



## SENATE REGULAR MEETING

Tuesday, February 1, 2022 4:00 – 6:00 pm  
Capilano University – Library Room 322

### AGENDA

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#### ***Acknowledgement***

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

1. **Welcome**
2. **Approval of the Agenda - *Decision*** Senate Members
3. **Approval of the January 11, 2022 Minutes – *Decision*** Senate Members  
Schedule 3
4. **Correspondence Received**
5. **Business Arising**  
None
6. **New Business**
  - 6.1 2022 Election Timeline – *Information* Kyle Vuorinen  
Schedule 6.1
  - 6.2 Graduates (addendum) – *Decision* Kyle Vuorinen
  - 6.3 2023 Meeting Schedule – *Decision* Paul Dangerfield  
Schedule 6.3
  - 6.4 Senate Self Evaluation Committee – Request to Convene – *Information* Paul Dangerfield
7. **Committee Reports**
  - 7.1 Academic Planning and Program Review Committee – *Decision* Sue Dritmanis  
  
Concept Paper Evaluation Framework – [Reference Document](#)
    - 7.1.1 Concept Paper – Criminal and Social Justice - [Link to Proposal](#) Schedule 7.1.1
    - 7.1.2 Concept Paper – Financial Planning - [Link to Proposal](#) Schedule 7.1.2



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**AGENDA**

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|------------|--|------------------|
| 7.1.3      | Concept Paper – Tourism - <a href="#">Link to Proposal</a>                                     | Schedule 7.1.3   |
| 7.2        | Bylaw, Policy and Procedure Committee – <i>Decision</i>  | Corey Muench     |
| 7.2.1      | Academic Integrity Procedures  | Schedule 7.2.1   |
| 7.3        | Curriculum Committee – <i>Decision</i>   | Deb Jamison      |
| 7.3.1      | Resolution Memo<br><a href="#">January 21 Agenda</a> / <a href="#">January 21 Daft Minutes</a> | Schedule 7.3.1   |
| 7.3.2      | Interaction Design Diploma ( <a href="#">Link to Documents</a> )                               |                  |
| 7.4        | Teaching and Learning Committee – <i>Information</i>   | Diana Twiss      |
| 7.5        | Budget Advisory Committee – <i>Information</i>   | Michael Thoma    |
| <b>8.</b>  | <b>Other Reports</b>   |                  |
| 8.1        | Chair of Senate - <i>Information</i>   | Paul Dangerfield |
| 8.2        | Vice Chair of Senate – <i>Information</i>  | Stephen Williams |
| 8.3        | VP Academic and Provost – <i>Information</i>   | Laureen Styles   |
| 8.4        | Board Report – <i>Information</i>  | Sonny Wong       |
| 8.5        | Elder Report - <i>Information</i>  | Elder Latash     |
| <b>9.</b>  | <b>Discussion Items</b>  |                  |
| <b>10.</b> | <b>Other Business</b>  |                  |
| <b>11.</b> | <b>Information Items</b>   |                  |
| <b>12.</b> | <b>In Camera Session</b>   |                  |



## SENATE MEETING

Tuesday, January 11, 2022 4:00 pm  
Via Zoom

### MINUTES

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**Present:** Paul Dangerfield (Chair), Tania Alekson, Deanna Baxter, Oscar Blue, John Brouwer, Pardis Daneshyar, Sue Dritmanis, Iana Dokuchaeva, Lara Duke, Kyle Guay, Miranda Huron, Deb Jamison, Pouyan Mahboubi, Anthea Mallinson, Brad Martin, Zabir Montazar, Corey Muench, Essya Nabbali, Lesley Nelson, Jennifer Nesselroad, Dennis Silvestrone, Anmol Singla, Laureen Styles, Michael Thoma, Robert Thomson, Diana Twiss, Kyle Vuorinen, Stephanie Wells, Stephen Williams, Sonny Wong, Recorder: Mary Jukich

**Regrets:** Brian Ganter, Christy Goerzen, Khwaish Kochhar, Maia Lomelino

**Guests:** Elder Latash Nahanee, Eduardo Pardo

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#### ***Acknowledgement***

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#### **1. Welcome**

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

Tania Alekson was acknowledged for serving as the Acting University Librarian on Senate. The new University Librarian, Dr. Christine Neigel, will be at the February meeting.

In the absence of Christy Goerzen, Anthea Mallinson assumed voting rights for the Faculty of Fine and Applied Arts.

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

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

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

**CARRIED**

#### **3. Approval of the Minutes**

*Paul Dangerfield moved and Deb Jamison seconded:*  
To adopt the December 7, 2021 minutes.

**CARRIED**



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#### 4. Correspondence Received

No correspondence was received.

#### 5. Business Arising

None.

#### 6. New Business

##### 6.1 Graduates

*Presented by: Kyle Vuorinen*

Senate was presented with a list of 576 students from the five Faculties, as verified by the Registrar's Office to have met the graduation requirements of their program.

*Kyle Vuorinen moved and Kyle Guay seconded:*

**22/01** Senate accept the 576 students as having completed the program requirements for their respective credentials.

**CARRIED**

##### 6.2 Academic Schedule 2021/22

*Presented by: Kyle Vuorinen*

Senate was informed that as a result of the delayed start of the Spring 2022 academic term from January 5 to January 10, 2022, the following dates in the academic schedule for the term were revised:

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

It was noted that the changes were made in compliance with policy, and in the best interest of students.



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#### 6.3 Program Review Schedule

*Presented by: Laureen Styles*

Senate was presented with the program review schedule for information. As background, with Senate's advice, the Board of Governors approved changes to procedure that included adopting a five to seven-year program review schedule. The developed schedule, presented as information, was developed in collaboration with all five Faculties.

The new program review schedule will launch in the 2023-2024 academic year upon completion of the 2022-2023 Quality Assurance Renewal Project year.

*Laureen Styles moved and Diana Twiss seconded:*

**22/02** Senate receive as information the Program Review Schedule.

**CARRIED**

#### 6.4 Program Discontinuance – Academic Studies Diploma

At the November 30, 2021 Board of Governors meeting, a discussion item was brought forward by the Vice President Academic & Provost for the proposed discontinuance of the Academic Studies Diploma, and the Board passed a motion to refer the recommendation to Senate.

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

It was noted that the recommendation for discontinuance of the program has gone through all required processes in accordance with the Board Policy B.104: Discontinuance of Programs or Courses and the related Senate policy S2013-02: Teaching Out Suspended or Discontinued Programs. The Board is consulting Senate as per the policy for this proposed discontinuance.

*Paul Dangerfield moved and Tania Alekson seconded:*

**22/03** Senate recommends to the Board of Governors the discontinuance of the Academic Studies Diploma.

**CARRIED**



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Via Zoom

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#### 7. Committee Reports

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

*Presented by: Sue Dritmanis*

The Committee met on December 14, 2021 and confirmed the 2020/21 program review cycle as complete for the Bachelor of Performing Arts.

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

*Presented by: Corey Muench*

The next meeting of the Committee is scheduled for January 25 wherein work will continue on the Academic Integrity Procedures.

##### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

###### 7.3.1 Resolution Memorandum

The resolutions brought forward from the December 10, 2021 Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Tania Alekson seconded:*

**22/04** Senate approve SCC Resolutions 21/78 to 21/83.

**CARRIED**

##### 7.4 Teaching and Learning Committee

*Presented by: Diana Twiss*

The Committee did not meet in December, and the next meeting is scheduled for January 18.

##### 7.5 Budget Advisory Committee

*Presented by: Michael Thoma*

The Committee met on December 16, 2021 and was informed that in terms of planning, consideration was given to the ongoing and continuing impacts of Covid-19. For this year, a roll over integrated plan was made mostly with areas looking



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at what they did last year and continuing to work through what they planned. The Committee was also provided with a presentation on the Fiscal Budget Update and some of the key highlights was that the fiscal 2021/2022 budget included a projected and Ministry-approved \$5.21 million deficit. The fiscal 2021/2022 quarter 3 forecast included a total \$4.4 million deficit, which included a number of high-level variances. The Committee also reviewed a list of assumptions that were being considered in preparation for a draft of the fiscal 2022/2023 budget.

The next Committee meeting is scheduled for January 27.

#### 8. Other Reports

##### 8.1 Senate Chair

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

- An acknowledgement was provided to everyone who worked over the holidays to make adjustments and adaptations to the University schedules and program delivery as a result of the recent changes to Covid-19 and the variants. Work will continue with all stakeholders and leadership across the University to ensure that decisions are made within the local context and environment and with consideration to physical and mental health, quality of work and any future impact of further Covid-19 related variants. On January 21 the University will be re-evaluating and making further decisions to determine what situation the University will be in as of January 24.
- The QAPA site visit was recently completed by the reviewers.
- Senators were encouraged to get involved and participate in the engagement activities with both the Indigenization framework which is underway, and the research framework which will begin in the spring.
- Kartik Bharadwa, MBA, has been hired as the new Vice President, People, Culture & Diversity. This new position will oversee all human resource activities as well as furthering actions with equity, diversity and inclusion that support Capilano's distinct employee experience.



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- Work is underway in preparation for the EDI audit and review which is anticipated to begin in the Spring.
- There will be some infrastructure announcements made this week in collaboration with the Ministry.
- The President recently attended a Universities Canada conference wherein conversations centered on Indigenization of governance structures, and in particular Senate. Although further work is needed in determining how this can be accomplished within the parameters of the *University Act*, the President will be reaching out to the Senate Vice Chair and Chair of the Bylaw, Policy and Procedure Committee to begin some conversations.
- The next President's Perspective is scheduled for Thursday, January 13. The session will include a recap of the Envisioning 2030 accomplishments and also explore the values that will guide the University in moving forward in 2022.

#### 8.2 Senate Vice-Chair

Stephen Williams, Vice-Chair reported that part of the Vice-Chair duties include attending all Senate subcommittee meetings, as well as attending the Board meetings and serving as a liaison between Senate and the Board. In addition, the Vice Chair prepares the monthly Senate highlights which are distributed after each Senate meeting to all employees.

#### 8.3 VP Academic and Provost

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

- In terms of academic continuity, appreciation was shared to everyone involved with the work leading up to the beginning of the term, the adaptations, and the flexibility of faculty and students, as well as the adjustments and collaboration with the Registrar's Office.
- Aurelea Mahood, Director of Academic Initiatives and Planning, and everyone involved in the work with the recent Quality Assessment Process Audit (QAPA) were acknowledged. It is anticipated that the University will receive a letter





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from the reviewers with their recommendations by January 26. Overall this was a positive experience for those involved in the external site visit this week, and we look forward to receiving the report (commendations and suggestions) to further recognize strengths and contribute to further improvements.

- In the fall the university signed a Memorandum of Agreement with STEPS Forward, a provincial organization focusing on inclusion in higher education and supporting learners with particular inclusion needs to participate in the university experience. Through this Memorandum of Agreement, there has been one learner at Capilano in the Faculty of Fine and Applied Arts, and recognition was provided to everyone involved in welcoming the learner. There is additional community interest and other options for student enrolment in university programs will be occurring over the coming months, aligned with welcoming a diverse learner population.
- The University will be applying for DQAB exempt status at the undergraduate level with an anticipated late summer application.

#### 8.4 Board Report

The Board has not met since the December Senate meeting and as a result, a report was not provided.

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

#### 9. Discussion Items

Elder Latash provided a greeting and a brief overview on some of the work and ideas being considered in the continuing journey of Indigenization at the University.

#### 10. Other Business

No other business was presented.

#### 11. Information Items

No information items were presented.

The meeting was adjourned at 5:34 pm.



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**MINUTES**

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**Next Meeting: Tuesday, February 1, 2022**

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DRAFT

# MEMO

**To:** Paul Dangerfield, Senate Chair and President

**From:** Kyle Vuorinen, Registrar

**Subject:** Spring 2022 Senate Election Timeline

**Date:** January 20, 2022

**cc:**

## SPRING 2022 SENATE ELECTION TIMELINE

Date	Action	Duration
Thursday, February 17	Call for nominations	Two weeks
Thursday, March 3, 4pm	Call for nominations CLOSED	Four weeks
Friday, March 4	Orientation (by request)	
Thursday, March 31, 12:01 am	Voting OPEN	One week
Wednesday, April 6, 11:59pm	Voting CLOSED	
Friday, April 8	Election Results Announced	

## SPRING 2022 SENATE SEATS UP FOR ELECTION

Representatives	Seats	Term starts	Term ends
Student Senators	4 Voting	August 1, 2022	July 31, 2023

*I ask that Senate accept this timeline for the upcoming 2022 election as information.*



**CAPILANO UNIVERSITY SENATE  
2023 REGULAR MEETING SCHEDULE  
ROOM – LB 322**

<b>Meeting Date</b>	<b>Deadline for Submission of Agenda Items – 12:00 Noon</b>
<b>January 10            4:00 pm</b>	<b>January 3</b>
<b>February 7            4:00 pm</b>	<b>January 31</b>
<b>March 7                4:00 pm</b>	<b>February 28</b>
<b>April 4                 4:00 pm</b>	<b>March 28</b>
<b>May 9                  4:00 pm</b>	<b>May 2</b>
<b>June 6                 4:00 pm</b>	<b>May 30</b>
<b>July – No Meeting</b>	
<b>August 15            4:00 pm</b>	<b>August 8</b>
<b>September 5        4:00 pm</b>	<b>August 29</b>
<b>October 3             4:00 pm</b>	<b>September 26</b>
<b>November 7         4:00 pm</b>	<b>October 31</b>
<b>December 5         4:00 pm</b>	<b>November 28</b>

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

## SENATE REPORT

<b>AGENDA ITEM:</b>	<b>BA – Criminology and Social Justice: Concept Paper</b>
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE:</b>	<b>February 1, 2022</b>
<b>PRESENTER:</b>	<b>Sue Dritmanis</b>

### **PURPOSE**

The primary and distinct focus of this degree will be on the causes and effects of crime and criminalization rather than the workings of the criminal justice system alone, which has been the traditional focus of criminology programs in B.C. In the wake of social movements such as Black Lives Matter and Me Too, the need to examine criminal justice alongside social justice (e.g. systemic racism and sexism within the criminal justice system) is more pressing than ever.

Embedded in this Bachelor of Arts with a major in Criminology and Social Justice degree will be a Diploma in Social and Criminal Justice, plus three certificates: Trauma-Informed Practice, Vulnerability and Violence Reduction, and Transformative Justice and Therapeutic Jurisprudence. The certificates are open to non-program students as well as professionals seeking required training hours, and will be offered via distance education to meet the needs of students in rural and remote areas. The degree will be housed in the Department of Sociology and Criminology but is intentionally interdisciplinary and individualized in terms of its delivery.

### **BACKGROUND**

Research conducted by AIP shows a “highly competitive” degree landscape within B.C., reflecting the high demand for criminology programming among. Currently, without a criminology pathway, many Capilano University students transfer to SFU each year to complete their studies. Unlike comparator programs, this proposed degree takes an applied social justice-oriented approach to crime including restorative justice, and Indigenous sovereignty and justice, while simultaneously integrating more traditional understandings. Developing practical skills and community connections will be emphasized through Work-Integrated Learning and applied undergraduate research, including collaborations with CityStudio, and North Vancouver RCMP’s Integrated First Nations Unit.

Graduates will be distinguished by their understanding of the complex root causes of crime such as inequality and mental health; their preparedness to navigate the criminal justice and legal systems; and their ability to advocate for marginalized persons and populations.

### **RECOMMENDATION**

*THAT Senate approve the Concept Paper for the Bachelor of Arts degree in Criminology and Social Justice.*

## SENATE REPORT

<b>AGENDA ITEM:</b>	<b>Post-Baccalaureate Certificate and Diplomas: Financial Planning Concept Paper</b>
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE:</b>	<b>February 1, 2022</b>
<b>PRESENTER:</b>	<b>Sue Dritmanis</b>

### **PURPOSE**

There are three post-baccalaureate credentials proposed in this concept paper, all in Financial Planning: a 15-credit Certificate; a 30-credit Diploma; and a 45-credit Diploma with the option of an internship. Each program incorporates core curriculum required by Financial Planning Canada (FB Canada), a national professional body that certifies financial planners, and each is intended to prepare domestic and international students to write the exams to become FP Canada Qualified Associates (QAFP) and Certified Financial Planners (CFP).

There is a strong labour demand for qualified financial advisors in the banking, insurance, and investment sectors, and B.C. is expected to follow Ontario in the regulation of the financial planning sector. Standardized professional qualifications for financial planners are sought by industry, and the proposed post-baccalaureate credentials will support the future development and adoption of these professional standards in B.C.

### **BACKGROUND**

The admission requirement is a Bachelor's degree or equivalent from a recognized institution in any other field other than financial planning, and applicants must also meet the university's English Language Requirement. Learners will choose the credential that best matches their previous learning as those entering with undergraduate degrees in business from an English language institution may only require FB Canada-focused curriculum (the 15-credit Certificate) as preparation for FB Canada certification, and others with non-business degrees and/or degrees not earned at an English language institution will require additional courses with the option of an internship in the Canadian financial services sector to prepare for certification. All of the courses in the programs are offered by the School of Business, with the five core courses in the Certificate currently forming the Financial Planning concentration in Capilano University's Bachelor of Business Administration degree.

### **RECOMMENDATION**

*THAT Senate approve the Concept Paper for the Post-Baccalaureate Certificate and Diplomas in Financial Planning.*

## SENATE REPORT

<b>AGENDA ITEM:</b>	<b>Master's in Responsible Tourism: Concept Paper</b>
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE:</b>	<b>February 1, 2022</b>
<b>PRESENTER:</b>	<b>Sue Dritmanis</b>

### **PURPOSE**

Building on the Bachelor of Tourism Management, this proposed Master's program provides a pathway for Capilano University undergraduates and students from 35 institutions across Canada that offer undergraduate degrees in tourism and related areas. Capilano University would be the first and only public institution in the Metro Vancouver area to offer a tourism-related graduate program. The Master's will leverage the School of Tourism's recent accreditation as a United Nations World Tourism (UNTWO) TedQual program – one of only three in North America -- enabling access to various UNWTO initiatives including internships, joint research projects, databases, events and conferences.

Students will choose their specialization and mode of program completion per Universal Design for Learning principles. It will be necessary for learners to have already conceptualized their initial research, project design proposals, or statement of study at the beginning of their Master's journey.

### **BACKGROUND**

The program is unique in its provision of flexible yet grounded learning, where students will undertake foundational prescribed courses, followed by student-supervisor collaborated specialty courses. Students may choose in-person or blended (online with a mandatory in-person residency) learning formats. Participation in field schools, consultancy and entrepreneurial opportunities, UNWTO joint research projects, and management-level internships will provide graduate-level tourism education that fully considers the unique learning and experiential needs of students.

Graduates will be distinguished by their grounding in sustainable tourism development and management practices, intercultural competencies, advanced and applied research skills, digital innovation and technology, and Indigenous values and reconciliation.

### **RECOMMENDATION**

*THAT Senate approve the Concept Paper for the Master's in Responsible Tourism.*

## SENATE REPORT

<b>AGENDA ITEM:</b>	<b>Academic Integrity Procedures</b>
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE:</b>	<b>February 1, 2022</b>
<b>PRESENTER:</b>	<b>Corey Muench; Chair, Senate Bylaw, Policy, and Procedure Committee</b>

### PURPOSE

The review and approval of revisions/updates to the Academic Integrity Procedures.

### BACKGROUND

Over the last year there has been significant work undertaken in Student Affairs and CTE with regard to promotion of academic integrity (awareness and education) and the online learning module for academic integrity awareness has seen over 300 students participating to date. Concurrently, there have been identified inconsistencies between the policy and procedure. This review and suggested revisions are intended to align the procedures with existing policy and enhance clarity of the procedures for more effective operational activity.

The revisions of the Academic Integrity Procedures were brought forward for final review and approval at the January 25, 2022 meeting of the Senate Bylaw, Policy and Procedure Committee (SBPP). Previous revisions were brought to SBPP meetings throughout the Fall term of 2021.

### OVERVIEW & CONSULTATIONS:

The following consultations have been completed:

- Academic Leadership Council
- Deans
- Office of Student Affairs
- Senate Bylaw, Policy and Procedure Committee (SBPP)
- Senate Community

### HIGHLIGHTS OF PROPOSED CHANGES BROUGHT TO SENATE BYLAW, POLICY, AND PROCEDURE COMMITTEE:

- Minor editing for enhanced clarity
- Reorganization of section two in a more hierarchical manner for easier understanding of procedural steps
- More specificity around timelines for reporting procedures

### DOCUMENTS FOR SENATE REVIEW

Two versions of the proposed revisions to the Academic Integrity Procedures are provided for Senate: a version with “track changes” and comments visible; and a clean, finalized version. In addition, the [Academic Integrity Policy](#) is provided as a reference.





## **RECOMMENDATION**

*THAT* the revisions to the *Academic Integrity Procedures* be recommended to Senate for approval.



## PROCEDURE

Procedure No.	Officer Responsible	
S2017-05-01	Vice-President Academic and Provost	
Procedure Name		
Academic Integrity		
Policy This Procedure is Under		Date of Next Policy Review
S2017-05 Academic Integrity		2020
Date Issued	Date Revised	Related Policies, Reference
January, 2018	January, 2022	S2017-05 Academic Integrity Policy B.109 Student Appeals Policy B.109.1 Student Appeals Procedure

### 1 PURPOSE

- 1.1 The procedures outlined in this document are designed to support Capilano University's Academic Integrity Policy. These procedures form the framework by which instructors, staff, and the administrative team respond to allegations made under Policy S1999-01. In addition, these procedures are meant to inform all employees and students who are involved in the student academic integrity process about the steps to be followed in the implementation of the policy.
- 1.2 Any employee of Capilano University who observes a suspected infraction of academic integrity should make a report to the relevant instructor, chair, coordinator, convenor or dean. If the instructor is not the employee who observes a suspected infraction, the instructor will be notified as soon as possible by the individual receiving the report.
- 1.3 Any student of Capilano University who observes a suspected infraction of academic integrity should make a report to the relevant instructor, chair, coordinator, convenor or dean.

### 2 INSTRUCTOR DETERMINATION

- 2.1 When an infraction is suspected, the instructor will meet with the student(s) to discuss the matter and to consider an appropriate remedy.
- 2.2 If it is determined an infraction has occurred, the instructor will determine if this infraction is minor (e.g., several missed references) or major (cheating during an examination).

~~2.2.3~~ [Subsequent actions and steps will follow either a minor or major infraction process.](#)

~~2.3~~ Within five (5) business days after meeting with the student, the instructor will also contact the dean with the determination of an infraction and anticipated remedy to be imposed, and the Office of Student Affairs to ensure a record of the incident has been recorded in a central location. The Office of Student Affairs will determine if there have been any previous infractions reported and if so, will communicate that to the dean.

**Commented [CM1]:** Maybe section 2.3 can be removed since the same information is covered in 3.1.2

**Formatted:** Indent: Left: 0.3", No bullets or

### ~~3~~ ACTIONS

#### ~~3.1.2~~ 4 Minor infraction:

~~3.1.12.4.1~~ If the infraction is a first-time occurrence and deemed by the instructor to be minor in nature and there are no previous documented infractions, the instructor may employ the following remedies:

- a) Documented completion of a plagiarism/cheating workshop within a stated time frame; and
- b) Completion of an alternative assignment in place of the one under investigation; or
- c) A reduced grade on the relevant assignment, to a minimum grade of zero.

**Commented [CM2]:** Blake Rowsell: I'm concerned about the timelines here. For example, a student hands an assignment in. The instructor takes a week to mark it. Then finds and issue, sets a meeting with the student, say that takes 2-3 days to find a time. Then emails the dean within 5 days. The dean takes sometime to review and sends to student affairs, lets say 5 days. Then student affairs needs time to review, let's say 2-3 days on this. Rough calculation, it's going to be at least a month to go through the process. Most courses don't have major assignments in the first month, so there is really good chance that there is going to be no resolution during the same term.

I'd like to see timeline commitments from deans and student affairs here. They set a timeline for instructors, but no one else involved.

Also, how can the instructor know what the anticipated remedy will be without knowing if it is a first offence?

~~3.1.22.4.2~~ Within five (5) business days after the scheduled meeting with the student, the instructor must inform the student via the student's official Capilano University email of the nature of the remedy to be imposed. The instructor must also inform both their dean and the Office of Student Affairs of the infraction and the remedy imposed. The Office of Student Affairs will advise the dean if the student has a previous violation of academic integrity and will also record the instructor's remedy on the student's file.

**Commented [CM3]:** STL: Add a section 2.4 above this that includes a statement that moves us through a minor and major infraction.

~~3.1.32.4.3~~ The dean may determine a different remedy if the student has a previous record(s) of violating academic integrity including remedies in 3.1 or in Section 7. This will be communicated in writing to the student within ten (10) business days of receiving information from the Office of Student Affairs. The determination will also be shared with the instructor and a copy will be kept on the student's file with the Office of Student Affairs.

**Commented [CM4]:** Blake Rowsell: I'm not sure how this is possible based on the timeline above.

**Commented [LS5R4]:** Addressed

~~3.1.42.4.4~~ If the student disputes the infraction or the proposed remedy, this can be done through the Office of Student Affairs who then communicates same to the instructor will inform and the dean and the Office of Student Affairs within five (5) business days. The dean may meet with the student. The dean, Office of Student Affairs and the instructor will work together to formulate a response to the student. The dean will provide a response in writing to the student within five (5) business days. This determination will be considered final and a copy provided to the Office of Student Affairs.

**Commented [CM6]:** Blake Rowsell: I do not think this is fair to the instructor. Why isn't student affairs dealing with the dispute directly?

**Commented [LS7R6]:** Addressed

#### ~~3.2~~ 5 Major infraction:

~~3.2.12.5.1~~ If the infraction is intentional or more egregious than a minor infraction, then the instructor must inform their dean and the Office of Student Affairs within five (5) business days of the student meeting. The Office of Student Affairs will notify the dean if the student has a previous violation of academic integrity.

~~3.2.22.5.2~~ The dean will determine if an investigation is required based upon confirmation of a previous offense or the seriousness of the alleged infraction. If an investigation is required, it

must be initiated no more than five (5) business days after the dean has received communication from the Office of Student Affairs. If an investigation is not required, the dean will inform the instructor and the Office of Student Affairs [within five \(5\) business days](#) that a full investigation is not warranted, and the instructor may choose to impose a remedy stated in Section 3.1. The Office of Student Affairs will note the outcome of the dean's decision in the student's file.

### **4.3 PROCEDURE FOR INVESTIGATIONS**

If an investigation is required, the following procedure will be utilized:

[4.3.1](#) The dean will appoint an investigator.

[4.3.2](#) The dean will notify the student via the student's official Capilano University email that they are suspected of an academic integrity infraction ([copying the Office of Student Affairs](#)) and [that](#) an investigation is pending by the investigator.

[4.3.3](#) The investigator will conduct the investigation [in a timely manner, which and](#) may include, but is not limited, to:

- a) discussing the details with the dean who received the alleged infraction;
- b) gathering information from the instructor and/or others who may have knowledge of the alleged infraction;
- c) performing online searches;
- d) discussing the details with the student; and/or
- e) asking the student to submit rough notes and/or other proof of composition.

[4.3.4](#) After the investigation is complete, the investigator will write a report that includes a summary of the [evidence information](#) and will provide it to the dean.

[4.3.5](#) If, as a result of the investigation, the alleged infraction is deemed to be without merit or is frivolous, trivial, or vexatious, it will be summarily dismissed by the investigator and the instructor will be notified, in writing [by the dean](#), of the reason(s) for the dismissal. The student will also be notified [by the dean](#) of the dismissal through their official Capilano University email. If the dean deems the alleged infraction as vexatious, they will forward this information to the appropriate administrator responsible for either the B.701 Student Code of Conduct Policy or B.506 Standards of Conduct Policy.

[4.3.6](#) If, as a result of the report, the alleged infraction is not summarily dismissed, the student will meet with the investigator. This meeting will normally take place within ten (10) business days from the completion of the investigation. At this meeting, the report, its findings, and the sanction(s) in Section 7 will be discussed. The investigator will add a summary of the meeting to

the report [and provide that to the dean](#). The report is the property of the University and the student will receive a copy of the summary of the meeting.

[4-73.7](#) The student is entitled to be accompanied by a support person [for the purposes of advice and/or support](#) during the meeting. The support person will not be permitted to speak on behalf of the student.

## **54 COLLABORATIVE SANCTIONING**

[5-14.1](#) In cases where a student has accepted responsibility for their actions, the student may be provided the opportunity to participate in a collaborative sanctioning process.

[5-24.2](#) The collaborative sanctioning process serves as an opportunity for the student, the investigator, and dean to work together to develop a mutual agreement that effectively and appropriately responds to the impact of the student's actions.

[5-34.3](#) The University recognizes that collaborative sanctioning may not be appropriate in all circumstances. The opportunity to participate in the process may be revoked at any time by the investigator or dean, or may not be extended at all if the circumstances are deemed inappropriate.

[5-44.4](#) If the opportunity to participate in the collaborative sanctioning process is extended, and the student chooses to participate, the investigator will schedule a meeting with the student. The investigator and the student may agree to any of the sanctions listed in Section 7 as well as any additional terms that are both appropriate and agreed upon during the process.

[5-54.5](#) The collaborative sanctioning process is available only in certain circumstances and will not be available as an option if any of the following conditions are met:

- a) The student is not or is no longer willing to participate in the collaborative sanctioning process;
- b) The student is not or is no longer willing to take responsibility for their actions;
- c) The student and the dean are unable to reach a mutually agreed-upon resolution;
- d) The nature of the incident(s) may require severe sanctioning (e.g., suspension, expulsion);
- e) The nature of the evidence, infraction, or related details requires a higher-than-typical degree of adjudication or confidentiality; or,
- f) The student has previously participated in the collaborative sanctioning process for a similar incident.

[5-64.6](#) In the event that one or more of the above conditions is met before or during the collaborative sanctioning process, the investigative report and other relevant information, including reasons

why collaborative sanctioning is not possible, adjudication and determination of sanctions will become the responsibility of the dean.

[5-74.7](#) At the conclusion of the collaborative sanctioning process, the student and the investigator will draft a letter of agreement, which includes the sanction(s). The dean will receive the draft letter of agreement, and if the dean agrees with the sanction(s), the dean will sign the letter and send it back to the investigator. The investigator will arrange for the student to sign the letter of agreement within seven (7) calendar days. Failure to adhere to the terms of this agreement is considered to be an infraction of B.701 Student Code of Conduct Policy and may result in action by the Office of Student Affairs and/or the forwarding of the matter to the Vice-President Academic and Provost's [Office](#) and/or Student Conduct Board.

## **65 DEAN'S DETERMINATION**

[6-45.1](#) Where an infraction of academic integrity cannot be resolved through collaborative sanctioning, or collaborative sanctioning is not possible, the dean will make a determination.

[6-25.2](#) The dean will decide on the balance of probabilities whether the student is more likely than not responsible for breaching academic integrity.

[6-35.3](#) If the dean finds that the student did not breach policy based on the balance of probabilities, the student will be informed through their official Capilano University email of this determination within five (5) business days of the dean making the decision.

[6-45.4](#) The dean will determine specific sanctions or a range of sanctions as found in Section 7, except for the suspension or expulsion of the student. If the dean finds that the sanction(s) should include suspension or expulsion, the report and all other relevant information will be forwarded to the President for review and final determination.

[6-55.5](#) The dean and/or president may also choose to meet with or ~~solicit~~ [invite](#) a written statement from the student for the purposes of evaluating the weight of the sanction. The student is entitled to be accompanied by a support person ~~for the purposes of advice and/or comfort~~ during the meeting. The support person will not be permitted to speak on behalf of the student. If the support person is a lawyer, the student must inform the dean or the president in a timely manner [in advance of any meeting](#) to enable the University to retain legal counsel if necessary. In such cases, the meeting may be delayed until such time as University legal counsel can be present.

[6-65.6](#) The dean or the president will inform the student of the sanction(s) in writing to the student's official Capilano University email within five (5) business days of their determination.

[6-75.7](#) The dean or president will inform the Office of Student Affairs, the Vice-President Academic and Provost, the Registrar, and any other person necessary, of the nature and the means for the applied sanction(s).

## **76 SANCTIONS**

**7-16.1** When a student is determined to have breached Policy S.1999-01, one or more of the following sanctions will be imposed:

- a) Letter of Reprimand – A formal letter indicating the student’s breach of Policy S.1999-01 and expected conduct moving forward. Normally, this is only used in the case of first-time or in addition to other sanctions.
- b) Educational Activity – An engagement in reflection and growth through participation in tasks such as assignments, projects, and/or workshops.
- c) Involuntary Withdrawal from a Course or Program – An involuntary withdrawal from a course or program at the University.
- d) Suspension – A temporary suspension from the University for a specified period of time, potentially including a ban from campus unless otherwise stated. Suspensions may only be imposed by the president.
- e) Expulsion – Permanent de-registration and removal from the University, normally including a ban from campus for a specified period of time. Expulsions may only be imposed by the president.
- f) Other Sanctions as required – The University reserves the right to impose sanctions other than those listed in this document provided that they are commensurate with the infraction.

**7-26.2** In situations where a student is suspected of breaching the principles of academic integrity, but there is insufficient evidence to proceed, a written warning may be issued. A written warning is used only to restate the applicable sections of policy and/or expectations for future conduct and is not considered to be a finding ~~of guilt~~ that the principles of academic integrity have been breached.

## **87 BREACH OF SANCTIONS**

**8-17.1** Failure to complete or abide by imposed or agreed-upon sanctions is considered to be a violation of Policy B.701 Student Code of Conduct.

**8-27.2** Alleged breaches of any sanction may be entered as a new complaint to the Office of Student Affairs. A full record of the initial complaint, investigation and determination of the dean and/or the president, and/or collaborative sanctioning process will be made available to the adjudicator or adjudicating body in addition to any new evidence.

**8-37.3** A breach of sanction may lead to the application of new or escalated sanctions up to and including suspension and expulsion as found in the B.701.1 Student Code of Conduct Procedures.

## **98 APPEALS**

[9-18.1](#) Appeals will not be accepted when related to an instructor, remedies as outlined in Section 3.1, or collaborative sanctions.


[9-28.2](#) Appeals of the Academic Integrity Policy are made to the Senate Student Appeals Committee and must be filed within twenty-one (21) calendar days of the decision being communicated in writing to the student's official Capilano University email. Further information including applicable grounds for appeal can be found in S.2015-03 Senate Student Appeals Policy and the related procedures.

## **109 RECORD KEEPING**

[10-19.1](#) Investigative reports are confidentially maintained by the Office of Student Affairs. Records relating to academic integrity proceedings will be kept for a period of no less than seven (7) years following the completion of all actions pertaining to a particular incident. After this time, records may continue to be kept on file if deemed necessary by the Office of Student Affairs but will otherwise be confidentially destroyed.

[10-29.2](#) Records are not available to be copied or viewed by members of the University community unless required by the procedures listed in this document or for the purposes of external legal proceedings.



 <b>CAPILANO UNIVERSITY</b>		<b>PROCEDURE</b>	
Procedure No.		Officer Responsible	
<b>S2017-05-01</b>		<b>Vice-President Academic and Provost</b>	
<b>Procedure Name</b>			
<b>Academic Integrity</b>			
<b>Policy This Procedure is Under</b>			<b>Date of Next Policy Review</b>
<b>S2017-05 Academic Integrity</b>			<b>January, 2022</b>
<b>Date Issued</b>	<b>Date Revised</b>	<b>Related Policies, Reference</b>	
<b>January, 2018</b>	<b>February, 2022</b>	<b>S2017-05 Academic Integrity Policy</b> <b>B.109 Student Appeals Policy</b> <b>B.109.1 Student Appeals Procedure</b>	

## 1 PURPOSE

- 1.1 The procedures outlined in this document are designed to support Capilano University’s Academic Integrity Policy. These procedures form the framework by which instructors, staff, and the administrative team respond to allegations made under Policy S2017-05.
- 1.2 In addition, these procedures are meant to inform all employees and students who are involved in the student academic integrity process about the steps to be followed in the implementation of the policy.
- 1.3 Any employee of Capilano University who observes a suspected infraction of academic integrity should make a report to the relevant instructor, chair, coordinator, convenor or dean. If the instructor is not the employee who observes a suspected infraction, the instructor will be notified as soon as possible by the individual receiving the report.
- 1.4 Any student of Capilano University who observes a suspected infraction of academic integrity should make a report to the relevant instructor, chair, coordinator, convenor or dean.

## 2 INSTRUCTOR DETERMINATION

- 2.1 When an infraction is suspected, the instructor will meet with the student(s) to discuss the matter and to consider an appropriate remedy.
- 2.2 If it is determined an infraction has occurred, the instructor will determine if this infraction is minor (e.g., several missed references) or major (e.g., cheating during an examination).
- 2.3 Subsequent actions and steps will follow either a minor or major infraction process.

## 2.4 Minor infraction:

- 2.4.1 If the infraction is deemed by the instructor to be minor in nature, the instructor may employ the following remedies:
- Documented completion of a plagiarism/cheating workshop within a stated time frame.
  - Completion of an alternative assignment in place of the one under investigation.
  - A reduced grade on the relevant assignment, to a minimum grade of zero.
- 2.4.2 Within five (5) business days after the scheduled meeting with the student, the instructor must inform the student via the student's official Capilano University email of the nature of the remedy to be imposed. The instructor must also inform both their dean and the Office of Student Affairs of the infraction and the remedy imposed. The Office of Student Affairs will advise the dean if the student has a previous violation of academic integrity and will also record the instructor's remedy on the student's file.
- 2.4.3 The dean may determine a different remedy if the student has a previous record(s) of violating academic integrity including remedies in 2.4.1 or in Section 6.1. This will be communicated in writing to the student within ten (10) business days of receiving information from the Office of Student Affairs. The determination will also be shared with the instructor and a copy will be kept in the student's file with the Office of Student Affairs.
- 2.4.4 If the student disputes the infraction or the proposed remedy, this can be done through the Office of Student Affairs who then communicates same to the instructor and the dean and within five (5) business days. The dean may meet with the student. The dean, Office of Student Affairs and the instructor will work together to formulate a response to the student. The dean will provide a response in writing to the student within five (5) business days. This determination will be considered final, and a copy provided to the Office of Student Affairs.

## 2.5 Major infraction:

- 2.5.1 If the infraction is intentional or more egregious than a minor infraction, then the instructor must inform their dean and the Office of Student Affairs within five (5) business days of the student meeting. The Office of Student Affairs will notify the dean if the student has a previous violation of academic integrity.
- 2.5.2 The dean will determine if an investigation is required based upon confirmation of a previous offense or the seriousness of the alleged infraction. If an investigation is required, it must be initiated no more than five (5) business days after the dean has received communication from the Office of Student Affairs. If an investigation is not required, the dean will inform the instructor and the Office of Student Affairs within five (5) business days that a full investigation is not warranted, and the instructor may choose to impose a remedy stated in Section 2.4.1. The Office of Student Affairs will note the outcome of the dean's decision in the student's file.

## 3 PROCEDURE FOR INVESTIGATIONS

If an investigation is required, the following procedure will be utilized:

- 3.1 The dean will appoint an investigator.
- 3.2 The dean will notify the student via the student's official Capilano University email that they are suspected of an academic integrity infraction (copying the Office of Student Affairs) and that an investigation is pending by the investigator.
- 3.3 The investigator will conduct the investigation in a timely manner, and may include, but is not limited, to:
  - a) discussing the details with the dean who received the alleged infraction;
  - b) gathering information from the instructor and/or others who may have knowledge of the alleged infraction;
  - c) performing online searches;
  - d) discussing the details with the student; and/or
  - e) asking the student to submit rough notes and/or other proof of composition.
- 3.4 After the investigation is complete, the investigator will write a report that includes a summary of the information and will provide it to the dean.
- 3.5 If, as a result of the investigation, the alleged infraction is deemed to be without merit or is frivolous, trivial, or vexatious, it will be summarily dismissed by the investigator and the instructor will be notified, in writing by the dean, of the reason(s) for the dismissal. The student will also be notified by the dean of the dismissal through their official Capilano University email. If the dean deems the alleged infraction as vexatious, they will forward this information to the appropriate administrator responsible for either the B.701 Student Code of Conduct Policy or B.506 Standards of Conduct Policy.
- 3.6 If, as a result of the report, the alleged infraction is not summarily dismissed, the student will meet with the investigator. This meeting will normally take place within ten (10) business days from the completion of the investigation. At this meeting, the report, its findings, and the sanction(s) in Section 6.1 will be discussed. The investigator will add a summary of the meeting to the report and provide that to the dean. The report is the property of the University, and the student will receive a copy of the summary of the meeting.
- 3.7 The student is entitled to be accompanied by a support person during the meeting. The support person will not be permitted to speak on behalf of the student.

#### **4 COLLABORATIVE SANCTIONING**

- 4.1 In cases where a student has accepted responsibility for their actions, the student may be provided the opportunity to participate in a collaborative sanctioning process.

- 4.2 The collaborative sanctioning process serves as an opportunity for the student, the investigator, and dean to work together to develop a mutual agreement that effectively and appropriately responds to the impact of the student's actions.
- 4.3 The University recognizes that collaborative sanctioning may not be appropriate in all circumstances. The opportunity to participate in the process may be revoked at any time by the investigator or dean, or may not be extended at all if the circumstances are deemed inappropriate.
- 4.4 If the opportunity to participate in the collaborative sanctioning process is extended, and the student chooses to participate, the investigator will schedule a meeting with the student. The investigator and the student may agree to any of the sanctions listed in Section 6.1 as well as any additional terms that are both appropriate and agreed upon during the process.
- 4.5 The collaborative sanctioning process is available only in certain circumstances and will not be available as an option if any of the following conditions are met:
- a) The student is not or is no longer willing to participate in the collaborative sanctioning process;
  - b) The student is not or is no longer willing to take responsibility for their actions;
  - c) The student and the dean are unable to reach a mutually agreed-upon resolution;
  - d) The nature of the incident(s) may require severe sanctioning (e.g., suspension, expulsion);
  - e) The nature of the evidence, infraction, or related details requires a higher-than-typical degree of adjudication or confidentiality; or,
  - f) The student has previously participated in the collaborative sanctioning process for a similar incident.
- 4.6 If one or more of the above conditions is met before or during the collaborative sanctioning process, the investigative report and other relevant information, including reasons why collaborative sanctioning is not possible, will be provided to the dean. Adjudication and determination of sanctions will become the responsibility of the dean.

4.7 At the conclusion of the collaborative sanctioning process, the student and the investigator will draft a letter of agreement, which includes the sanction(s). The dean will receive the draft letter of agreement, and if the dean agrees with the sanction(s), the dean will sign the letter and send it back to the investigator. The investigator will arrange for the student to sign the letter of agreement within seven (7) calendar days. Failure to adhere to the terms of this agreement is an infraction of B.701 Student Code of Conduct Policy and may result in action by the Office of Student Affairs and/or the forwarding of the matter to the Vice-President Academic and Provost's Office and/or Student Conduct Board.

## **5 DEAN'S DETERMINATION**

- 5.1 Where an infraction of academic integrity cannot be resolved through collaborative sanctioning, or collaborative sanctioning is not possible, the dean will make a determination.
- 5.2 The dean will decide on the balance of probabilities whether the student is more likely than not responsible for breaching academic integrity.
- 5.3 If the dean finds that the student did not breach policy based on the balance of probabilities, the student will be informed through their official Capilano University email of this determination within five (5) business days of the dean making the decision.
- 5.4 The dean will determine specific sanctions or a range of sanctions as found in Section 6.1, except for the suspension or expulsion of the student. If the dean finds that the sanction(s) should include suspension or expulsion, the report and all other relevant information will be forwarded to the President for review and final determination.
- 5.5 The dean and/or president may also choose to meet with or invite a written statement from the student for the purposes of evaluating the weight of the sanction. The student is entitled to be accompanied by a support person during the meeting. The support person will not be permitted to speak on behalf of the student. If the support person is a lawyer, the student must inform the dean or the president in a timely manner in advance of any meeting to enable the University to retain legal counsel if necessary. In such cases, the meeting may be delayed until such time as University legal counsel can be present.
- 5.6 The dean or the president will inform the student of the sanction(s) in writing to the student's official Capilano University email within five (5) business days of their determination.
- 5.7 The dean or president will inform the Office of Student Affairs, the Vice-President Academic and Provost, the Registrar, and any other person necessary, of the nature and the means for the applied sanction(s).

## **6 SANCTIONS**

- 6.1 When a student is determined to have breached Policy S2017-05 one or more of the following sanctions will be imposed:
- a) Letter of Reprimand – A formal letter indicating the student’s breach of Policy S2017-05 and expected conduct moving forward. Normally, this is only used in the case of first-time or in addition to other sanctions.
  - b) Educational Activity – An engagement in reflection and growth through participation in tasks such as assignments, projects, and/or workshops.
  - c) Involuntary Withdrawal from a Course or Program – An involuntary withdrawal from a course or program at the University.
  - d) Suspension – A temporary suspension from the University for a specified period of time, potentially including a ban from campus unless otherwise stated. Suspensions may only be imposed by the president.
  - e) Expulsion – Permanent de-registration and removal from the University, normally including a ban from campus for a specified period of time. Expulsions may only be imposed by the president.
  - f) Other Sanctions as required – The University reserves the right to impose sanctions other than those listed in this document if they are commensurate with the infraction.
- 6.2 In situations where a student is suspected of breaching the principles of academic integrity, but there is insufficient evidence to proceed, a written warning may be issued. A written warning is used only to restate the applicable sections of policy and/or expectations for future conduct and is not considered to be a finding that the principles of academic integrity have been breached.

## **7 BREACH OF SANCTIONS**

- 7.1 Failure to complete or abide by imposed or agreed-upon sanctions is a violation of Policy B.701 Student Code of Conduct.
- 7.2 Alleged breaches of any sanction may be entered as a new complaint to the Office of Student Affairs. A full record of the initial complaint, investigation and determination of the dean and/or the president, and/or collaborative sanctioning process will be made available to the adjudicator or adjudicating body in addition to any new evidence.
- 7.3 A breach of sanction may lead to the application of new or escalated sanctions up to and including suspension and expulsion as found in the B.701.1 Student Code of Conduct Procedures.

## **8 APPEALS**

- 8.1 Appeals will not be accepted when related to an instructor, remedies as outlined in Section 2.4.1 or collaborative sanctions.
- 8.2 Appeals of the Academic Integrity Policy are made under B.109 Student Appeals Policy.

## **9 RECORD KEEPING**

- 9.1 Investigative reports are confidentially maintained by the Office of Student Affairs. Records relating to academic integrity proceedings will be kept for a period of no less than seven (7) years following the completion of all actions pertaining to a particular incident. After this time, records may continue to be kept on file if deemed necessary by the Office of Student Affairs but will otherwise be confidentially destroyed.
- 9.2 Records are not available to be copied or viewed by members of the University community unless required by the procedures listed in this document or for the purposes of external legal proceedings.



**SENATE CURRICULUM COMMITTEE  
RESOLUTION MEMO**

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**DATE:** January 24, 2022  
**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 January 21, 2022:

**22/01** 22/01 The new courses:

- IXD 101 – Digital Environment and Workflow
- IXD 102 – User Experience I
- IXD 103 – Visual Design I
- IXD 104 – Digital Typography
- IXD 105 – Ideation and Design Thinking
- IXD 106 – User Experience II
- IXD 107 – Visual Design II
- IXD 108 – Coding for Designers
- IXD 201 – Brand and Design Systems
- IXD 202 – Design for New Technologies
- IXD 203 – Motion and Interaction Design
- IXD 204 – Business of Design
- IXD 205 – Interaction Design Capstone
- IXD 206 – Professional Development

as well as Cap Core designations under the heading *Self and Society* for IXD 105 – Ideation and Design Thinking, *Culture and Creative Expression* for IXD 201 – Brand and Design Systems, *Capstone* for IXD 205 – Interaction Design Capstone, and *Experiential* for IXD 206 – Professional Development, be recommended to Senate for approval.

**22/02** The new credential, Interaction Design Diploma, be recommended to Senate for approval.

**22/03** The pre-requisite revisions to:

- LAW 310 – Legal Drafting
- LAW 315 – Legal Interviewing
- LAW 340 – Company Law
- LAW 355 – Immigration Law
- LAW 423 – E-Discovery
- LAW 450 – Intellectual Property

be recommended to Senate for approval.





**SENATE CURRICULUM COMMITTEE  
RESOLUTION MEMO**

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- 22/04** The revisions to the Minor in Legal Studies Program Profile be recommended to Senate for approval.
- 22/05** The new courses:
- CECF 021 – Community Education and Career Planning Fundamental
  - CECF 031 – Community Education and Career Planning Intermediate
  - CECF 041 – Community Education and Career Planning Advanced
  - CECF 051 – Community Education and Career Planning Provincial
- be recommended to Senate for approval.
- 22/06** The revisions to the Bachelor of Business Administration Program Profile and Program Concentrations be recommended to Senate for approval.
- 22/07** The new course, PHIL 310 – Climate Ethics and Climate Justice, as well as Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.
- 22/08** The revisions to the Bachelor of Communication Studies Degree Program Profile be recommended to Senate for approval.
- 22/09** The revisions to the Communication Studies Diploma Program Profile be recommended to Senate for approval.
- 22/10** The new course, AHIS 104 – Ancient Persian to Contemporary Iranian Art, as well as Cap Core designation under the headings *Culture and Creative Expression* and *Self and Society*, be recommended to Senate for approval.

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

Deb Jamison, Chair  
Senate Curriculum Committee

Date: Jan. 23, 2022

Paul Dangerfield  
Chair, Senate

Date: