those proposals and changes to the Senate Teaching and Learning Committee for approval.~~ Student Award criteria may be ~~mathematical/quantitative~~ in nature (e.g. to be given to the student with the highest cumulative grade point average) or ~~judgmental/qualitative~~, where other criteria are included (e.g. demonstrated interest and achievement) that are based on supporting documentation from the student.

5.3 International students are eligible to apply for consideration for Scholarships and Awards (unless otherwise specified) but are not eligible for consideration for Bursaries.

5.4 Academic requirements will be calculated by the Registrar's Office as follows:

- a) New students direct from high school will be evaluated on their high school grade point average (GPA);

Commented [CM1]: The University Act states, "The senate of a special purpose, teaching university has the power and duty to do all of the following: 35.2 5(i): set criteria for awards recognizing academic excellence." In a draft stage of the update of this Policy, the proposal for approval of changes in award criteria by the Senate Teaching and Learning was proposed; however, SBPPC felt that the RO needs some autonomy in making decisions about award criteria and that SBPPC can fulfill the role of oversight through its regular review of the Student Awards Policy.

- b) New students with prior post-secondary experience will be evaluated on the cumulative grade point (CGPA) average of their previous post-secondary studies; and
 - c) Continuing students will be evaluated on their term grade point average (TGPA) and/or cumulative grade point average (CGPA).
- 5.5 In the case of a tie, preference will be given to students who have successfully completed a greater number of credits ~~for up to~~ the term under consideration.
- 5.6 To be eligible for Student Awards, applicants must register or maintain Full Time Enrollment in the term of application. To be eligible for Continuing Student Awards, students must have successfully completed a minimum of nine (9) credits at the undergraduate level (~~100-level~~), or higher, at the University.
- 5.7 The conditions in 5.6 apply to all Student Awards unless the Student Award criteria states otherwise or the student is approved to study on a reduced course load by StudentAid BC or University Accessibility Services. In these cases, the student must meet the definition of Full-time Enrollment as defined for students with permanent disabilities.
- 5.8 Students must be eligible to continue in or graduate from the program in which the student is registered, exclusive of those students allowed to continue on a probationary basis. For Student Entrance Awards, a student will be deemed to have achieved satisfactory academic standing provided the student has been granted admission to a program of study at the University.

6. STUDENT AWARD INFORMATION

6.1 The Registrar's office will post information about Student Awards including a full list of the awards available, eligibility criteria, and application processes on the University Scholarships, Bursaries & Awards page of the University website and will update this information every semester.

6.7. STUDENT AWARD NOMINATION AND NOMINATION COMMITTEES

6-17.1 Minimum levels of scholarship, academic standing, and acceptable conduct standards for all Student Awards will be established by the University.

6-27.2 Nomination committees will be established for specific Awards according to their Terms of Reference. ~~The Each~~ committee will adjudicate and put forward named students for each Award. The Registrar's office will then make sure that the students nominated meet the criteria for each Award.

6-37.3 All nomination committee members must be current University employees and approved by the Vice-President, Academic and Provost. If a student member (s) is required for the nominating committee, the student member (s) ~~are will be is~~ approved by the Vice-President, Academic and Provost in consultation with the Registrar.

~~6-47.4~~ Nomination committees are responsible for ensuring and maintaining the confidentiality of candidates and nominees as well as for the transparency of the candidate consideration and nomination processes.

~~6-57.5~~ Student Award donors may not be involved in the nomination or selection process, and no nomination committee member may have a conflict of interest with any Student Award applicant. All conflicts of interest must be declared.

7.8. STUDENT AWARD DISTRIBUTION

~~7-18.1~~ The total monetary value that a student can receive in a given academic year must not exceed the highest monetary value of an existing University Award. The University may review and determine ~~after~~ the highest monetary value on an annual basis from time to time as necessary.

~~7-28.2~~ The University reserves the right to limit the number of Student Awards where too few suitable candidates exist or to withhold or cancel a student award in the absence of a suitable candidate or if a donor withdraws the Student Award.

8.9. STUDENT AWARD ACCEPTANCE

~~8-19.1~~ Only students receiving a Student Entrance Award are required to formally accept the award and the conditions of the award. Acceptance is for a program of studies at the University that commences in the academic year immediately following award notification.

~~8-29.2~~ If a recipient, who has formally accepted the Student Entrance Award, fails to register at the university by the fee payment deadline for the applicable term, the award will be cancelled.

9.10. STUDENT AWARD PAYMENT

~~9-110.1~~ Student awards will be applied to the student's Capilano University student account.

~~9-210.2~~ Students who withdraw, reduce their course load or otherwise alter their program of study so that they no longer meet the criteria for granting the student award may be required to forfeit all or part of the student award.

~~9-310.3~~ Student awards may not be deferred.

10.11. STUDENT AWARD RENEWAL

~~10-411.1~~ Approval of the second or subsequent portions of a Student Award will be conditional upon the recipient's meeting renewal criteria. Recipients who do not meet the renewal criteria will forfeit the remaining portions of their student award.

11.12. STUDENT AWARD RETENTION

11.12.1 Student Award recipients may retain the honour of an award, but resign the monetary value. Any funds made available by the resignation will be made available to another eligible student.

11.2.12.2 Students enrolled in less than a full-time course load in their final term of studies may retain a Student Award if that number of credits is sufficient for graduation. In this case, a Student Award may be prorated.

12.13. STUDENT AWARD AUDIT AND REVERSAL

12.13.1 All submitted Student Award applications are subject to audit and verification by the Registrar's Office. Applicants may be required to submit additional supporting documentation (e.g. financial, income tax, family information, etc.) as part of the audit process at the time of application, during the study period, or at the time of subsequent application. Student Awards will be revoked from students who misrepresent themselves on applications.

12.2.13.2 Any Student Award may be withheld, reduced, cancelled, or retracted from a student for any of the following reasons: failure to meet required terms and conditions, reduction in course load, withdrawal from the university, or student misconduct.

13.14. DESIGNATED OFFICER

14.1 The Vice-President, Strategic Planning, Assessment and Institutional Effectiveness is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Registrar.

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14.15. RELATED POLICIES AND GUIDANCE

B.700 Privacy and Access to Information Policy

B.701 Student Code of Conduct


S1999-09 Academic Accommodation for Students with Disabilities

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16. REFERENCES

[Freedom of Information and Protection of Privacy Act](#)
[University Act](#)

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 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2018-02	Vice President Academic and Provost		
Policy Name			
Student Awards			
Approved by	Replaces	Category	Next Review
Senate	E.706; E.707; E.709; E.709; B.203; B.204; ARM 1076		June 6, 2023
Date Issued	Date Revised	Related Policies, Reference	
June 6, 2018		Appendix A – University Funded Student Awards	

1 PURPOSE

This policy is to provide direction regarding Student Awards, including Scholarships, Bursaries, Awards and Prizes (SBAP) at Capilano University.

2 DEFINITIONS

For the purposes of this policy, the following definitions apply:

“Scholarships” are financial support provided to students primarily on the basis of demonstrated academic achievement as demonstrated through term grade point average (TGPA) and/or cumulative grade point average (CGPA). International students are eligible to apply for consideration for scholarships, unless otherwise specified. All scholarships are administered by the Registrar’s Office.

“Bursaries” are financial support provided to students based on attainment of minimum academic requirements and the assessment of demonstrated financial need. International students are not eligible for consideration for bursaries. All bursaries are administered by the Registrar’s Office.

“Emergency Bursaries” are financial support provided to students who have exhausted all other financial aid resources available to them and have a demonstrated unforeseen financial circumstance. The determination of need shall be governed by the same rules and procedures as apply to the Student Financial Assistance Program managed by the BC Ministry of Advanced Education. Students must meet the scholastic standing and course load criteria of the Student Financial Assistance Program.

“Awards” are financial support provided to students based on the attainment of minimum academic requirements and the assessment of a combination of criteria that include, but are not limited to, two or more of the following: academic achievement, financial need, community involvement, extra-curricular activities, demonstrated leadership, outstanding athletic or artistic participation, or service to the university community or the community at large. International students are eligible to apply for consideration for awards, unless otherwise specified. All awards are administered by the Registrar’s Office.

“Student Awards” refers, generically, to all student scholarships, bursaries and awards that are funded by the university, or by donors through the university, and administered by the Registrar’s Office. They include both Continuing Student Awards and Student Entrance Awards as defined below:

“Continuing Student Awards” refers, generically, to all scholarships, bursaries, and awards provided to students on the basis of academic and/or other achievements demonstrated in their course of studies at the university.

“Student Entrance Awards” refers, generically, to all scholarships, bursaries, and awards provided to first-time, entering students on the basis of academic and/or other achievements demonstrated prior to the commencement of studies at the university.

“Prizes” are financial support provided to students. Prizes are established if the criteria does not meet the university criteria for scholarships, bursaries and awards administered by the Registrar’s Office. All prizes are administered by program and/or faculty areas in conjunction with Financial Services.

“External Awards” are financial support that are normally funded and administered outside the university. In these cases, the university assumes no responsibility for any part of the funding, administration, and selection processes; however, the Registrar’s Office may decide to publicize these awards as a service to the university community. In limited instances, the university may provide administration assistance, if there is deemed to be a significant benefit to our students and it has been approved by the Registrar or Vice President, Academic and Provost.

“Full-Time Enrolment” refers to registration in a minimum of nine (9) credits at the undergraduate level (100 level), or higher, in a program of study.

“Satisfactory Academic Standing” refers to a student’s eligibility to continue in or graduate from the program in which the student is registered, exclusive of those students allowed to continue on a probationary basis. For Student Entrance Awards, a student will be deemed to have achieved satisfactory academic standing provided the student has been granted admission to a program of study at the university.

3 SCOPE

- 3.1 This policy applies to both university and donor funded student awards.
- 3.2 This policy relates to the establishment, criteria development, definitions, equitable competition, and fair and wide distribution of funding for all student awards administered by the Registrar's Office at the university and for all prizes administered by program and/or Faculty areas at the university. This policy relates only to those funds available to students entering or registered in academic programming or on a limited basis for upgrading programming.

4 POLICY STATEMENT

- 4.1 The university's goal of student success is supported by the provision of financial support for our students to assist those who demonstrate financial need, to encourage and recognize academic excellence or other areas consistent with the goals of the university, or those in combination in support of the university's student recruitment and retention goals.
- 4.2 The *Freedom of Information and Protection of Privacy Act* as well as university policies related to information protection and access of personal information shall govern all aspects of the SBAP process, including but not limited to, application and nomination forms, nomination committee decisions, and information provided to donors and others concerning award recipients.
- 4.3 To ensure the full utilization of all university funds allocated to supporting students through scholarships, bursaries and awards, all university-funded scholarship and award funds that are unclaimed or unutilized in a given year will be moved to bursary funds for that same year.

5 GENERAL TERMS AND CONDITIONS OF STUDENT AWARDS AND PRIZES

- 5.1 Terms and conditions specific to student awards and prizes are derived from this policy and must:
 - a. Benefit students and have a minimum of limiting criteria;
 - b. Ensure equity in competition and distribution;
 - c. Ensure fair and wide distribution of funds;
 - d. Abide by any relevant government policy, regulations, and/or guidelines (e.g. BC Human Rights Code, FOIPPA, CRA regulations, etc.);
 - e. Be consistent with the University's vision, mission and values;
 - f. Comply with pertinent University policies, procedures, and academic regulations;
and
 - g. Be practical for the University to administer.

- 5.2 The university is sensitive and cautious regarding the selection criteria contained in terms of reference for student awards and may reject awards if selection criteria are deemed to be inappropriate. Student award criteria may be mathematical in nature (e.g. to be given to the student with the highest cumulative grade point average) or judgmental, where other criteria are included (e.g. demonstrated interest and achievement) that are based on supporting documentation from the student.
- 5.3 Academic requirements will be calculated by the Registrar's Office:
- a. New students direct from high school will be evaluated on their high school grade point average (GPA).
 - b. New students with prior post-secondary experience will be evaluated on the cumulative grade point (CGPA) average of their previous post-secondary studies;
 - c. Continuing students will be evaluated on their term grade point average (TGPA) and/or cumulative grade point average (CGPA).
- 5.4 In the case of a tie, preference will be given to students who have successfully completed a greater number of credits for the term under consideration.
- 5.5 To eligible for student awards, applicants must have satisfactory academic standing and be enrolled at a minimum of full time at the university in the term of application. Additionally, to be eligible for Continuing Student Awards, students must have successfully completed a minimum of nine (9) credits at the undergraduate level (100 level), or higher, at the university.
- 5.6 The above conditions apply to all student awards unless the student award criteria states otherwise or the student is approved to study on a reduced course load by StudentAid BC or Capilano University Accessibility Services. In these cases, the student must meet the definition of a full-time student as defined for students with permanent disabilities.
- 5.7 Prizes can be issued by a Faculty or program area if normally acceptable criteria, financial cost centres, advertising, record keeping, recipient selection, and prize presentation procedures are established and/or used. Outlined procedures must be followed for the reporting and vetting of such prizes prior to choosing a recipient. Prizes are not advertised or reported through the Registrar's Office.

6 STUDENT AWARD NOMINATION

- 6.1 Minimum levels of scholarship, academic standing, and acceptable conduct standards for all student awards will be established by the university.
- 6.2 All nomination committee members must be current university employees and approved by the Vice President, Academic and Provost. If a student(s) is required for the nominating committee, the student(s) are approved by the Vice President, Academic and Provost in consultation with the Registrar.

- 6.3 Nomination committees are responsible for ensuring and maintaining the confidentiality of candidates and nominees as well as for the transparency of the candidate consideration and nomination processes.
- 6.4 Student award donors may not be involved in the nomination or selection process, and no nomination committee member may have a conflict of interest with any student award applicant. All conflicts of interest must be declared.

7 STUDENT AWARD DISTRIBUTION

- 7.1 The total monetary value that a student can receive in a given academic year must not exceed the highest monetary value of an existing university award. The university may determine alter the highest monetary value on an annual basis.
- 7.2 The university reserves the right to limit the number of student awards where too few suitable candidates exist or to withhold or cancel a student award in the absence of a suitable candidate or if a donor withdraws the student award.

8 STUDENT AWARD ACCEPTANCE

- 8.1 Only students receiving a Student Entrance Award are required to formally accept the award and the conditions of the award. Acceptance is for a program of studies at the university that commences in the academic year immediately following award notification.
- 8.2 If a recipient, who has formally accepted the Student Entrance Award, fails to register at the university by the Fee Payment deadline for the applicable term, the award will be cancelled.

9 STUDENT AWARD PAYMENT

- 9.1 Student awards applied to the student's Capilano University student account.
- 9.2 Students who withdraw, reduce their course load or otherwise alter their program of study so that they no longer meet the criteria for granting the student award may be required to forfeit all or part of the student award.
- 9.3 Student awards may not be deferred.

10 STUDENT AWARD RENEWAL

- 10.1 Approval of the second or subsequent portions of a student award will be conditional upon the recipient's meeting renewal criteria. Recipients who do not meet the renewal criteria will forfeit the remaining portions of their student award.

11 STUDENT AWARD RETENTION

- 11.1 Student award recipients may retain the honour of an award, but resign the monetary value. Any funds made available by the resignation will be made available to another eligible student.
- 11.2 Students enrolled in less than a full-time course load in their final term of studies may retain a student award if that number of credits is sufficient for graduation. In this case, a student award may be prorated.

12 STUDENT AWARD AUDIT AND REVERSAL

- 12.1 All submitted student award applications are subject to audit and verification by the Registrar's Office. Applicants may be required to submit additional supporting documentation (e.g. financial, income tax, family information, etc.) as part of the audit process at the time of application, during the study period, or at the time of subsequent application. Student awards will be revoked from students who misrepresent themselves on applications.
- 12.2 Any student award may be withheld, reduced, cancelled, or retracted from a student for any of the following reasons: failure to meet required terms and conditions, reduction in course load, withdrawal from the university, or student misconduct.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: October 21, 2024
TO: Paul Dangerfield, Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on October 18, 2024:

- 24/61** The new course, FILM 333 – Ultra Low-Budget Feature Production, as well as Cap Core designation under the heading *Culture and Creative Expression*, be recommended to Senate for approval
- 24/62** The prerequisites revisions to KINE 495 – Neuro-Motor Movement Control and Rehabilitation be recommended to Senate for approval.
- 24/63** The prerequisite revisions to RMCP 173 – Retail Merchandising and RMCP 375 – Topics in Retail Innovation be recommended to Senate for approval.
- 24/64** The revisions to the admission requirement for the Arts and Entertainment Management Diploma be recommended to Senate for approval.



Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: Oct. 21, 2024

Date: