



## SENATE REGULAR MEETING

Tuesday, August 17, 2021 4:00 – 6:00 pm  
VIA ZOOM

### AGENDA

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#### ***Acknowledgement***

*We respectfully acknowledge the unceded lands of Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.*

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of the June 1, 2021 Minutes – Decision** Senate Members  
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
  - 5.1 Academic Continuity – *Information* Laureen Styles
  - 5.2 Senate Election Update – *Information* Kyle Vuorinen
6. **New Business**
  - 6.1 National Day for Truth and Reconciliation – *Decision* Kyle Vuorinen  
Schedule 6.1
  - 6.2 Volunteers for Senate Orientation - *Information* Paul Dangerfield
  - 6.3 Volunteers for Senate Subcommittees – *Information* Paul Dangerfield  
Schedule 6.3
7. **Committee Reports**
  - 7.1 Academic Planning and Program Review Committee – *Information* Stephen Williams
  - 7.2 Bylaw, Policy and Procedure Committee – *Decision* Corey Muench  
7.2.1 B.107 Academic Schedule Policy Schedule 7.2.1
  - 7.3 Curriculum Committee – *Decision* Deb Jamison  
7.3.1 Resolution Memo Schedule 7.3.1  
[June 11 Agenda](#) / [June 11 Draft Minutes](#)
  - 7.4 Teaching and Learning Committee - *Information* Diana Twiss



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7.5 Budget Advisory Committee – *Information*

Michael Thoma

#### 8. Other Reports

8.1 Chair of Senate – *Information*

Paul Dangerfield

8.2 Vice Chair of Senate – *Information*

Stephen Williams

8.3 VP Academic and Provost – *Information*

Laureen Styles

8.4 Board Report – *Information*

Sonny Wong

#### 9. Discussion Items

#### 10. Other Business

#### 11. Information Items



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**Present:** Paul Dangerfield (Chair), Lara Duke, Ted Gervan, Kyle Guay, Bridget Stringer-Holden, Deb Jamison, Lesley Nelson, Pouyan Mahboubi, Anthea Mallinson, Brad Martin, Corey Muench, Alea Rzeplinski, Debbie Schachter, Dennis Silvestrone, Judy Snaydon, Laureen Styles, Michael Thoma, Robert Thomson, Diana Twiss, Mark Vaughan, Kyle Vuorinen, Stephanie Wells, David Weston, Stephen Williams, Recorder: Mary Jukich

**Regrets:** Emily Bridge, Joel Cardinal, Pardis Daneshyar, Iana Dokuchaeva, Miranda Huron, Nazmi Kamal, Lauren Moffatt, Sonny Wong

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#### ***Acknowledgement***

*We respectfully acknowledge the unceded lands of Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.*

#### **1. Welcome**

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

As an opening statement, the Chair acknowledged the challenging and distressing times with respect to the recent discovery of a gravesite at a Kamloops residential school where 215 children's bodies were found. The Chair emphasized the importance of making changes, the role that Senate must take and that the University continues to acknowledge truth and reconciliation and is informed by the First Nations, Metis and Inuit in all aspects of its work particularly as new credentials are developed and program reviews completed.

As a result of the vacant seat, Robert Thomson assumed voting rights for the Faculty of Business and Professional Studies.

In the absence of Lauren Moffatt, Mark Vaughan assumed voting rights for the Faculty of Business and Professional Studies.

In the absence of Nazmi Kamal, Kyle Guay assumed voting rights for the Faculty of Global and Community Studies.

#### **2. Approval of the Agenda**

A request was presented to add B.107 Academic Schedule Policy to the agenda as item #7.2.2. It was noted that there was some urgency for the item to be addressed by Senate



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and then inform the Board as the proposed revisions to the Policy would affect the withdrawal deadlines for the next academic year.

On discussion, some concern was raised that Senators did not have an opportunity and sufficient time to consider and prepare to make a decision on this item. In this regard, it was suggested to add the item to the Bylaw, Policy and Procedure Committee report, consider the request and then make a decision to either delay or approve the item.

*Paul Dangerfield moved and Bridget Stringer-Holden seconded:*  
To adopt the agenda.

**CARRIED**

### 3. Approval of the Minutes

Prior to the approval of the minutes, Stephen Williams provided a brief explanation that at the May 11<sup>th</sup> Senate meeting, some Senators were concerned that a motion approving honorary degree candidates could not be considered during an in camera session. After research into this matter, it was confirmed that it is indeed allowed, and appropriate, for Senate to move, second, debate, and vote on motions during an in camera session without reporting the motion in the public minutes.

*Paul Dangerfield moved and Kyle Guay seconded:*  
To adopt the May 11, 2021 minutes.

**CARRIED**

### 4. Correspondence Received

No correspondence was presented.

### 5. Business Arising

#### 5.1 Academic Continuity

Lauren Styles, VP Academic and Provost, provided an update on academic continuity, which included the following highlights:

- For the summer term and overall student numbers, the domestic student numbers are up, and as expected, international student numbers are down and a relatively strong summer.
- In terms of the fall planning, many areas of the campus are in discussions and working through questions and issues as the University moves forward with



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return to campus planning. Work involves detailed logistics around course planning and refining the draft timetable. The University is working with planning assumptions that there will be minimal public health restrictions and continue to work on best practices that are associated with maintaining a healthy working and learning environment. There is a provincial academic continuity meeting next week that involves vice presidents & provosts and Ministry representatives and it is anticipated that an update will be provided on the new go forward guidelines.

- Appreciation was given to everyone who continues to work in planning for Fall recognizing that the University has a diverse learner population that includes international students, students from all over Canada, and from BC and the Lower Mainland and ensuring access for all students.
- Work also continues with looking at opportunities and needs to support faculty and students to be moving between in-person and some online or mixed mode teaching and learning and the required resource space.
- Detailed operational conversations are also underway in moving forward with a focus on a significant amount of in-person activity for the Fall.

#### 5.2 Senate Election Update

*Presented by: Kyle Vuorinen*

Senate was informed that there are still two remaining faculty vacancies from the Faculty of Arts & Sciences. There have been some targeted announcements to members in that Faculty to serve on Senate, and the Dean was also acknowledged for his efforts in encouraging faculty to come forward.

#### 5.3 Senate Self Evaluation Committee

*Presented by: Robert Thomson*

Senate was provided with a summary of this year's Senate Self-Evaluation Survey, including the following key items:

- This year's survey included an additional level of analysis on questions relating to the subcommittees in order to break out the responses from the members of the committees as opposed to the entire group of Senators.



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- The survey was administered from April 20<sup>th</sup> to May 7<sup>th</sup>, and because of the timing with the exam period, the response rate was down from last year with only 20 responses.
- In terms of the validity and reliability, the results are based on a smaller sample group, and for next year, possibly look at moving the survey to earlier in the year.
- Overall, the results indicated strong agreement relating to Senate process around advising the Board, establishing policy and effective communication.
- A couple of areas of concern from the survey were on the information flow between the Budget Advisory Committee and Senate, and access to orientation for new Senators.
- Some new questions were added to this year's survey relating to Covid-19 and the responses indicated 96% responding affirmatively that the Senate had fulfilled its academic governance responsibility, 100% responding affirmatively that Senate continued to function effectively, and 95% responding affirmatively that the President or delegate kept Senate updated.

The results will be reviewed and the feedback from the survey will be taken back for further work with the Senate Vice-Chair and Committees.

#### 6. New Business

##### 6.1 Quality Assurance Process Audit (QAPA)

Aurelea Mahood provided an overview of the process and timelines for the upcoming Quality Assurance Process Audit (QAPA). The QAPA is an external review process which ensures that BC public post-secondary institutions conduct rigorous ongoing program and institutional quality assessment.

##### 6.2 Graduates

*Presented by: Kyle Vuorinen*



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The Registrar submitted a list of 150 additional graduates, verified by the Registrar's Office, to have met the graduation requirements of their program. It was noted that the additional 150 names brings the total of graduates to 1,087 for June which is approximately an increase of 26% over last year.

*Kyle Vuorinen moved and Laureen Styles seconded:*

**21/27** Senate accept the 150 additional students as having completed the program requirements for their respective credentials.

**CARRIED**

#### 7. Committee Reports

##### 7.1 Academic Planning and Program Review Committee

*Presented by: Stephen Williams*

The Committee met on May 18<sup>th</sup> and approved the 2019/2020 program review cycle as complete for the Costuming for Stage and Screen Diploma.

##### 7.1.1 Concept Paper - Post-baccalaureate Diploma in Professional Business Communication

The Committee also reviewed the Concept Paper for the Post-baccalaureate Diploma in Professional Business Communication and provided their recommendation to Senate.

*Judy Snaydon moved and Dennis Silvestrone seconded:*

**21/28** That Senate approve the Concept Paper for the Post-baccalaureate Diploma in Professional Business Communication.

**CARRIED**

##### 7.2 Bylaw, Policy and Procedure Committee

*Presented by: Corey Muench*

The Committee met on May 25<sup>th</sup> and began work on the Research Ethics Policy and Procedure and will continue to review the two documents at the June 8<sup>th</sup> meeting, and possibly bring the documents to the August or September Senate.

##### 7.2.1 B.106.01 Procedures for Program Review



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As background, based on the Board Policy, B.102 Board Policy on Policies, the Board may request advice from Senate on certain Board educational policies and procedures and as such, the Bylaw, Policy and Procedure Committee was requested to review and advise on B.106.01 Procedures for Program Review.

On review and discussion, a concern was raised with the wording on page 73 of the package, under Purpose, fourth paragraph and the wording “input from prospective students” around the logistics of seeking input from this stakeholder group as this may delay the program review if there are no students waiting to get into the program. In this regard, it was suggested so that the language does not restrict consultation with the stakeholder group, it may be beneficial to add the words “(as appropriate)” so that the sentence reads, “. . . prospective students (as appropriate) . . .”.

*Corey Muench moved and Alea Rzeplinski seconded:*

**21/29** Senate approve its advice on B106.01, Procedures for Program Review, and forward it to the Board of Governors Policy and Planning Committee.

**CARRIED**

#### **7.2.2 B.107 Academic Schedule Policy**

B.107 Academic Schedule Policy is a Board policy which the Board requested advice from Senate. The Policy was presented at the August 2020 Bylaw, Policy and Procedure Committee and went through other levels of approval but did not reach the Senate.

Senate was informed that the proposed changes to the Policy relate to extending the deadline for a student to withdraw from each term. Students currently can withdraw at the 6<sup>th</sup> Friday of the term, and the change involves extending to the 10<sup>th</sup> Friday of each term. This would align Capilano with other institutions that are comparable in BC and across Canada, and to support students in making sound decisions in terms of how they are doing in their course and allow more time to get evaluated. There are also two minor changes in the Policy which include adding the February convocation, and secondly because of the Reading Break and to allow for the correct amount of instructional days, the Spring terms needs to be extended to the end of the 15<sup>th</sup> week, instead of the 13<sup>th</sup> week.





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A concern was raised that Senators need advance time for review and consideration of items prior to decision making, and some discomfort was noted around the process in terms of presenting documents “on the Senate floor” and ultimately this practice becoming a precedent.

Clarification was requested as to possible implications if the Senate did not address the Policy. Information was provided that in terms of timelines for the Board meeting on June 2<sup>nd</sup>, and subsequent meeting in September, the University would not have an amended Policy approved and in place for Fall 2021 and require students to continue to make decisions by the end of the 6<sup>th</sup> week, instead of the 10<sup>th</sup> week.

A further concern was raised that faculty would require some lead time as the proposed change to the Policy is a significant shift for an institution that has had a very short withdraw date for many years, and the possible shift would require more substantial discussion.

A suggestion was presented that in order to continue to support students in the Fall term, once Senate has an opportunity to review the Policy, a motion could be developed so that the proposed change to the Policy would be retroactive to the Fall.

*Corey Muench moved and Diana Twiss seconded:*

That Senate refer the revisions to B.107 Academic Schedule Policy as presented to the Board for approval.

**DEFEATED**

In moving forward, the Policy will be presented to the Bylaw, Policy and Procedure Committee on June 8<sup>th</sup> for review, and then presented to Senate for consideration of a motion that the proposed change would be retroactive to the Fall term. This would allow a learner focus and ensure appropriate timelines for engagement from the Senate.

### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

#### 7.3.1 Resolution Memorandum



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The resolutions brought forward from the May 21<sup>st</sup> Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Lara Duke seconded:*

**21/30** Senate approve SCC Resolutions 21/46 to 21/48.

**CARRIED**

#### 7.3.2 SCC Membership

A list of new and returning members commencing a new two year term, starting August 2021, on the Senate Curriculum Committee was presented for approval.

*Deb Jamison moved and Alea Rzeplinski seconded:*

**21/31** Senate endorse the following new and returning members of the Curriculum Committee for a two year term, starting August 2021:

**CARRIED**

Cass Picken – Humanities

Graham Cook – Social Sciences

Urmila Jangra – Science, Technology, Engineering and Mathematics

David Geary – Motion Picture Arts

Lydia Watson – Business, International Programs, Projects and Partnerships

Ferdos Jamali – Access and Academic Preparation

#### 7.4 Teaching and Learning Committee

*Presented by: Diana Twiss*

The Committee met on May 25<sup>th</sup> and created a structure for gathering information in terms of calling for agenda items and requesting reports from major areas of the Committee representatives. There was also a discussion on the grading profile as well as on professional development. As a result of that discussion, the Committee determined that the Grading Profile Policy will be up for review in 2022 and a subcommittee was formed to start gathering information and possibly make some recommendations to the Bylaw, Policy and Procedures Committee. In going forward, the Committee changed its meeting time to the third Tuesday of the month, 1:00 – 3:00 pm.



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#### **7.5 Budget Advisory Committee**

*Presented by: Michael Thoma*

The Senate Budget Advisory Committee met on May 20th at which time the Committee was provided with an overview of the Fiscal 2021/22 Final Actual to Forecast Results Report. The purpose of the report was to provide the Fiscal 2020/21 financial actual results in comparison to the forecast for the year presented last January to the Finance and Audit committee. This report was also provided to Finance and Audit Committee on May 18th and Senior Leadership Council on May 19th.

In January 2020, the Board approved a balanced budget for Fiscal 2020/21 of \$135 million; this budget was developed in a pre-pandemic environment. In Spring 2020, the quarter 1 forecast of \$8.3 million deficit was developed taking into considerations the potential financial impacts of the pandemic at a time when there were many unknowns. Four scenarios were created for enrollment projections (optimistic, moderate, pessimistic and pessimistic plus), with the pessimistic plus ultimately being used in the revised budget.

Other changes to the quarter 1 forecast included new investments to support a remote education and working model, negative impacts on ancillary operations as a result of reduced campus activity, and reductions to discretionary budgets to minimize the size of the deficit. Through-out the year, budgets were closely monitored and updated forecasts were developed each quarter by Finance in partnership with budget managers.

The Fall term actual enrollment figures were much better than anticipated and landed at the moderate scenario level which resulted in a significant shift in the quarter 2 forecast to a projected deficit of approximately \$1 million. Quarter 3 and quarter 4 continued to see an improvement in terms of enrolments and revenues along with increased savings, initially resulting in forecasting a surplus of \$3.4 million, and landing at a year-end operating surplus of \$5.9 million up from the recast pessimistic plus budget and down \$10.1 million from the pre-pandemic approved budget..

The next meeting will be on October 21st, to review the Quarter 2 forecast and for an update on integrated planning.



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*Paul Dangerfield moved and Bridget Stringer Holder seconded:*  
To extend the meeting time.

**CARRIED**

#### 8. Other Reports

##### 8.1 Senate Chair

Paul Dangerfield provided the Chair's report, including the following highlights

- Work is underway with various levels of government as the University prepares for expanded in-person activities in September, and everyone was encouraged to attend the upcoming townhalls for information on next steps. The University is anticipating approximately 65% of programs in-person, 25% online and 10% hybrid and with a similar version for services.
- In terms of returning to campus and Senate meetings, it is anticipated that the full Senate meetings will be in person, and the University will continue to look at systems if necessary to support Senators who may be at other campuses.
- The University was recently advised by the Ministry that the Bachelor of Science – General and the Bachelor of Arts with a Major in Psychology were approved for delivery, and the Bachelor of Arts with a Major in Writing and Literature was approved for Stage 1 and will continue to move forward.

##### 8.2 Senate Vice-Chair

Stephen Williams, Vice-Chair reported that he continues to attend all the Senate subcommittee meetings, consulting with subcommittee chairs as needed, and attending Board meetings.

##### 8.3 VP Academic and Provost

No report was received.

##### 8.4 Board Report

A report was not provided as the next Board meeting is scheduled for June 2<sup>nd</sup>.

#### 9. Discussion Items

No discussion items were presented.



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**10. Other Business**

No other business was presented.

**11. Information Items**

No information items were presented.

**Next Meeting: Tuesday, August 17, 2021**

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DRAFT

# MEMO

**To:** Mary Jukich, Senate Administrative Assistant

**From:** Kyle Vuorinen, Registrar

**Subject:** National Day for Truth and Reconciliation

**Date:** August 9, 2021

**cc:**

## NATIONAL DAY FOR TRUTH AND RECONCILIATION

The Government of British Columbia has now formally recognized September 30 as the National Day for Truth and Reconciliation in alignment with legislation passed by the federal government in June. Capilano University will also be observing this day. As such, the University will be closed on September 30, 2021. All classes will be canceled on this day.

**Motion:**

That Senate approve a change to the Schedule of Academic Dates for 2021/22 to include a statutory holiday on September 30, 2021 recognizing the National Day for Truth and Reconciliation.



**CAPILANO**  
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**Academic Planning and Program Review Committee**

Membership: Senators and non-Senators

Meetings: 2<sup>nd</sup> Tuesday of the Month - 4:00 - 6:00 pm

<b>(Voting)</b>	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Stephen Williams
VP Academic & Provost	Laureen Styles
Dean	Brad Martin
Faculty	Amir Amiraslani
Faculty	Bettina Boyle
Faculty	Christine Sjolander
Faculty	Lauren Moffatt
Faculty	Judy Snaydon
Faculty	Vacant
Faculty	Vacant
Faculty*	
Staff	Vacant
Staff	Vacant
Student	Alea Rzeplinski
Student	Vacant
<b>(Non-Voting) Resource Members</b>	
Administrator	Chris Bottrill
Administrator	Aurelea Mahood
Director of Strategy, Analytics and Institutional Research	Joyce Ip

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



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**Budget Advisory Committee**

Membership: Senators

Meetings: Schedule is determined at first meeting

<b>(Voting)</b>	
Vice-Chair of Senate	Stephen Williams
Administrator	Dennis Silvestrone
Administrator	Vacant
Faculty	Deb Jamison
Faculty	Michael Thoma
Faculty	Anthea Mallinson
Faculty*	
Staff	Vacant
Student	Vacant
<b>Ex-Officio Member (Non-Voting)</b>	
Chair of Senate	Paul Dangerfield
VP Finance and Administration	Debbie Carter
Director, Finance	Tally Bains

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**By-law, Policy and Procedure Committee**

Membership: Senators and non-Senators

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

<b>(Voting)</b>	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Stephen Williams
Administrator	Vacant
Faculty	Corey Muench
Faculty	Vacant
Faculty	Vacant
Faculty*	
Staff	Maria Valioug
Student	Vacant
<b>(Non-Voting) Resource Members</b>	
Administrator	Vacant
Manager of Policy, Privacy & Governance	Jennifer Jamieson / Lynn Newman

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**Teaching and Learning Committee**

Membership: Senators and non-Senators

Meetings: 3<sup>rd</sup> Tuesday of the month – 1:00 – 3:00 pm

<b>(Voting)</b>	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Stephen Williams
Administrator	Pouyan Mahboubi
Faculty	Diana Twiss
Faculty	Amirhossein Amiraslani
Faculty	David Weston (A&S)
Faculty	Tahmina Shayan (EDU)
Faculty	Vacant
Faculty*	
Librarian	Mia Clarkson
Staff	Vacant
Student	Alea Rzeplinski
<b>(Non-Voting)</b>	
Administrator, Centre for Teaching Excellence (CTE)	Laura MacKay
Administrator, Information Technology (IT)	Anthony Lung / Darren Broder
Administrator, Creative Activity, Research and Scholarship (CARS)	Dawn Whitworth
Executive Member, Capilano Student Union	Vacant
Administrator, Indigenous Education and Affairs	Miranda Huron

Faculty Members - Preference for representation from all faculties, with at least two of the faculty members being Senators.

Student – Preference for the student being a Senator.

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**Vice-Chair Nominating Committee**

Membership: Senators

Meetings: One or two meetings between May and June

Administrator	Vacant
Faculty	Vacant
Faculty	Kyle Guay
Staff	Iana Dokuchaeva
Student	Vacant

**Self-Evaluation Committee**

Membership: Senators

Meetings: One or two meetings between May and June

Administrator	Vacant
Faculty	Stephen Williams
Faculty	Robert Thomson
Faculty	Kyle Guay
Staff	Iana Dokuchaeva
Student	Vacant

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**Tributes Committee**

Membership: Senators

Meetings: Schedule is determined at first meeting

<b>(Voting)</b>	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Stephen Williams
Administrator	Dennis Silvestrone
Faculty	Deb Jamison
Faculty	Corey Muench
Faculty	Kyle Guay
Faculty*	
Staff	Vacant
Student	Vacant
<b>Ex-Officio Member (Non-voting)</b>	
Vice President, University Relations	Jennifer Ingham

**Naming Opportunities Committee**

Membership: Senators

Meetings: As and When

<b>(Voting)</b>	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Stephen Williams
Administrator	Vacant
Faculty	Deb Jamison
Faculty	Corey Muench
Faculty	Kyle Guay
Faculty*	
Staff	Vacant
Student	Vacant
<b>Ex-Officio Member (Non-Voting)</b>	
Executive Director, Advancement	Vacant

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**Curriculum Committee (Senators and non-Senators)**

<b>DAC Recommends to Senate (2 Year Term)</b>	
<b>(Voting)</b>	
Humanities	Cass Picken
Social Sciences	Graham Cook
Science, Technology, Engineering and Mathematics	Urmila Jangra
Motion Picture Arts	David Geary
Design	Dominique Walker
Performing Arts	Vacant
Business, International Programs, Projects and Partnerships	Lydia Watson
Applied Business, Legal Studies, Communications	Deb Jamison
Tourism and Outdoor Recreation Management	Mohna Baichoo
Health and Education	Rachel Yu
Global Stewardship, Public Administration & Human Kinetics	Caroline Soo
Access and Academic Preparation	Ferdos Jamali
Library	Fiacre M. O' Duinn
Student Services	Keith Lam
<b>Students (1 Year Term)</b>	Alisha Samnani
	Vacant
	Vacant
<b>Administrators (VP)</b>	Laureen Styles
Dean	Brad Martin
Dean	Pouyan Mahboubi
Dean	Lara Duke
Registrar	Kyle Vuorinen
One Academic Advisor	Shahnaz Darayan
Director of Continuing Studies	Annie Prud'homme-Genereux
Chair or Vice-Chair of Senate	Paul Dangerfield / Stephen Williams
<b>(Non-voting)</b>	
Chair	Deb Jamison

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

## SENATE REPORT

<b>AGENDA ITEM:</b>	<b>Policy document, B107, Academic Schedule</b>
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input checked="" type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE:</b>	<b>August 25, 2020 and June 8, 2021</b>
<b>PRESENTER:</b>	<b>Corey Muench; Chair, Senate Bylaw, Policy, and Procedure Committee</b>

### **PURPOSE**

To provide feedback to the Board of Governors on the Board Policy document B107, “Academic Schedule Policy” after consulting the Senate.

### **BACKGROUND**


According to Board Policy B102, Policy Development and Management, section 5.2, the Board must seek advice from Senate on educational policies which fall under section 35.2(6) of the University Act. Normally such policies and/or procedures are reviewed by the Senate Bylaw, Policy and Procedure Committee (SBPP), which then brings its feedback to the Senate for review. Following B102, the Board forwarded the Procedures document B107, “Academic Schedule Policy,” for advice and feedback from the Senate Bylaw, Policy, and Procedure Committee at its August 25, 2020 and June 8, 2021 meetings. SBPP seeks feedback from the Senate as a whole before sending its advice back to the Board. The proponents of the revisions in B107 are the Registrar, Kyle Vuorinen, and Harb Johal, Associate Registrar.

### **DISCUSSION**

The proposed revisions are primarily to the course withdrawal dates in the policy. Currently, the last day for students to withdraw from a course without academic penalty is the sixth Friday of the term for both Fall and Spring terms and the third Friday of the term for the summer sessions. Compared to many other BC and Canadian institutions (see attached comparison documents), these are very early dates that, according to the Academic Advisors and students, do not allow students enough time to receive significant feedback on their course work. The proposed revisions would change the deadline to withdraw to the tenth Friday of the Fall and Spring terms and the fourth Friday for the Summer terms. The change would move our dates to withdraw in line with institutions such as KPU, UFV, and UVic. The proposed revisions also include a correction to the end of the instructional period in the Spring Term (section 3.2.(iv)) and inclusion of a reference to winter convocation ceremonies in section 3.2(d) of the policy. Proposed changes are highlighted in yellow in the draft (marked up) document.

### **RECOMMENDATION**

*THAT Senate approve the advice on B107, “Academic Schedule Policy,” and forward it to the Board of Governors Policy and Planning Committee.*

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>B.107</b>	<b>Registrar</b>		
Policy Name			
<b>Academic Schedule Policy</b>			
Approved by	Replaces	Category	Next Review
<b>Board</b>	<b>New</b>	<b>C</b>	<b>June 2024</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>June 13, 2017</b>	<b>June 2, 2021</b>	<b>S2017-02 Final Exam Policy</b>	

## 1. PURPOSE

This policy provides direction for the development of the annual Academic Schedule.

## 2. OVERVIEW

- 2.1. Capilano University has three academic terms: Fall (September to December), Spring (January to April) and Summer (May to August). In addition to the full term, Summer term has two Sessions: Session 1 (May to June) and Session 2 (July to August).
- 2.2. The fall and spring terms are normally 15 weeks in duration with 13 weeks for instruction with final assessments in week 14 and 15. The Summer term/sessions do not have a separate assessment period. The Summer term is 15 weeks in duration. Summer Session 1 and Summer Session 2 are 7 weeks in duration.
- 2.3. Please refer to the Final Exam Policy (S2017-02) for details related to the offering of exams.

## 3. POLICY STATEMENT

### 3.1. Fall Term

#### a. Classes

- i. Orientation Day is held on the Tuesday immediately following Labour Day. Daytime classes are cancelled to accommodate Orientation Day. Night classes (classes beginning at 4:30 or later) run as scheduled.
- ii. The first full day of classes is on Wednesday immediately following Orientation Day.
- iii. There is a one (1) day Reading Break in alignment with Remembrance Day as follows:
  - Remembrance Day is on Monday - Reading Break is the Friday prior.
  - Remembrance Day is on Tuesday – Reading Break is Monday.

- Remembrance Day is on Wednesday - Reading Break is Thursday.
  - Remembrance Day is on Thursday – Reading Break is Friday.
  - Remembrance Day is on Friday – Reading Break is Thursday.
- iv. There are a minimum of sixty-one (61) instructional days, excluding weekends.
  - v. The instructional period ends on the Monday of the beginning of the 15<sup>th</sup> week.

b. Final Assessment Period

- i. The final assessment period consists of a minimum of eight (8) days to a maximum of nine (9) days, excluding Sundays, with at least one (1) day between the last instructional day of the term and the beginning of the final assessment period.

c. Academic Deadlines

- i. The second (2<sup>nd</sup>) Monday of the term is the last day to add/drop courses, including changing from audit to credit or credit to audit.
- ii. The tenth (10<sup>th</sup>) Friday of the term is the last day for fall course withdrawals without academic penalty.
- iii. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

### 3.2. Spring Term

a. Classes

- i. Classes begin on the Monday immediately following New Year's Day unless the New Year's Day statutory holiday or the lieu day falls on a Monday, in which case classes begin on the immediately following Wednesday.
- ii. There is a four (4) day Reading Break beginning on the Tuesday following Family Day.
- iii. There are a minimum of sixty-two (62) instructional days including Orientation Day but excluding weekends.
- iv. The instructional period will normally end at the conclusion of the thirteenth (13<sup>th</sup>) full week. For terms beginning on Monday this will be a Friday. For terms beginning on Wednesday this will be a Tuesday.

b. Final Assessment Period

- i. The final assessment period consists of at least seven (7) days to a maximum of nine (9) days, excluding Sundays and Easter Weekend, with at least one (1) day between the last instructional day of the term and the beginning of the final assessment period.

c. Academic Deadlines

- i. When the term begins on a Monday:



1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the second (2<sup>nd</sup>) Friday of the term.
  2. The last day to withdraw from a course without academic penalty is the tenth (10<sup>th</sup>) Friday of the term.
  - ii. When the term begins on a Wednesday:
    1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the second (2<sup>nd</sup>) Tuesday of the term.
    2. The last day to withdraw from a course without academic penalty is the tenth (10<sup>th</sup>) Tuesday of the term, not including Reading Break.
  - iii. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.
- d. Convocation Dates
- i. The summer convocation ceremonies are normally scheduled for the first Monday and/or Tuesday in June.
  - ii. The winter convocation ceremonies are normally scheduled for the Friday following the Family Day holiday in February.

### 3.3. Summer Term/Sessions

- a. Full Term
  - i. Classes
    1. Classes begin on the second (2<sup>nd</sup>) Monday of May except when May 1<sup>st</sup> is on a Tuesday or Wednesday in which case classes begin on the first (1<sup>st</sup>) Monday of May.
    2. The last day of the term is the Friday of the fifteenth (15<sup>th</sup>) week.
  - ii. Final Assessment Period
    1. The final assessment period takes place during instructional time in the final week of classes.
  - iii. Academic Deadlines
    1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the second (2<sup>nd</sup>) week of instruction.
    2. The last day to withdraw from a course without academic penalty is the tenth (10<sup>th</sup>) Friday of the term.
    3. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

b. Session 1

i. Classes

1. Classes begin on the same day as the Summer Full Term classes.
2. The last day of the session is the Friday of the seventh (7<sup>th</sup>) week of instruction.

ii. Final Assessment Period

1. The final assessment period takes place during instructional time in the final week of classes.

iii. Academic Deadlines

1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the first (1<sup>st</sup>) week of instruction.
2. The last day to withdraw from a course is the Friday of the fourth (4<sup>th</sup>) week of instruction.
3. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

c. Session 2

i. Classes

1. Classes begin on the Monday of the ninth (9<sup>th</sup>) week of the Summer Full Term unless the Monday is a statutory holiday in which case classes begin on the Tuesday of that week.
2. The last day of the session is the Friday of the seventh (7<sup>th</sup>) week of instruction and is the same day as the last day of the Summer Full Term.

ii. Final Assessment Period

1. The final assessment period takes place during instructional time in the final week of classes.

iii. Academic Deadlines

1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the first (1<sup>st</sup>) week of instruction unless the session begins on a Tuesday, then it is on the first (1<sup>st</sup>) Monday.
2. The last day to withdraw from a course is the third fourth (4<sup>th</sup>) week of instruction.
3. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

### **3.4. The Annual Academic Schedule**


3.4.1. The University Registrar provides the annual Academic Schedule to Senate for information for the upcoming year a minimum of 11 months prior to the start of the academic year (e.g. October for the upcoming September –August).

### **3.5. Exemptions**

3.5.1. Deadlines set through the development of the annual Academic Schedule are established to support student success in relation to academic outcomes, further academic pursuits both at Capilano University and for those transitioning to further education external to Capilano University, government funding and scholarships. Those seeking exceptions to established deadlines must seek approval from the Vice President Academic and Provost by providing a rationale and documented recognition of impact to student success outcomes, timelines and operational implications. Approval must be requested a minimum of three (3) months prior to the submission of the annual Academic Schedule to Senate.

## **4. DESIGNATED OFFICER**

4.1. The President delegates the responsibility of administering this policy to the Registrar. The Registrar is responsible for the development and subsequent revisions of any associated procedures.

 <b>POLICY</b>			
Policy No.	Officer Responsible		
<b>B.107</b>	<b>Registrar</b>		
Policy Name			
<b>Academic Schedule Policy</b>			
Approved by	Replaces	Category	Next Review
<b>Board</b>	<b>New</b>	<b>C</b>	<b>June 2020</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>June 13, 2017</b>	<b>March 20, 2018</b>	<b>S2017-02 Final Exam Policy</b>	

### 1. PURPOSE

This policy provides direction for the development of the annual Academic Schedule.

Commented [MF1]: spacing

Commented [HJ2R1]: Edit made.

### 2. OVERVIEW

2.1. Capilano University has three academic terms: Fall (September to December), Spring (January to April) and Summer (May to August). In addition to the full term, Summer term has two Sessions: Session 1 (May to June) and Session 2 (July to August).

2.2. The fall and spring terms are normally 15 weeks in duration with 13 weeks for instruction with final assessments in week 14 and 15. The Summer term/sessions do not have a separate assessment period. The Summer term is 15 weeks in duration. Summer Session 1 and Summer Session 2 are 7 weeks in duration.

Commented [MF3]: doesn't need capitalization

Commented [HJ4R3]: Edit made.

2.3. Please refer to the Final Exam Policy (S2017-02) for details related to the offering of exams.

### 3. POLICY STATEMENT

#### 3.1. Fall Term

##### a. Classes

- i. Orientation Day is held on the Tuesday immediately following Labour Day. Daytime classes are cancelled to accommodate Orientation Day. Night classes (classes beginning at 4:30 or later) run as scheduled.
- ii. The first full day of classes is on Wednesday immediately following Orientation Day.
- iii. There is a one (1) day Reading Break in alignment with Remembrance Day as follows:
  - Remembrance Day is on Monday - Reading Break is the Friday prior.
  - Remembrance Day is on Tuesday – Reading Break is Monday.

- Remembrance Day is on Wednesday - Reading Break is Thursday.
  - Remembrance Day is on Thursday – Reading Break is Friday.
  - Remembrance Day is on Friday – Reading Break is Thursday.
- There are a minimum of sixty-one (61) instructional days, excluding weekends.
  - The instructional period ends on the Monday of the beginning of the 14<sup>th</sup> week.

b. Final Assessment Period

- The final assessment period consists of a minimum of eight (8) days to a maximum of nine (9) days, excluding Sundays, with at least one (1) day between the last instructional day of the term and the beginning of the final assessment period.

c. Academic Deadlines

- The second (2<sup>nd</sup>) Monday of the term is the last day to add/drop courses, including changing from audit to credit or credit to audit.
- The tenth (10<sup>th</sup>) Friday of the term is the last day for fall course withdrawals without academic penalty.
- Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

3.2. Spring Term

a. Classes

- Classes begin on the Monday immediately following New Year's Day unless the New Year's Day statutory holiday or the lieu day falls on a Monday, in which case classes begin on the immediately following Wednesday.
- There is a four (4) day Reading Break beginning on the Tuesday following Family Day.
- There are a minimum of sixty-two (62) instructional days including Orientation Day but excluding weekends.
- The instructional period will normally end at the conclusion of the fifteen (15<sup>th</sup>) full week. For terms beginning on Monday this will be a Friday. For terms beginning on Wednesday this will be a Tuesday.

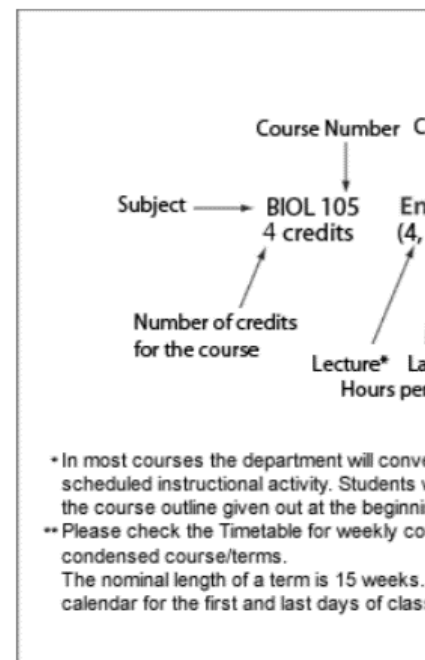
b. Final Assessment Period

- The final assessment period consists of at least seven (7) days to a maximum of nine (9) days, excluding Sundays and Easter Weekend, with at least one (1) day between the last instructional day of the term and the beginning of the final assessment period.

c. Academic Deadlines

- When the term begins on a Monday:

**Commented [MF5]:** Our courses are technically 15 weeks in duration according to the calendar (or the equivalent amount of hours). Is this a change? Or do we mean instruction ends on the 14<sup>th</sup> week and then the exam period is included in the length:



**Commented [HJ6R5]:** As per our discussion today, it should be the Monday of the beginning of the 14<sup>th</sup> week.

**Commented [HJ7]:** As per today's meeting with myself, Jordon, and Marnie, the spring term should be the conclusion of the 15<sup>th</sup> week.

1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the second (2<sup>nd</sup>) Friday of the term.
  2. The last day to withdraw from a course without academic penalty is the **tenth (10<sup>th</sup>)** Friday of the term.
- ii. When the term begins on a Wednesday:
    1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the second (2<sup>nd</sup>) Tuesday of the term.
    2. The last day to withdraw from a course without academic penalty is **the sixth (6<sup>th</sup>)** Tuesday of **the term**, not including Reading Break.
  - iii. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

**d. Convocation Dates**

- i. The convocation ceremonies are normally scheduled for the first Monday and/or Tuesday in June.

**3.3. Summer Term/Sessions**

a. Full Term

i. Classes

1. Classes begin on the second (2<sup>nd</sup>) Monday of May except when May 1<sup>st</sup> is on a Tuesday or Wednesday in which case classes begin on the first (1<sup>st</sup>) Monday of May.
2. The last day of the term is the Friday of the fifteenth (15<sup>th</sup>) week.

ii. Final Assessment Period

1. The final assessment period takes place during instructional time in the final week of classes.

iii. Academic Deadlines

1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the second (2<sup>nd</sup>) week of instruction.
2. The last day to withdraw from a course without academic penalty is the **tenth (10<sup>th</sup>)** Friday of the term.
3. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

b. Session 1

i. Classes

1. Classes begin on the same day as the Summer Full Term classes.

**Commented [CM8]:** Should this be changed to 10th Tuesday? If so, do we want to include the language "not including the reading break"? If so, should this language also be included when the Spring term begins on a Monday?

**Commented [CM9R8]:** Change made in clean copy of document

**Commented [MF10]:** Remove? Convocation has changed over the years – we have gone from 2 ceremonies to 1 ceremony, back to 2. Could this be generalized? For example, CapU holds 2 convocation ceremonies per year and graduates students in September, January and May?

**Commented [HJ11R10]:** Kyle would like to leave this. I simply added an "or" to generalize that we would have 1 or 2 ceremonies.

2. The last day of the session is the Friday of the seventh (7<sup>th</sup>) week of instruction.
- ii. Final Assessment Period
    1. The final assessment period takes place during instructional time in the final week of classes.
  - iii. Academic Deadlines
    1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the first (1<sup>st</sup>) week of instruction.
    2. The last day to withdraw from a course is the Friday of the fourth (4<sup>th</sup>) week of instruction.
    3. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

**c. Session 2**

- i. Classes
  1. Classes begin on the Monday of the ninth (9<sup>th</sup>) week of the Summer Full Term unless the Monday is a statutory holiday in which case classes begin on the Tuesday of that week.
  2. The last day of the session is the Friday of the seventh (7<sup>th</sup>) week of instruction and is the same day as the last day of the Summer Full Term.
- ii. Final Assessment Period
  1. The final assessment period takes place during instructional time in the final week of classes.
- iii. Academic Deadlines
  1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the first (1<sup>st</sup>) week of instruction unless the session begins on a Tuesday, then it is on the first (1<sup>st</sup>) Monday.
  2. The last day to withdraw from a course is the Friday of the fourth (4<sup>th</sup>) week of instruction.
  3. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

**Commented [MF12]:** Does anything need to be included about courses that are not even a full session or term, or cross-term courses that end in the middle of a term (such as the one week PHIL 110 course in summers or any of the WIL courses ).

**Commented [HJ13R12]:** We've elected to leave as is. The challenge is it is too difficult to document cross-term, part-term, etc. courses within the policy.

**Commented [MV14]:** Note that this specifies the deadline as 72 h after the last activity, not the last final exam. This seems unnecessary as the final deadline is presumably set to ensure grades are submitted on time for external purposes.

**Commented [MF15]:** Concern from faculty that weekends are included as these are not traditional work days as indicated by the CFA collective agreement

**Commented [HJ16R15]:** We appreciate the concern, but are leaving this as is, because we could see an issue in delaying grades, with a specific concern around submission of fall grades

**Commented [MV17R15]:** This practice is at odds with the CapU commitment to the Okanagan Charter.

### 3.4. The Annual Academic Schedule

3.4.1. The University Registrar provides the annual Academic Schedule to Senate for information for the upcoming year a minimum of 11 months prior to the start of the academic year (e.g. October for the upcoming September – August).

Commented [MF18]: Spacing

Commented [HJ19R18]: Edit made.

### 3.5. Exemptions

3.5.1. Deadlines set through the development of the annual Academic Schedule are established to support student success in relation to academic outcomes, further academic pursuits both at Capilano University and for those transitioning to further education external to Capilano University, government funding and scholarships. Those seeking exceptions to established deadlines must seek approval from the Vice President Academic and Provost by providing a rationale and documented recognition of impact to student success outcomes, timelines and operational implications. Approval must be requested a minimum of three (3) months prior to the submission of the annual Academic Schedule to Senate.

## 4. DESIGNATED OFFICER

4.1. The President delegates the responsibility of administering this policy to the Registrar. The Registrar is responsible for the development and subsequent revisions of any associated procedures.





## CAPILANO UNIVERSITY ACADEMIC SCHEDULE & IMPORTANT DATES:

### Comparison with Other Institutions

*The Withdrawal Period during both major semesters of the academic year where a student will receive a "W" on their permanent student record is too early. During both semesters students are being asked to make both a crucial academic decision to withdraw from courses without having a fair amount of the course recorded. In comparison with other institutions, the university is asking student to withdraw from courses before midterm grades can potentially be produced. The following institutions allow for students the opportunity to be present in a course longer without having to make such a difficult decision:*

**Capilano University:** *First Day of Class September 3<sup>rd</sup>; Withdraw Deadline October 11<sup>th</sup>*

**SFU:** *First Day of Class September 3<sup>rd</sup>; Withdraw Deadline October 8<sup>th</sup>*

**UBC:** *First Day of Class September 3<sup>rd</sup>; Withdraw Deadline October 11<sup>th</sup>*

#### Deadlines for Other Institutions:

**Thompson Rivers University:** *First Day of Class September 4<sup>th</sup>; Withdraw Deadline October 25<sup>th</sup>*

**Langara College:** *First Day of Class September 3<sup>rd</sup>; Withdraw Deadline October 26<sup>th</sup>*

**McGill University:** *First Day of Class September 3<sup>rd</sup>; Withdraw Deadline October 29<sup>th</sup>*

**University of Fraser Valley:** *First Day of Class September 3<sup>rd</sup>; Withdraw Deadline October 29<sup>th</sup>*

**University of Victoria:** *First Day of Class September 4<sup>th</sup>; Withdraw Deadline October 31<sup>st</sup>*

**KPU:** *First Day of Class September 3<sup>rd</sup>; Withdraw Deadline November 1<sup>st</sup>*

**Queen's University:** *First Day of Class September 5<sup>th</sup>; Withdraw Deadline November 1<sup>st</sup>*

**Douglas College:** *First Day of Class September 3<sup>rd</sup>; Withdraw Deadline November 3<sup>rd</sup>*

**University of Toronto:** *First Day of Class September 5<sup>th</sup>; Withdraw Deadline November 4<sup>th</sup>*

**Western University:** *First Day of Class September 5<sup>th</sup>; Withdraw Deadline November 12<sup>th</sup>*

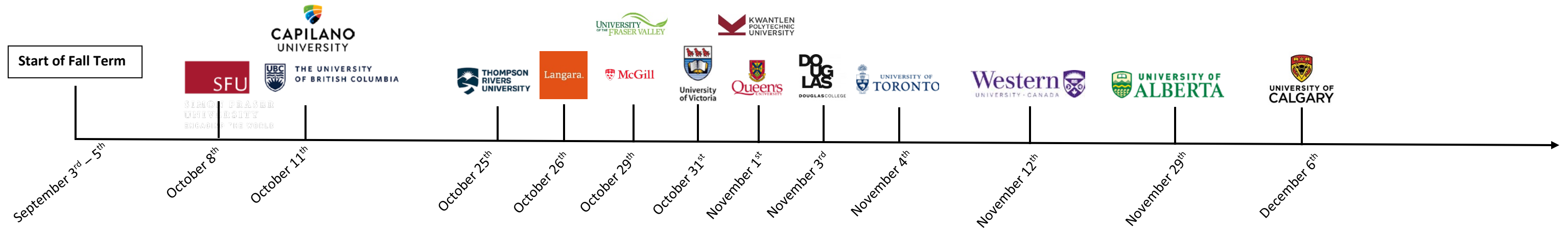
**University of Alberta:** *First Day of Class September 3<sup>rd</sup>; Withdraw Deadline November 29<sup>th</sup>*

**University of Calgary:** *First Day of Class September 5<sup>th</sup>; Withdraw Deadline December 6<sup>th</sup>*



**CAPILANO UNIVERSITY ACADEMIC SCHEDULE & IMPORTANT DATES:**

Comparison with Other Institutions





## SENATE CURRICULUM COMMITTEE RESOLUTION MEMO

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**DATE:** June 14, 2021  
**TO:** Paul Dangerfield, Chair, Senate  
**FROM:** Deb Jamison, Chair, Senate Curriculum Committee

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The following motions were carried by the Senate Curriculum Committee at its meeting on June 11, 2021:

**21/49** The two new courses, PSYC 329 – Community Psychology and PSYC 410 – Professional Ethics in Applied Psychology, as well as Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.

**21/50** The prerequisite revisions to the following courses be recommended to Senate for approval:

- PSYC 300 – Psychology of Interpersonal Relationships
- PSYC 301 – Group Dynamics
- PSYC 303 – History of Psychology
- PSYC 304 – Child Development
- PSYC 305 – Adult Development and Aging
- PSYC 306 – Adolescent Psychology
- PSYC 315 – The Psychology of Human Sexuality
- PSYC 321 – Theories of Personality
- PSYC 325 – Health Psychology
- PSYC 326 – Positive Psychology
- PSYC 327 – Workplace Psychology
- PSYC 328 – Forensic Psychology
- PSYC 330 – Thinking and Reasoning
- PSYC 331 – Psychology and Language
- PSYC 332 – Reconstructing the Past: The Psychology of Memory
- PSYC 333 – Learning
- PSYC 334 – Sensation and Perception
- PSYC 335 – Motivation and Emotions
- PSYC 336 – Neuropsychology
- PSYC 337 – Drugs and Behaviour
- PSYC 338 – Evolutionary Psychology
- PSYC 340 – Psychology of Environmental Sustainability
- PSYC 341 – Psychology of Religion and Spirituality
- PSYC 342 – History of Psychology: Conceptions of Imagination
- PSYC 343 – Psychology of Anomalous Experiences
- PSYC 430 – Service Learning Practicum



**SENATE CURRICULUM COMMITTEE  
RESOLUTION MEMO**

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- 21/51** The revisions to the Bachelor of Arts with a Major in Psychology with a Concentration in Applied Psychology and the Associate of Arts Degree – Psychology program profiles be recommended to Senate for approval.
  
- 21/52** The revisions to the admission requirements for the Music Diploma program be recommended to Senate for approval.
  
- 21/53** The new course, PHIL 265 – Engaged Philosophical Inquiry as a Way of Life, be recommended to Senate for approval.
  
- 21/54** The new course, GEOG 225 – Introduction to Geographic Information Systems, designation as a Science, Lab Science, and Quantitative/Analytical course, as well as designation as a Cap Core course under the heading *Science and Technology*, be recommended to Senate for approval.
  
- 21/55** The grading profile revision to CLSC 105 – Foundation Skills in Community Development, as well as Cap Core designation under the heading *Self and Society* to CLSC 100 – Introduction to Community Development and CLSC 105 – Foundation Skills in Community Development, be recommended to Senate for approval.

A handwritten signature in blue ink that reads "Deb Jamison".

\_\_\_\_\_  
Deb Jamison, Chair  
Senate Curriculum Committee

Date: June 14, 2021

\_\_\_\_\_  
Paul Dangerfield  
Chair, Senate

Date: \_\_\_\_\_