



## SENATE MEETING

Tuesday, December 5, 2017 4:00 – 6:00 pm  
Capilano University – LB 322

### AGENDA

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#### ***Acknowledgments***

*We respectfully acknowledge the 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 November 7, 2017 Minutes – Decision** Senate Members  
Schedule 3
- 4. Correspondence Received**
- 5. Business Arising**
  - 5.1 Senate Cap Core Implementation Ad-Hoc Committee – *Information* Paul McMillan
  - 5.2 Task Force on Exceptions to Curriculum Requirements – *Information* Sandra Seekins
- 6. New Business**
  - 6.1 Student By-Election – *Information* Karen McCredie
  - 6.2 Academic Schedule – *Information* Karen McCredie  
Schedule 6.2
  - 6.3 Program/School Review Schedule 2017 – 2022 - *Information* Paul Dangerfield  
Schedule 6.3
  - 6.4 Senate Subcommittee Vacancies – *Information* Sandra Seekins
  - 6.5 Ad Hoc Committee for Release Sections - *Decision* Sandra Seekins
  - 6.6 B.102 Policy Development and Management – *Information* Sandra Seekins  
Schedule 6.6
  - 6.7 B.108 Credit and Non-Credit Courses - *Information* Schedule 6.7



## SENATE MEETING

Tuesday, December 5, 2017 4:00 – 6:00 pm

Capilano University - LB322

### AGENDA

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#### 7. Committee Reports

7.1 Academic Planning and Program Review Committee - *Information* Michael Thoma

7.2 Budget Advisory Committee – Next Meeting: January 16, 2018

7.3 By-law, Policy and Procedure Committee Kim Bothen

7.3.1 S2018-01 Final Grade Appeal Policy and  
S2018-01-01 Final Grade Appeal Procedures – *Information* Schedule 7.3.1

7.3.2 Program Approval Procedures – *Decision* Schedule 7.3.2  
S2009-04 Process for Exceptional Approval of Curriculum –  
*Decision* - Motion to rescind

7.3.3 S2003-03 Academic Standing – *Decision* Schedule 7.3.3  
Motion to approve effective September 1, 2018

7.3.4 S1999-01 Cheating and Plagiarism Policy – *Decision* Schedule 7.3.4  
Motion to rescind effective January 1, 2018

7.4 Curriculum Committee –

[Nov 17, 2017](#) Agenda Package / [Nov 17, 2017](#) Draft Minutes Deb Jamison  
7.4.1 Resolution Memorandum – *Decision* Schedule 7.4.1

7.5 Instructional Technologies Advisory Committee - *Information* Don Bentley

#### 8. Other Reports

8.1 Chair of Senate – *Information* Paul Dangerfield

8.2 Vice Chair of Senate – *Information* Sandra Seekins

8.3 VP Academic and Provost – *Information*

8.4 Board Report – *Information* Christopher Doll

#### 9. Discussion Items

#### 10. Other Business

#### 11. Information Items



## SENATE MEETING

Tuesday, November 7, 2017 4:00 pm  
 Capilano University – Room LB 322

### MINUTES

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**Present:** Paul Dangerfield (Chair), Imroz Ali, Sean Ashley, Cyndi Banks, Don Bentley, Kim Bothen, Brent Calvert, Julia Denholm, Drin Feist, Marnie Findlater, Megan Fretz, David Fung, Michelle Gervais, Deb Jamison, Sylvia Kind, Joshua Larsen, Brad Martin, Karen McCredie, Paul McMillan, Jorge Oceguera, Emma Russell, Adam Sale, Sandra Seekins, Debbie Schachter, Michael Thoma, Stephanie Wells, Bacel Younan, Recorder: Mary Jukich

**Regrets:** Chris Bottrill, Chris Doll, Caroline Depatie, David Kirk, Jennifer Moore, Majid Raja, Erik Steel, Carleen Thomas, Halia Valladares, Andrew Willis

**Guests:** Nanci Lucas

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#### ***Acknowledgement***

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

The Chair called the meeting to order at 4:05 pm.

#### **1. Welcome**

Anna Rempel was introduced as the CSU alternate representative for Andrew Willis.

In the absence of David Kirk, Sylvia Kind assumed voting rights for the Faculty of Education, Health and Human Development.

In the absence of Majid Raja, Jorge Oceguera assumed voting rights for the Faculty of Business and Professional Studies.

In the absence of Caroline Depatie, Emma Russell assumed voting rights for the Faculty of Global and Community Studies.

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

*Stephanie Wells moved and Michelle Gervais seconded:*  
 To adopt the agenda.

**CARRIED**



## SENATE MEETING

Tuesday, November 7, 2017 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

#### 3. Approval of the Minutes

*Bacel Younan moved and Michael Thoma seconded:*

To adopt the October 3, 2017 minutes.

**CARRIED**

#### 4. Correspondence Received

Senate was informed that correspondence was received but was referred to the Board as the correspondence was not related to academic governance.

#### 5. Business Arising

##### 5.1 Senate Cap Core Implementation Ad-Hoc Committee

*Presented by: Paul McMillan*

Senate was requested to approve the Senate Cap Core Implementation Ad Hoc Committee Mandate and Structure. On review of the document, a suggestion was presented to revise the first bullet under Mandate so that it reads “..... make recommendations to begin implementation ....”. As well, under bullet 2, it was suggested to add the word “full” before the word implementation so that it now reads “To recommend a timeline for full implementation .....”.

A question was raised on why there was no student representation on the committee. It was noted that it may be beneficial to have a student perspective as cap core ultimately affect students.

*Paul McMillan moved and Julia Denholm seconded:*

**17/61** To approve the Senate Cap Core Implementation Ad Hoc Committee Mandate and Structure with the revisions to bullets 1 and 2 as noted.

**CARRIED**

*Megan Fretz moved and Joshua Larsen seconded:*

**17/62** To amend the structure of the Senate Cap Core Implementation Ad Hoc Committee Mandate and Structure to include a student.

**CARRIED**



## SENATE MEETING

Tuesday, November 7, 2017 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

#### 5.2 Task Force on Exceptions to Curriculum Requirements

*Presented by: Sandra Seekins*

Work continues on determining the participants for this Task Force.

#### 6. New Business

##### 6.1 Ad Hoc Committee on Student Evaluation of Courses and/or Learning

*Presented by: Sandra Seekins*

At a previous meeting, Senate directed that an ad hoc committee be formed to work on student evaluation of courses and/or learning. Work will commence once the appropriate policies are revised or created.

##### 6.2 Senate Representative to the Capilano University Alumni Association

A request was presented for a Senate representative to the Capilano University Alumni Association.

*Deb Jamison moved and Joshua Larsen seconded:*

**17/63** That Michelle Gervais be appointed as the Senate representative on the CUAA Board of Directors.

**CARRIED**

##### 6.3 Senate Subcommittee Vacancies

*Presented by: Sandra Seekins*

Senators were requested to volunteer to fill the remaining vacancies on the subcommittees.

The Committee's Clerk will send out an email listing the remaining vacancies.

#### 7. Committee Reports

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

*Presented by: Michael Thoma*

At the October 10<sup>th</sup> meeting, the Committee reviewed the Program and Course Review Procedures, as well as the draft of the External Review Template.



## SENATE MEETING

Tuesday, November 7, 2017 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

Discussion raised some questions particularly who would be considered to make up the External Review Team. As well, discussion centred on whether the language should be changed from 'Program and Course Review' to 'Program and Curriculum Review' in order to capture the proposed purpose of addressing how courses contribute to the program as a whole rather than focusing on the details of an individual course review.

#### 7.2 Budget Advisory Committee

*Presented by: Bacel Younan*

Senate was informed that the Committee met on November 7<sup>th</sup> to begin work on the 2018/2019 budget year. Feedback from the prior year's process was discussed, and based on the feedback, work will begin earlier, with longer and less frequent meetings.

For this year, the following meeting dates were scheduled:

- January 16
- February 13 (if required)
- February 27

#### 7.3 By-law, Policy and Procedure Committee

*Presented by: Kim Bothen*

##### 7.3.1 Student Academic Integrity Policy and Student Academic Integrity Procedures

Senate was requested to approve the new Student Academic Integrity Policy and Procedures which will replace the current Cheating and Plagiarism Policy.

*Kim Bothen moved and Jorge Oceguera seconded:*

**17/64** To approve the Student Academic Integrity Policy with an effective date of January 1, 2018.

**CARRIED**

*Kim Bothen moved and Adam Sale seconded:*

**17/65** To approve the Student Academic Integrity Procedures with an effective date of January 1, 2018.

**CARRIED**



## SENATE MEETING

Tuesday, November 7, 2017 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

#### 7.3.2 S2017-03 Mature Student Admission Policy

S2017-03 Mature Student Admission Policy is a new policy to provide direction regarding admissions for students designated as mature students.

*Kim Bothen moved and Imroz Ali seconded:*

**17/66** To approve S2017-03 Mature Student Admission Policy effective November 7, 2017.

**CARRIED**

#### 7.3.3 S2017-04 Graduation Policy

The Graduation Policy is a new policy which guides decision making and gives students assurance where they stand at the time of application for graduation. On review of the Policy, several concerns were raised with regard to the operational issues around the Policy, and it was suggested that once the Policy is in place, the Registrar provides a report back to Senate.

*Kim Bothen moved and Bacel Younan seconded:*

**17/67** To approve the Graduation Policy with an effective date of November 7, 2017.

**CARRIED**

#### 7.4 Curriculum Committee

*Presented by: Deb Jamison*

The resolutions brought forward from the October 20, 2017 Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Julia Denholm seconded:*

**17/68** SCC resolution 17/65 be adopted by Senate.

**CARRIED**

No vote was required on SCC Resolution 17/66 as the resolution was to approve an extension in meeting time.



## SENATE MEETING

Tuesday, November 7, 2017 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

#### 7.4.2 Course Outline and Course Syllabus Templates

Members were reminded that feedback was previously requested and subsequently incorporated into the templates. On further review, some minor typographical errors were noted. Once the errors are corrected, the template will be posted on the website in order to move forward with the cap core.

*Deb Jamison moved and Imroz Ali seconded:*

**17/69** SCC resolution 17/67 be adopted by Senate.

**CARRIED**

#### 7.5 Instructional Technologies Advisory Committee

*Presented by: Don Bentley*

The Open Education Resources Working Group is developing both a faculty survey (led by Laura MacKay) and a student survey (led by Andrew Willis from the CSU). The Working Group is planning events and workshops to coincide with Open Education Week (March 5-9, 2018) and also with the University's Professional Development Week in May 2018.

The procedures for faculty to apply to IT Services Innovation fund are expected to be finalized by the November SITAC meeting.

The Committee is discussing the creation of an Online Learning Working Committee, which will have representation from faculty, students, IT Services & the Centre for Teaching Excellence.

A suggestion was presented that Student Success may wish to explore technology supports currently in place for mature students.

### 8. Other Reports

#### 8.1 Chair of Senate

*Presented by: Paul Dangerfield*

The following report was provided:





## SENATE MEETING

Tuesday, November 7, 2017 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

- A number of task force initiatives that are in the Operational Plan are underway, and a report from the leadership development task force will be provided.
- The University has started the budget planning for 2018/2019. Planning will continue to focus on key priorities identified; building our capacity and ability to deliver on the University's vision, mission and goals.
- There will be a shift for more students on campus. Domestic retention and recruitment continues to be a problem, although there has been a slight improvement. Work will focus on making sure that student interest in the University translates into students staying.

#### 8.2 Vice Chair Senate

*Presented by: Sandra Seekins*

Members were encouraged to visit the Kéxwusm-áyakn Student Centre, particularly Wednesdays and Thursdays for lunch when the Elders are present.

#### 8.3 VP Academic and Provost

*Presented by: Sandra Seekins*

Bernadette Andrade was acknowledged for her work in moving forward with program review.

#### 8.4 Board Report

*Presented by: Paul Dangerfield*

Chris Doll continues working with the developer on the second set of student residences.

### 9. Discussion Items

A suggestion was presented that the range of costs for typical programs offered at Capilano be posted. This will provide useful information for potential students who may be considering attending the University.



## SENATE MEETING

Tuesday, November 7, 2017 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

#### 10. Other Business

No other business was presented.

#### 11. Information Items

##### 11.1 2018 Senate Meeting Schedule

Senate was informed that the 2018 meeting schedule indicated a May 15<sup>th</sup> meeting date, and that this date may be too late in the month for a Senate meeting.

*Sandra Seekins moved and Deb Jamison seconded:*

**17/70** To change the May 15, 2018 Senate meeting date to May 8, 2018, and to advise subcommittees that may be affected by the change of date.

**CARRIED**

There being no further business, and on motion duly made and seconded, the meeting was adjourned at 5:45 pm.

**Next Meeting: Tuesday, December 5, 2017**

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## CAPILANO UNIVERSITY ACADEMIC SCHEDULE AND IMPORTANT DATES FALL 2018 TO SUMMER 2019

<b>September 3, 2018</b>	University Closed for <b>Labour Day</b>
<b>September 4, 2018</b>	<b>Fall 2018 Term Commences/New Student Orientation</b> Fall term commences with evening classes starting at 5:30pm or later. Some programs may be holding daytime classes. If classes are running, students will be informed by a program representative prior to the start of term. New students will participate in New Student Orientation followed by the Cap U Street Party (CUSP) which is open to new and returning student at the North Vancouver campus. <i>Note: Courses/programs commence on various days. Consult your program area for further information.</i>
<b>September 4 – 17, 2018 *</b>	<b>Fall 2018 Add/Drop Period</b>
<b>September 15, 2018</b>	<b>Early Application Deadline for Spring 2019</b> ( <i>Arts &amp; Sciences and School of Business programs; check other program areas for their deadlines.</i> ) Applications and the application fee should be submitted by this deadline.
<b>September 18 – October 12, 2018 *</b>	<b>Fall 2018 Withdrawal Period</b> <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
<b>October 8, 2018</b>	University Closed for <b>Thanksgiving Day</b>
<b>October 15, 2018</b>	<b>Application and Document Deadline for Spring 2019</b> ( <i>For Arts &amp; Sciences and School of Business; check with other program areas for cohort program deadlines.</i> ) Complete applications with all required documentation and the application fee must be submitted by this deadline in order to be considered for priority registration for the Spring 2018 term.
<b>October 18, 2018 (10:18 a.m.)</b>	<b>ShakeOut BC</b>
<b>November 12, 2018</b>	University Closed for <b>Remembrance Day</b> (day in lieu)
<b>November 13 – 22, 2018</b>	<b>Spring 2019 Registration and Waitlisting</b>
<b>December 3, 2018</b>	<b>Last Day of Classes for Fall 2018</b> <i>Note: Some courses/programs continue until the last day of the examination period. Consult your program area for further information.</i>
<b>December 5 – 14, 2018</b>	<b>Fall 2018 Final Exam Period</b> ( <i>Includes Saturday, December 8, 2018</i> )
<b>December 17, 2018 (4:00 p.m.)</b>	<b>Fall 2018 Final Grade Submission Deadline for Faculty</b>
<b>December 18, 2018 (4:00 p.m.)</b>	<b>Fee Payment Deadline – Spring 2019</b> Full payment must be received by the Cashier's Office to avoid deregistration.
<b>December 18-19, 2018</b>	<b>Fall 2018 End-of-Term Processing</b> <b>Registration System Closed</b> for Fall 2018 End-of-Term Processing and Spring 2019 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
<b>December 20, 2018</b>	<b>Registration System Re-opens</b> Students are able to add, drop, and waitlist for courses. <i>Note: In-person registration will be unavailable from December 24, 2018 to January 1, 2019 due to University closure.</i>
<b>December 24, 2018 – January 1, 2019</b>	<b>University Closed</b> <i>University closed December 24, 25, 26, 31, and January 1. December 27 and 28 closed to public. (departments may be open)</i>
<b>January 7, 2018</b>	<b>Spring 2019 Term Commences</b> <i>Note: Courses/programs commence on various days. Consult your program area for further information.</i>

## CAPILANO UNIVERSITY ACADEMIC SCHEDULE AND IMPORTANT DATES FALL 2018 TO SUMMER 2019

January 7 – 18, 2019*	<b>Spring 2019 Add/Drop Period</b>
January 19 – February 22, 2019*	<b>Spring 2019 Withdrawal Period</b> <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
January 31, 2019	<b>Early Application Deadline for Summer 2019</b> (Arts & Sciences and School of Business programs; check other program areas for their deadlines.) Applications and the application fee should be submitted by this deadline.
February 11, 2019	University Closed for <b>Family Day</b>
February 12 – 15, 2019	<b>Reading Break</b> <i>Note: Please check the Capilano University Library website for hours of operation.</i>
February 15, 2019	<b>Application and Document Deadline for Summer 2019</b> (For Arts & Sciences and School of Business; check other program areas for cohort program deadlines.) Complete applications with all required documentation and the application fee must be submitted by this deadline in order to be considered for priority registration for the Summer 2019 term.
March 4 – 8, 2019	<b>Summer 2019 Registration and Waitlisting</b>
March 31, 2019	<b>Early Application Deadline for Fall 2019</b> (Refers to Arts & Sciences and School of Business programs; check with other program areas for their deadlines.) Applications and the application fee should be submitted by this deadline.
April 12, 2019	<b>Last Day of Classes for Spring 2019</b> <i>Note: Some courses/programs continue until the last day of the examination period. Consult your program area for further information.</i>
April 15 – 27, 2019	<b>Spring 2019 Final Exam Period</b> (includes Saturday, April 27, 2019)
April 19 - 22, 2019	<b>University Closed for Easter</b> <i>Note: Please check the Capilano University Library website for hours of operation.</i>
April 30, 2019 (4:00 p.m.)	<b>Spring 2019 Final Grade Submission Deadline for Faculty</b>
May 1, 2019 (4:00 p.m.)	<b>Fee Payment Deadline – Summer 2019</b> Full payment must be received by the Cashier's Office to avoid deregistration.
May 1 - 2, 2019	<b>Spring 2019 Grades and End-of-Term Processing</b> <b>Registration System Closed</b> for Spring 2019 End-of-Term processing and Summer 2019 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
May 3, 2019	<b>Registration System Re-opens</b> Students are able to add, drop, and waitlist for courses.
May 13, 2019	<b>Summer 2019 – Full Term Commences</b> <b>Summer 2019 – Session I Commences</b>
May 13 - 17, 2019 *	<b>Summer 2019 – Session I Add/Drop Period</b>
May 13 – 24, 2019 *	<b>Summer 2019 – Full Term Add/Drop Period</b>
May 18 – 31, 2019 *	<b>Summer 2019 – Session I Withdrawal Period</b> <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
May 20, 2019 *	University Closed for <b>Victoria Day</b>
May 25 – June 21, 2019 *	<b>Summer 2019 – Full Term Withdrawal Period</b> <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>

## CAPILANO UNIVERSITY ACADEMIC SCHEDULE AND IMPORTANT DATES FALL 2018 TO SUMMER 2019

May 31, 2019	<b>Application and Document Deadline for Fall 2019</b> ( <i>For Arts &amp; Sciences and School of Business; check with other program areas for cohort program deadlines.</i> ) Complete applications with all required documentation and the application fee must be submitted by this deadline in order to be considered for priority registration for the Fall 2019 term.
June 3 - 4, 2019	<b>Spring 2019 Convocation</b>
June 28, 2019	<b>Last Day of Classes for Summer 2019 – Session I</b>
July 1, 2019	University Closed for <b>Canada Day</b>
July 2, 2019 (4:00 p.m.)	<b>Summer 2019 - Session I Final Grade Submission Deadline for Faculty</b>
July 3, 2019	<b>Summer 2019 – Session I Grades and End-of-Term Processing Registration System Closed</b> for Summer 2019 - Session I grades processing. Students will not be able to add, drop, or waitlist for courses.
July 4, 2019	<b>Registration System Re-opens</b> Students are able to add, drop, and waitlist for courses.
July 8, 2019	<b>Summer 2019 – Session II Commences</b>
July 8 – 12, 2019 *	<b>Summer 2019 – Session II Add/Drop Period</b>
July 8 – 19, 2019	<b>Fall 2019 Registration and Waitlisting</b>
July 13 – 19, 2019 *	<b>Summer 2019 – Session II Withdrawal Period</b> <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
August 5, 2019	University Closed for <b>BC Day</b>
August 23, 2019	<b>Last Day of Classes for Summer 2019 – Session II and Full Term</b>
August 26, 2019 (4:00 p.m.)	<b>Summer 2019 - Session II and Full Term Final Grade Submission Deadline for Faculty</b>
August 26, 2019 (4:00 p.m.)	<b>Fee Payment Deadline – Fall 2019</b> Full payment must be received by the Cashier's Office to avoid deregistration.
August 27, 2019	<b>Summer 2019 - Session II and Full Term End-of-Term Processing Registration System Closed</b> for Summer End-of-Term processing and Fall 2019 deregistration due to non-payment of fees.
August 28, 2019	<b>Registration System Re-opens</b> Students are able to add, drop, and waitlist for courses.
September 2, 2019	University Closed for <b>Labour Day</b>

\* Please note: Add/drop and withdrawal dates vary for courses/programs that do not start in September and end in December (Fall term) or start in January and end in April (Spring term) or start in May and end in August (Summer term). Please check the University website or contact the Registrar's Office.

**2017-2018****Faculty of Business & Professional Studies**

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- School of Business - 1 report to include:
  - Bachelor of Business Administration
  - Certificate of Business Administration
  - Diploma of Business Administration

**2017-2018****Faculty of Education, Health & Human  
Development**

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- School of Allied Health - 1 report to include
  - Bachelor of Music Therapy

**2018-2019** Faculty of Arts & Sciences

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- School of Science, Technology, Engineering & Math - 2 reports:
  - 1 report to include: Astronomy, Biology, Chemistry, Computing & Data Science, Physics, & Mathematics & Statistics
  - 1 report to include: Engineering
- Bachelor of Arts with a Major in Liberal Studies - 1 report

**2018-2019** Faculty of Education, Health, & Human Development

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- School of Education and Childhood Studies - 2 reports:
- 1 report to include:
  - Bachelor of Early Childhood Care and Education (ECCE)
  - Certificate in ECCE
  - Certificate in ECCE: Infant & Toddler
  - Certificate in ECCE: Special Needs
  - Diploma in ECCE
  - Post Baccalaureate Diploma in ECCE
- 1 report for Education Assistant Certificate

**2018-2019** Faculty of Fine & Applied Arts

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- **Bachelor of Performing Arts - will be deferred to next review**
- School of Performing Arts - 2 reports:
- 1 report to include:
  - Advanced Certificate in Arts & Entertainment Management
  - Diploma in Arts & Entertainment Management
- 1 report to include:
  - Certificate in Acting for Stage & Screen
  - Diploma in Acting for Stage & Screen
  - Diploma in Musical Theatre
  - Diploma in Technical Theatre

**2018-2019** Faculty of Global & Community Studies

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- School of Tourism - 1 report to include:
  - Bachelor of Tourism Management
  - Diploma in Tourism Management Co-op
  - Diploma in Tourism Management for International Students
  - Citation for Tourism Marketing
- **Post-Baccalaureate Diplomas will be deferred to next review:**
  - **Hotel & Resort Management**
  - **Tourism Marketing & Development**

## 2019-2020 Faculty of Arts & Sciences

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- School of Humanities - 1 report to include:
  - Art History, Creative Writing, English, Languages, Linguistics (to include Language & Culture Certificates), Philosophy & History

## 2019-2020 Faculty of Business & Professional Studies

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- School of Legal Studies - 1 report to include:
  - Bachelor of Legal Studies (Paralegal)
  - Certificate in Paralegal
  - Certificate in Legal Administrative Assistant
  - Citation in Criminal Law Practice and Procedure
  - Diploma in Paralegal

## 2019-2020 Faculty of Fine & Applied Arts

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- School of Motion Picture Arts - 4 reports:
- 1 report to include:
  - Bachelor of Motion Picture Arts
  - Certificate of Motion Picture Arts
  - Diploma of Motion Picture Arts
  - Diploma of Documentary
  - Citations in Film Fundamentals
- 1 report to include:
  - Diploma in 2D Animation and Visual Development
  - Diploma in 3D Animation for Film and Games
  - Diploma in Digital Visual Effects
  - Animation Fundamentals
- 1 report to include:
  - Costuming for Stage & Screen
- 1 report to include:
  - Certificate and Diploma in Indigenous Independent Digital Filmmaking

## 2019-2020 Faculty of Global & Community Studies

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- School of Global Stewardship - 1 report to include:
  - Associate of Arts: Global Stewardship
- School of Outdoor Recreation - 1 report to include:
  - Diploma in Outdoor Recreation



## 2020-2021 Faculty of Arts & Sciences

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- School of Social Sciences - 3 reports:
  - 1 report to include: Anthropology, Economics, Geography, Political Science, Sociology, Women's & Gender Studies
  - 1 report to include: Psychology
  - 1 report to include: Applied Behaviour Analysis - Autism:
    - Bachelor of Arts in Applied Behaviour Analysis: Autism
    - Post Baccalureate Diploma and Certificate in Applied Behaviour Analysis (Autism)

## 2020-2021 Faculty of Education, Health, & Human Development

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- School of Access & Academic Preparation - 5 reports to include:
  - 1 report for Adult Basic Education
  - 1 report for Certificate for Discover Employability and Education & Employment Access
  - 1 report for Community Leadership and Social Change Diploma
  - 1 report for English for Academic Purposes
  - 1 report for College and University Prep & University One for Aboriginal Learners

## 2020-2021 Faculty of Fine & Applied Arts

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- School of Design - 1 report:
  - Bachelor of Design in Visual Communications

## 2020-2021 Faculty of Global & Community Studies

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- School Public Administration- 1 report to include:
  - Advanced Certificate in Local Government Administration
  - Advanced Diploma in Local Government Administration
  - Certificate in Local Government Administration
  - Certificate in Local Government Leadership Development

**2020-2021****Faculty of Arts & Sciences**

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- Applied Behaviour Analysis: Autism- 1 report to include:
  - Bachelor of Arts in Applied Behaviour Analysis: Autism
  - Post Baccalureate Diploma and Certificate in Applied Behaviour Analysis (Autism)

**2020-2021****Faculty of Business & Professional Studies**

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- School of Business - 2 reports:
  - 1 report to include: Bachelor of Business Administration, Certificate of Business Administration, Diploma of Business Administration, Certificate of Retail Business Fundamentals, Accounting Assistant Certificate, & Accounting Assistant Diploma
  - 1 report to include: Graduate Diploma of International Management and Graduate Diploma of North American Business Management

**2020-2021****Faculty of Education, Health & Human Development**

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- School of Allied Health - 3 reports:
  - 1 report to include: Health Care Assistant
  - 1 report to include: Music Therapy
  - 1 report to include: Rehabilitation Assistant

**2020-2021****Faculty of Fine & Applied Arts**

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- School of Visual & Performing Arts - 2 reports to include:
  - 1 report to include: Bachelor of Jazz Studies: Performance & Instrumental Performance and Diploma in Jazz Studies
  - 1 report to include: Diploma in Music and Certificate of Conducting in Music

**2021-2022****Faculty of Global & Community Studies**

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- School of Human Kinetics - 1 report to include:
  - Diploma of Human Kinetics (Exercise Science Stream)
  - Diploma of Human Kinetics (Physical Education Stream)

**SENATE REPORT**

<b>AGENDA ITEM 6.6: B. 102 Policy Development and Management</b>
<b>MEETING DATE: December 5, 2017</b>

**PURPOSE**

A revised policy on Policy Development and Management is necessary to address operational issues with the current policy (B.102). The revisions to B.102 are substantial; therefore, Senate’s advice on the revisions is required.

On November 21, 2017, the Board of Governors approved the motion to send the revised version of B.102 Policy Development and Management to Senate to seek its advice under Section 35.2(6) of the *University Act*.

**BACKGROUND**

**Policies:**

The current Policy B.102 – Policy Development and Management provides that all policies require formal approval by the Board or Senate. Three policy categories are set out in B.102:

“A” Policies – approved by the Board;

“B” Policies – approved by the Senate; and

“C” Policies – approved by the Board after receiving the advice of the Senate.

The current policy does not provide for operational policies.

**Procedures:**

The procedure on Policy Development and Management (B.102.1) is not clear as to the approval process for procedures. Article 8 of B.102.1 states:

*“A policy and its attendant procedures will be developed and operate jointly but will exist as separate documents. This separation permits procedures to be reviewed and updated without review of the governing body.*

*The Board, the Senate, their Committees, or any officer of the University may initiate development or review of a procedure.*

*Development or review of procedures under Category C policies must come to Senate as information and/or discussion items.”*

However, it is not clear who approves the reviewed and updated procedures. It is also not clear who sends the reviewed and updated procedures to the Senate.

The current policy and procedures were presented to the Board with the suggested motion that the Board adopt the policy and its associated procedures. After B.102 was passed, policies and procedures have been presented to the Board with separate recommended motions for the procedures. This practice was questioned by the former Board Chair on April 19th, 2016.

**Legislative Framework:**

The management, administration and control of the property, revenue, business and affairs of the university are vested in the Board (section 27 of the University Act).

The academic governance of the University rests with the Senate (section 35.2 of the University Act).

The President of the University is the chief executive officer and must generally supervise and direct the academic work of the university (section 59 of the University Act). The President also has other powers and responsibilities as set out in sections 60-63 of the University Act.

**Board of Governors Charter (B.308):**

One of the key responsibilities of the Board set out in the Board Charter is that the Board is accountable for “focusing in strategic issues, and empowering the University’s President and executive team to manage the University’s operations”.

**President’s Responsibilities (B.502):**

“The Board delegates to the President the function of specifying required actions and developing detailed regulations under which the University will be operations, and which shall constitute the administrative regulations governing the University. They shall be in every respect consistent with the Policies of the Board. No such regulations shall commit the University to expenditures beyond current budget projections. Nothing the foregoing shall inhibit direct action by the Board of Governors when such action is deemed necessary and prudent.”

The proposed revisions to B.102 set out a clear process for the development and approval of University policies, including:

1. allowing for operational policies;
2. setting out the approval authority and process for:
  - a. Board policies;
  - b. Board policies that require the advice of Senate;
  - c. Senate policies; and
  - d. operational policies.
3. setting out the approval authority and process for procedures; and
4. providing for senior leadership consultation on all Board/Executive policies and procedures.

As Policy B.102 is a “C” policy, the revised policy will require the advice of Senate prior to approval by the Board.




This draft was presented to Senior Leadership Council on October 11, 2017 for feedback. It was also presented to the BOG Policy and Planning Committee on October 24, 2017 and, at that time, the committee approved:

*THAT the Policy and Planning Committee recommends to the Board that the proposed revisions to Policy B.102 – Policy Development and Management be sent to the Senate to seek its advice.*

On November 21, 2017, the Board of Governors approved:

*THAT the revised Policy B.102 – Policy Development and Management be sent to the Senate to seek its advice under Section 35.2(6) of the University Act.*

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>B.102</b>	<b>President</b>		
Policy Name			
Policy Development and Management			
Approved by	Replaces	Category	Next Review
<b>Board</b>	<b>ARM 1125 and Memo 6</b>	<b>C</b>	<b>November</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>June 9, 2015</b>	<b>November, 2017</b>		

## 1. PURPOSE

1.1 Capilano University's policy development framework provides the University community and the Board of Governors (Board) and the Senate with a consistent procedure for developing policy that will assist in ensuring compliance with legal and other regulatory requirements, managing risk, achieving the University's mission, and setting appropriate standards and expected behaviours.

1.2 The purpose of this policy is to establish standards and parameters for the development, approval and management of official University policy.

## 2. DEFINITIONS

**"Administrative Unit practices"** - practices developed by an administrative unit that pertain specifically to that area and do not have University-wide implications.

**"Executive"** – includes the President, Vice-Presidents and the Executive Director of the University.

**"Housekeeping changes"** - revisions to existing policies or procedures that do not change their substance may be considered housekeeping in nature, and may include changes to the following:

- Department name
- Review date
- Job titles
- Spelling and grammar

**"Officer responsible"** - the administrator with oversight of the policy and procedure based on area of responsibility, consistent with the organizational structure. Normally, this individual is the proponent of a policy.

**“Policy”** - a formal statement of principles that directs how the University will act in a particular situation. A policy addresses broad issues and, because it includes a statement of principles, should serve the University over an extended period of time without the need for frequent review or change.

**“Procedures”** - define the manner in which a policy is to be implemented. Procedures tend to be reviewed and updated more frequently than policies to ensure that they reflect the most current organizational structure, regulatory framework, and any other relevant changes in circumstance.

**“Proponent”** - the person who propounds, or puts forward, a policy. Normally, the administrator or Vice President responsible is the proponent; however, in some circumstances a committee chair may serve as the proponent.

**“School-based practices”** - practices developed by an academic area that pertain specifically to that area and do not have University-wide implications.

**“Senior Leadership Council”** - the administrative unit that has responsibility for coordinating, managing, and approving the operational policies that are not approved by the Board or Senate. The Senior Leadership Council includes the Executive.

**“University community”** - all officers, employees and students of Capilano University.

### 3. SCOPE

3.1 This policy governs the development of all policies under the jurisdiction of the Board, Senate, and the Senior Leadership Council (SLC).

3.2 This policy does not govern the development of administrative unit practices or school-based practices; however, if the administrative unit practice or the school-based practice contradicts University policies, University policy will prevail.

3.3 The Board and Senate will develop new and review existing policies in accordance with the respective powers and duties of each as set out in the *University Act* as well as any other policies that the University might determine are best handled by one of these bodies. SLC develops policies that fall outside the jurisdiction of the Board and Senate, which normally are operational policies.

3.4 Procedures may or may not be developed depending on the nature of the policy. The officer responsible will determine if procedures need to be developed.

### 4. POLICY STATEMENT

4.1 Policy development and management at the University is an inclusive process.

4.2 The Board, Senate and SLC will develop, approve and manage policies that fall within their respective powers and duties.

4.3 The President may request any of those bodies to develop a policy or procedure, or revise a policy, with respect to subject matter within its powers.

4.4 Official University policy and procedures are posted on the Capilano University Policy and Procedures webpage. Notification of newly approved or amended policy and procedures will be communicated by the Office of Policy and Privacy through the University communication process.

## **5. POLICIES AND PROCEDURES APPROVAL AUTHORITY**

### **5.1 Board Policies Excluding Section 35.2(6) of *University Act***

5.1.1 The Board has the authority to establish policies and procedures in respect of matters within its power under the *University Act*.

5.1.2 Upon direction of the Board, the President will assign responsibility for the development of draft policies and procedures to the officer responsible.

5.1.3 Draft policies and procedures will be reviewed by SLC prior to Board consideration.

5.1.4 Draft policies will be reviewed by the Board's Policy and Planning committee.

5.1.5 Finalized drafts of the policies will be forwarded to the next Board meeting for approval.

5.1.6 Finalized drafts of the procedures will be approved by SLC, or as determined by the Board. Approved procedures will be included as an information item at the next Board meeting.

### **5.2 Board Policies under Section 35.2(6) of *University Act***

5.2.1 The Board has the authority to establish educational policies in respect of matters within its power under Section 35.2(6) of the *University Act* and must seek the advice of Senate on these educational policies. Senate must also advise the Board on these policies.

5.2.2 Upon direction of the Board, the President will assign responsibility for the development of the draft policies to the officer responsible.

5.2.3 Draft policies will be reviewed by the SLC prior to Board consideration.

5.2.4 Draft policies will be reviewed by the Board Policy and Planning committee. The Policy and Planning committee will send draft policies to the Senate Bylaw, Policy and Procedures committee (or another Senate committee as determined by the Chair of Senate) to seek Senate's advice.

5.2.5 Senate will review the advice articulated by the Senate subcommittee and then forward its advice to the Board Policy and Planning committee. The Policy and Planning committee will receive the advice of Senate on behalf of the Board. If the Policy and Planning committee disagrees with Senate's advice, a written rationale will be provided to the Board for its consideration.

5.2.6 Finalized drafts of policies along with written rationale (if required as per 5.2.5) will be forwarded to the next Board meeting for approval. The Board will provide Senate with the rationale, along with its decision(s), as information.



5.2.7 If needed, accompanying procedures for these policies will be developed and approved by Senate, unless otherwise determined by the Board, and then received by the Board as information at the next Board meeting.

5.2.8 In developing a new procedure, Senate will determine in each case who is responsible to prepare the procedure. The Senate Bylaw, Policy and Procedures committee will review the draft.

### **5.3 Senate Policies**

5.3.1 Senate has the authority to establish policies and procedures in respect of matters within its power under the *University Act*.

5.3.2 In developing a new policy or procedures, Senate will determine in each case who is responsible to prepare the draft and procedure. The Senate Bylaw, Policy and Procedures committee will review the draft.

5.3.3 Finalized drafts of the policies and procedures will be forwarded to the next Senate meeting for approval.

### **5.4 Operational Policies**

5.4.1 SLC has the authority to establish operational policies and procedures that prescribe administrative processes. These policies are intended to provide for the efficient operation of the University and may be developed to provide clear direction to employees of the University.

5.4.2 The President will assign responsibility for the development of the draft policies and procedures to an officer of the university or an administrative area such as Financial Services or Human Resources.

5.4.3 Draft policies and procedures will be reviewed and approved by SLC.

## **6. POLICY REVIEW**

6.1 All policies will include a 'Review by' date for review of the policy and procedures no later than five (5) years after either their approval or their last review. When policies are reviewed, the accompanying procedures must be reviewed. Both policies and procedures may be reviewed more frequently if necessary.

6.2 The Board, Senate, and SLC may, at any time, initiate a review of any policies under their purview.

6.3 The Office of Policy and Privacy will refer policies that are due for review to the Board, Senate or SLC.

6.4 Once a review has occurred, the normal approval procedures will be followed, as stated above and in the Policy Guidelines posted on the University Policy and Privacy webpage.

## **7. UPDATING PROCEDURES**

7.1 Procedures can be, and should be, updated as required to meet the changing needs of the University.

7.2 The Office of Policy and Privacy and the President will determine whether these updates require a review and approval in accordance with the provisions in Section 5 above.

## **8. LEGAL ADVICE**

8.1 From time to time, it will be necessary and prudent to seek outside legal advice especially for specialized areas of expertise.

8.2 All requests for outside legal advice must be approved by the Vice-President, Finance and Administration. The President and the requesting person will be notified of the decision.

## **9. RESPONSIBILITIES**

9.1 The Office of Policy and Privacy is responsible to maintain the University Policy and Procedures webpage, the Policy Guidelines and templates, and to inform the Capilano University community, including the members of the Board and Senate, of any new policies and procedures or any amendments.

9.2 The SLC is responsible for the implementation and dissemination of policy and procedure.

9.3 All employees are responsible to familiarize themselves with the content of all University policies and procedures, and to conduct themselves accordingly.

## **10. EXCEPTIONS**

10.1 Under exceptional and/or emergency circumstances, the President may approve new policies and procedures or revisions to existing policies and procedures on an interim basis until such time that the policy may proceed through the regular policy approval process. For example, including but not limited to, legislation and regulation changes or directives from the provincial government.

**AGENDA ITEM 6.7: B. 108 Credit and Non-Credit Courses**

**MEETING DATE: December 5, 2017**

**PURPOSE**

On November 21, 2017, the Board of Governors approved the motion to send the revised B.108 Credit and Non-Credit Courses (previously Memo 15) to Senate to seek its advice under Section 35.2(6) of the *University Act*.

**BACKGROUND**

Currently, Memo 15 – *Credit Free Activities* defines what credit and non-credit courses are at Capilano University. Memo 15 has not been updated to reflect the institutional change to a university. As well, credit and non-credit courses have become more defined over the past 27 years; therefore, much of the information contained in the Memo is no longer needed nor is it warranted in a policy.

The faculty collective agreement does contain a Memorandum of Agreement on Non-Based Funding. HR was contacted and their opinion is that there are no collective agreement implications with this draft policy.


The Registrar and the Director of CSEE were also contacted for their feedback and this draft reflects the comments given. These revisions were also presented to Senior Leadership Council on October 11, 2017 for feedback. One more slight suggestion was made and it was incorporated in the draft presented to the Board.

On October 24, 2017, B.108 *Credit and Non-Credit Courses* was presented to the BOG Policy and Planning Committee. The committee approved:

*THAT the Policy and Planning Committee recommends to the Board that the proposed revisions to Policy B.108 Credit and Non-Credit Courses be sent to the Senate to seek its advice.*

On November 21, 2017, the Board approved:

*THAT the revised Policy B.108 Credit and Non-Credit Courses be sent to the Senate to seek its advice under Section 35.2(6) of the University Act.*

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>B.108</b>	<b>President</b>		
Policy Name			
Credit and Non-Credit Courses			
Approved by	Replaces	Category	Next Review
<b>Board</b>	<b>Memo 15</b>	<b>C</b>	<b>January 2023</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>January 2018</b>			

## 1. PURPOSE

- 1.1. Capilano University offers both credit and non-credit courses. Credit and non-credit courses differ in purpose, scope, length, target audience, and in approval procedures.
- 1.2. This policy defines credit and non-credit courses.

## 2. CREDIT COURSES

- 2.1. Capilano University credit courses are listed in the University Calendar, and registration in these courses is open to qualified members of the general public. Enrolment into credit courses requires prior acceptance into Capilano University.
- 2.2. Curriculum content and academic standards are defined for all credit courses according to S2009-06 Course Outline and Course Approval Policy, and students receive a final grade based on their academic performance as determined according to S2017-01 Grading Profile Policy.
- 2.3. Students are issued Capilano University transcripts to document their achievement in credit courses. On successful completion of a program, students may apply for a credential according to S2017-04 Graduation Policy.

## 3. NON-CREDIT COURSES

- 3.1. Capilano University offers non-credit courses in a wide variety of subjects. Registration in such courses is open to the general public. Completion of a non-credit course may lead to a Certificate of Completion. Non-credit courses do not satisfy credential requirements for credit programs offered at Capilano University.
- 3.2. Enrolment into non-credit courses does not require acceptance into Capilano University.



## Memorandum

### **Re: Final Grade Appeal Policy and Procedures (New)**

Senators:

Please find attached the drafts of the Final Grade Appeal Policy and Procedures, and a simplified flowchart.

Senate Bylaw, Policy and Procedure committee spent many months discussing, editing, and revising these drafts. At its November 14<sup>th</sup>, 2017 meeting, SBPPC decided to give senators time to share the drafts with their constituents prior to making a motion at Senate.


This is a new policy and other institutions, such as TRU, KPU, UFV, Emily Carr, and VIU, have a final grade appeal policy. This policy and procedure will provide consistency, transparency and efficiency for students, instructors and coordinators when dealing with a final grade appeal.

SBPPC requests that senators collect feedback on the drafts from their constituencies as soon as possible, and send that feedback to [senatebylaw@capilanou.ca](mailto:senatebylaw@capilanou.ca) by January 16<sup>th</sup>, 2018.

The drafts should return to Senate in February for possible approval.

Thank you,

Senate Bylaw, Policy and Procedure committee

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>S2018-01</b>	<b>Vice-President Academic and Provost</b>		
Policy Name			
<b>Final Grade Appeal</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>		<b>B</b>	<b>2020</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>February 2018</b>		<b>S2017-05 Academic Integrity Policy</b>	

## 1. PURPOSE

- 1.1 The final grade appeal offers recourse to a student who has material evidence to show that an inappropriate final grade has been assigned. This policy outlines the principles and governs the procedures for student appeals of final grades in credit courses at Capilano University.
- 1.2 A grade appeal is not required to correct recording errors (i.e. a course grade that was not recorded properly or a grade resulting from a mathematical error in the calculation). In such cases, the student should bring the error to the attention of the instructor as soon as the error is noticed so that the instructor makes the correction, if any, immediately.
- 1.3 An appeal may result in the final grade being lowered, remaining the same, or being raised.

## 2. SCOPE

- 2.1 A course may include tangible and intangible assessments. This policy allows for the appeal of final grades by students who have cause to appeal tangible assessments as a part of the final grade. 2.2 Intangible assessments may not be reassessed under this policy. Disagreement with grades for such course assessments should be discussed with the instructor and/or program chair.
- 2.3 A grade appeal may not be brought regarding a grade assigned as a result of a violation of Academic Integrity. For such appeals, the student should refer to S2017-05 Academic Integrity policy and S2017-05-01 Academic Integrity Procedures for that appeal process.

### 3. DEFINITIONS

**Material Evidence** – graded assignments or other related documents that have been distributed or returned to the student and/or retained by the instructor (e.g. final examination or course outline) which serve as evidence in the assessment of the appeal.

**Final Grade** – A notation assigned to signify student attainment as recorded on the official University transcript.

**Respondent** – the person(s) who responds to an appeal, such as an instructor or lab supervisor.

**Tangible assessment** – may include: written, graphic, digitized, modelled, video or audio recorded formats, but not oral work or non-repeatable performances. Examples of tangible assessments include an assignment, a project or essay, and a mid-term or final examination.

**Intangible assessment** – may include: presentation, lab skills testing, and clinical performance.

### 4. GROUNDS FOR APPEAL

4.1 Capilano University recognizes the right of a student to appeal a final grade on the following grounds:

- A significant error in the assessment, evaluation, and/or determination of individual components of the course;
- Substantiated claims of instructor bias or discrimination;
- Failure by the instructor to follow the evaluation profiles, grade assignment, or operational details as stated in the course outline.

4.2 Dissatisfaction or disagreement with the final grade, without satisfying one of the above, does not constitute sufficient grounds for a final grade appeal.

4.3 Students may appeal a final grade and this grade appeal (see related procedures) must begin no later than ten (10) business days after a date upon which the student has the grade assigned.

Procedure No.	Officer Responsible	
<b>S2018-01-01</b>	<b>Vice-President Academic and Provost</b>	
Procedure Name		
<b>Final Grade Appeal</b>		
Policy This Procedure is Under		Date of Next Policy Review
<b>S2017-XX Final Grade Appeal</b>		<b>2023</b>
Date Issued	Date Revised	Related Policies, Reference
February 2018		<b>S2018-01 Final Grade Appeal Policy S2017-05 Academic Integrity Policy and Procedure</b>

### 1. PURPOSE

1.1 These procedures are intended to guide all processes related to S. 2018-01 Final Grade Appeal Policy. These procedures are based on the premise that students have the right to a fair and equitable process when making a final grade appeal.

### 2. SCOPE

2.1 These procedures apply to only the final grade appeals allowed under the S. 2018-01 Final Grade Appeal Policy.

### 3. INFORMAL APPEAL STAGE

3.1 A student who plans to submit a formal grade appeal is encouraged to have a conversation with the instructor in accordance with the informal stage set out below.

3.2 A student may have a conversation with the instructor to discuss how the grade was determined, including confirmation that the assessment was submitted, and to discuss whether there is any opportunity for remediation.

3.3 A conversation during this stage is intended to:

- Allow for the student and instructor to review the evaluation of the assessment, ensure that all assessments were submitted and graded, and confirm that no marks were omitted and that additions and the grade calculations were correctly made;
- Assist the student in understanding how the grade was calculated;
- Respond to the student's specific questions about grading feedback provided by the instructor; and,
- Allow for the student and instructor to explore opportunities for remediation or resolution.

3.4 If the student is not satisfied with the outcome of the conversation with the instructor, the student may discuss the situation with the coordinator or program chair to explore whether there is



any opportunity for resolution. The coordinator or program chair will inform the instructor of the outcome(s) of the discussion with the student.

3.5 If the matter is not resolved to the satisfaction of the student after the conversation with the instructor and/or the coordinator or program chair, the student may proceed to the formal stage.

### **3. FORMAL APPEAL STAGE**

4.1 To begin the formal stage the student shall deliver a completed Final Grade Appeal Cover Letter and supporting material evidence, including any graded assessments the student has and is asking to have reassessed, to the appropriate dean, no later than ten (10) business days after the student has received the final grade.

4.2 A student may seek advice from and/or choose to be accompanied to scheduled meetings by a support person; however, the support person may not speak at these meetings.

#### 4.3 Preliminary Review

4.3.1 Within five (5) working days of receipt of the Final Grade Appeal Cover Letter and the supporting material evidence, the dean shall:

- Review the file and, where appropriate, conduct a meeting with the student, the instructor, and/or both the student and the instructor; and
- Deliver to the student the result of the preliminary review which will be one of the following:
  - The final grade appeal will not proceed because there is a more appropriate alternate process. In which this case, the dean will direct the student to the applicable policy and procedure.
  - The final grade appeal will not proceed because the appeal request is not based on one of the acceptable criteria.
  - A final grade appeal is the appropriate process.
- If the dean determines that a final grade appeal is appropriate, the dean may require that the student provide additional materials.
- The dean shall notify the student of the result of the preliminary review through the student's Capilano University email.

#### 4.4 Final Grade Appeal

4.4.1 If the student wishes to proceed after the dean has determined that the final grade appeal process is appropriate, the student shall within five (5) business days:

- Notify the dean by email of their intent to proceed with the final grade appeal;
- Complete the Final Grade Appeal Form, pay the applicable fee and return this form along with proof of payment from the Cashier's Office to the dean; and,
- Deliver any additional material required by the dean to the Dean's Office.

4.4.2 Within five (5) business days after receiving the additional material, the dean will:

- Collect from the instructor all material relevant to the assessment(s) being reassessed. This may include assignment outlines, examinations, examination keys, grading rubrics, and the syllabus including the weighting of the components.
- Where possible, have the instructor inspect the material to determine whether it is identical to the material originally submitted for grading; and,
- Contact the chair or coordinator and ask them to select two instructors as assessors to independently reassess and grade the material submitted by the student while taking into account any material provided by the instructor. In this step, the chair or coordinator will confirm the expertise and impartiality of the assessors so that the material can be assessed in good faith.

4.4.3 Within five (5) business days of the receipt of the material from the dean, the assessors shall independently deliver the reassessed work to the dean.

4.4.4 Within five (5) business days of the receipt of the reassessed work from the assessors, the dean shall review the two grades and make a determination based on the following principles:

- If the assessors reassess the assessment within one letter grade step (e.g. C+ and B-), the dean will choose the higher grade; or
- If the assessors reassess the assessment not within one letter grade step (e.g. A- and B-), the chair or coordinator, in consultation with the dean, will make the final determination by reassessing the assessment.
- The dean will notify the chair or coordinator, the student, and the instructor of the results of the appeal.
- The chair or coordinator will complete a Change of Grade Notification Form for the new grade and send it to the Registrar's Office.
- If the new grade is one letter grade step or higher than the original grade, the student will have their Final Grade Appeal Fee refunded.

4.4.5 During the formal appeal stage, the dean may extend a deadline by notifying the student and instructor by email and provide a revised timeline and an explanation of the reasons for the extension.

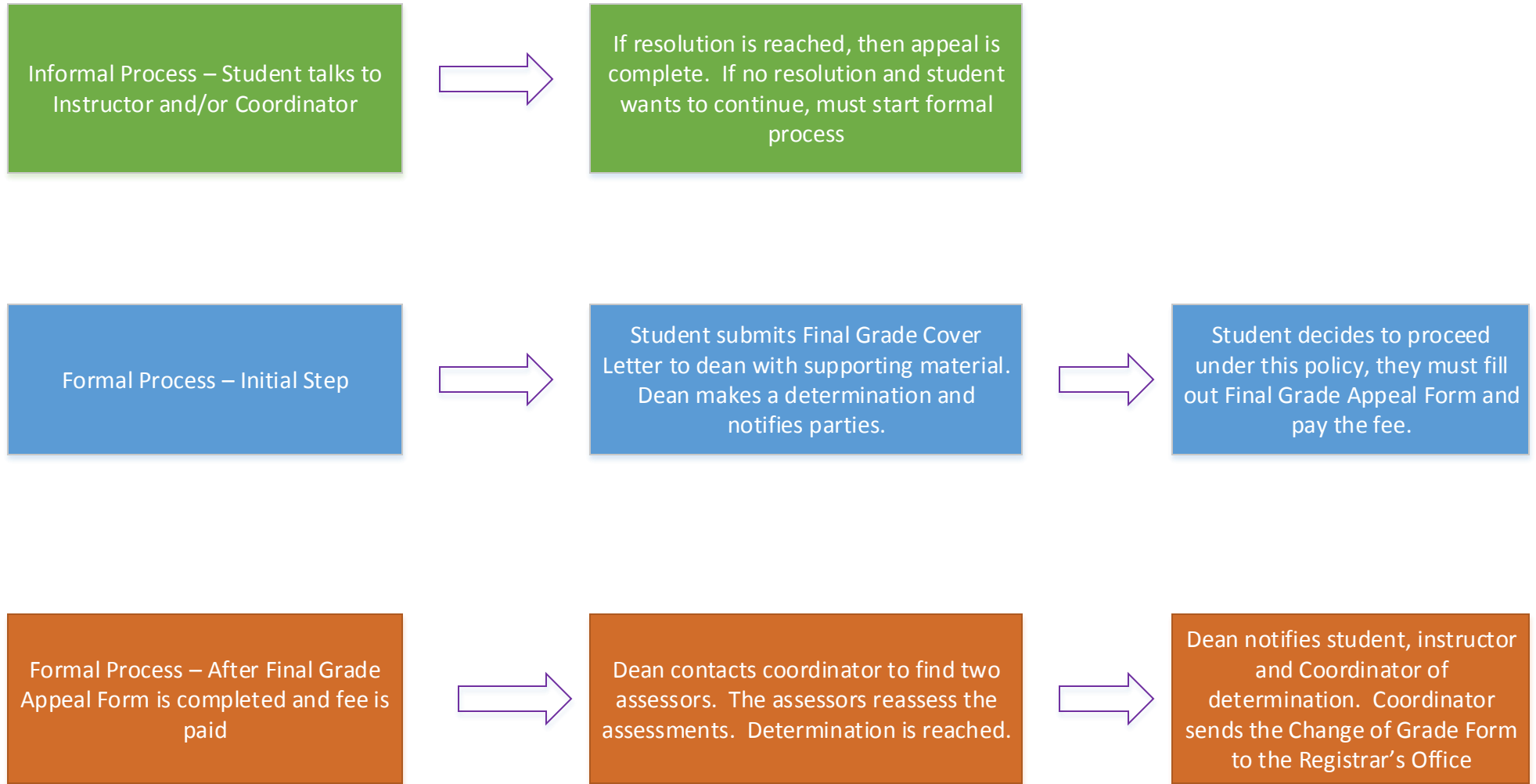
#### **4. APPEAL TO STUDENT APPEALS COMMITTEE**

5.1 A decision made during the formal grade appeal above, including the preliminary review or the final grade appeal, is appealable by the student to the Student Appeals Committee (see. B.109 and related procedures).

#### **5. RETURN OF MATERIAL EVIDENCE**

Upon the completion of the appeal process, the student may collect any submitted material from the Dean's Office. The dean will return any material submitted by the instructor to the instructor.

## Final Grade Appeal Process – Simplified Flowchart





## Memorandum

### Re: Program Approval Procedure (revision)

Senators:

Please find attached the revisions to B.106.02 Program Approval Procedure.

When the Board approved B.106 Program and Course Review and Approval, Senate was directed to create the procedure(s) and send them to the Board for information. In March, 2017 Senate approved the procedure for program approval; however, the approval process for expedited programs remained a Senate policy. This is contrary to the Board's policy and to the *University Act*.

At its November 14<sup>th</sup>, 2017 meeting, SBPPC reviewed the changes and it recommends approval of the revisions made to B.106.02 as stated in the attachments.

Also, SBPPC recommends that Senate rescind S2009-04 Process for Exceptional Approval of Curriculum.

Thank you,

Senate Bylaw, Policy and Procedure committee

Procedure No.	Officer Responsible	
<b>B.106-02</b>	<b>Vice-President Academic and Provost</b>	
Procedure Name		
<b>Program Approval</b>		
Policy This Procedure is Under		Date of Next Policy Review
B.106 Program and Course Review and Approval		<b>2020</b>
Date Issued	Date Revised	Related Policies, Reference
March 2017		<b>B.106 Program and Course Review and Approval</b> <b>B.104 Program and Course Discontinuance</b> <b>B.106-01 Program Review</b>

## 1. PURPOSE

- 1.1 Every proposed new credit-based program must undertake the program approval process to determine whether it meets established institutional criteria and mandates at Capilano University. This requirement applies to all credit programs for which a Capilano University credential is granted, regardless of their location or means of delivery.
- 1.2 The goals of the program approval process are to ensure that new programs are educationally sound and consistent with the values, goals, and objectives of Capilano University, and to ensure that the University has, or is prepared to provide, sufficient physical, financial, and human resources to assure a program of acceptable quality. Proposals for new credentials must also be consistent with requirements established by the Ministry of Advanced Education.
- 1.3 Criteria and standards for program approval will be objective and consistent, while still addressing the particular requirements of the credential being proposed (i.e. certificate, diploma, baccalaureate degree, post-baccalaureate, etc.)

## 2. COMPONENTS OF THE NEW PROGRAM APPROVAL PROCESS

- 2.1 The department or program working group must submit all proposed new programs for review. This applies to any program that has not been previously ~~authorized~~ approved by Capilano University, ~~but also~~ and to any existing program that proposes significant revisions to learning outcomes, curriculum content, or course offerings. At the undergraduate degree level, this includes proposals for new majors, minors, and concentrations.
- 2.2 Components and criteria for new program ~~review~~ approval, including administrative procedures and timelines, will be set, updated as required, and published electronically by the Vice-President Academic and Provost. Because the process for new program approval is determined by the type of credential or program change, the department or program

working group should always ~~refer to the relevant webpage~~ contact the Manager, Academic Initiatives and Planning for accurate instructions and templates.

### 3. BOARD APPROVAL OF THE NEW PROGRAM

The Board of Governors has the final authority to implement any proposed program. The Board will make its determination based on the following criteria. That the program:

- ~~The program~~ has completed the University approval process;
- ~~The program~~ is consistent with the Ministry of Advanced Education and Skills Development approval process;
- ~~The program~~ is in alignment with the University's current academic and strategic plans; and,
- ~~The program~~ will contribute to the fulfillment of the University's mission and goals.

If the Board of Governors does not approve the proposed program, ~~they~~ it will provide a written rationale to the Vice-President Academic and Provost, the Senate, and the program area.

If the Board of Governors approves the proposed program, the Vice-President Academic and Provost will submit the proposed program to the Ministry of Advanced Education and Skills Development.

If the proposed program is not approved by the Ministry of Advanced Education and Skills Development, the Vice President Academic and Provost will inform the Board, Senate, and program area of the decision.

If the proposed program is approved by the Ministry of Advanced Education and Skills Development, the Vice-President Academic and Provost, in consultation with the dean of the program area and the Registrar's Office, will determine the appropriate start date, and inform Senate and the university communications & marketing department.

All programs are subject to regular review.

### 4. EXPEDITED APPROVAL OF NEW NON-DEGREE PROGRAMS

This process cannot be used for approval of new degree programs.

The expedited approval process may be requested for a new non-degree program if at least one of the following circumstances applies:

- There is funding available from an external source and there are time constraints;
- There is a request for a partnership, a funding source is available and there are time constraints;  
or,
- There is an opportunity for revenue generation to meet a specific demand and there are time constraints.

Approval by this process allows the program to be offered on a one-time exceptional basis only. Before the program is offered a second time, it must be approved through the normal approval process.

Policy No.	Officer Responsible		
<b>S2009-04</b>			
Policy Name			
<b>Process for Exceptional Approval of Curriculum</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>	<b>EC2006-05; EC1999-08; EC1999-02; EC1995-05</b>		<b>2019</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>August 2009</b>	<b>February 2014</b>		

## 1. PURPOSE


This process may be used for course or program approval when Senate or Senate Curriculum Committee (SCC) are not meeting for an extended period of time, or in other exceptional circumstances as determined by the Dean/Director and the Chair of SCC in consultation with the Chair or Vice Chair of Senate.

This process may not be used for approval of new degree programs.

Approval by this process allows the program/course to be offered on a one-time exceptional basis only. Before the course or program is offered a second time, it must be approved through the normal approval process.

1. The Dean/Director and DAC members available will act for the DAC.
2. An ad hoc committee consisting of the Chair of SCC, the Chair or Vice-Chair of Senate, the Registrar and any available Senate members including a minimum of two faculty members.



 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>S2003-03</b>			
Policy Name			
<b>Academic Standing</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>			<b>2022</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>2010, 2013</b>	<b>December 2017</b>		

### 1. PURPOSE

This policy is to provide direction regarding the assessment of student academic performance during their studies at Capilano University and to ensure that students are provided timely feedback on their institutional academic performance.

### 2. SCOPE

This policy relates to all students who register in credit courses at Capilano University. The policy refers to a student's institutional academic performance, not the student's performance in individual classes or programs.

Continuing Studies and Executive Education (CSEE) courses at Capilano University and the students completing these courses are not subject to this policy.

### 3. POLICY STATEMENT

Academic standing assessment is designed to provide feedback to students at the end of each term in regard to their term/cumulative standing to help them understand their ongoing institutional academic standing.

The assessment criteria are designed to ensure that students are provided with notification of standing in a fashion that is time sensitive and allows them the opportunity to seek academic assistance, if needed, and maintain or return to Good Academic Standing. To ensure that students have sufficient time to seek assistance, a student's academic standing may only be reduced by one academic standing status in any given term.

The Academic Standing Policy outlines the University standard for assessment of academic standing and continuance in University registration. When approved by Senate, individual programs may have continuance standards distinct from this policy. When program continuance standards are distinct from this policy, it is expected that these standards are made available to prospective and current students through program websites and in person.

#### 4. DEFINITIONS USED IN POLICY

- TGPA** – Term Grade Point Average – the average of the final grades for all credit courses taken within the defined period
- CGPA** – Cumulative Grade Point Average – the average of the final grades for all credit courses taken since first admission to the University
- RTW** – Required to Withdraw

#### 5. ACADEMIC PERFORMANCE ASSESSMENT CRITERIA

Capilano University will assess Academic Standing as follows:

1. Upon completion of 9 credits of course work after the first admission to the University
2. Using only grades assigned by Capilano University
3. Using only standard letter grades A+ through F.

#### 6. ACADEMIC STANDINGS

##### 6.1. GOOD ACADEMIC STANDING

Students at Capilano University are deemed to be in good academic standing if both their TGPA and their CGPA are 2.00 or higher.

“Good Academic Standing” is recorded on the student’s permanent student record and the student transcript for each term where this standing is granted.

Until such time that a student has completed nine credits at the University there is no academic standing evaluation completed for the student and “Good Academic Standing” will appear on their student record and their student transcript. Subsequently, academic standing will be evaluated at the completion of every term.

##### 6.2. ACADEMIC ALERT

Students who achieve a TGPA and/or CGPA of less than 2.00 are placed on academic alert. “Academic Alert” is listed on the student’s permanent record but not on the student transcript, which will continue to show “Good Academic Standing”.

The academic alert standing is designed to provide students with an early warning regarding the potential change in status from “Good Academic Standing” to “Academic Probation”. This early warning is provided to encourage students to seek out services, at the University and elsewhere, to support their learning.

### 6.3. ACADEMIC PROBATION

Students who achieve a CGPA of less than 1.67 are placed on academic probation. “Academic Probation” will appear on both the student’s permanent record and student transcript.

### 6.4. REQUIRED TO WITHDRAW


Students on academic probation will be required to withdraw (RTW) if they achieve a CGPA of less than 1.59 and a TGPA of less than 1.67. “Required to Withdraw” will appear on both the student’s permanent record and student transcript.

Students with RTW status are required to withdraw from the University for a minimum of one major term (Fall or Spring). Students who have registered for a subsequent term but who are RTW will be deregistered from that term and refunded their fees in full.

## 7. RE-ADMISSION AFTER REQUIRED TO WITHDRAW STATUS

Following a RTW status, students are required to submit an Application for Admission/Readmission with the required application fee. Students returning from RTW status are readmitted with Academic Probation standing and are subject to the conditions of Academic Probation.

Students who were RTW and are returning to Capilano after more than three years’ absence may request that the Registrar assess their academic standing independent of their previous academic standing for their first term of return.

	Policy No.	Replaces	Policy
	<b>S2003-03</b>		<b>Senate</b>
	Policy Name		
	<b>Academic Standing (Formerly Academic Performance, Good Academic Standing, Academic Probation and Required to Withdraw (RTW))</b>		
Approved by	Responsibility		Category
<b>Senate</b>	<b>Senate</b>		
Date Issued	Date Revised	Next Review	Related Policies, Reference
<b>2010</b>	<b>July 2013</b>	<b>2018</b>	

### **Purpose**

This policy is to provide direction regarding the assessment of student academic performance during their studies at Capilano University.

### **Scope**

This policy relates to all students who register in credit (academic) courses at Capilano University.


Continuing and Professional Education (CE) courses at Capilano University and the students completing these courses are not subject to this policy.

### **Policy Statement**

Academic standing assessment is designed to provide feedback to students at the end of each term in regard to their term/cumulative standing to assist the student in maintaining an awareness of their ongoing academic standing.

Academic standing assessment is not designed to be a punitive tool. Instead, is meant to provide ongoing feedback of student academic standing. The assessment criteria is designed to ensure that students are provided with notification of standing in a fashion that is time sensitive and allows students the opportunity to seek academic assistance, if needed, and maintain or return to Good Academic Standing throughout their studies at Capilano University. To ensure that students have sufficient time to seek assistance, students cannot move more than one step lower in their academic standing in any given term but are able to return to Good Academic Standing over one term.

The Academic Standing Policy outlines the University standard for assessment of academic standing and continuance in University registration. Please note that individual programs, when approved by Senate, may have continuance standards separate from this policy. When program continuance standards are separate from this policy, it is expected that these standards are made available to their prospective and current students through their program web sites and in person.

	Policy No.	Replaces	Policy
	<b>S2003-03</b>		<b>Senate</b>
	Policy Name		
<b>Academic Standing (Formerly Academic Performance, Good Academic Standing, Academic Probation and Required to Withdraw (RTW))</b>			
Approved by	Responsibility		Category
<b>Senate</b>	<b>Senate</b>		
Date Issued	Date Revised	Next Review	Related Policies, Reference
<b>2010</b>	<b>July 2013</b>	<b>2018</b>	

### Definitions Used in Policy

- TGPA** – Term Grade Point Average – the average of the final grades for all credit courses taken within that given term
- CGPA** – Cumulative Grade Point Average – the average of the final grades for all credit courses taken since first admission to the university
- RTW** – Required to Withdraw

### Academic Performance Assessment Criteria

Capilano University will assess Academic Standing based on the following criteria:

1. Upon completion of 9 credits of course work after the first admission to the university
2. Using only grades assigned by Capilano University
3. Using only standard letter grades A+ through F.

### Definition of Academic Standings

#### Good Academic Standing


Students at Capilano University are deemed to be in Good Academic Standing if both their TGPA and their CGPA are 1.80 or higher.

The notation “Good Academic Standing” is recorded on the student’s permanent student record and the student transcript for each term where this standing is granted.

Until such time that a student has completed 9 credits at the university there is no Academic Standing evaluation completed for the student and the notation “Good Academic Standing” will be noted on their student record and their student transcript. Academic Standing will be evaluated at the completion of every term after the first standing evaluation occurs.

#### Academic Alert

Students who achieve a TGPA and/or CGPA of less than 1.80 are placed on Academic Alert. The Academic Alert notation is listed on the student’s permanent record but is not noted on the student transcript. Students on Academic Alert will continue to have the notation of Good Academic Standing on their student transcript.

	Policy No.	Replaces	Policy
	<b>S2003-03</b>		<b>Senate</b>
	Policy Name		
<b>Academic Standing (Formerly Academic Performance, Good Academic Standing, Academic Probation and Required to Withdraw (RTW))</b>			
Approved by	Responsibility		Category
<b>Senate</b>	<b>Senate</b>		
Date Issued	Date Revised	Next Review	Related Policies, Reference
<b>2010</b>	<b>July 2013</b>	<b>2018</b>	

The Academic Alert standing is designed to provide students with an early warning regarding the potential shift in the academic standing. This early warning is provided to ensure that students are able to seek out services, both at the university and otherwise, to support their learning.

### **Academic Probation**

Students who achieve a CGPA of less than 1.67 are placed on Academic Probation. The Academic Probation notation is listed on the student's permanent record and is noted on the student academic transcript.


### **Required to Withdraw**

Students on Academic Probation will be RTW if they achieve a CGPA of less than 1.59 and a TGPA of less than 1.67. The RTW notation is listed on the student's permanent record and is noted on the student academic transcript.

Students will be RTW for a minimum of one major term (Fall or Spring). Students who have registered for a subsequent term but who are RTW will be deregistered from that subsequent term and will be refunded their fees in full.

### **Re-Admission After Required to Withdraw Status**

To return to studies students are required to submit an Application for Admission/Readmission with the required application fee. Students who are readmitted are readmitted on Academic Probation and are subject to the conditions of Academic Probation as outlined in the previous sections.

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>S1999-01</b>	<b>Senate</b>		
Policy Name			
<b>Cheating and Plagiarism</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>	<b>EC1999-01 / 9030</b>		
Date Issued	Date Revised	Related Policies, Reference	
<b>January 2005</b>	<b>August 2010</b>		

## 1. DEFINITIONS

- 1.1. Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage.
- 1.2. Plagiarism is the presentation of another person's or source's words and/or ideas as if they were one's own. It ranges from an entire assignment which is not the student's own work to specific passages within an assignment taken from a source without appropriate acknowledgement.

## 2. RESPONSIBILITY FOR KNOWLEDGE OF PROPER ACADEMIC PRACTICE

Students are responsible for ensuring that they understand and follow the principles of proper documentation and scholarship. If in doubt about these matters, students should consult their instructor, the Writing Centre or the Library. Students are responsible for ensuring that they understand what constitutes cheating and plagiarism and that these violations of proper academic practice have serious consequences.

## 3. RESPONSIBILITY FOR DEVELOPMENT AND ADMINISTRATION OF POLICY

- 3.1 Departments or divisions may develop their own sanction for first cases of cheating and plagiarism or may refer students to University policy (**See this Policy 5.1, 5.2**). Departments or divisions must inform students of the applicable sanctions.
  - 3.1.1 Departmental or division policies on cheating and plagiarism will be reviewed by Senate.
- 3.2 Second incidents of cheating or plagiarism, or first incidents deemed by a department/instructor to be particularly serious, will be dealt with according to the University policy.

#### 4. INFORMING STUDENTS

- 4.1 Copies of this policy are published each term as part of the Registration Guide, and it is always available on the University website.
- 4.2 All Course Outlines must provide students with a clear definition of cheating and plagiarism and a statement of the sanctions for cheating and plagiarism which the department/instructor may apply.

#### 5. PROCEDURE

- 5.1 Before assigning a grade to an assignment which is suspected of resulting from cheating or plagiarism, an instructor may require a student to take an oral examination on the content of the assignment.
- 5.2 If an instructor or department determines that a student has cheated or plagiarized, the instructor may impose a sanction ranging from a failing grade for the assignment to a failing grade for the course.
- 5.3 If it is determined that cheating or plagiarism has taken place, the instructor will inform the student in writing of the reasons for applying sanctions and will indicate that the Administrator responsible for Student Services is being informed of the instructor's decision.
  - 5.3.1 If an instructor has determined that a student will receive a final grade of "Failure" or "No Credit" as a result of cheating or plagiarizing, the instructor will notify the student in writing via the student's Capilano University e-mail address followed by a letter to the student's address as it appears on the student record. A copy of the email must be sent to the Registrar's Office ([registration@capilanou.ca](mailto:registration@capilanou.ca)), the Registrar, and the Administrator responsible for Student Services. A copy of the letter sent to the student must also be sent to the Registrar's Office and the Administrator responsible for Student Services. Both the email and the letter must include a notice that this is a final grade and must refer the student to the Final Grade Appeal policy and procedures.
  - 5.3.2 The instructor will submit a Change of Grade Notification form showing the date when the grade is to be entered in the student record system. The Registrar's Office will enter the final grade in the student record system.
  - 5.3.3 If the student has been notified of the cheating or plagiarizing incident prior to the last day to drop or withdraw from a course, the student may not drop or withdraw from the course. If the student drops or withdraws after notification has been given, and prior to the final grade being entered into the record system, the drop or withdrawal will be considered invalid and will be changed to "F" or "NC."



- 5.3.4 A request for an extenuating withdrawal (WE) will not be considered if a grade of "F" or "NC" has been entered as a result of cheating or plagiarizing.
- 5.3.5 The final grade will not be changed except through the Final Grade Appeal process.
- 5.4 A record of all cheating and plagiarism cases, with appropriate documentation, will be kept in the office of the Administrator responsible for Student Services for five years.
- 5.5 The Administrator responsible for Student Services will review the case of all students who are reported to have cheated or plagiarized on a second or subsequent occasion or in first incidents deemed by a department/instructor to be particularly serious.
- 5.6 The Administrator responsible for Student Services may impose or recommend imposition of the following sanctions, singly or in combination, for a first incident deemed to be particularly serious or for a second or subsequent incident:
  - 5.6.1 Notice of the incident(s) placed in the student's file. The length of time such a record is to be maintained in the file will be specified
  - 5.6.2 Probation - Conditional permission for a student to enrol or re-enrol in a course or courses. The terms of this measure will be provided to the student in a written communication
  - 5.6.3 Expulsion - Immediate exclusion of a student from one or more courses. The terms of this measure will be provided to the student in a written communication.
  - 5.6.4 Refusal to enrol or re-enrol - Refusal of the University to enrol or re-enrol a student in a course, courses or a program. The terms of this measure will be provided to the student in a written communication.
  - 5.6.5 Suspension from the University - Immediate exclusion of a student from all classes and University services. In future, the student will not be permitted to re-enrol in any course or program or take advantage of any University-sponsored activity or service. The terms of this measure will be provided to the student in a written communication.
- 5.7 When the Administrator responsible for Student Services proposes to invoke a sanction for a first incident deemed to be particularly serious or for a second or subsequent incident, the student involved will be interviewed by the Administrator responsible for Student Services before a decision is made.
- 5.8 For a first incident deemed to be particularly serious or for a second or subsequent incident, the Administrator responsible for Student Services may invoke sanctions 5.6.1 through 5.6.4 or may recommend that the President invoke sanction 5.6.5.
- 5.9 Appeals of the Administrator responsible for Student Services' decision to impose sanctions 5.6.1 through 5.6.4 for cheating or plagiarism must be made in writing to the University Academic Vice-President within ten working days after the imposition of the sanction.

- 5.10 Appeals of the President's sanction 5.6.5 must be made by written appeal to the University's Board within ten working days after the imposition of the sanction.
- 5.11 Appeals made under 5.9 or 5.10 may address the imposition of a sanction and/or the degree of the sanction.



**DATE:** November 22, 2017

**TO:** Paul Dangerfield, Chair, Senate

**FROM:** Deb Jamison, Chair, Senate Curriculum Committee

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The following motions were carried by the Senate Curriculum Committee at its meeting on November 17<sup>th</sup>, 2017. Please acknowledge below that the Senate endorses its approval of the following motions:

- 17/68** The revisions to the Associate of Arts Degree and Associate of Science Degree Program Profiles be recommended to Senate for approval.
- 17/69** The three new courses, IDF 109 – Production Planning, IDF 110 – Production Project #1, and IDF 217 – Sound Design for Film and Video, and the revision to MOPA 217 – Sound Design for Film and Video be recommended to Senate for approval.
- 17/70** The revisions to the Indigenous Independent Digital Filmmaking Certificate Program Profile, the Indigenous Independent Digital Filmmaking Diploma Program Profile, and the Indigenous Independent Digital Filmmaking Diploma Graduation Requirement be recommended to Senate for approval.
- 17/71** The pre-requisite revisions to BADM 102 – Quantitative Methods, BFIN 241 – Finance for Managers, BFIN 244 – Managerial Accounting, BFIN 246 – Financial Accounting II, and BFIN 286 – Personal Financial Planning be recommended to Senate for approval.

Handwritten signature of Deb Jamison in black ink.

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Deb Jamison  
Chair, Senate Curriculum Committee

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Paul Dangerfield  
Chair, Senate

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Date: Nov. 22, 2017

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Date: