



SENATE REGULAR MEETING
Tuesday, February 7, 2023 4:00 – 6:00 pm
Capilano University – Library Room 322

AGENDA

Acknowledgement

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

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of the January 10, 2023 Minutes – Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
6. **New Business**
 - 6.1 2024 Meeting Schedule – Decision Paul Dangerfield
Schedule 6.1
 - 6.2 Vice-Chair Nominating Committee – Request to Convene - Information Paul Dangerfield
 - 6.3 Self-Evaluation Committee – Update - Information Robert Thomson
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – Decision Sue Dritmanis
 - 7.1.1 Concept Paper Evaluation Framework – [Reference Document](#)
Concept Paper – Minor in Women's, Gender, Sexuality and
Equity Studies – [Link to Proposal](#) Schedule 7.1.1
 - 7.2 Bylaw, Policy and Procedure Committee – Decision Corey Muench
 - 7.2.1 Academic Affiliation Agreements Policy Schedule 7.2.1
 - 7.2.2 Senate Policy S2015-01 Academic Agreements - Decision Schedule 7.2.2
Motion to rescind Policy S2015-01 Academic Agreements
 - 7.2.3 Senate Bylaws – Notice of Motion – Information Schedule 7.2.3



SENATE REGULAR MEETING
Tuesday, February 7, 2023 4:00 – 6:00 pm
Capilano University – Library Room 322

AGENDA

- | | |
|---|-------------------|
| 7.3 Curriculum Committee – <i>Decision</i> | Deb Jamison |
| 7.3.1 Resolution Memo | Schedule 7.3.1 |
| <u>January 20 Agenda Package / January 20 Draft Minutes</u> | |
| 7.4 Teaching and Learning Committee – <i>Information</i> | Diana Twiss |
| 7.5 Budget Advisory Committee – <i>Information</i> | Michael Thoma |
| 8. Other Reports | |
| 8.1 Chair of Senate - <i>Information</i> | Paul Dangerfield |
| 8.2 Vice Chair of Senate – <i>Information</i> | Robert Thomson |
| 8.3 VP Academic and Provost – <i>Information</i> | Laureen Styles |
| 8.4 Board Report – <i>Information</i> | Rose Anza Burgess |
| 8.5 Elder Report - <i>Information</i> | Elder Latash |
| 9. Discussion Items | |
| 10. Other Business | |
| 11. Information Items | |
| 12. In Camera Session | |



SENATE MEETING

Tuesday, January 10, 2023 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

Present: Robert Thomson (Vice-Chair), Deanna Baxter, John Brouwer, Rose Anza Burgess, Graham Cook, Sue Dritmanis, Iana Dokuchaeva, Lara Duke, Brian Ganter, Christy Goerzen, Kyle Guay, Deb Jamison, Manpreet Kaur, Anthea Mallinson, Amina El Mantari, Brad Martin, Corey Muench, Lesley Nelson, Christina Neigel, Ramin Shadmehr, Dennis Silvestrone, Laureen Styles, Jason Tam, Michael Thoma, Diana Twiss, Kyle Vuorinen, Stephen Williams, Recorder: Mary Jukich

Regrets: Paul Dangerfield, Victor Gelano, Maia Lomelino

Guests: Eduardo Azmitia, Manpreet, Micki McCartney

Acknowledgement

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

1. Welcome

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

As a result of Essya Nabbali's resignation, Deanna Baxter assumed the voting seat for the Faculty of Arts & Sciences.

Khwaish Kochhar, voting student, has resigned from Senate.

Graham Cook was acknowledged for serving as the Acting Dean for the Faculty of Arts and Sciences.

Senators were reminded of the vacancies on the subcommittees, and encouraged to canvass their areas for volunteers.

2. Approval of the Agenda

Robert Thomson moved and Diana Twiss seconded:
 To adopt the agenda.

CARRIED

3. Approval of the Minutes

Laureen Styles moved and Dennis Silvestrone seconded:
 To adopt the December 6, 2022 minutes.

CARRIED



SENATE MEETING

Tuesday, January 10, 2023 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

4. Correspondence Received

No correspondence was received.

5. Business Arising

None.

6. New Business

6.1 Course Discontinuances – Advice from Senate to the Board of Governors

Presented by: Laureen Styles

As part of regular curriculum review at program or departmental levels, and in conjunction with the regular review in the Registrar's Office that provides course data on the last time a course was offered, the Faculty of Business & Professional Studies brought forward a request to discontinue courses. Accordingly, at the meeting of the Board of Governors on November 29, 2022, the request for discontinuance of the list of courses was considered and the Board referred the recommendation of course discontinuances to Senate for advice. The recommendations from the two Schools in the Faculty of Business & Professional Studies, and all courses listed, were put forward and align with Board Policy [B.104: Discontinuance of Programs or Courses](#) and the related Senate policy [S2013-02: Teaching Out Suspended or Discontinued Programs](#).

Laureen Styles moved and Dennis Silvestrone seconded:

23/01 Senate advise the Board of Governors that the courses listed in the January 10, 2023 Senate agenda package be discontinued.

CARRIED

6.2 Indigenous Framework Update

Presented by: Laureen Styles and Micki McCartney

Micki McCartney, Acting Director, Indigenous Education and Affairs provided an update to Senate on the processes to date, highlighting the dialogue sessions that have taken place over the last two months within the University; with the local five territorial rights holder nations and Metis Nation; Indigenous students and the CSU, and representatives from the CFA. Beginning themes from the dialogues, as well as the significant input from September 2021 – April 2022 are being developed for addition dialogue, perspectives and input. Overall appreciation was



SENATE MEETING

Tuesday, January 10, 2023 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

shared for working being undertaken and the adjusting of pace in order to ensure fulsome processes.

6.3 Graduates

Presented by: Kyle Vuorinen

The Registrar submitted a list of 421 graduates, verified by the Registrar's Office, to have met the graduation requirements of their program.

Kyle Vuorinen moved and Kyle Guay seconded:

21/02 Senate approve the students from the five Faculties for their respective credentials for graduation.

CARRIED

6.4 Senate By-election

Presented by: Kyle Vuorinen

As a result of Essya Nabbali's resignation from Senate, Deanna Baxter assumed the second voting seat from the Faculty of Arts and Sciences. In this regard, the call for nominations for the non-voting seat opened on January 5 and the election results will be announced on February 24.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Sue Dritmanis

The committee met on December 13, 2022 and approved the 2019/2020 program review cycle as complete for the following programs:

- Bachelor of Early Childhood Care and Education Degree
- Early Childhood Care and Education Diploma
- Early Childhood Care and Education Certificate
- Early Childhood Care and Education – Infant and Toddler Certificate
- Early Childhood Care and Education – Special Needs Certificate
- Early Childhood Care and Education Post Baccalaureate Diploma



SENATE MEETING

Tuesday, January 10, 2023 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

At the committee meeting, Aurelea Mahood, Director, Academic Initiatives Planning (AIP) also provided a presentation on proposed revisions and refinements to the program review process.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The committee met on December 6, 2022 and continued work on the Academic Affiliations and Agreements policy as well as on the revisions to the Senate Bylaws.

7.2.1 Senate Staggered Election Process

As background, faculty and staff Senators are elected to three-year terms on Senate; however, currently, the elections take place for all Senators in the same year. When all Senate elections are held in the same year, there is the possibility for a large amount of turnover and vacancies all at once – a challenge for good governance. Valuable institutional knowledge can be lost, and without experienced peers to provide guidance, new Senators can have a unnecessarily steep learning curve. In addition, an environmental scan of peer institutions shows that they all have staggered Senate elections.

Senate was presented with the proposed process to transition to staggered elections for faculty. The process would enable each of the five Faculties to decide on a process to assign their three faculty Senators to one of three categories: early election, regular election, and later election. Once completed, a report will be brought back to Senate on what each Faculty decides and moving forward the University will also undertake necessary communication with the Ministry of Post-secondary Education and Future Skills.

Senate was also informed that there will be further review of the possibility of also staggering staff Senator elections.

Corey Muench moved and Deb Jamison seconded:

23/03 Senate approve the proposed process for staggering faculty Senator elections with further review of the possibility of staggering staff Senator elections.

CARRIED



SENATE MEETING

Tuesday, January 10, 2023 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the December 9, 2022 Senate Curriculum Committee meeting were presented to Senate for approval.

Resolution #22/77 was removed from the approval as the resolution was with respect to the meeting format of the committee.

Deb Jamison moved and Lara Duke seconded:

23/04 Senate approve SCC Resolutions 22/72 to 22/76.

CARRIED

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on December 13, 2022 and Micki McCartney, Regional Director, Kálah-ay Sunshine Coast Campus and Acting Director, Indigenous Education and Affairs Office provided a progress report on the Indigenous framework as well as seeking input and perspectives.

Various reports were presented at the committee meeting, and some key highlights included the announcement that Brit Paris was appointed as the new Director, Teaching and Learning, and that the policy and procedures for Research Centres has undergone considerable cross-campus consultation, and will be posted on Frontlines for further feedback.

7.5 Budget Advisory Committee

Presented by: Michael Thoma

The committee met on December 15, at which time the committee received two reports: the quarter 3 forecast and the draft budget version 1 for Fiscal 2023/24.

The quarter 3 forecast is a deficit of \$2 million, which is similar to the quarter 2 forecast. As in previous years, a forecast will be done in January to take into



SENATE MEETING

Tuesday, January 10, 2023 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

consideration Spring 2023 term actual enrollments and update the forecast on expenses based on December actuals compared to quarter 3 forecast.

The draft budget version 1 for Fiscal 2023/24 has an annual deficit of \$6.7 million which includes the enrollment assumption of maintaining enrollments achieved in this fiscal year. The goal was to have a balanced budget for Fiscal 2023/24; however, it will take an additional year for the university to recover from the international enrollment declines. The Ministry has communicated that this their expectation as well and thus they will support approvals on deficit budgets.

The next steps on the budget will be to estimate what increases in international enrollment can be achieved next year and to incorporate this into the final budget. It is anticipated that the final budget will be a deficit budget but the deficit will come down from the version 1 deficit of \$6.7 million. A note that the Ministry's forecast report requires forecast information for the current fiscal year plus three future years.

The next committee meeting is scheduled for February 2, 2023.

8. Other Reports

8.1 Senate Chair

A report was not provided as Paul Dangerfield was not in attendance.

8.2 Senate Vice-Chair

Robert Thomson reported that on December 19th, he served on the selection committee for the Alumni Awards of Excellence.

8.3 VP Academic and Provost

Lauren Styles provided the Vice President Academic and Provost report, including the following highlights:

- For the spring 2023 term, there is noticeably more students on campus compared to last Spring with approximately 85% of courses in person and the remainder in mixed mode or online, as compared to spring 2022 wherein 65%



SENATE MEETING

Tuesday, January 10, 2023 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

of courses were in person. International student numbers have increased; however, domestic student numbers are relatively flat.

- Graham Cook was acknowledged for serving as the acting Dean for the Faculty of Arts and Sciences. The new dean, Dr. Tracy Penny Light will be joining the university as of February 1st.

8.4 Board Report

A report was not provided as the Board has not met since the last Senate meeting.

8.5 Elder Report

A report was not provided as Elder Latash was not in attendance.

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

Eduardo Azmitia, guest, President of the CFA, provided a brief summary of past events at the campus, including the Asian Heritage month, the Women's History month, and upcoming events some of which will include Black History month in February.

The meeting was adjourned at 5:20 pm.

Next Meeting: Tuesday, February 7, 2023



**CAPILANO UNIVERSITY SENATE
2024 REGULAR MEETING SCHEDULE**

Meeting Date		Deadline for Submission of Agenda Items – 12:00 Noon
January 9	4:00 pm	January 2
February 6	4:00 pm	January 30
March 5	4:00 pm	February 27
April 2	4:00 pm	March 26
May 14	4:00 pm	May 7
June 4	4:00 pm	May 28
July – No Meeting		
August 20	4:00 pm	August 13
September 3	4:00 pm	August 27
October 1	4:00 pm	September 24
November 5	4:00 pm	October 29
December 3	4:00 pm	November 26

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

AGENDA ITEM:	Minor – Women’s, Gender, Sexuality and Equity Studies: Concept Paper
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	February 7, 2023
PRESENTER:	Sue Dritmanis

PURPOSE

This proposed 24-credit Minor in Women’s, Gender, Sexuality and Equity Studies at Capilano University will offer students a chance to focus on a range of critical approaches using an explicitly intersectional and decolonial feminist lens. The minor will emphasize application of intersectional and decolonial theory through scaffolded studio learning, work-integrated learning, and community-engaged research and activism. Courses will explore historical and contemporary critical tensions in women’s, gender, race and sexuality studies, with an emphasis on the relationships between race, Indigeneity, and feminist thought and practice.

The Minor will be housed in the Women’s and Gender Studies (WGST) department in the School of Social Sciences, Faculty of Arts and Sciences.

BACKGROUND

While there are related areas of study such as the Minor in Sociology, and the Criminology and Social Justice Major, there are no other programs at Capilano University working explicitly with a focus on intersectional and decolonial studies of gender, race and sexuality. Student demand for WGST courses remains consistently high, with an average fill rate of 101% in WGST courses from Fall 2018 to Summer 2022. WorkBC identifies three occupational categories (HR, counselling, social work) as “high opportunity,” underscoring workplace demand for university graduates who have core critical competencies for contemporary life. The Minor is built upon these competencies, and will distinguish graduates in local, national, and transnational job markets through their ability to approach work, activism, scholarship, creative expression and social life with nuanced and rigorous praxis in cultural humility and probing understandings of social context. The Minor is very well aligned with the University’s *Envisioning 2030* goals. It also complements students’ learning across the broad range of bachelor degree programs at Capilano University. For example, foundational WGST topics such as gender-based analysis are considered a best-practice in STEM, humanities and social science research.

RECOMMENDATION

THAT Senate approve the Concept Paper for the Minor in Women’s, Gender, Sexuality and Equity Studies.

SENATE REPORT

AGENDA ITEM:	Academic Affiliation Agreements
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	February 7, 2023
PRESENTERS:	Corey Muench, Chair, Senate Bylaw, Policy, and Procedure Committee Pouyan Mahboubi, Vice Provost & AVP, Academic

PURPOSE

The review of a new Board policy on Academic Affiliation Agreements (AAAs) and rescinding Senate policy S.2015.1, “Academic Agreements.”

BACKGROUND

The *University Act*, section 6.27.2.s, grants the Board of Governors the power “to enter into agreements on behalf of the university.” Additionally, the *Act*, in section 7.35.2.6 states, “The senate of a special purpose, teaching university must advise the board, and the board must seek advice from the senate, on the development of educational policy for...the terms for affiliation with other post-secondary bodies” (section 7.35.2.6.k).

The current policy on Academic Agreements, S.2015.1, resides with the Senate and is thus not in alignment with the language of the *University Act* which implies that such a policy should fall under the purview of the Board of Governors.

The Vice Provost & AVP, Academic has drafted a new Board policy on AAAs which includes much of the content of the existing Senate policy but has more specificity. The new policy includes the important issue of consultation of Senate and individual academic areas when an AAA is proposed.

In bringing the new policy to Senate for approval, the Board seeks advice from the Senate on the development of educational policy regarding AAAs.

APPROVALS & CONSULTATIONS:

The following approvals/consultations have occurred or are planned:

- ✓ Laureen Styles, VP Academic & Provost
- ✓ Academic Leadership, including academic Deans, Directors and Associate Vice-Presidents
- ✓ Mimi Yong, Manager Contract Administration
- ✓ Jacquetta Goy, Director Risk Management
- ✓ Lynn Newman, Policy & Governance Analyst
- ✓ Senate Bylaw, Policy, & Procedure Committee
- Senate
- Board of Governors

HIGHLIGHTS OF PROPOSAL BROUGHT TO SENATE BYLAW, POLICY, AND PROCEDURE COMMITTEE:

- New section providing key definitions


- Detail about consultation and approval of AAAs
- Detail about alignment and benefits of AAAs, including detail of consultation and cooperation with Indigenous Peoples
- Detail on initiation, review, and termination of AAAs

DOCUMENTS FOR SENATE REVIEW

Two versions of the proposed policy are provided for Senate: a version with comments/questions by members of the Bylaw, Policy, and Procedure Committee and a finalized version. The existing Senate policy S.2015.1 is also included for reference.

RECOMMENDATION

- *THAT the Academic Affiliation Agreements policy and procedure be recommended to the Board of Governors for approval.*
- *THAT Policy S.2015.01 "Academic Agreements" be rescinded once the Academic Affiliation Agreement policy is approved by the Board of Governors.*

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
B2022-XXX	Vice-President Academic and Provost		
Policy Name			
Academic Affiliation Agreements			
Approved by	Replaces	Category	Next Review
	S.2015-01 Academic Agreements		
Date Issued	Date Revised	Related Policies, Reference	
	New	University Act S2019-01 Admission Policy B.215 Spending and Signing Authority Policy	

1. PURPOSE

1.1 Capilano University (the University) encourages academic affiliations with partner organizations where the affiliation will enhance an identified academic purpose including, access to the University; teaching and learning; professional practice; and creative activity, research and scholarship.

1.2 This policy provides direction to members of the University community regarding Academic Affiliation Agreements.

2. DEFINITIONS

Academic Affiliation Agreements (AAA) are written agreements between Capilano University and a partner organization to work together to deliver academic activities or support academic programs.

The AAA may include:

- i. memorandums of understanding / memorandums of agreement; and/or
- ii. contract agreements (e.g. practicum agreements, internships, specific projects, etc.).

Partner Organizations may include other institutions of learning, government bodies, public sector organizations, Indigenous organizations, community-based organizations, not-for-profit organizations, businesses and/or international organizations.

Institutions of Learning include public and private educational institutions within K-12 (e.g. elementary schools, high schools and school districts) and the post-secondary sectors (e.g. universities, colleges, institutes, and academies) in both Canada and abroad, as well as other organizations of related nature.

Indigenous Organizations are led by Indigenous peoples, espouse significant elements of Indigenous knowledge, Indigenous worldviews or Indigenous ways of knowing, and/or have a focus on Indigenous learners, including First Nations, Inuit and Métis.

International Partnerships may include:

- i. bi-lateral and multi-lateral exchange relationships that facilitate study abroad and creative activity, research and scholarship experiences for registered students of respective institutions;
- ii. academic pathways with international Institutions of Learning (based in Canada or abroad); and/or
- iii. global programming agreements that permit delivery of Capilano University programming and/or Capilano University-endorsed programming by a partner institution in a non-Canada based location; and/or
- iv. global projects that align with the objectives of the University and broaden global knowledge and experiences.

Memorandum of Understanding (MoU) is a formal written agreement between two or more parties that outlines an intent to work together and serves as a foundation for discussions and negotiations, and may lead to a formal binding contract among the parties, which typically supersedes the MoU. MoUs are intended to be flexible, are not considered to be contracts and are not binding. MoUs cannot be used to procure services and should not include language that implies or imposes contractual obligations on a party although financial arrangements may be included. International AAAs may initiate with an MoU or a **Memorandum of Agreement (MoA)** which is typically more prescriptive and establishes a conditional agreement including the roles of the parties to cooperatively work together on an agreed upon project or meet an agreed-upon objective.

3. SCOPE

This policy applies to all Academic Affiliation Agreements made between the University and Partner Organizations.

4. CONSULTATION AND APPROVAL

4.1 Entering into an AAA on behalf of the University with Partner Organizations may require the approval of the University Board of Governors (the Board) where the agreement is deemed to have significant financial impacts or present notable risk to the University.

4.2 Entering into an AAA on behalf of the University with Partner Organizations may require the approval of the University Senate (Senate) where the agreement is deemed to entail programmatic, admissions or curricular considerations that require the oversight of an academic unit.

4.3 Where the above are not notable considerations, the AAA may be entered following consultation within the respective academic unit(s) and/or The Office of Creative Activity, Research and Scholarship & Graduate Studies, and in accordance with the University Spending and Signing Authority Policy (B.215).

4.4 The Office of the Provost will be responsible for delineating the appropriate academic units and bodies of University governance that need to be consulted, and those from which approval will be required for the AAA to be entered into.

5. ACADEMIC STANDARDS

5.1 The proponent of a proposed AAA must demonstrate that the relevant senior administrator and/or other members of the academic unit(s) have been consulted.

5.2 Where required, the proponent of a proposed AAA will seek the approval of Senate and the Board, prior to approving the AAA.

5.3 The AAA must ensure the protection of intellectual property and academic freedom and be compliant with the University's Privacy Statement.

5.4 Unless explicitly stated, the AAA does not guarantee participants' admission into programs named in the agreement. The granting institution's usual admission criteria will apply.

5.5 The AAA will ensure that the academic standards of the University are maintained.

6. ALIGNMENT AND BENEFIT

6.1 The AAA will enhance one or more of the following:

- i. access of learners to University courses and programs;
- ii. the quality of teaching and learning through the development of pedagogy, curricula, courses or programs;
- iii. student learning experiences through community-based activities and other dynamic student and employee experiences both locally and internationally;
- iv. research, scholarship and creative activity in both the domestic and international spheres;
- v. professional development and new training opportunities for the University community;
- vi. the work of equity, diversity, and/or inclusivity;
- vii. revenue generation through academic activities such as the sharing and/or offering of existing curricula to students outside the University region, joint delivery of courses and programs; and/or
- viii. the reputation of the University.

6.2 The AAA must demonstrate in advance alignment with the purpose and values of the University.

6.3 The AAA must demonstrate in advance alignment with one or more areas related to the University's strategic plans (i.e. Envisioning 2030 & Illuminating 2030).

6.4 In honor of *United Nations Declaration on the Rights of Indigenous People Article 19* and the *Truth and Reconciliation Commission of Canada: Call to Action 92*, the AAA will demonstrate that consultation and cooperation has occurred in good faith with any Indigenous Peoples and/or local Nation(s) concerned and that their free, prior and informed consent has been obtained.

7. ACADEMIC AFFILIATION AGREEMENT INITIATION, REVIEW AND TERMINATION

7.1 An AAA may be initiated by members of the University community in accordance with the purpose, policy statements, standards, and benefits described in this Policy, the University Admission Policy (S2019-01), and the University Spending and Signing Authority Policy (B.215).

7.2 The AAA will define the roles and responsibilities of the involved partner organizations and address any risks to the organizations, their employees, students and others who may be impacted by the agreed activities under the agreement.

7.3 An MoU would normally serve as the first expression of the AAA.


7.4 The AAA will contain a clause that enables review and termination of the agreement.

7.5 The AAA will be set for a specified period, generally not to exceed five years.

7.6 The Provost will provide to Senate and the Board a summary of all AAA's on an annual basis.

8. EXCLUSIONS

This policy does not include direct purchase of courses, curriculum, programs or services that are delivered by the University on behalf of the purchasing organization.

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
B2022-XXX	Vice-President Academic and Provost		
Policy Name			
Academic Affiliation Agreements			
Approved by	Replaces	Category	Next Review
	S.2015-01 Academic Agreements		
Date Issued	Date Revised	Related Policies, Reference	
	New	University Act S2019-01 Admission Policy B.215 Spending and Signing Authority Policy	

1. PURPOSE

- 1.1 Capilano University (the University) encourages academic affiliations with partner organizations, where the affiliation will enhance an identified academic purpose including, access to the University; teaching and learning; professional practice; and creative activity, research and scholarship.
- 1.2 This policy provides direction to members of the University community regarding Academic Affiliation Agreements.

Commented [SD1]: delete comma

2. DEFINITIONS

Academic Affiliation Agreements (AAA) are written agreements between Capilano University and a partner organization to work together to deliver academic activities or support academic programs.

The AAA may include:

- a) memorandums of understanding / memorandums of agreement; and/or
- b) contract agreements (e.g. practicum agreements, internships, specific projects, etc.).

Partner Organizations may include other institutions of learning, government bodies, public sector organizations, Indigenous organizations, community-based organizations, not-for-profit organizations, businesses and/or international organizations.

Institutions of Learning include public and private educational institutions within K-12 (e.g. elementary schools, high schools and school districts) and the post-secondary sectors (e.g. universities, colleges, institutes, and academies) in both Canada and abroad, as well as other organizations of related nature.

Commented [SD2]: would it be helpful at all to include public and private in front of educational institutions?

Indigenous Organizations are led by Indigenous peoples, espouse significant elements of Indigenous knowledge, Indigenous worldviews or Indigenous ways of knowing, and/or have a focus on Indigenous learners, including First Nations, Inuit and Métis.

International Partnerships may include:

- a) bi-lateral and multi-lateral exchange relationships that facilitate study abroad and creative activity, research and scholarship experiences for registered students of respective institutions;
- b) academic pathways with international Institutions of Learning (based in Canada or abroad); and/or
- c) global programming agreements that permit delivery of Capilano University programming and/or Capilano University-endorsed programming by a partner institution in a non-Canada based location; and/or
- d) global projects which serve to strengthen capacities and performance within the University and broaden global knowledge and experiences.

Memorandum of Understanding (MoU) is a formal written agreement between two or more parties that outlines an intent to work together and serves as a foundation for discussions and negotiations, and may lead to a formal binding contract among the parties, which typically supersedes the MoU. MoUs are intended to be flexible, are not considered to be contracts and are not binding. MoUs cannot be used to procure services and should not include language that implies or imposes contractual obligations on a party although financial arrangements may be included. International AAAs may initiate with an MoU or a **Memorandum of Agreement (MoA)** which is typically more prescriptive and establishes a conditional agreement including the roles of the parties to cooperatively work together on an agreed upon project or meet an agreed upon objective.

3. SCOPE

This policy applies to all Academic Affiliations Agreements made between the University and Partner Organizations. This poThis policy

4. POLICY STATEMENT

- 4.1 Entering into an AAA on behalf of the University with Partner Organizations may require the approval of the University Board of Governors (the Board) where such agreements may have significant financial impacts or present notable risk to the University.
- 4.2 Entering into an AAA on behalf of the University with Partner Organizations may require the approval of the University Senate (Senate) where such agreement entail programmatic, admissions or curricular considerations that are unprecedented and/or require the oversight of an academic unit.
- 4.3 Where the above are not notable considerations, the AAA may be entered following consultation within the respective academic unit(s) and/or The Office of Creative Activity,

Commented [SD3]: that serve

Commented [CM4]: Please provide an example to the committee.

Commented [CM5R4]: global projects which align with the objectives of the University and broaden global knowledge and experience

Commented [CM6]: Add hyphen in "agreed upon" when before the noun

Commented [SD7]: Affiliation, singular

Commented [CM8]: typo?

Commented [CM9]: Rename "Consultation and Approval"?

Commented [TF10]: Would this include the due diligence by conducting a Privacy Impact Assessment (PIA) if personal data is shared to a 3rd party? And security considerations?

Commented [RT11]: How do we differentiate between 4.1 & 4.3? Minimum dollar amount? Examples of notable risks?

Commented [CN12R11]: agree - what is "notable" in discrete terms?

Commented [RT13]: I'm wondering if Senate shouldn't be made aware of any AAA with academic implications.

Commented [CM14]: add "s" to "agreement" here

Commented [CM15]: The term "unprecedented" seems vague

Commented [SD16]: delete comma

Research and Scholarship & Graduate Studies, and in accordance with the University Spending and Signing Authority Policy (B.215).

4.4 The AAA will define the roles and responsibilities of the involved partner organizations and address any risks to the organizations, their employees, students and others who may be impacted by the agreed activities under the agreement.

Commented [CM17]: This item may fit better in section 7. Every other item in 4 is about approvals/consultation

4.5 The Office of the Provost will be responsible for delineating the appropriate academic units and bodies of University governance that need be consulted, and those from which approval will be required for the AAA to be entered into.

Commented [TF18]: Lower case "university" unless it is preceded by "the"?

5. ACADEMIC STANDARDS

5.1 The proponent of a proposed AAA must demonstrate that the relevant senior administrator and/or other members of the academic unit(s) have been consulted.

Formatted: Not Highlight

Formatted: Not Highlight

5.2 Where required, the proponent of a proposed AAA will seek the approval of Senate and the Board, prior to approving the AAA.

Commented [TF19]: What would be an example of a "requirement" for this?

5.3 The AAA must ensure the protection of intellectual property and academic freedom.

Formatted: Not Highlight

~~5.3~~ 5.4 The AAA must ensure compliance with the University's (privacy impact assessment (?))

~~5.4~~ 5.5 Unless explicitly stated, the AAA does not guarantee participants admission into programs named in the agreement. The granting institution's usual admission criteria will apply.

6. ALIGNMENT AND BENEFIT

6.1 The AAA will enhance one or more of the following:

- a) access of learners to University courses and programs;
- b) the quality of teaching and learning through the development of pedagogy, curricula, courses or programs;
- c) student learning experiences through community-based activities and other dynamic student and employee experiences both locally and internationally;
- d) research, scholarship and creative activity in both the domestic and international spheres;
- e) professional development and new training opportunities for the University community;
- f) the work of equity, diversity, and/or inclusivity;
- g) revenue generation through academic activities such as the sharing and/or offering of existing curricula to students outside the University region, joint delivery of courses and programs; and/or
- h) the reputation of the University.

6.2 The AAA must demonstrate in advance alignment with the purpose and values of the University.

6.3 The AAA must demonstrate in advance alignment with one or more areas related to the University's strategic plans (i.e. Envisioning 2030 & Illuminating 2030).

6.4 In honor of *United Nations Declaration on the Rights of Indigenous People Article 19* and the *Truth and Reconciliation Commission of Canada: Call to Action 92*, the AAA will demonstrate that consultation and cooperation has occurred in good faith with any Indigenous Peoples and/or local Nation(s) concerned and that their free, prior and informed consent has been obtained.

Commented [SD20]: honour -- use Canadian spelling for a Canadian audience?

Commented [TF21]: Removed the extra space.

7. ACADEMIC AFFILIATION AGREEMENT INITIATION, REVIEW AND TERMINATION

7.1 An AAA may be initiated by members of the University community in accordance with the purpose, policy statements, standards, and benefits described in this Policy, the University Admission Policy (S2019-01), and the University Spending and Signing Authority Policy (B.215).

7.2 An MoU would normally serve as the first expression of the AAA.

7.3 The AAA will contain a clause that enables review and termination of the agreement.


7.4 The AAA will be set for a specified period, generally not to exceed five years.

Commented [CM22]: The existing policy from 2015 includes the following language: "on an annual basis, the Provost will provide to Senate a summary of all new academic agreements." Could this be added perhaps in Section 7?

8. EXCLUSIONS

This policy does not include direct purchase of courses, curriculum, programs or services that are delivered by the University on behalf of the purchasing organization.

Commented [TF23]: By "services" do you include 3rd party applications/software and consultations for academic purposes?

	Policy No.	Replaces	Policy
	S2015-01	S2009-07	Senate
	Policy Name		
Academic Agreements			
Approved by	Responsibility		Category
Senate	Senate		
Date Issued	Date Revised	Revision	Related Policies, Reference
December 2009	January 2015	January 2020	

The University may from time to time enter into academic agreements with other educational institutions, governments, Aboriginal organizations, community-based organizations, businesses or individuals to enhance the range and/or quality of educational opportunities available to students.

Academic agreements are those agreements that may include development of curriculum, programs or courses, sharing of curriculum for the purposes of offering it to students outside the Capilano region and joint delivery of courses and programs either within or outside the Capilano region. This agreement does not include direct purchase of courses, curriculum, programs or services that are delivered by Capilano University on behalf of the purchasing organization. Any new credentials or courses are subject to the standard approval process.

All academic agreements must:

- align with the Mission and Values of the University,
- ensure that institutional academic standards are maintained
- protect intellectual property
- demonstrate consultation with the dean and academic units affected by the agreement
- ensure oversight of the academic elements by the academic units affected
- ensure academic freedom consistent with the University's established policy

Agreements that include financial arrangements or risk management elements are subject to the approval of the Vice President Finance or designate.

Agreements that include granting of Capilano University credits require consultation and approval of the Registrar.

Academic agreements are subject to the approval of the Vice President Academic and Provost. Signed agreements will be held in this office and on an annual basis, the Provost will provide to Senate a summary of all new academic agreements. Unless otherwise stated in the agreement, all agreements shall be reviewed not later than five years after the initial date of signing.

SENATE REPORT

AGENDA ITEM:	Notice of Motion to Amend Senate Bylaws
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	February 7, 2023
PRESENTERS:	Corey Muench, Chair, Senate Bylaw, Policy, and Procedure Committee

PURPOSE

To inform Senate of a motion to amend the Senate bylaws.

BACKGROUND

To ensure the efficient operation of the Senate, the Senate Bylaws are periodically reviewed by the Secretary of Senate (Registrar) with advice from the Senate Bylaw, Policy, and Procedure Committee.

Section 11. 1 of the Senate Bylaws requires that “a notice of a motion to amend the Bylaws be given at a regular meeting of the Senate” so that the Bylaws “...may be amended at a subsequent regular meeting of the Senate.”

The Secretary of Senate and the Bylaw, Policy and Procedure Committee have completed work on the proposed revisions/amendments to the Senate Bylaws and will be bringing them forward to Senate for review at the next regular Senate meeting scheduled for March 7, 2023.

SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO

DATE: January 24, 2023
TO: Paul Dangerfield, Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on January 20, 2023:

- 23/01** It be recommended to Senate for approval that the residency requirement for the Bachelor of Arts Degree – Applied Behaviour Analysis (Autism) continue to be reduced from 50% to 25% for distance students on a further interim basis, to be reviewed again in one year.
- 23/02** The grading profile revisions to THTR 152 – Costume Production I, THTR 153 – Costume Production II, THTR 266 – Costume Production III, and THTR 267 – Costume Production IV be recommended to Senate for approval.
- 23/03** The prerequisite revisions to CMNS 412 – Special Topics in Communication Studies and the new course, CMNS 413 – Special Topics in Communication Studies 2, be recommended to Senate for approval.
- 23/04** The new course, CMNS 415 – Disinformation and Media, as well as Cap Core designation under the headings *Self and Society* and *Science and Technology*, be recommended to Senate for approval.
- 23/05** The prerequisite revisions to CMNS 354 – Advanced Communications Skills for Tourism Management be recommended to Senate for approval.
- 23/06** The new course, CMNS 358 – Media Culture in the Lives of Children and Adolescents, as well as Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.
- 23/07** The two new courses, SOC 260 – Social Movements and SOC 341 – Violence and Nonviolence, as well as Cap Core designation for both courses under the heading *Self and Society*, be recommended to Senate for approval.

SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO

23/08 The revisions to the contact hours for:

- WLP 124 – Winter Skills
- WLP 126 – Backpacking
- WLP 166 – Introduction to Alpine Travel
- WLP 137 – Sea Kayaking I
- WLP 138 – Sea Kayaking II
- WLP 149 – Overnight Field Leader
- WLP 164 – Winter Leadership

as well as revisions to the pre- and co-requisites for:

- WLP 126 – Backpacking
- WLP 166 – Introduction to Alpine Travel
- WLP 137 – Sea Kayaking I

be recommended to Senate for approval.

23/09 The revisions to the North American Business Management Post Baccalaureate Diploma program profile and the North American Business Management Applied Post Baccalaureate Diploma program profile be recommended to Senate for approval.

23/10 The designation of IDF 208 – Line Producing and Production Management as a Cap Core course under the heading *Numeracy*, as well as Quantitative/Analytical designation, be recommended to Senate for approval.

23/11 The designation of GEOG 210 – Natural Hazards as a Cap Core course under the heading *Science and Technology*, as well as Science designation, be recommended to Senate for approval.

23/12 The prerequisite revisions to STAT 305 – Introduction to Big Data Analysis be recommended to Senate for approval.

23/13 The two new courses, ENGL 297 – Introduction to Screenwriting in Fiction and ENGL 396 – Literary Publishing, as well as Cap Core designation under the heading *Culture and Creative Expression* for ENGL 297, and Cap Core designation under the headings *Culture and Creative Expression* and *Experiential* for ENGL 396, be recommended to Senate for approval.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

23/14 The revisions to the following Program Profiles:

- Bachelor of Arts with a Major in Writing & Literature; Critical and Creative Writing Concentration;
- Bachelor of Arts with a Major in Writing & Literature; Literature and Culture Concentration;
- Minor in Critical and Creative Writing;
- Minor in Literature and Culture;

be recommended to Senate for approval.

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

Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: Jan. 24, 2023

Date: