CAPILANO UNIVERSITY

SENATE MEETING
Tuesday, April 2nd, 2019   4:00 – 6:00 pm
Capilano University – LB 322

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 March 5th, 2019 Minutes** – *Decision*   Senate Members
                                                                                                    Schedule 3

4.   **Correspondence Received**

5.   **Business Arising**
     5.1 Self-Evaluation Committee – *Information*   Michelle Gervais

     5.2 Vice-Chair Nominating Committee - *Information*   Michelle Gervais

6.   **New Business**
     6.1   Senate Tributes Committees – Call for Committee to Convene –   Paul Dangerfield
     Information

     6.2   S2018-02 Student Awards - Appendix A University-Funded Student   Laureen Styles
     Awards – *Information*   Schedule 6.2

7.   **Committee Reports**
     7.1 Academic Planning and Program Review Committee – *Information*   Michael Thoma

     7.2   Bylaw, Policy and Procedure Committee – *Decision*   Stephen Williams
           7.2.1 S2015-05 Credential and Course Criteria Policy – Section 2.6   Schedule 7.2.1

     7.3   Curriculum Committee – *Decision*
           Mar 15,2019 – Agenda Package / Mar 15, 2019 Draft Minutes   Deb Jamison
           7.3.1   Resolution Memorandum   Schedule 7.3.1
           7.3.2   SCC Membership – *Motion: To endorse the following members:*
                     Humanities   - Cass Picken
                     Social Sciences   - Sean Ashley
                     Science, Technology,
                        Engineering and Mathematics   - Urmila D Jangra

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Motion Picture Arts   - David Geary
Business, International Programs,
   Projects and Partnerships   - Darcie Hillebrand

7.4 Instructional Technologies Advisory Committee – *Information*   Debbie Schachter

7.5 Budget Advisory Committee – *Information*   Marnie Findlater

8.   Other Reports
  8.1 Chair of Senate – *Information*   Paul Dangerfield

  8.2 Vice Chair of Senate – *Information*   Majid Raja

  8.3 VP Academic and Provost – *Information*   Laureen Styles

  8.4 Board Report – *Information*   Duncan Brown

9.   Discussion Items

10. Other Business

11. Information Items

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Present: Majid Raja (Vice-Chair), Sean Ashley, Duncan Brown, Brent Calvert, Joel Cardinal, Caroline Depatie, Marnie Findlater, David Fung, Robin Furby, Kyle Guay, Ted Gervan, Deb Jamison, Brad Martin, Pouyan Mahboubi, Joshua Millard, Lauren Moffatt, Corey Muench, Debbie Schachter, Graeme Sleep, Judy Snaydon, Laureen Styles, Michel Thoma, Diana Twiss, Halia Valladares, Mark Vaughan, Stephanie Wells, Stephen Williams, Recording Secretary: Mary Jukich

Regrets: Paul Dangerfield, Cyndi Banks, Michelle Gervais, Aisha Lakhdhir, Adam Sale, Ekaterina Sergeeva, Jaswinder Singh, Toran Savjord

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

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

1. **Welcome**

   Joel Cardinal, non-voting MoveUp representative and Joshua Millard, voting student representative were both introduced and welcomed to Senate.

   In the absence of Adam Sale, Judy Snaydon assumed voting rights for the Faculty of Fine and Applied Arts.

2. **Approval of the Agenda**

   Ted Gervan moved and Halia Valladares seconded:
   To adopt the agenda.   **CARRIED**

3. **Approval of the Minutes**

   Diana Twiss moved and Deb Jamison seconded:
   To adopt the February 5, 2019 minutes.   **CARRIED**

4. **Correspondence Received**
   No correspondence was received.

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5. Business Arising

5.1 Results of Student By-election
Presented by: Laureen Styles

Senate was informed the Spring 2019 by-election was now complete. Joshua Millard was elected for Student Senator (voting) with a term concluding July 31, 2019.

6. New Business

6.1 Self-Evaluation Committee
Presented by: Laureen Styles

The Self-Evaluation Committee was requested to convene to begin work on the Senate self-evaluation survey and report.

6.2 Vice-Chair Nominating Committee
Presented by: Laureen Styles

The Vice-Chair Nominating Committee was requested to convene to determine candidates for the positon of Vice-Chair of Senate.

7. Committee Reports

7.1 Academic Planning and Program Review Committee
Presented by: Michael Thoma

The Committee met on February 19th, and reviewed the Concept Paper for a Bachelor of Arts with a Major in Applied Social Justice (Community Engagement). The Concept Paper provided the broad strokes for this degree, along with numerous options, including a BA Minor, Certificate, Diploma, Honours, Post-Bac Diploma and Post-Bac Certificate.   The Concept Paper was approved by the Committee to be forwarded to the Vice-President Academic and Provost.

7.1.1 Program Review – Bachelor of Music Therapy

The Committee also reviewed the Bachelor of Music Therapy Program Review. It was noted that this degree has the distinction of being the first degree offered

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by Capilano College and it remains the only music therapy program in Western Canada.

Michael Thoma moved and Brad Martin seconded:

19/11 Senate accept for information that the Program Review process   **CARRIED**
was completed for the Bachelor of Music Therapy.

7.2   Bylaw, Policy and Procedure Committee
Presented by: Stephen Williams

No report was provided as the next meeting of the Committee will be on Tuesday, March 12th.

7.3   Curriculum Committee
Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the February 15th, 2019 Senate Curriculum Committee meeting were presented to Senate for approval.

On review of the Resolution Memorandum, the following two issues were raised with regard to Resolution #19/06:

- The prerequisite sequencing of ENGL 112. ENGL 112 will be added to the list of prerequisites for ENGL 100. However, one other prerequisite non-native speaker students can meet to gain entry to ENGL 100 is an IELTS score of 6.5 with no band score lower than 6.0. This IELTS level is the same as the English Language Requirement for Capilano University. Therefore, students could enter Capilano meeting the 6.5 IELTS requirement for ENGL 100 and take ENGL 100 without taking ENGL 112. Likewise, students could take ENGL 100 before ENGL 112 or take both concurrently. The lack of control over the sequencing seems to go against the seeming purpose of ENGL 112—that it precede ENGL 100 to prepare students for ENGL 100.

- EAP believes that it would better serve the needs of non-native speakers who are beyond the EAP levels to bridge the new ENGL 112 course with a newly-

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created EAP course so that the specific linguistic needs of non-native speakers are better met. It is the hope of the EAP Department to work with the English Department in the coming year to investigate such a bridging model.

On discussion, it was noted that in the coming year, there would be an opportunity for reassessment and to revisit and address issues that may arise.

Deb Jamison moved and Ted Gervan seconded:

19/12 SCC resolutions 19/06 to 19/09 be adopted by Senate.   **CARRIED**

7.4   Instructional Technologies Advisory Committee
Presented by: Debbie Schachter

The Committee met on February 28th, and discussed the proposed revisions to the Terms of Reference. The proposed revisions will direct the Committee towards teaching, learning and technology, and also result in revision to the Committee name to "Senate Teaching, Learning and Instructional Technology Advisory Committee". The revisions also intend to support the Centre for Teaching Excellence and the technology related to teaching and learning, instead of technology at large. The Committee reviewed the proposed draft and approved the document, which will be forwarded to the Bylaw, Policy and Procedure Committee.

7.5   Budget Advisory Committee
Presented by: Marnie Findlater

The Committee met on February 19th, and welcomed Ekaterina Sergeeva as the new student representative.   At the Committee meeting, the following items were reviewed:

- A summary of requests (informed by the Phase 5 Resource Allocation) received by expense category and the ongoing work reviewing budget requests and the allocation of resources.

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- A list of principles used to make resource allocations. The principles include, transparency, conservatism in revenue, resourcing according to priorities, additional resourcing principles and beyond budgeting.

- A process ranking initiatives (categorization, prioritization, evaluation, prioritization within the themes and approval based on funding available).

- The Committee was informed that work is underway on identifying a series of finance policies that require revision and a communication piece for the University community to highlight initiatives and to plan future enrolment strategies.

- The key assumptions used to develop the 2019/20 budget include:

  - Operating grant and enrolment target from the provincial government will remain consistent with 2018/19;

  - Estimated increases from the provincial government have been included for the collective bargaining increases and the employer health tax;

  - Tuition and mandatory fees include a 2% increase, consistent with past years, and consistent with direction from the provincial government;

  - Considerable work has been done to understand other revenues such as project and other revenue, sales of goods (bookstore revenues) parking, childcare and theatre, investment and donations.

The Committee was also informed that the date for Board approval of the budget was moved to April and, as such, the next Committee meeting was scheduled for March 12th.

8.   **Other Reports**

   8.1   **Chair of Senate**

   No report was provided on behalf of the Chair.

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8.2   Vice-Chair Senate

Majid Raja, Vice-Chair of Senate reported on the following items:

- Consultation is underway for using technology in aiding Senate business and document management. As a pilot exercise, use of Microsoft Teams has been introduced for SITAC work, and the same will be presented for adoption at Senate Bylaw, Policy and Procedure Committee in March 12th meeting. The efficiency benefits MS Teams will be weighed and the outcomes of these experiments will be shared with the Senate.

- Members were reminded that the Policy Development and Management Policy (B.102) allows for revisions of a wordsmithing or housekeeping nature to be completed without bringing those changes to Senate. In this regard, when policy is brought to Senate, comments related to grammar or formatting can be forwarded to the presenter in an email and incorporated into the document outside of Senate time.

- There is a vacancy on Senate for the First Nations representative (non-voting, permanent guest) and members were requested to send nominations to the Senate Vice-Chair.

- The CSU will be contacted to request a name to fill the current CSU representative vacancy (non-voting, permanent guest) on Senate.

8.3   VP Academic and Provost

Laureen Styles, VP Academic and Provost provided the following updates:

- The University has been involved in conversations on how it can continue to work in partnership with other post-secondary institutions and organizations where there are shared interest and activities. These activities and partnerships usually take the form of education pathways, academic scholarly activity, research, etc., and an update of activity will be forthcoming.

- The Universities Canada submission work continues with the Universities Canada submission and everyone involved in the process was acknowledged

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for their work. It is anticipated that the application may go to the April Board meeting.

- Programs, faculty and staff involved in the recent completion of program review and program development were acknowledged for their work and expertise.

- The Student Appeals Committee is in place and as part of the policy and expectation of supporting training for Committee members, a first training session was held in February and a second session will be scheduled in later March.

- The University has partnered with the Capilano Student Union on a gender diversity audit and results were presented at an open meeting. There were 36 recommendations and work has already begun to identifying priorities and moving into action activities over the foreseeable future, including consideration of inclusive language across the University.

8.4   Board Report

Duncan Brown, Board representative reported that the Board met on February 26, 2019. This meeting was the first of several Board meetings dedicated to Envisioning 2030 – the universities strategic planning initiative. A brief summary was also provided of Board work currently underway.

The next Board meeting is on March 19, 2019 and at kálax-ay Sunshine Coast Campus. The Board will also be meeting with the Sunshine Coast Mayors.

9.   Discussion Items

In continuing efforts for the University to engage and build community across the North Shore, members discussed possible opportunities for faculty to collaborate and interface with the West Vancouver Library. Chancellor Dr. David Fung encouraged the Capilano University community to reach out to him with reference to his recent communication with the West Vancouver Library.

10.   Other Business
No other business was presented.

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11. **Information Items**
    No information items were presented.

There being no further business the meeting was adjourned at 5:10 pm.

Next Meeting: Tuesday, April 2nd, 2019

CAPILANO UNIVERSITY

MEMORANDUM

To: Paul Dangerfield, Chair, Senate

From: Laureen Styles, Vice President Academic & Provost

Date: March 25, 2019

Re: **S2018-02 Student Awards - Appendix A University-Funded Student Awards**
_____

BACKGROUND

On June 6, 2018, Senate approved policy S2018-02 Student Awards. This policy establishes criteria for awards recognizing academic excellence as well as all other awards given to students for transparency and consistency at the University.

Prior to the approval of S2018-02, the funding approach did not provide the Registrar's Office with the ability to forecast funding requirements. The current policy brought together details related to all funds and allocates current funding levels through the models of scholarships, awards, bursaries and prizes while ensuring an equitable model that provides access to students across all Faculties.

Appendix A to the policy lists all awards distributed by the Registrar's Office. This Appendix is available to students on the CapU website.

The University Act states that Senate is responsible for setting the "criteria for awards recognizing academic excellence" (section 35.2(5)(i)). S2018-02 sets the criteria for these awards. Section 27 of the University Act sets out the powers of the Board, including "to provide for chairs, institutes, fellowships, scholarships, exhibitions, bursaries and prizes the board and the senate consider advisable".

With Senate's approved the policy, it was intended that any changes or amendments to Appendix A would be presented to the Senior Leadership Council (SLC) for approval, and then shared with Senate as information. SLC is responsible for the day to day management of the University's operations (B.308 Board of Governors Charter), including the President's responsibility for the allocation and supervision of all appropriated and other funds that finance any activities under the jurisdiction of the University (B.502 President - Responsibilities).

DETAILS OF REVIEW AND CHANGES

A substantial review of Appendix A University-Funded Student Awards was conducted in the Fall 2018 term, and the recommended amendments below are based on the desire to:

- add clarity related to student award disbursements
- efficiently disburse available funds
- fully disburse available funds

These amendments were recommended for immediate implementation for both 2019/2020 Student Entrance Awards and 2019/2020 Continuing Student Awards:

1) Change in criteria for Capilano Community Leadership Award (CCLA) for the new program category

   Rationale
   - To provide additional opportunities for alignment with instructional priorities and to support full disbursement of these awards, given that in any year there may not be sufficient new programming to meet the terms of the current criteria

2) Clarity on how funds will be used for the Capilano Community Leadership Award (CCLA) if there are insufficient applicants to any one category

   Standard statement added to each CCLA category: If there are insufficient applications in this CCLA category, any unutilized funds will first be considered for applications in the other two CCLA categories

   Rationale
   - To ensure effective use and support full disbursement of available funds

3) Information added to each University-Funded Student Award to indicate if it is open to domestic students only, international students only, or both domestic and international students

   Rationale
   - To be clear on the current practice for each University-Funded Student Award; no changes in practice have been made

4) Created and Revised Dates added to the footer of the document

   Rationale
   - To be clear when the University-Funded Student Awards document was established and when the last revision to the document was made

At the March 6, 2019 meeting, the Senior Leadership Council to approves the amendments to Appendix A University-Funded Student Awards as presented.

Proposed Motion: *That Senate receive as information the revised Appendix A associated with policy S2018-02 Student Awards as approved by Senior Leadership Council.*

University-Funded Student Awards

Appendix A

University-Funded Student Entrance Awards

Student Entrance Awards are made available annually and are in the form of a standard tuition fee waiver plus tuition surcharges for domestic students, and in some cases international students, who are enrolled in an undergraduate program that is a minimum duration of sixteen (16) months.

Capilano Excellence Scholarship (#0663)

The Capilano Excellence Scholarship is the premier entrance scholarship awarded by the university to recognize high school applicants with documented exemplary leadership in their school and community and demonstrated academic excellence, based on secondary school averages in core subjects.

Note: Applicants must have graduated from high school a maximum of eighteen (18) months prior to the start of their program.

Award Value:	Up to $40,000 towards domestic tuition and tuition surcharges; disbursed to a maximum of $5,000 in each academic term for up to eight (8) consecutive academic terms (four (4) years)
Renewable:	Yes, with minimum scholarship criteria
Number of Awards:	Ten (10)
Open to:	Both domestic and international students

Capilano Community Leadership Award (replacing CAPA #0670 and CAPP #0671)

The Capilano Community Leadership Award is awarded by the university to recognize applicants with documented leadership and volunteerism in the community and demonstrated strong academic standing.

Award Value:	Up to $2,500 towards tuition and tuition surcharges
Renewable:	No
Number of Awards:	Thirty-five (35) Distributed as follows: • Twenty (20) awards for high school applicants; open to nominations from any BC high school with a maximum of one (1) per school per year.

- o If there are insufficient applications in this CCLA category, any unutilized funds will first be considered for applications in the other two CCLA categories.
  - Ten (10) awards for non-high school applicants (e.g. transfer or mature entry)
    - o If there are insufficient applications in this CCLA category, any unutilized funds will first be considered for applications in the other two CCLA categories.
  - Five (5) awards for applicants to new programs or programs prioritized for recruitment, with at least one award per identified program per year. The Vice-President Academic and Provost will determine the qualifying programs annually using the following established critieria:
    - o Programs, with a credential at the undergraduate level or higher, whose first intake falls within the academic year that the entrance award will be offered or the prior two academic years.
    - o Programs, with a credential at the undergraduate level or higher, that are prioritized for recruitment for the academic year that the entrance award will be offered

    If more than 5 programs meet either of the definitions above in a given academic year, programs will be selected based on the following criteria:

    - o programs for which the CCLA has not been previously awarded

    - o programs whose first intake is within the academic year that the entrance award will be offered, and then, if needed, within the prior academic year

    - o programs that align with Ministry of Advanced Education, Skills & Training mandates

    If less than 5 programs meet the established criteria above, or there are insufficient applications in this CCLA category, any unutilized funds will first be considered for applications in the other two CCLA categories.

Open to: Domestic students only

International Student Entrance Award (#0896)

The International Student Entrance Award is awarded by the university to recognize international applicants to a Capilano University undergraduate program, English for Academic Purposes (EAP) program, or EAP pathway program with documented engagement and involvement in school initiatives and activities and demonstrated strong academic standing.

Award Value: Up to $1,500 towards tuition and tuition surcharges

Renewable: No

Number of Awards: Three (3)

Open to: International students only

Capilano University Athletic Award (#0683)

The Capilano University Athletic Award is awarded by the university to recognize both applicants and continuing students with demonstrated excellence in athletics and strong academic standing.

Award Value: Up to $2,500 towards tuition and tuition surcharges (Twenty-two (22) awards)
Up to $5,000 towards tuition and tuition surcharges (Two (2) awards)

Renewable: No

Number of Awards: Twenty-four (24) *(distributed between entrance and continuing awards)*

Open to: Both domestic and international students

University-Funded Continuing Student Awards

Capilano University Bursary Fund (#0567)

The Capilano University Bursary Fund is awarded by the university to support domestic students who have demonstrated financial need and good academic standing.

Award Value: Varies

Renewable: No

Number of Awards: Varies

Open to: Domestic students only

First Term Bursary (#0149)

The First Term Bursary is awarded by the university to support first term, undergraduate domestic students who have demonstrated financial need and good academic standing.

Award Value: Varies

Renewable: No

Number of Awards: Varies

Open to: Domestic students only

Family Focus Supplemental Bursary (#0800)

The Family Focus Supplemental Bursary is awarded by the university to support students with demonstrated financial need and good academic standing in meeting unsubsidized daycare costs for their children enrolled in the Capilano University Children's Centre.

Award Value: Varies

Renewable: No

Number of Awards: Varies

Open to: Domestic students only

Capilano University Emergency Bursary Fund (#0414)

The Capilano University Emergency Bursary Fund is awarded by the university to support students who have demonstrated financial need and are faced with an unexpected financial emergency.

Award Value: Varies

Renewable: No

Number of Awards: Varies

Open to: Domestic students only

Capilano University Achievement Access Award (#0980)

The Capilano University Achievement Access Award is awarded by the university to recognize continuing students who have demonstrated strong academic standing and financial need.

Award Value: Varies

Renewable: No

Number of Awards: Varies

Open to: Domestic students only

Capilano University Athletic Award (#0683)

The Capilano University Athletic Award is awarded by the university to recognize both applicants and continuing students with demonstrated excellence in athletics and strong academic standing.

Award Value: Up to $2,500 towards tuition and tuition surcharges (Twenty-two (22) awards)
                      Up to $5,000 towards tuition and tuition surcharges (Two (2) awards)

Renewable: No

Number of Awards: Twenty-four (24) *(distributed between entrance and continuing awards)*

Open to: Both domestic and international students

4

Capilano University Study Abroad Award (#0904)

The Capilano University Study Abroad Award is awarded by the university to recognize students participating in a Capilano University Study Abroad program who have demonstrated strong academic standing.

Award Value:		up to $1,000

Renewable:		No

Number of Awards:	Varies

Open to:		Both domestic and international students

CIE International Student Award (#0899)

The CIE International Student Award is awarded by the university to recognize international students in a Capilano University undergraduate program, English for Academic Purposes (EAP) program, or EAP pathway program who have demonstrated strong academic standing.

Award Value:		$1,000

Renewable:		No

Number of Awards:	Eight (8)

Open to:		International students only

CIE International Student Scholarship (#0898)

The CIE International Student Scholarship is awarded by the university to recognize international students in a Capilano University undergraduate program, English for Academic Purposes (EAP) program, or EAP pathway program who have demonstrated academic excellence.

Award Value:		$1,000

Renewable:		No

Number of Awards:	Three (3)

Open to:		International students only

Paul Gallagher Scholarship for Excellence (#0114)

The Paul Gallagher Scholarship for Excellence is awarded by the university to recognize continuing students with documented exemplary leadership in the university and/or community and demonstrated academic excellence.

Award Value:		Up to $10,000 towards tuition and tuition surcharges; disbursed to a maximum of $5,000 in each academic term for up to two (2) consecutive academic terms

5

Renewable: Yes, with minimum scholarship criteria

Number of Awards: One (1)

Open to: Domestic students only

CAPILANO UNIVERSITY

SENATE REPORT

AGENDA ITEM:	**S2015-05 Credential and Course Criteria Policy**
PURPOSE:	☒ **Approval** ☐ **Information** ☐ **Discussion**
MEETING DATE:	**April 2, 2019**
PRESENTER:	**Stephen Williams**

PURPOSE

To fine tune an existing policy.

BACKGROUND

Senators are being asked to consider the revisions for 2.6 of this policy only. These changes serve program development and approval processes, so that this portion of the policy is updated. If we had more time, this policy would likely be revised into two or three separate policies, but we do not have time to meet the program approval timelines.

DISCUSSION

Senators are reminded to focus solely on the changes to 2.6 of this policy.

RECOMMENDATION

THAT Senate approve S2015-05 Credential and Course Criteria Policy.

Stephen Williams, Chair
Senate Bylaw, Policy and Procedure Committee

CAPILANO
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To: Senate
From: Bylaw, Policy & Procedures Committee
Cc: Dr. Laureen Styles, VP Academic & Provost
Date: 26 March 2019
Subject: Additions and Revisions to S2015-05 Credential and Course Criteria Policy

Background

S2015-05 does not include minimum requirements for Honours programs, Joint Majors, and Double Majors. In addition, the current policy sets higher minimum upper-level requirements for Concentrations and Minors than is typically found at comparator institutions.

In order to support the objective of expanding the range of credential options available to Capilano University students and in support of the credential development activities currently underway throughout the university, the Office of the VP Academic & Provost proposes the following additions and revisions to **Section 2.6** of **S2015-05 Credential and Course Criteria**:

1. Honours (new)
2. Minors (revision)
3. Concentrations (revision)
4. Joint Major (new)
5. Double Major (new)
6. Major-Minor (new)
7. Double Minor (new)

With the exception of the proposed Honours requirements, the additions and revisions are in line with sector norms with a particular emphasis on the standards adopted at comparator institutions such as Kwantlen Polytechnic University, Thompson Rivers University, and the University of the Fraser Valley.[i]

The proposed changes will ensure that the four credentials currently in Stage 2 of the degree development process can be developed in accordance with sector norms for Minors and Concentrations as well as providing the option for students to complete Double Majors, Major-Minors and Double Minors. The additions and revisions to S2015-05 will permit current and future credential developers to design a wide range of flexible credential options in a timely fashion, including the option, for Honours degrees.

In addition to the above revisions and additions, minor housekeeping changes are also proposed:

1. Removal of specific Cap Core requirements from sections 2.3 and 2.4.
2. The references to "em" dashes have been replaced with dashes in sections 6.2.5 and 6.4.3 to accommodate operations currently allowed in Banner.
3. Section 6.7 now refers to Graduate Certificates (2.9) and Diplomas (2.10); Certificates are missing in the current version of the policy.

Consultation

The proposed changes have been reviewed by the following communities:

1. Registrar's Office
2. Academic Initiatives & Planning Office (AIPO)
3. Policy Office
4. Academic Leadership
5. Program areas interested in the delivery of an Honours program – e.g. Communications, Early Childhood Care & Education, Liberal Studies, and Motion Picture Arts.
6. Degree development working groups as per list provided by AIPO.

During the consultation process, English, Early Childhood Care and Education, and Human Kinetics all spoke in favour of the reducing the minimum requirements for Minors and Concentrations to mirror sectors norms. The School of Communications expressed concerns regarding their ability to accommodate the minimum requirements for an Honours programs based on their current degree structure. The Early Childhood Care and Education School observed that there are currently no university limits on the assignment of upper level transfer credits.

In turn, the Sector Review completed to guide the proposed changes to Section 2.6 suggests that it is more conventional to have separate Credential and Course Policies. As such, the Office of the VP Academic & Provost and the Bylaw, Policy, and Procedures committee recommends that these policies be reviewed immediately with a careful consideration of sector norms alongside a second review of S2015-05 with the proposed objective separating the Credential and Course Criteria into at least two or more policies.

In the interim, however, to assist the University's commitment to the immediate expansion of credential opportunities at the university, the Bylaw, Policy, and Procedures committee recommends proceeding with the proposed revisions, additions, and housekeeping changes.

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[i] With the objective of supporting a flourishing culture of undergraduate research, scholarly, and creative activity, the proposed minimum requirement for Honours programs sets a higher exiting CGPA than is typically seen in the system while requiring at least 6.00 credits of project-based research or an honours thesis in addition to the standard degree or Major program requirements as opposed to the additional 12.00 or more credits often required elsewhere with a minimum CGPA of 3.33.

![Capilano University]	POLICY		
Policy No.	Officer Responsible		
S2015-05	**Vice-President Academic and Provost**		
Policy Name			
Credential and Course Criteria			
Approved by	Replaces	Category	Next Review
Senate		**B**	**March 2022**
Date Issued	Date Revised	Related Policies, Reference	
October 2015	**March 2019**	**B.108 Credit and Non-Credit Courses** **S2003-03 Academic Standing** **S2017-04 Graduation** **S2013-01 Transfer Credit**	

1   PURPOSE

This policy outlines the requirements for credentials including definitions of the various credentials, definition of a credit hour, and definitions of course level and numbering.

2   REQUIREMENTS FOR CREDENTIALS

2.1   Below are outlined the minimum requirements for credentials offered at Capilano University.

2.2   Citation

    2.2.1   Six (6) credits

    2.2.2   Approved only with special authorization of the Vice-President Academic and Provost

2.3   Certificate

    2.3.1   Fifteen (15) credits, including Cap Core curriculum requirements

    2.3.2   Three (3) credits of English (ENGL) or Communications (CMNS) courses

    2.3.3   Six (6) credits of Cap Core curriculum (three (3) credits foundation; three (3) credits professional practice)

2.4   Diploma

    2.4.1   Sixty (60) credits, including Cap Core curriculum requirements

    2.4.2   Six credits (6) of English (ENGL) and/or Communications (CMNS) courses

    2.4.3   Twelve (12) credits of Cap Core curriculum (six (6) credits foundation; six (6) credits professional practice)

2.5   Associate Degree

2.5.1   As defined by the Ministry of Advanced Education, Skills & Training

2.6   Baccalaureate Degree

    2.6.1   ==A minimum of== one hundred twenty (120) credits==, including Cap Core curriculum requirements==

    2.6.2   ENGL 100 within the first thirty (30) credits

    2.6.3   A minimum of three (3) additional credits in English (ENGL) or Communications (CMNS) courses other than ENGL 100

    2.6.4   Three (3) credits in a Quantitative/Analytical course ~~approved by Senate Curriculum Committee~~

    2.6.5   ~~Twenty-four (24) non-baccalaureate discipline credits, which may include courses used to satisfy the Quantitative/Analytical, English language, and Cap Core requirements~~

    ==A minimum of twenty-four (24) credits outside of degree program or Major requirements, which may include courses used to satisfy the Quantitative/Analytical, English language, and Cap Core requirements==

    ~~2.6.6   Forty-five (45) upper-level credits~~

    ~~2.6.6.1 Baccalaureate Concentrations~~

    ~~2.6.6.1.1   Fifteen (15) upper-level credits from within the student's baccalaureate discipline~~

    ~~2.6.6.1.2   Concentrations within the same degree shall be distinct from each other and not share courses in common~~

    ~~2.6.6.2 Baccalaureate Minors~~

    ~~2.6.6.2.1   Eighteen (18) upper-level credits from outside the student's baccalaureate discipline or major~~

    ~~2.6.6.2.2 Open to all eligible students~~

    ~~2.6.6.3 Baccalaureate Majors~~

    ~~2.6.6.3.1   Thirty (30) upper-level credits from within the student's baccalaureate discipline or major~~

    2.6.6   ==Honours requires the completion of the degree program or Major requirements as well as, at a minimum, an additional six (6) credits of project-based research or an honours thesis and an upper-level CGPA of 3.50.==

    2.6.7   ==Majors require the completion of a minimum of thirty (30) upper-level credits in the major subject or field of study.==

    2.6.8   ==Minors require the completion of a minimum of fifteen (15) upper-level credits in the==

==minor subject or field outside of a student's Honours, Major, or degree program areas. Minors can be attached to any Bachelor's degree.==

==2.6.9   Concentrations require the completion of a minimum of twelve (12) upper-level credits within the Major or degree program and represent an increased focus on a particular area of study.==

==2.6.10   Joint Major programs require the completion of a minimum of thirty (30) upper-level credits in the joint major subjects. Programs may be combined within a Faculty or across Faculties; however, the overall degree requirements of at least one Faculty must be met.==

==2.6.11   Major/minor programs require the completion of the major requirements of one subject or field of study and the minor requirements of another subject or field of study within a single degree. Programs may be combined within a Faculty or across Faculties; however, the overall degree requirements of at least one Faculty must be met. This may require the completion of more than 120 credits.==

==2.6.12   Double major programs require the completion of the major requirements of each of the two subjects or fields within a single degree. Programs may be combined within a Faculty or across Faculties; however, the overall degree requirements of at least one Faculty must be met. This may require the completion of more than 120 credits.==

==2.6.13   Double minor programs require the completion of the minor requirements of each of the two subjects or fields within a single degree. Programs may be combined within a Faculty or across Faculties; however, the overall degree requirements of at least one Faculty must be met. This may require the completion of more than 120 credits.==

2.7   Post-baccalaureate Certificate

2.7.1   Fifteen (15) upper-level credits.

2.7.2   Completion of a baccalaureate degree that is normally in a different discipline.

2.7.3   Must not include a concentration or a minor.

2.8   Post-baccalaureate Diploma

2.8.1   Thirty (30) upper-level credits.

2.8.2   Completion of a baccalaureate degree that is normally in a different discipline.

2.8.3   May include a concentration or a minor.

2.9   Graduate Certificate

2.9.1   Fifteen (15) graduate-level credits.

2.9.2   Completion of a baccalaureate degree that is normally in the same or a similar discipline.

2.10   Graduate Diploma

2.10.1   Thirty (30) graduate-level credits.

2.10.2   Completion of a baccalaureate degree that is normally in the same or a similar

discipline.

3 CREDIT HOUR

3.1 Normally, a credit hour is defined as one (1) hour of instruction per week over a 15-week period.

4 TIMELINES

4.1 Credential Requirements

4.1.1 Programs have until their next program review or three (3) years from October 2015 (the original policy approval date), whichever comes first, to align with this policy.

4.2 Cap Core Requirements

4.2.1 The timeline for implementation of Cap Core requirements for certificates and diplomas is approved by Senate.

5 COURSE LEVEL AND NUMBERING

5.1 It is expected that individual courses include student learning outcomes reflective of the appropriate level of attainment as set out in Bloom's Taxonomy or similar framework. The first digit of the course number (e.g. 1xx) indicates the defined course level.

5.2 Preparatory courses (0xx)

5.2.1 These courses assist students to develop the necessary knowledge and skills to meet the requirements for university-level work. Credits for pre-university courses do not count toward diploma and degree programs.

5.3 Lower-level courses (1xx or 2xx)

5.3.1 5.3.1 These courses develop the knowledge, skill base, and educational maturity necessary for increasingly independent and advanced work at the upper level.

5.3.2 Prerequisites may include completion of specific courses and/or a specific number of accumulated university-level credits.

5.4 Upper-level / post-baccalaureate courses (3xx or 4xx)

5.4.1 These courses require a level of educational maturity that allows for more independent, advanced, and/or in-depth work than at the lower level. These courses are characterized by a structure that allows for a variety of approaches to the subject matter, a wide range of course material, and an emphasis on independent work in the laboratory, library, studio, field, community, or workplace.

5.4.2 Upper-level courses strongly emphasize comprehension, analysis, synthesis, evaluation, and application of knowledge and skills. Students are expected to accept

increasing responsibility for their own learning both inside and outside the classroom.

5.4.3   Prerequisites may include completion of specific courses and/or a specific number of accumulated university-level credits.

5.5   Graduate-level courses (5xx or 6xx)

5.5.1   These courses are intended for students in programs that require completion of a baccalaureate degree for admission. These courses build on knowledge and skills developed in the undergraduate program.

5.6   Numbering

5.6.1   Course numbers are assigned at the discretion of the Registrar's Office in consultation with the department.

6   CREDENTIAL NOMENCLATURE

6.1   Credentials will be identified before any areas of specialization.

6.2   Citations, Certificates and Diplomas

6.2.1   Credentials of this type will be named as follows:

6.2.2   Citation in [PROGRAM NAME]

6.2.3   Certificate in [PROGRAM NAME]

6.2.4   Diploma in [PROGRAM NAME]

6.2.5   When appropriate, the program name will be followed by an ~~em~~ dash and the field of study.

E.g. Certificate in Early Childhood Care and Education – Infant and Toddler, Diploma in Human Kinetics – Exercise Science.

6.3   Associate Degrees

6.3.1   Credentials of this type will be named as follows:

6.3.2   Associate of [PROGRAM NAME] – [Field of Study]

E.g. Associate of Science – Biology.

6.4   Baccalaureate Degrees

6.4.1   Credentials of this type will be named as follows:

6.4.2   Bachelor of [PROGRAM NAME]

6.4.3   When appropriate, the program name will be followed by an ~~em~~ dash and the field of study.

E.g. Bachelor of Music in Jazz Studies – Education.

6.5   Concentrations, Minors and Majors

6.5.1   Credentials that are accompanied by a concentration, minor or major will be named as follows:

6.5.2   Bachelor of [PROGRAM NAME] with a [CONCENTRATION, MINOR or MAJOR] in

[CONCENTRATION, MINOR or MAJOR].

E.g. Bachelor of Business Administration with a Concentration in Human Relations.

6.6   Post-Baccalaureate Certificates and Diplomas

6.6.1   Credentials of this type will be named as follows:

6.6.2   Post-Baccalaureate Certificate in [PROGRAM NAME]

6.6.3   Post-Baccalaureate Diploma in [PROGRAM NAME]

E.g. Post-Baccalaureate Diploma in North American Business Management.

6.7   Graduate Certificates and Diplomas

6.7.1   Credentials of this type will be named as follows:

6.7.2   Graduate Certificate in [PROGRAM NAME]

6.7.3   Graduate Diploma in [PROGRAM NAME]

E.g. Graduate Diploma in International Management.

CAPILANO UNIVERSITY

SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO

DATE: March 22, 2019

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 March 15th, 2019. Please acknowledge below that the Senate endorses its approval of the following motions:

19/11 The revisions to the Legal Administrative Assistant Certificate admission requirements be recommended to Senate for approval.

19/12 IDF 235 – Indigenous World Cinema be recommended to Senate for approval as a Cap Core designated course under the heading of *Self and Society*.

19/13 It is recommended that Senate approve the replacement of HKIN 275 with HKIN 191 as an acceptable pre-requisite for BIOL 240 – Pathology.

19/14 The course equivalency status of BADM 106 and BTEC 252, as well as Cap Core designation under the heading of *Self and Society* for BTEC 252, be recommended to Senate for approval.

19/15 The new course, ENGL 260 – Writing Communities, and the revisions to the Associate of Arts Degree – English and Associate of Arts Degree – Creative Writing program profiles to include the new course, be recommended to Senate for approval.

19/16 The pre-requisite revisions to LBST 201 – Refiguring Knowledge: Introduction to Research Methods, LBST 400 – Case Studies in Arts & Sciences, and LBST 401 – Case Studies in Contemporary Issues, including the addition of LBST 100 as a pre-requisite for LBST 201, be recommended to Senate for approval.

19/17 The revisions to ASAS 214 – The Screen Actor's Process II, ASAS 341 – The Screen Actor's Process III, ASAS 370 – The Actor's Business, and MUTH 210 – Acting for Film and Television I with respect to the decrease in contact hours be recommended to Senate for approval.

19/18 The revisions to the admission requirements of the Advanced Arts & Entertainment Management Certificate to 30 credits, rather than 2 years, be recommended to Senate for approval.

19/19 The revisions to the breadth electives list for the Bachelor of Business Administration Program and the Business Administration Diploma Program from a list of options to a list of exclusions be recommended to Senate for approval.

CAPILANO
UNIVERSITY

SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO

19/20 The revisions to the BBA residency note to remove the reference to students transferring more than 60 credits from another institution and adding BADM 460 and BADM 470 to read, "Students must complete the following at Capilano University: BADM 460 and BADM 470, 6 credits of 400-level core courses and 18 credits of 300 and/or 400-level business electives and/or 300-level core courses" be recommended to Senate for approval.

19/21 It is recommended that Senate approve the addition of BCPT 123 – Business Computing Basics to the Bachelor of Business Administration Degree and the Business Administration Diploma programs as a required course and the removal of an elective to make room for this requirement.

19/22 The revisions to the wording for the BBA and Diploma programs so that the word "required" be changed to "must" with respect to the restriction language on BFIN 341 be recommended to Senate for approval.

_____
Deb Jamison
Chair, Senate Curriculum Committee

Date: March 22, 2019

_____
Paul Dangerfield
Chair, Senate

Date: