



SENATE MEETING

Tuesday, February 7, 2017 4:00 – 6:00 pm
Capilano University – LB 322

AGENDA

- 1. Acknowledgments**
We respectfully acknowledge the Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.
- 2. Welcome**
- 3. Approval of the Agenda - *Decision*** Senate Members
- 4. Approval of the January 10, 2017 Minutes – *Decision*** Senate Members
Schedule 4
- 5. Correspondence Received – None**
- 6. Business Arising** Paul McMillan
6.1 Cap Core Ad Hoc Committee – *Decision* Schedule 6.1
6.2 Election Results – Fine and Applied Arts Non-Voting Seat – *Information* Karen McCredie
6.3 Senate Student Elections – *Information* Karen McCredie
- 7. New Business** Nanci Lucas
7.1 Policy B.107 Academic Schedule Policy – *Decision* Schedule 7.1
7.2 Student Board Representative – *Information* Karen McCredie
7.3 Senate Election Procedures / Board Election Procedures – *Decision* Nanci Lucas
- 8. Committee Reports**
8.1 Academic Planning and Program Review Committee - *Information* Paul McMillan
8.2 Budget Advisory Committee - *Information* Bacel Younan
8.3 By-law, Policy and Procedure Committee Nanci Lucas
8.3.1 S2017-01 Grading Profile – *Decision* Schedule 8.3.1
8.3.2 S2017-02 Final Examinations – *Decision* Nanci Lucas
Schedule 8.3.2
8.4 Curriculum Committee – Resolution Memorandum - *Decision* Deb Jamison
Link to [January 20, 2017](#) Minutes Schedule 8.4



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Capilano University - LB322

AGENDA

9. Other Reports

9.1 Chair of Senate – *Information*

Paul Dangerfield

9.2 Vice Chair of Senate – *Information*

Nanci Lucas

9.3 VP Academic and Provost – *Information*

Rick Gale

9.4 Board Report – *Information*

Carol Howorth

10. Discussion Items

11. Other Business

12. Information Items

12.1 2018 Senate Meeting Schedule

Schedule 12.1



SENATE MEETING

Tuesday, January 10th, 2017 4:00 pm
Capilano University – Room LB 322

MINUTES

- Present:** Paul Dangerfield (Chair), Carol Aitken, Brittany Barnes, Don Bentley, Chris Bottrill, Brent Calvert, Caroline Depatie, Darin Feist, Rick Gale, Michelle Gervais, Carol Howorth, Deb Jamison, David Kirk, Jullian Kolstee, Brad Martin, Karen McCredie, Paul McMillan, Jennifer Moore, Jorge Oceguera, Emma Russell, Sandra Seekins, Emily Solomon, Sharka Stuyt, Michael Thoma, Stephanie Wells, Stephen Williams, Bacel Younan, Recording Secretary: Mary Jukich
- Regrets:** Cyndi Banks, Julia Denholm, David Fung, Elie Lubendo, Nanci Lucas, Grace Makarewicz, Halia Valladares
-

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

1. Acknowledgement

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

2. Welcome

3. Approval of the Agenda

Item 6.2 should have read "6.1".

Item 7.3 Student By-Election was added to the agenda.

CARRIED

Micelle Gervais moved and Caroline Depatie seconded
To adopt the amended agenda.

4. Approval of the Minutes

Jennifer Moore moved and Michael Thoma seconded
To adopt the December 6, 2016 minutes

CARRIED

5. Correspondence Received – None

6. Business Arising

6.1 Cap Core Ad Hoc Committee

Presented by: Paul McMillan



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MINUTES

The Cap Core Ad Hoc Committee met on December 13th and approved the committee mandate and this will be brought to the February Senate meeting. A further meeting of the Ad Hoc Committee is scheduled for January 18th to discuss learning outcomes.

7. New Business

7.1 Graduates

Presented by: Karen McCredie

The Registrar submitted a list of 440 graduates who have been verified by the Registrar's Office to have met the graduation requirements of their program.

Sharka Stuyt moved and Stephanie Wells seconded

17/01 Senate accept the students as graduates

CARRIED

7.2 Fine and Applied Arts Faculty By-Election – Non Voting Seat

Presented by: Karen McCredie

The Registrar announced that a by-election will be called for the non-voting seat for the Faculty of Fine and Applied Arts vacated by Kim Bothen. Results of the by-election will be announced on February 10th.

7.3 Student By-Election

Presented by: Karen McCredie

The Registrar also announced that a by-election will be called for a Senate student representative as a result of a recent resignation. Results of the by-election will be announced on February 10th.

8. Committee Reports

8.1 Curriculum Committee

Presented by: Deb Jamison

The resolutions brought forward from the December 16th Senate Curriculum Committee meeting were presented to Senate for approval.



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MINUTES

- Michelle Gervais moved and Caroline Depatie seconded*
17/02 SCC resolution 16/78 be endorsed by Senate. **CARRIED**
- Jennifer Moore moved and Michael Thoma seconded*
17/03 SCC resolution 16/79 be endorsed by Senate. **CARRIED**
- Michelle Gervais moved and David Kirk seconded*
17/04 SCC resolution 16/80 be endorsed by Senate. **CARRIED**
- Chris Bottrill moved and Stephanie Wells seconded*
17/05 SCC resolution 16/81 be endorsed by Senate. **CARRIED**
- Sandra Seekins moved and Paul McMillan seconded*
17/06 SCC resolution 16/82 be endorsed by Senate. **CARRIED**
- Carol Howorth moved and Caroline Depatie seconded*
17/07 SCC resolution 16/83 be endorsed by Senate. **CARRIED**
- Jennifer Moore moved and Deb Jamison seconded*
17/08 SCC resolution 16/84 be endorsed by Senate. **CARRIED**
- Sandra Seekins moved and Deb Jamison seconded*
17/09 SCC resolution 16/85 be endorsed by Senate. **CARRIED**
- Carol Howorth moved and Don Bentley seconded*
17/10 SCC resolution 16/86 be endorsed by Senate. **CARRIED**
- Stephanie Wells moved and Jennifer Moore seconded*
17/11 SCC resolution 16/87 be endorsed by Senate. **CARRIED**

On presentation of SCC resolutions 16/88 and 16/89, it was noted that revisions were required to the prerequisite language of the proposed new courses, and the revised course and, accordingly the two motions were not approved.



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MINUTES

Chris Bottrill moved and Jennifer Moore seconded

CARRIED

17/12 SCC resolution 16/90, final approval of the Tourism Marketing and Development Post Baccalaureate Diploma and the Hotel and Resort Management Post Baccalaureate Diploma be endorsed by Senate.

9. Other Reports

9.1 Chair of Senate

Paul Dangerfield encouraged Senators to attend the President's Perspective Presentation on Thursday, January 12th, at 12:00 noon. The presentation will provide the campus community with an opportunity to hear from the President about University plans and activities, and his vision on the future direction of the University.

9.2 Vice Chair Senate

A report was not presented as the Vice Chair was absent from the meeting.

9.3 VP Academic and Provost

Presented by: Rick Gale

- Since mid-November the academic side of the house has been focused primarily on the end of the semester, the end of the year, and the ongoing revisions of our operational plans.
- As part of a formal agreement with School District 46, Elphinstone Secondary School will begin working with CapU to deliver English 100 as a dual credit option in February.
- Five new high schools were added to our list of participants in the highly successful GeneSkool, offered in the CapU campus labs by Genome BC.
- Immigration, Refugees, and Citizenship Canada has extended its contract with CapU for CDO community literacy and settlement work on the North Shore and in the Sea-to-Sky corridor.



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MINUTES

- Learning and Teaching Development held a workshop for faculty to give their input on faculty needs for professional development at CapU.
- Preparations are underway for the annual BC High School Counsellors Conference that brings counsellors on campus to showcase the institution and encourage students to choose CapU.
- The library developed customer service standards for all library employees who work at our service desk in an effort to improve an already positive interactive experience.
- The Registrar's Office is gearing up for the implementation and pending launch of a new capacity - the electronic exchange of transcripts with local partner institutions.

9.4 Board Report

Carol Howorth presented the following Board report:

- The Board unanimously supports the new University logo.
- The Board welcomed new members, Elie Lubendo (CSU representative), Nicolas Cartmell (OIC) and Cherry Itty (CUAA and IOC), and recent members Michelle Gervais and Jessie Williams.
- Members of the Board recently attended a Provincial Board of Governors Training Session which provided clarity on Board of Governors mandate, priorities and challenges.
- The joint Board and Senate event in December was well attended, and Joanne Newlove was acknowledged for her work in organizing the event.

10. Discussion Items

No discussion items were presented.



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MINUTES

11. Other Business

No other business was presented.


12. Information Items

Chris Bottrill reminded Senate of the February 7th deadline to nominate candidates for Faculty Emeritus and Honorary Degrees.

David Kirk invited Senators to witness the Blanket Ceremony in honour of President Paul Dangerfield, on Friday, January 13th at 3:00 pm.

There being no further business, and on motion duly made, the meeting was adjourned at 4:40 pm.

Next Meeting: Tuesday, February 7, 2017

	Policy No.	Replaces	Policy
			Senate
	Policy Name		
	Senate Cap Core Ad-Hoc Committee Mandate and Structure		
Approved by	Responsibility		Category
Senate	Senate		B
Date Issued	Date Revised	Revision	Related Policies, Reference
December 2016			

REPORTING

The Senate Cap Core Ad-Hoc Committee (SCCAC) is an ad-hoc committee of Senate and makes recommendations to Senate.

MANDATE

- To recommend Cap Core learning outcomes to Senate.
- To recommend a timeline for implementation of the Cap Core curriculum to Senate.
- To consider possible exceptions to the Cap Core curriculum and recommend them to Senate.

MEMBERSHIP

The Chair

The Chair of the Senate Academic Planning and Program Review Committee will be appointed as chair and will remain as chair for the duration of the committee. The duties of the Chair are as follows:

1. To chair the meetings of SCCAC, to prepare agendas, and to ensure that the recommendations of the SCCAC are taken to Senate.
2. The chair will be a non-voting member of the committee. The chair may vote to make or break a tie vote.

Voting Members

- Five (5) faculty representatives, one from each Faculty
- One staff member
- One student
- Two administrators

Non-Voting Resource Members:

- Vice-President Academic and Provost
- Others as needed and required by the committee


Term of Office

The committee members will be appointed by Senate. If vacancies occur, appointments are made by Senate to complete the work of this committee.

CONDUCT OF MEETINGS

Schedule

As needed.

	Policy No.	Replaces	Policy
			Senate
	Policy Name		
	Senate Cap Core Ad-Hoc Committee Mandate and Structure		
Approved by	Responsibility		Category
Senate	Senate		B
Date Issued	Date Revised	Revision	Related Policies, Reference
December 2016			

Quorum

Five voting members.

Visitors to Meetings

Guests will be invited at the discretion of the committee when deemed necessary or desirable.

Time Line

This committee shall attempt to report its final recommendations to Senate no later than May, 2017.

BOARD OF GOVERNORS REPORT

Schedule 7.1

AGENDA ITEM 6.1: Policy B.107 Academic Schedule Policy	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: January 17, 2017	
PRESENTER: Christopher Doll	


EXECUTIVE SUMMARY

To be compliant with the requirements in the University Act and to provide timely information for planning purposes to students and employees, the attached Academic Schedule Policy was developed. The draft policy has been reviewed by the Academic Leadership Council and the Board Policy and Planning Committee. The policy is consistent with other universities and establishes the minimum parameters on required time needed for teaching and the examination period. This policy will enable the university to evaluate implications of changes related to emergency campus closures and other events such as changes to statutory holidays or the addition of a Fall Reading Break.

Pursuant to section 35.2(6)(h) of the *University Act*, the Board must seek the advice of the Senate on the development of educational policy including the formation of the academic schedule. Therefore, the Board must refer the proposed policy to the Senate to seek its advice.

RECOMMENDATION

THAT the proposed Policy B.107 Academic Schedule be sent to the Senate to seek its advice.

	Policy No.	Replaces	Policy
	B.107	NEW	Board
	Policy Name		
Academic Schedule Policy			
Approved by	Responsibility		Category
Board	Registrar		C
Date Issued	Date Revised	Revision	Related Policies, Reference
XXXX, 2016			Final Exam Policy (SXXXX)

PURPOSE

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

OVERVIEW

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).

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.

Please refer to the Final Exam Policy (SXXXX) for details related to the offering of exams.

POLICY STATEMENT

1. Fall Term

a. Classes


- i. Orientation Day is held on the Tuesday immediately following Labour Day. Daytime classes at the North Vancouver campus 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 at the North Vancouver campus is on the Wednesday immediately following Orientation Day.
- iii. There are a minimum of sixty-two (62) instructional days, excluding weekends.
- iv. The instructional period ends on the Monday of the beginning of the 14th 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 (2nd) Monday of the term is the last day to add/drop courses, including changing from audit to credit or credit to audit.

	Policy No.	Replaces	Policy
	B.107	NEW	Board
	Policy Name		
Academic Schedule Policy			
Approved by	Responsibility		Category
Board	Registrar		C
Date Issued	Date Revised	Revision	Related Policies, Reference
XXXX, 2016			Final Exam Policy (SXXXX)

- ii. The sixth (6th) 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.

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 13th thirteenth 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 (2nd) Friday of the term.
 - 2. The last day to withdraw from a course without academic penalty is the sixth (6th) 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 (2nd) Tuesday of the term.
 - 2. The last day to withdraw from a course without academic penalty is the sixth (6th) 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.

d. Convocation Dates

	Policy No.	Replaces	Policy
	B.107	NEW	Board
	Policy Name		
Academic Schedule Policy			
Approved by	Responsibility		Category
Board	Registrar		C
Date Issued	Date Revised	Revision	Related Policies, Reference
XXXX, 2016			Final Exam Policy (SXXXX)

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

3. Summer Term/Sessions

a. Full Term

i. Classes

1. Classes begin on the second (2nd) Monday of May.
2. The last day of the term is the Friday of the fifteenth (15th) 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 (2nd) week of instruction.
2. The last day to withdraw from a course without academic penalty is the sixth (6th) 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.

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 (7th) 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 (1st) week of instruction.
2. The last day to withdraw from a course is the Friday of the third (3rd) 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.

	Policy No.	Replaces	Policy
	B.107	NEW	Board
	Policy Name		
Academic Schedule Policy			
Approved by	Responsibility		Category
Board	Registrar		C
Date Issued	Date Revised	Revision	Related Policies, Reference
XXXX, 2016			Final Exam Policy (SXXXX)

c. Session 2

i. Classes:

1. Classes begin on the Monday of ninth (9th) 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 (7th) 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 (1st) week of instruction unless the session begins on a Tuesday, then it is on the 1st Monday.
2. The last day to withdraw from a course is the Friday of the second (2nd) 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.

4. The Annual Academic Schedule

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).


5. Exemptions

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 establish 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.

	Policy No.	Replaces	Policy
	B.107	NEW	Board
	Policy Name		
Academic Schedule Policy			
Approved by	Responsibility		Category
Board	Registrar		C
Date Issued	Date Revised	Revision	Related Policies, Reference
XXXX, 2016			Final Exam Policy (SXXXX)

6. Designated Officer

The President delegates the responsibility of administering this Policy to the Registrar.

	Policy No.	Replaces	Policy
	S2017-01		Senate
	Policy Name		
	Grading Profile Policy		
Approved by	Responsibility		Category
Senate	Senate		
Date Issued	Date Revised	Next Review	Related Policies, Reference
2017		February 2022	

Purpose

This policy is to provide direction regarding the grading of all credit courses at Capilano University.

Scope

This policy relates to all credit courses at Capilano University.

Policy Statement

Capilano provides a copy of the grading profile to all students as part of their official course outlines as well as making the grading profile available in the official Capilano University Calendar and on the Capilano website.

Grading Profile


Grade	Numerical Range in % or Definition	Grade Point Equivalent
A+	90-100	4.33
A	85-89	4.00
A-	80-84	3.67
B+	77-79	3.33
B	73-76	3.00
B-	70-72	2.67
C+	67-69	2.33
C	63-66	2.00
C-	60-62	1.67
D	50-59	1.00
F	49 and below	0.00
AD	Audit Denied	Not Calculated
AEG	Aegrotat	Calculated
AU	Audit	Not Calculated
CON	In progress. Continues in next term.	Not Calculated
CR	Credit Granted	Not Calculated
I	Incomplete	Not Calculated
NC	No Credit Granted	Not Calculated

NGR	No Grade Reported	Not Calculated
W	Withdrawn	Not Calculated
WE	Withdrawn with Extenuating Circumstances	Not Calculated
NA	Not Attending. Use of NA was withdrawn as of September 1994.	Not Calculated

Definition

AD	Audit Denied	Assigned when a student has not met the attendance requirements for an Audit course. Audit Denied standing does not have credit attached, and is not calculated in the GPA.
AEG	Aegrotat	Assigned when a student has completed a minimum of 60% of their coursework but is then unable to complete the course as a result of significant and ongoing medical, emotional, or other difficulties. Distinct from a Withdrawal for Extenuating Circumstances, an Aegrotat grade is assigned when there is no expectation that the student will be able to complete the course at another time. This standing is awarded only if the course instructor or coordinator, and the Dean recommend such standing to the Vice-President Academic and Provost based on their agreement that the student has demonstrated the capacity to deal with the course material satisfactorily. When the AEG standing is awarded, a grade is assigned and calculated in the GPA as per standard grading protocol.
AU	Audit	Assigned when a student has registered as audit and met the attendance requirement for an audit course without submitting any assessments. Audit status is not calculated in the GPA, does not have credit attached, and may not be used toward completion of a credential.
CON	In Progress. Continues in next term.	Assigned to denote courses that continue from one term to the next.
CR	Credit Granted	Assigned when a student has reached the level of mastery required for successful course completion. Credit Granted status is not included in the GPA calculation.
I	Incomplete	Assigned in exceptional circumstances when a student requests extra time to complete his/her coursework. Such agreements are made only at the request of the student. The student is

		responsible to determine from the instructor the outstanding requirements of the course. If an Incomplete is not cleared by the grade deadline of the following term, the grade will be changed to the evaluation attained at the time the grade was originally assigned. If a new "complete" grade is assigned this grade replaces the "I" status and is calculated in the GPA as per standard grading protocol.
NC	No Credit Granted	Assigned when a student has not reached the level of mastery required for successful course completion. No Credit Granted status is not included in the GPA calculation.
NGR	No Grade Reported	Assigned automatically when no grade has been reported to the Registrar's Office.
W	Withdrawn	Assigned when the student withdraws from the course during the defined withdrawal period for the course.
WE	Withdrawn with Extenuating Circumstances	Assigned in exceptional circumstances after the end of the Withdrawal Period and typically related to a medical situation.
NA	Not Attending.	As of September 1994 "not attending" is no longer a grading option.

	Policy No.	Officer Responsible	
	S2017-02	Vice-President Academic and Provost	
	Policy Title	Final Examinations	
Approved by	Replaces	Category	Next Review
Senate		B	2020
Date Issued	Date Revised	Related Policies, Reference	
February 2017		S.2009-06 Course Outlines and Course Approval Policy	

PURPOSE:

To outline the principles that govern final examinations and their administration for the University's credit courses.

SCOPE:

This policy applies to credit courses that include a final examination a part of the Evaluation Profile in the Course Outline approved by Senate (see S.2009-06 Course Outlines and Course Approval Policy).

DEFINITIONS:

Final Assessment: A method or tool that an instructor uses to evaluate a student. A final examination is an example of one tool.

Final Examination: An assessment scheduled within an official examination period which serves as the final evaluation of student performance in a course.


STUDENT PARTICIPATION IN FINAL EXAMINATIONS:**Final examinations:**

Students are required to take final examinations at the time, date, and designated examination location indicated on the official examination schedule. If a student has an academic accommodation for a documented disability, his/her final examination(s) will be scheduled in a process involving the student, the instructor, and Accessibility Services. Wherever possible, the examination(s) for such students will be held at the same time and date as the officially scheduled final examination(s).

Students may be required to show photo identification to the invigilator for all examinations.

Late-arriving students/missed examinations:

Once a final examination has begun, all students must remain for the first 30 minutes. Students who arrive more than 30 minutes late for an examination may be barred from writing the examination if any student has submitted the examination and left the examination room. The decision to allow students to write the examination is at the discretion of the invigilator.

	Policy No.	Officer Responsible		
	S2017-02	Vice-President Academic and Provost		
	Policy Title	Final Examinations		
Approved by	Replaces	Category	Next Review	
Senate		B	2020	
Date Issued	Date Revised	Related Policies, Reference		
February 2017		S.2009-06 Course Outlines and Course Approval Policy		

Departments are responsible to determine their own procedure for students missing final examinations. This departmental procedure must be included in the course outline presented to students at the beginning of each semester and cannot be in opposition to University policy.

Use of electronic devices in examinations:

Departments are responsible to determine whether electronic devices or resource materials may be used during examinations. This departmental procedure must be included in the course outline presented to students at the beginning of each semester and cannot be in opposition to University policy.

STUDENT ACCESS TO FINAL EXAMINATIONS:

Students are able to review their graded final examinations for one calendar year after the examination date.

WEIGHTING OF FINAL EXAMINATIONS:

Refer to S.2009-06 Course Outlines and Course Approval Policy.

INVIGILATION:

Instructors are required to invigilate examinations at the time and designated examination location assigned in the official Final Examination Schedule. If an instructor cannot invigilate his/her own courses, alternate arrangements must be made through the Dean and/or designate.



DATE: January 25, 2017

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 January 20, 2017. Please acknowledge below that the Senate endorses its approval of the following motions:

- 17/01** The revisions to SOC 200 – Identity, Culture and Power, SOC 201 – Social Problems in BC, SOC 210 – Sociology of Popular Culture, SOC 211 – Global Issues, and SOC 223 – Media and Society be recommended to Senate for approval.
- 17/02** The revisions to the Tourism Management for International Students Diploma admission requirements be recommended to Senate for approval.
- 17/03** The revisions to the Bachelor of Music in Jazz Studies – Education and Bachelor of Music in Jazz Studies – Performance/Composition admission and continuation requirements and program profiles be recommended to Senate for approval on the proviso that the word “major” be addressed and brought back to SCC in the next two months.
- 17/04** The new course, COMP 115 – Writing SOLID Code: Fundamentals be recommended to Senate for approval with the proviso that the request for Q-course designation be brought to the next SCC meeting.
- 17/05** The course title, credit number and prerequisite revisions to GEOG 221 – Mapping our Changing World be recommended to Senate for approval.
- 17/06** The number of sessions, course description and course learning outcomes revisions to IDES 414 – Technology Intensive IV be recommended to Senate for approval.
- 17/07** The new course, BMKT 260 – Social Media Marketing be recommended to Senate for approval, subject to suggested revisions to the course outline.



DATE: January 25, 2017
TO: Paul Dangerfield, Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

17/08 The new courses, TOUR 371 – Applied Service Management in North America, TOUR 372 – Tourism and Hospitality Practicum, TOUR 373 – Convention Management Service, TOUR 374 – Hospitality Operations: International Context, TOUR 470 – Applied Digital Marketing Strategies in Tourism and TOUR 471 – Hotel and Resort, Human Capital Development, and the revisions to TOUR 325 – Tourism Managerial Accounting 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: Jan. 25, 2017

Date:

**The Capilano University Senate
Meets the 1st Tuesday of Every Month
Except for January, May, June, July, August and September**

Meetings are Held in Room – LB322

2018 Regular Meeting Schedule

Meeting Date		Deadline for Submission of Agenda Items
January 9	4:00 pm	January 2
February 6	4:00 pm	January 30
March 6	4:00 pm	February 27
April 3	4:00 pm	March 27
May 15	4:00 pm	May 8
June 6 (Wednesday)	4:00 pm	May 29
July – No Meeting		
August 14	4:00 pm	August 7
September 11	4:00 pm	September 4
October 2	4:00 pm	September 25
November 6	4:00 pm	October 30
December 4	4:00 pm	November 27

Late Additions - Late additions deny Senate members the opportunity to consider the matter prior to the meeting and are therefore discouraged. In general, they are approved only in unusual circumstances and require the approval of the Chair of Senate. The Committees Clerk to the Senate may not approve late additions to the Agenda.