



SENATE REGULAR MEETING

Tuesday, January 11, 2022 4:00 – 6:00 pm
VIA ZOOM

AGENDA

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 December 7, 2021 Minutes – Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
None
6. **New Business**
 - 6.1 Graduates – *Decision* Kyle Vuorinen
 - 6.2 Academic Schedule 2021/22 - *Information* Kyle Vuorinen
Schedule 6.2
 - 6.3 Program Review Schedule – *Decision* Lauren Styles
Schedule 6.3
 - 6.4 Program Discontinuance – Request from Board for Senate Advice
(*THAT the Board of Governors refer the recommendation to discontinue the Academic Studies Diploma to Senate for advice.*) Paul Dangerfield
Schedule 6.4
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Information* Sue Dritmanis
 - 7.2 Bylaw, Policy and Procedure Committee – *Information* Corey Muench
 - 7.3 Curriculum Committee – *Decision* Deb Jamison
7.3.1 Resolution Memo Schedule 7.3.1
[December 10 Agenda](#) / [December 10 Draft Minutes](#)



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7.4 Teaching and Learning Committee – *Information*

Diana Twiss

7.5 Budget Advisory Committee – *Information*

Michael Thoma

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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Tuesday, December 7, 2021 4:00 pm
Capilano University, Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Tania Alekson, Deanna Baxter, John Brouwer, Pardis Daneshyar, Sue Dritmanis, Lara Duke, Brian Ganter, Kyle Guay, Miranda Huron, Deb Jamison, Khwaish Kochhar, Elder Latash, Pouyan Mahboubi, Brad Martin, Corey Muench, Lesley Nelson, Eduardo Pardo, Dennis Silvestrone, Anmol Singla, Laureen Styles, Michael Thoma, Robert Thomson, Diana Twiss, Kyle Vuorinen, Stephanie Wells, Stephen Williams, Sonny Wong, Recorder: Mary Jukich

Regrets: Oscar Blue, Iana Dokuchaeva, Christy Goerzen, Maia Lomelino, Anthea Mallinson, Zabir Montazar, Essya Nabbali, Jennifer Nesselroad

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.

In the absence of Essya Nabbali, Deanna Baxter assumed voting rights for the Faculty of Arts and Sciences.

2. Approval of the Agenda

*Paul Dangerfield moved and Diana Twiss seconded:
To adopt the agenda.*

CARRIED

3. Approval of the Minutes

*Paul Dangerfield moved and Kyle Guay seconded:
To adopt the November 2, 2021 minutes.*

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Volunteers for Senate Tributes Committee

Presented by: Paul Dangerfield



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Staff and student Senators were requested to fill the remaining vacancies on the Senate Tributes Committee.

6. New Business

6.1 Revision to 2022 Convocation Dates – Information

Presented by: Kyle Vuorinen

Senate was informed of the following changes to the 2022 convocation dates:

- Winter: February 24 and 25, 2022 (formally February 25)
- Spring: June 9 and 10, 2022 (formally June 13 and 14)

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Sue Dritmanis

The Committee met on November 9 and reviewed the updated concept paper and stage 1 evaluation frameworks, and also provided some minor adjustments and revisions to the document.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The Committee met on November 9 and December 7 and continues to work on the Academic Integrity Procedures. It is anticipated that the document will be presented to Senate at the January meeting.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the November 19th, Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Stephanie Wells seconded:

21/42 Senate approve SCC Resolutions 21/72 to 21/76.

CARRIED



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7.4 Teaching and Learning Committee

Presented by: Diana Twiss

Senate was informed that most of the vacancies on the Committee have been filled. The Committee met on November 19 and provided feedback on the Academic Integrity Procedures. As well, the Committee continues to review its mandate, including information gathering on teaching and learning committees at other post secondary institutions.

7.5 Budget Advisory Committee

Presented by: Michael Thoma

The Senate Budget Advisory Committee will be meeting on December 16th to review the Q3 forecast for Fiscal 2021/22 and a draft for the updated Fiscal 2022/23 Budget.

8. Other Reports

8.1 Senate Chair

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

- Appreciation was provided to everyone who supported and participated with the Fall 2021 City Studio program, and members were invited to review the presentation which includes examples of work integrated learning.
- The Chair has had several conversations with Elder Latash and Elder Joe, and everyone was encouraged to continue to stay focused on building relationships, and to support each other during these difficult times.
- The Chair acknowledged the exceptional work at the kálah-ay campus, and the work being done on the Sunshine Coast. Members were invited to visit, and get to know the campus.
- In terms of the budget, the University is in the middle of integrated planning. Although there is some uncertainty around the trends in which students are enrolling, based on the most recent information, the University continues to



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be in a positive position. The University will continue to work with government and provide real time information to the campus community.

- The Chair reminded members that normally at the end of the meeting, there would be a holiday celebration with the Board and Senate. However, due to the many uncertainties around the pandemic, for this year, the celebration was cancelled. Administration will look at ways for Senators to continue to connect with the Board and to put the event back on the calendar.
- Elder Latash was introduced and welcomed to Senate, and also provided greetings and a brief personal biography.

8.2 Senate Vice-Chair

Stephen Williams, Vice-Chair, provided the Vice-Chair's report, including the following highlights:

- The Senate subcommittees have continued to work with efficiency and diligence throughout the pandemic with strong leadership.
- The Vice-Chair reported that only a few members of Senate are involved with the activities and work of both the Senate and the Board and the bicameral model. The Board Chair has expressed respect for the decision making and decision process around the Senate table, particularly in relation to academic matters.

8.3 VP Academic and Provost

Lauren Styles provided the VP Academic and Provost report which included the following highlights:

- University Librarian – Dr. Christina Neigel will commence her appointment January 31, 2022. Tania Alekson was thanked for her contribution as the acting university librarian.
- Micro-credentials – the final recommendations are anticipated in the next week or two and will be reviewed and brought to committees, including the Senate Curriculum Committee.



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- International Education framework – being led by the Ministry of Advanced Education and Skills Training, and VPA & provosts have been participating as well as Dr. Chris Bottrill, Director, Centre for International Experience.
- The Quality Assurance Process Audit site visit is scheduled for January 10 and 11, 2022.
- The proposed Minor in Sociology (Stage Two) and the Bachelor of Costuming (Stage One) were recently approved by the Board of Governors to move forward to the next step of approvals.
- Significant provincial work with consultation and engagement is occurring and being led by the Ministry of Advanced Education and Skills Training on two key activities: (a) reviewing and proposed revisions to the Aboriginal Service Plan and the (b) Aboriginal Post-Secondary Education and Training Policy Framework and Action Plan (2012).
 - o With the Aboriginal Services Plan there is a proposed approach for additional investments so that each public post-secondary would have funding (expanding beyond the current institutions), and also increased focus on governance with shared decision making. Miranda Huron, Director, Indigenous Education and Affairs is actively participating in the engagement and consultation processes along with Nation leadership.
 - o With the Aboriginal Post-Secondary Education and Training Policy Framework and Action Plan, the Ministry has been working with Indigenous partners (FNESC, IAHLA, MNBC) as well as the Indigenous Post-Secondary Education Partners Table to revise and renew the framework considering the BC Declaration on the Rights of Indigenous Peoples Act and the Truth and Reconciliation Commission of Canada's Calls to Action. A robust engagement and consultation action plan is underway with a goal that the framework may be finalized by late Spring.
- For the Spring term, approximately 63% of the courses will be in-person, 7% mixed mode and 30% online.

8.4 Board Report



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Sonny Wong, Board representative, provided the Board report, including the following highlights:

- The Board held a regular Board meeting on November 30, 2021. This was the first in-person meeting since the advent of COVID.
- The Board welcomed Harmanjot Kaur, the new elected student representative
- The Finance and Audit Committee terms of reference was amended and approved to provide for the acquisition, disposition, development, and management of real property, including the review and recommendation of capital plans and the Five-Year Capital Plan. Simultaneously, the responsibility of 'capital plans' was removed from the Governance and Planning Committee.
- An Audit and Risk Committee was created and approved, including its terms and reference (and accordingly, amendments to the terms and reference of the Finance and Audit Committee), and its Implementation Plan.
- The Board Governance Manual was amended and approved to allow for Capilano University's Board of Governors to serve as members of the Capilano University Foundation, with Foundation by-laws included in the Manual. Approvals were also made to amend the Board Governance Manual Election Procedures, along with Board Chair and Vice Chair election procedures.
- The Board approved the revised B.107 Academic Schedule Policy.
- The Board discussed the proposed discontinuance of the Academic Studies Diploma and approved the referral of the program to Senate for advice.
- The Board approved the Bachelor of Costuming Stage 1 proposal for consideration of the Minister of Advanced Education and Skills Training.
- The Board approved the Minor in Sociology Stage 2 proposal for consideration of the Minister of Advanced Education and Skills Training

The next Board meeting is scheduled for February 22, 2022.



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9. Discussion Items

- The Community Development and Outreach Department is having a fundraiser for literacy initiatives.
- The Registrar's Office will be moving into the Library Building.
- The transfer credit team has been doing a significant amount of work over the last couple of months and looking at implementing a new functionality for transfer credit.
- The Chair acknowledged and appreciated the campus community for all their work during this semester.

10. Other Business

No other business was presented.

11. Information Items

No information items were presented.

The meeting was adjourned at 5:00 pm.

Next Meeting: Tuesday, January 11, 2022

MEMO

To: Paul Dangerfield, President and Chair of Senate
From: Kyle Vuorinen, Registrar
Subject: Changes to Spring 2022 Academic Schedule
Date: January 4, 2022
cc:

CHANGES TO SPRING 2022 ACADEMIC SCHEDULE

As a result of the delayed start of the Spring 2022 academic term from January 5 to January 10, 2022, some subsequent dates in the academic schedule for the term need to be revised. These changes are being made with the best interest of students in mind and to ensure we are operating in compliance with our Academic Schedule policy (B.107).

The following dates are being revised:

- Spring 2022 add/drop period – January 10 to 21, 2022 (previously January 5 to 18)
- Spring 2022 withdrawal period – January 22 to March 25, 2022 (previously January 19 to March 22)
- Spring 2022 last day of classes – April 13, 2022 (previously April 12)

Please note that the last day to withdraw from a course (March 25), now reflects the revisions that were made to the Academic Schedule policy and approved by the Board on Nov. 30, 2021. Students now have until the 10th Friday of the term to withdraw and receive a W grade.

The revised dates will be communicated to students the week of January 3, 2022.

I ask that Senate accept these revisions to the Spring 2022 schedule as information.

SENATE REPORT

AGENDA ITEM :	Program Review Schedule
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	January 11, 2022
PRESENTER:	Director, Academic Initiatives and Planning (AIP)

BACKGROUND

This memo summarizes updates to Capilano University's Program Review Schedule.

UPDATED 7-YEAR PROGRAM REVIEW SCHEDULE

- The initial Program Review Schedule was approved by Senate in December 2017.
- The University is nearing completion of its first cycle of centrally-supported program reviews.
- The final cohort is projected to complete their program reviews by June 2022.

- In 2021, Senate (June 1, 2021) and the Board of Governors (September 28, 2021) formally endorsed adopting a seven-year program review schedule.
- In Fall 2021, the new seven-year schedule was developed in collaboration with all five Faculties.
- The new program review schedule will launch in the 2023-2024 academic year upon completion of the 2022-2023 Quality Assurance Process Audit (QAPA) Renewal Project. New schedule attached.

- The rolling seven-year schedule:
 - Provides program areas with sufficient opportunity to enact action plan items and collect data on program changes;
 - Ensures program areas experience review process as a meaningful periodic process complementing annual program assessment activities;
 - Allows for improved long-term planning as it relates to workload implications for program areas and campus partners (e.g., AIP, IR, SAPPRC, etc.) supporting program reviews.

- Beginning in the 2023-2024 academic year, the Program Review Schedule will continue to be brought to Senate annually as an information item.

RECOMMENDATION

THAT Senate approve the 7-year Program Review Schedule.

7-YEAR PROGRAM REVIEW SCHEDULE

Background

On September 28, 2021, The Board of Governors' approved the recommended change to [B106.01](#) Program Review Procedures endorsed by Senate at its June 1, 2021 meeting. Program reviews may now be completed on a 5 to 7 year cycle. The proposed 7-year program review schedule prepared by Academic Initiatives and Planning (AIP) has been developed with the objective of creating a predictable and balanced review schedule (i.e., similar distribution of degree and non-degree programs each year) according to the principles set out below. While the program review schedule does not include programs currently in development, it has been developed in consultation with the AIP Program Development Planner.

Program Review Scheduling Principles

1. Groupings

- a. Programs within the same department or school, within the same field of study, and/or which ladder into one another will be grouped in a single program review report.
- b. In turn, major, minors, concentrations and any other credentials of the same field of study will be grouped together (e.g., Psychology Major, Associate Degree – Psychology).
- c. Concentrations are generally understood as an additional sub-area of expertise related to a baccalaureate degree or major's field of study; as such, concentrations are reviewed alongside the degree program with which they are associated (e.g., Bachelor of Design in Visual Communication with concentrations in Illustration, Branding, and Interactive Design).
- d. To the extent possible, separate but related reviews, and reviews within the same School, will be scheduled in the same year in order to facilitate collaboration and coordination, particularly on recommendations (e.g., Motion Picture Arts and Indigenous Digital Filmmaking).

2. New Programs

- a. New programs will be added to the schedule according to the principles above, 2-3 years after the credential has been implemented or after a minimum of 2 graduating classes.
- b. When new programs are associated with an existing program (i.e., through laddering), programs will be bundled for review (e.g., Bachelor of Kinesiology and Kinesiology Diploma).

3. Accreditation

- a. Programs that are externally accredited ideally complete their Capilano University program review in the same year as their accreditation review for planned efficiencies and development of relevant multi-year action plans. Programs with external accreditation requirements are marked with an asterisk.
- b. Program review timing will be determined by external accreditation requirements (i.e., Business Administration 5-year cycle; Healthcare Assistant 5-year cycle; Rehabilitation Assistant 6-year cycle).

4. Faculty Workload Planning and AIP Support Capacity

- a. As much as possible, the number of reviews should be consistent with no more than 5 to 7 program review teams per year.

Faculty	Year 1 (2023/24)	Year 2 (2024/25)	Year 3 (2025/26)	Year 4 (2026/27)	Year 5 (2027/28)	Year 6 (2028/29)	Year 7 (2029/30)
Arts & Sciences	<ul style="list-style-type: none"> • Interdisciplinary Studies 	<ul style="list-style-type: none"> • Psychology • Applied Behaviour Analysis - Autism 		<ul style="list-style-type: none"> • Engineering • English • Science & Biology 	<ul style="list-style-type: none"> • Lilwat Language and Culture • Sechelt Language and Culture 		
Business & Professional Studies			<ul style="list-style-type: none"> • Legal Studies 			<ul style="list-style-type: none"> • Communications 	<ul style="list-style-type: none"> • Business Administration* • Accounting • North American and International Management
Education, Health & Human Development	<ul style="list-style-type: none"> • First Nations Transitions – University One 	<ul style="list-style-type: none"> • Music Therapy • Rehabilitation Assistant * 	<ul style="list-style-type: none"> • English for Academic Purposes (EAP) • Employment and Education Access (EEA) • Healthcare Assistant * 			<ul style="list-style-type: none"> • Community Development and Outreach • Early Childhood Care and Education (ECCE) • Education Assistant 	
Fine & Applied Arts	<ul style="list-style-type: none"> • Theatre 		<ul style="list-style-type: none"> • Arts and Entertainment Management (AEM) 	<ul style="list-style-type: none"> • Animation and Visual Effects [AVFX] • IDEA 	<ul style="list-style-type: none"> • Costuming • Indigenous Digital Filmmaking • Motion Picture Arts • Jazz • Music 	<ul style="list-style-type: none"> • Performing Arts 	
Global & Community Studies		<ul style="list-style-type: none"> • Kinesiology • Outdoor Recreation 	<ul style="list-style-type: none"> • Public Administration 		<ul style="list-style-type: none"> • Tourism 		

DETAILED YEAR BY YEAR REVIEW SCHEDULE

YEAR 1 (2023/2024)

Faculty	Review Name	Programs
Arts & Sciences	Interdisciplinary Studies	<ul style="list-style-type: none">• Bachelor of Arts with a major in Interdisciplinary Studies
Education, Health & Human Development	First Nations Transition	<ul style="list-style-type: none">• University One for Indigenous Learners Certificate
Fine & Applied Arts	Theatre	<ul style="list-style-type: none">• Technical Theatre Diploma• Musical Theatre Diploma• Acting for Stage and Screen Diploma• Acting for Stage and Screen Certificate

YEAR 2 (2024/2025)

Faculty	Review Name	Programs
Arts & Sciences	Psychology	<ul style="list-style-type: none"> • Associate of Arts Degree – Psychology • Bachelor of Arts with a Major in Psychology • Minor in Psychology
	Applied Behaviour Analysis - Autism	<ul style="list-style-type: none"> • Bachelor of Arts - Applied Behaviour Analysis (Autism) • Applied Behaviour Analysis (Autism) Post Bacculaureate Diploma • Applied Behaviour Analysis (Autism) Post Bacculaureate Certificate
Education, Health & Human Development	Music Therapy	<ul style="list-style-type: none"> • Bachelor of Music Therapy
	Rehabilitation Assistant*	<ul style="list-style-type: none"> • Rehabilitation Assistant Diploma
Global & Community Studies	Outdoor Recreation	<ul style="list-style-type: none"> • Outdoor Recreation Management Diploma
	Kinesiology	<ul style="list-style-type: none"> • Bachelor of Kinesiology • Kinesiology Diploma

YEAR 3 (2025/2026)

Faculty	Review Name	Programs
Business & Professional Studies	Legal Studies	<ul style="list-style-type: none"> • Legal Administrative Assistant Certificate • Paralegal Diploma • Paralegal Certificate • Paralegal Certificate • Citation in Contract Law • Bachelor of Legal Studies (Paralegal)
Education, Health & Human Development	Healthcare Assistant*	<ul style="list-style-type: none"> • Health Care Assistant Certificate
	English for Academic Purposes (EAP)	<ul style="list-style-type: none"> • English for Academic Purposes 3 Citation • English for Academic Purposes 4 Citation
	Employment and Education Access (EEA)	<ul style="list-style-type: none"> • Education and Employment Access Certificate
Fine & Applied Arts	Arts & Entertainment Management (AEM)	<ul style="list-style-type: none"> • Advanced Arts & Entertainment Management Certificate • Arts and Entertainment Management Diploma
Global & Community Studies	Public Administration	<ul style="list-style-type: none"> • Local Government Administration Certificate • Local Government Administration Advanced Certificate • Local Government Administration Diploma • Local Government Leadership Development Certificate

YEAR 4 (2026/2027)

Faculty	Review Name	Programs
Arts & Sciences	Engineering	<ul style="list-style-type: none"> • Engineering Certificate • Engineering Transition Diploma
	English	<ul style="list-style-type: none"> • Associate of Arts Degree - English • Associate of Arts Degree – Creative Writing
	Science & Biology	<ul style="list-style-type: none"> • Associate of Science Degree • Associate of Science Degree - Biology • Bachelor of Science, General
Fine & Applied Arts	Animation and Visual Effects (AVFX)	<ul style="list-style-type: none"> • 2D Animation & Visual Development Diploma • 3D Animation for Film and Games Diploma • Animation Fundamentals Citation • Digital Visual Effects Diploma
	IDEA	<ul style="list-style-type: none"> • Bachelor of Design in Visual Communication • Bachelor of Design in Visual Communication - Illustration Concentration • Bachelor of Design in Visual Communication - Branding Concentration • Bachelor of Design in Visual Communication - Interactive Design Concentration • Visual Communication Advanced Diploma

YEAR 5 (2027/2028)

Faculty	Review Name	Programs
Arts & Sciences	Lil'wat Language and Culture	<ul style="list-style-type: none"> • Lil'wat Nation Language and Culture Certificate
	Sechelt Language and Culture	<ul style="list-style-type: none"> • Sechelt Nation Language and Culture Certificate
Fine & Applied Arts	Costuming	<ul style="list-style-type: none"> • Costuming for Stage and Screen Diploma
	Indigenous Filmmaking (IDF)	<ul style="list-style-type: none"> • Indigenous Independent Digital Filmmaking Diploma • Indigenous Independent Digital Filmmaking Certificate
	Motion Picture Arts (MOPA)	<ul style="list-style-type: none"> • Bachelor of Motion Picture Arts • Documentary Certificate • Motion Picture Arts Certificate • Motion Picture Arts Diploma
	Jazz	<ul style="list-style-type: none"> • Jazz Studies Diploma • Bachelor of Music in Jazz Studies - Performance/Composition • Bachelor of Music in Jazz Studies – Education
	Music	<ul style="list-style-type: none"> • Conducting in Music Certificate • Music Diploma
Global & Community Studies	Tourism	<ul style="list-style-type: none"> • Bachelor of Tourism Management <ul style="list-style-type: none"> ○ Adventure Concentration ○ Hotel and Resort Concentration • Tourism Management Co-operative Education Diploma • Tourism Management International Diploma • Tourism Marketing Citation • Global Hospitality and Tourism Management Post-Baccalaureate Diploma • Tourism Marketing and Development Post-Baccalaureate Diploma

YEAR 6 (2028/2029)

Faculty	Review Name	Programs
Business & Professional Studies	Communication	<ul style="list-style-type: none"> • Communication Studies Diploma • Bachelor of Communication Studies • Minor in Communication Studies
Education, Health & Human Development	Community Development and Outreach (CDO)	<ul style="list-style-type: none"> • Community Capacity Building Citation • Community Leadership and Social Change Diploma
	Early Childhood Care and Education (EECE)	<ul style="list-style-type: none"> • Early Childhood Care and Education Certificate • Early Childhood Care and Education Diploma • Early Childhood Care and Education Advanced Certificate • Early Childhood Care and Education - Infant and Toddler Certificate • Early Childhood Care and Education - Special Needs Certificate • Bachelor of Early Childhood Care and Education • Early Childhood Care and Education Post Baccalaureate Diploma
	Education Assistant	<ul style="list-style-type: none"> • Education Assistant Certificate
Fine & Applied Arts	Performing Arts	<ul style="list-style-type: none"> • Bachelor of Performing Arts (BPA)

YEAR 7 (2029/2030)

Faculty	Review Name	Programs
Business & Professional Studies	Business Administration*	<ul style="list-style-type: none"> • Diploma in Business Administration • Business Administration Certificate • Bachelor of Business Administration and Concentrations <ul style="list-style-type: none"> ○ Accounting ○ Business Information Management and Analytics ○ Financial Planning ○ Human Resources Management ○ International Business & Logistics ○ Marketing • Minor in Business Administration • Business Administration Pathway (ESL) • Retail Business Fundamentals Certificate
	Accounting	<ul style="list-style-type: none"> • Accounting Assistant Certificate • Accounting Assistant Diploma
	North American and International Management	<ul style="list-style-type: none"> • North American Business Management Applied Post Baccalaureate Diploma and Concentrations <ul style="list-style-type: none"> ○ Marketing ○ Human Resources ○ Intl Strat & Entrepreneur ○ Finance and Investment • North American Business Management Post Baccalaureate Diploma and Concentrations <ul style="list-style-type: none"> ○ Marketing ○ Human Resources ○ Intl Strat & Entrepreneur ○ Finance and Investment



From: Paul Dangerfield, President

Date: January 4, 2022

Re: Program Discontinuance Request – Senate Advice to the Board of Governors

Background:

At the November 30th, 2021 meeting of the Board of Governors, a discussion item was brought forward by Dr. Styles, Vice President Academic & Provost for the proposed discontinuance of the Academic Studies Diploma ([see pp. 92 – 93 of the agenda](#)).

The motion was passed:

THAT the Board of Governors refers the recommendation to discontinue the Academic Studies Diploma to Senate for advice.

The Board requests that this matter be included on the next available Senate agenda.

Request to discontinue the Academic Studies Diploma:

(Excerpt from the Board of Governors agenda)

Background

The Academic Studies Diploma was scheduled for program review during the 2021-2022 academic year. With initial review, the working group determined the program does not contain the basic structures of a Capilano University diploma, such as program learning outcomes or specific core courses, and was viewed as obsolete.

The two faculty reviewers, met with the Office of Academic Initiatives and Planning and dean of the Faculty of Arts and Sciences, and determined that the best course of action was program discontinuance based on the following criteria of policies B.104 and B.104.1:

- Lack of student demand;
- Does not purposefully incorporate the new Faculty of Arts and Sciences academic model;
- Does not clearly meet labour market needs or expectations as an exit credential; and,
- Relevance is indeterminate and thus viewed obsolete.

Policy regarding program discontinuance:

This recommendation is put forward aligned with the Board Policy [B.104: Discontinuance of Programs or Courses](#) and the related Senate policy [S2013-02: Teaching Out Suspended or Discontinued Programs](#). As

per Section 3 of policy B. 104, the Board may approve discontinuance of any course or program after seeking the advice of the Senate.

Review and approvals to date:

Consultation was held with the Faculty of Arts and Sciences Faculty Council at the September 15, 2021, Faculty Council meeting. The following motion was unanimously approved.

Motion: That Faculty Council recommends discontinuance of the Academic Studies Diploma as outlined in B.104 Discontinuance of Programs and Courses.

Furthermore, consultation was held with the Registrar and Institutional Research with no issues identified. Currently enrolled students will be able to complete their studies as there are no specific courses, beyond ENGL 100, that are required. This means that a teach-out plan is not required. Student advising will be undertaken accordingly at the departmental level to ensure sufficient information to complete their credential in a timely manner.

MOTION FOR CONSIDERATION:

THAT *Senate recommends to the Board of Governors the discontinuance of the Academic Studies Diploma.*



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: December 13, 2021
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 December 10, 2021:

- 21/78** The three new courses, LAW 303 – Criminal Law II, LAW 461 – Private International Law and LAW 468 – International Climate Change Law, as well as Cap Core designation under the heading *Self and Society* for LAW 461 – Private International Law and LAW 468 – International Climate Change Law, be recommended to Senate for approval.

- 21/79** The prerequisite revisions to LAW 421 – Civil Litigation and the course title (for information) revision to LAW 460 – International Law be recommended to Senate for approval.

- 21/80** The revisions to the Bachelor of Legal Studies (Paralegal) Degree Program Profile admission requirements, the Paralegal Certificate Program Profile, and the Legal Administrative Assistant Certificate Program Profile be recommended to Senate for approval.

- 21/81** The English language requirement revisions for admission to the Business Administration Pathway and the Early Childhood Care and Education (ECCAE) Pathway be recommended to Senate for approval.

- 21/82** The English language requirement revisions for admission to the Diploma in Tourism Management International be recommended to Senate for approval.

- 21/83** The English language requirement revisions for admission to the Post-Baccalaureate Diploma in Global Hospitality and Tourism Management be recommended to Senate for approval.

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

Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: Dec-13, 2021

Date: