

**Capilano University**  
**Terms of Reference for the Faculty of Business and Professional Studies**

June 10, 2015

1. Preamble

Under the University Act, 2008, Faculties have the following powers and duties:

- (a) to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business;
- (b) to provide for student representation in the meetings and proceedings of the faculty;
- (c) subject to this Act and to the approval of the senate, to make rules for the governance, direction and management of the faculty and its affairs and business;
- (d) to determine, subject to the approval of the senate, the courses of instruction in the faculty;
- (e) subject to an order of the president to the contrary, to prohibit lecturing and teaching in the faculty by persons other than appointed members of the teaching staff of the faculty and persons authorized by the faculty, and to prevent lecturing or teaching so prohibited;
- (f) subject to the approval of the senate, to appoint for the examinations in each faculty examiners, who, subject to an appeal to the senate, must conduct examinations and determine the results;
- (g) to deal with and, subject to an appeal to the senate, to decide on all applications and memorials by students and others in connection with their respective faculties;
- (h) generally, to deal with all matters assigned to it by the board or the senate.

2. Membership

The following individuals will have voting rights at meetings of the Faculty of Business and Professional Studies:

- a) All faculty members,
- b) Four student representatives selected by faculty of each respective School— one from each of the School of Communication, the School of Legal Studies and two from the School of Business,
- c) All support staff at the DDA level,
- d) The Dean of Faculty of Business and Professional Studies, and
- e) the President.

### 3. Chair

The Dean of the Faculty of Business and Professional Studies will serve as Chair of the Faculty. A Vice-Chair will be elected by the Faculty.

### 4. Non-voting Members

Non-voting members include the Registrar, Counselors for the Faculty of Business, Library Liaison, Disability Service Representative, First Nations Representative, Advisory for the Faculty of Business, and International Advisor.

### 5. Quorum and Representative Attendance

To ensure representation from the Schools and the achievement of quorum, the following attendance rules will apply at regularly scheduled Faculty meetings:

- a) Each of the School of Communication and Legal Studies will have at least three faculty members and the School of Business will have at least six faculty members in attendance at Faculty meetings.
- b) A quorum will consist of at least 12 faculty in attendance.

### 6. Managing Faculty Affairs

- a) General administration and curriculum review will normally be carried out by the Dean's Advisory Committee (DAC).
- b) The Dean of Business and Professional Studies will be Chair of this Committee and this Committee will report out at the regular Faculty meetings.
- c) Voting membership in the DAC is comprised of School Chairs or Coordinators and Program Convenors (as determined by the Dean).

### 7. Committees

- a) Standing Committees will be established including an Academic Planning Committee (APC) (see item 9).
- b) Ad-hoc committees may be struck as needed.
- c) All standing and ad-hoc committees will report to the DAC and the full faculty.

### 8. Agendas and Minutes

- a) Faculty meeting agendas will be prepared by the Dean and published seven days before the scheduled Faculty meeting and circulated to all members of the

Faculty. Minutes of these meetings will be taken and produced by the assistant to the Dean.

- b) Any member of the full faculty should have the right to add any item to the proposed agenda. The Dean will put out a call for agenda items ahead of preparing the agenda.
- c) Minutes will be kept and circulated to Faculty members within 14 days as designated in the terms of reference by the Assistant to the Dean.
- d) Meeting Times: The Faculty will meet at least twice a year, in the Spring and Fall terms.

## 9. Academic Planning Committee

- a) The voting members are the Dean, the Chair or Coordinator of each School (selected by the Committee) and where the Chair oversees more than one program, a program Convenor selected from those respective Schools as determined by the DAC (total 10 members)
  
- b) The activities of the APC will include:
  - i. Curriculum discussion and development proposals brought forward from respective School curriculum committees,
  - ii. Facilitating two Academic Planning forums with faculty annually prior to, or in combination with, the full Faculty meeting,
  - iii. Receive, program assessment reports and make recommendations to DAC on Student Learning Outcome Program Assessment Reports, and
  - iv. Engage when appropriate and necessary with other APC's to contribute toward University-wide academic planning.