CAPILANO
UNIVERSITY

SENATE MEETING
Tuesday, March 6, 2018   4:00 – 6:00 pm
Capilano University – LB 322

AGENDA

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

1.	**Welcome**	
2.	**Approval of the Agenda -** *Decision*	Senate Members
3.	**Approval of the February 6, 2018 Minutes** – *Decision*	Senate Members
		Schedule 3
4.	**Correspondence Received – None**	
5.	**Business Arising**	
	5.1 Senate Cap Core Implementation Ad-Hoc Committee – *Information*	Paul McMillan
	5.2 Task Force on Exceptions to Curriculum Requirements – *Information*	Sandra Seekins
	5.3 Ad Hoc Committee for Release Sections – *Decision*	Sandra Seekins
	Proposed Motion on Schedule 5.3	Schedule 5.3
	5.4. Research Task Force - *Information*	Debbie Schachter
6.	**New Business**	
	6.1 Academic Schedule	Karen McCredie
	6.1.1 Summer 2019 Dates - *Information*	Schedule 6.1.1
	6.1.2 Reading Break and Family Day 2019	Schedule 6.1.2
	6.1.3 Fall Reading Break	
7.	**Committee Reports**	
	7.1 Academic Planning and Program Review Committee	Michael Thoma
	7.2 Budget Advisory Committee – *Information*	Bacel Younan
	7.3 By-law, Policy and Procedure Committee	Kim Bothen
	7.3.1 B.108 Credit and Non-Credit Courses Policy - *Decision*	Schedule 7.3.1

7.4 Curriculum Committee –
Feb 16, 2018 Agenda Package / Feb 16, 2018 Draft Minutes   Deb Jamison
7.4.1 Resolution Memorandum – *Decision*   Schedule 7.4.1

7.5   Instructional Technologies Advisory Committee – *Information*   Don Bentley

7.6   Tributes Committee – In Camera – *Decision*   Chris Bottrill
7.6.1 Honorary Degrees / Faculty Emeritus

8.   Other Reports

8.1 Chair of Senate – *Information*   Paul Dangerfield

8.2 Vice Chair of Senate – *Information*   Sandra Seekins

8.3 VP Academic and Provost – *Information*   -

8.4 Board Report – *Information*   Christopher Doll

9.   Discussion Items

10.   Other Business   Sandra Seekins
10.1 2019 Senate Meeting Schedule – *Decision*   Schedule 10.1

11.   Information Items

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Present: Toran Savjord (Acting Chair), Imroz Ali, Sean Ashley, Don Bentley, Kim Bothen, Brent Calvert, Julia Denholm, Dilnavaz Dhillon, Chris Doll, Caroline Depatie, Darin Feist, Marnie Findlater, David Fung, Michelle Gervais, Deb Jamison, David Kirk, Joshua Larsen, Brad Martin, Paul McMillan, Jorge Oceguera, Majid Raja, Emma Russell, Sandra Seekins, Debbie Schachter, Michael Thoma, Halia Valladares, Stephanie Wells, Bacel Younan, Recording Secretary: Mary Jukich

Regrets: Paul Dangerfield, Cyndi Banks, Chris Bottrill, Megan Fretz, Sylvia Kind, Karen McCredie, Jennifer Moore, Adam Sale, Carleen Thomas, Andrew Willis

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

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

1.   **Welcome**

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

2.   **Approval of the Agenda**

     The following revisions were requested to the agenda:

     Item 5.3 – Debbie Schachter as presenter
     Item 6.2 – indicate that this is a Decision item
     Item 6.3 – indicate that this is an Information item

          Stephanie Wells moved and Bacel Younan seconded:
          To adopt the amended agenda.   **CARRIED**

3.   **Approval of the Minutes**

          Paul McMillan moved and Dilnavaz Dhillon seconded:
          To adopt the January 9, 2018 minutes.   **CARRIED**

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

5. **Business Arising**

5.1 **Senate Cap Core Implementation Ad-Hoc Committee**
Presented by: Paul McMillan

The ad hoc committee is preparing an application to send a team of five people to the Association of American Colleges & Universities (AAC&U) Institute on General Education and Assessment to be held June 5-8 in Salt Lake City. The Institute will provide assistance in assessing and improving the Cap Core general education curriculum.

Four Communication courses referred by SCC were brought to the ad hoc committee. On discussion of the courses, the ad hoc committee determined that more time is required to consider some of the issues raised by the courses. The committee met with the area, and further discussion will be undertaken at the next ad hoc committee meeting.

5.2 **Task Force on Exceptions to Curriculum Requirements**
Presented by: Sandra Seekins

Senate was informed that this matter was taken to the Academic Leadership for discussion around what data and information is required.

It is anticipated that the composition of the task force will be determined once the data and information is available on the types and volumes of exceptions that are made, and a review against the policy to see where the authority resides.

5.3 **Ad Hoc Committee for Release Sections**
Presented by: Sandra Seekins

The ad hoc committee will be meeting at the end of February, and a recommendation brought to the March Senate meeting.

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5.4 **Research Task Force**
Presented by: Debbie Schachter

The Task Force has had three meetings and developed some recommendations which were presented to the President's Office. Some of the recommendations include development of policy that relate to research and development of a Research Ethics Board.

6. **New Business**
6.1 **List of Discontinued Courses**
Presented by: Sandra Seekins

At the request of the Board, Senate reviewed the discontinuance list of courses presented by the Faculty of Arts & Science, the Faculty of Business and Professional Studies and the Faculty of Education, Health and Human Development.

Halia Valladares moved and Michelle Gervais seconded:

18/03 To accept and convey to the Board that Senate advises the Board accept the list of discontinuance courses as presented.   **CARRIED**

6.2 **B.109 Student Appeals Policy**
Presented by: Sandra Seekins

Senate was informed that the Board requested Senate to seek advice on B.109 Student Appeals Policy.

Kim Bothen moved and Julia Denholm seconded:

18/04 Senate direct B.109 Student Appeals Policy to the Senate By-law, Policy and Procedure Committee for feedback.   **CARRIED**

A suggestion was presented that consideration be given to reformatting the Policy (and all Policies) so that the subparagraphs are numbered instead of using bullet points for easier reference.

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6.3   Senate Elections
Presented by: Sandra Seekins

The Senate election timeline for faculty, staff and students was presented for information.

7.   Committee Reports

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

At the meeting of January 16th, the Committee reviewed the Baccalaureate in Adventure Therapy Concept Paper, and a recommendation was provided to move to the next stage.

The Committee also discussed the content of the concept paper template, including the amount of rigour needed to capture the key points, and to appropriately inform the Vice President Academic. The Committee will continue to review the template and make revisions, as required.

7.2   Budget Advisory Committee
Presented by: Bacel Younan

At the meeting on January 16th, the Committee was provided with an update on the 2018/2019 budget. The Committee also undertook a review of the business cases as presented, and provided feedback.

The next meeting is on Tuesday, February 13th.

7.3   By-law, Policy and Procedure Committee
Presented by: Kim Bothen

7.3.1   B.102 Policy Development and Management

Senate was previously requested by the Board to seek advice on the substantive revisions made to B.102 Policy Development and Management Policy.

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Halia Valladares moved and Sandra Seekins seconded:

18/05 That the Senate advice to the Board is that the substantive revisions made to B.102 Policy Development and Management Policy are acceptable as stated.   **CARRIED**

7.3.2 B.108 Credit and Non-Credit Courses

Senate was previously requested by the Board to seek advice on the substantive revisions made to B.108 Credit and Non-Credit Courses Policy.

On discussion, an issue was raised on whether Continuing Studies & Executive Education were consulted with regard to the proposed revisions. In this regard, it was suggested that follow up be undertaken with Continuing Studies and this item be brought back.

7.4   **Curriculum Committee**
Presented by: Deb Jamison

The resolutions brought forward from the January 26, 2018 Senate Curriculum Committee meeting were presented to Senate for approval.

Julia Denholm moved and Imroz Ali seconded:

18/06 SCC resolutions 18/01 to 18/09, 18/11, 18/13 to 18/19 be adopted by Senate.   **CARRIED**

Resolutions 18/10, 18/12, 18/20 and 18/21 did not require Senate approval.

7.5   **Instructional Technologies Advisory Committee**
Presented by: Don Bentley

The Open Education Resources Working Group received 29 responses to the OER practices survey, and is currently analyzing results. Event planning is underway for Open Education Week (March 5-9).

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At the committee meeting, Aurelea Mahood provided an update and demonstration of the E-Portfolios project. Aurelea reported that there are now just over 2,000 sites established on the platform https://eportfolios.capilanou.ca

The CIO was unable to attend the January meeting and will provide details at the February meeting on how to apply to IT Services Innovation Fund.

As a result of members' scheduling conflicts for this semester, alternative meetings times are being explored for the committee.

8.   **Other Reports**

8.1   **Acting Chair of Senate**
Presented by: Toran Savjord

The following report was provided:

- Development of next year's budget is underway with a plan for formulating how to accommodate for next year, and part of the plan will be looking at recruitment.

- Work continues on the Operation Plan and strategic planning;

- The University is undergoing a full admissions review;

- Work is underway with regard to community engagement within the business community in North and West Vancouver, as well as downtown to continue to position the University in moving forward.

- The letter from the Ministry was received and will be forwarded to the Board for signature.

8.2   **Vice Chair Senate**
Presented by: Sandra Seekins

Sandra reported that she attended a recent Academic townhall session on the admissions review. The report provided touched on areas that required work and noted that there was uncertainty as to responsibility, and that Senators and

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Senate subcommittees may have some governance responsibility regarding Admissions policies and procedures and Senators may need to be educated on shaping such policies.

On discussion, it was suggested that the recommendations from the report come back to Senate for discussion on where the recommendations should go and to possibly form a body to explore the recommendations.

8.3   VP Academic and Provost

Senate was informed that the search committee for the VP Academic and Provost will meet on March 1st to review the long list of candidates, and subsequently on March 22nd to review the short list.

8.4   Board Report
Presented by: Chris Doll

The Board met on January 23rd and considerable time was spent on policy review. This may be an ongoing process as the Board continues work on cleaning up policies.

The two vacancies on the Board have been filled by appointment.

It is anticipated that, in terms of work, the Board will be focusing on the University budget for the next few months.

9.   Discussion Items

Bacel Younan raised an issue with regard to the recent feedback received on S2015-05 Credential and Course Criteria Policy, and whether Senate could provide some input to expand the scope of the Policy to include graduate degrees. On discussion, members indicated that this may require a broader discussion and in-depth consideration and that for the time being, the By-law, Policy and Procedure Committee make revisions based on the feedback.

10.   Other Business
No other business was presented.

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11. **Information Items**

    Senate was informed that nominations are open for the 50th Anniversary Alumni Awards of Excellence.

There being no further business, and on motion duly made and seconded, the meeting was adjourned at 5:00 pm.

Next Meeting: Tuesday, March 6th, 2018

February 26, 2018

The Ad-Hoc Committee on Release Sections for Senate Sub-Committee Chairs would like to propose the following Motion:

That the By-Law, Policy, and Procedure Committee discuss and consider adding under section 8 of the Senate Bylaws the following or similar wording (mirroring section 3.8 on the Vice-Chair release):

8.6 Chairs of the following Senate Committees shall receive release time in order to fulfill their mandate as Chairs:
· Senate Academic Planning and Program Review Committee
· Senate Curriculum Committee
· Senate By-Law, Policy, and Procedure Committee

8.6.1 For faculty members, the release time shall be no less than 0.5 sections per term per Chair.
8.6.2 For support staff other than an administrative position, the release time shall be not less than 12.5% of the employee full-time position.
8.6.3 For support staff in an administrative position, the appropriate work load will be adjusted by the nominee and the President.

(Senate By-Laws are attached)

Article 1   Composition of Senate

1.1   The Senate shall be composed in accordance with the *University Act* (the *Act*). In accordance with the *Act*, the Chair of the Senate is the University President. Senate elections shall be conducted according to the "Capilano University Senate Election Procedures," which are approved by Senate and maintained by the Registrar. The Senate shall consist of the following categories of members:

Elected members (voting):
- Faculty members (two per Faculty)
- Students (four in total)
- Support Staff (two in total).

Appointed members (voting):
- Chancellor,
- President (Chair),
- Vice-President Academic and Provost,
- Deans of Faculties
- University Librarian
- Alumni Member

Appointed Members (non-voting):
- University Board Member
- Registrar

1.2   In addition to the two voting faculty members for each of five Faculties, one additional alternate non-voting faculty member will be elected by each Faculty, for a total of five additional alternate non-voting members. The additional alternate non-voting members become voting members in the absence of either of the voting members.

1.3   The Senate shall invite the faculty union, support staff union, and student society to each choose one non-voting permanent guest from their respective constituencies to attend Senate meetings. Senate shall invite the Associate Vice-President, Student Success and a First Nations representative to be non-voting permanent guests.

Article 2   Duties of the Chair, Vice-Chair, Registrar, and Members of Senate

2.1   Duties of the Chair

           2.1.1   to call meetings of the Senate as provided in these By-laws and in the *Act*;

2.1.2   to ensure that an agenda is prepared and distributed for each meeting as provided in these By-laws;

2.1.3   to preside over all meetings of the Senate;

2.1.4   to establish that a quorum of voting members of Senate is present before conducting the business of Senate. A quorum is a majority of voting members of Senate;

2.1.5   to execute documents as authorized by the Senate;

2.1.6   to maintain a liaison with the Board;

2.1.7   to be the spokesperson and representative of the Senate.

2.2   Duties of the Vice-Chair

2.2.1   the Vice-Chair shall fulfill the duties of the Chair in his/her absence, and shall assist the Chair in the performance of her/his duties;

2.2.2   if the Vice-Chair is an alternate non-voting member, he/she will have the voting rights of the Chair, if the Chair is absent, and only in the instance of breaking a tie vote;

2.3   Duties of the Registrar

2.3.1   in accordance with the *Act*, the Registrar is the Secretary of the Senate;

2.3.2   with the assistance of the Committees' Clerk, the Registrar will develop and maintain a system of recording all proceedings of the Senate;

2.3.3   the Registrar shall conduct elections and by-elections in accordance with the *Act* and the approved Senate Election Procedures;

2.4   Duties of Members of Senate

2.4.1   to consult with any constituency the member may represent and communicate to such constituency the matters dealt with at the Senate that are relevant to that constituency;

2.4.2   to act in what the member considers to be the best interest of the University, rather than the wishes of any constituency that the member may represent on the Senate;

Article 3   **Election of the Vice-Chair and Chair of the Senate Student Appeals Committee (SSAC)**

3.1   Election of the Vice-Chair, who will chair meetings in absence of the Chair, will occur annually, as determined by the Senate. Election of Chair of the SSAC will occur annually, as determined by Senate.

3.2   All voting members and alternate non-voting members of the Senate are eligible to nominate.

3.3   All voting members and alternate non-voting members whose term aligns with the term of the Vice-Chair are eligible to be nominated for the position of Vice-Chair. All voting members and alternate non-voting members are eligible to be nominated for the position of Chair, SSAC.

3.4   In absence of the Chair, the Registrar will assume the chair to conduct the elections.

3.5   The election process shall be as follows:

    3.5.1   the Nominating Committee will present its report. The role of this committee is to submit a minimum of one nomination for Vice-Chair and a minimum of one nomination for Chair of SSAC.

    3.5.2   nominee(s) accepts the nomination.

    3.5.3   the Chair calls for further nominations.

    3.5.4   additional nominees accept nomination.

    3.5.5   the Chair calls for further nominations twice.

    3.5.6   if there are no further nominations, the Chair declares nominations closed.

    3.5.7   candidates may make short oral statements.

    3.5.8   if there is only one candidate, he/she is declared acclaimed.

    3.5.9   if there is more than one candidate:

        3.5.9.1   voting will be conducted confidentially by paper ballot cast in person by voting members of Senate.

        3.5.9.2   a majority of ballots cast is required for election.

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3.5.9.3   if there are more than two candidates and none obtains a majority vote on the first ballot, the candidate with the fewest votes is removed from the ballot, and balloting continues in like manner until one candidate receives a simple majority vote.

3.5.10   The Registrar and Committees Clerk will count the ballots and the Chair will announce the results.   The final tallies may be released at the discretion of the Chair.

3.6   The Vice-Chair and the Chair, SSAC will assume office on a date determined by the Senate.

3.7   The Vice-Chair of the Senate shall receive release time subject to approval by the Board, these by-laws, and to special needs as the University may, from time to time, determine.

3.8   For a faculty Vice-Chair, the release time shall be not less than one section per term.

3.8.1   For a Vice-Chair who is employed by the University in a staff position, the release time shall be not less than 25% of the staff employee full-time position. For a part-time employee this 25% shall be calculated on the basis of a full-time position.

3.8.2   For a student Vice-Chair, the remuneration shall be not less than $500 per month for 12 months.

3.8.3   For a Vice-Chair who is employed by the University in an administrative position, the appropriate work load will be adjusted by the nominee and the President.

Article 4   **Agenda and Minutes for Senate Meetings**

4.1   Agenda items and schedules shall be submitted to the Committees Clerk not less than one week before the scheduled meeting.

4.2   The proposed agenda and supporting material shall be circulated to Senate members prior to the day of the meeting.

4.3   The Committees' Clerk shall distribute the minutes in the agenda package.

Article 5	Meetings

5.1   The University will make every reasonable effort to ensure that members of the Senate are freed from their normal duties to attend Senate meetings.

5.2   Regular meetings of the Senate shall be held as determined by the Senate.

5.3   Senate shall annually and in advance make public its schedule of meetings.

5.4   Senate may, at its discretion or the discretion of the Chair, hold additional meetings provided that at least one week's notice is given to Senate members.

Article 6	Attendance at Senate Meetings

6.1   Voting members are expected to attend all meetings. The seat of any elected member who fails to attend three (3) consecutive meetings with or without notice, or three (3) meetings without notice per appointment year shall be declared vacant.

6.2   When a seat is declared vacant for insufficient attendance pursuant to article 6.1, the Chair shall request the Registrar to fill the vacant seat in accordance with the *Act*.

Article 7	Operating Procedures

7.1   Subject to these by-laws, which take precedence, proceedings of the Senate shall be governed by the most recent edition of Robert's Rules of Order.

7.2   The Chair may choose to vote to break or create a tie vote.

7.3   Senate meetings shall be open to the University community and members of the public as guests. At the discretion of the chair, guests may address the Senate.

7.4   Subsection 7.3 notwithstanding, if a topic or topics on the agenda contain material that the chair or the Senate deems private or confidential, the Chair shall ask guests to leave, so that the meeting may move *in camera*.

Article 8	**Senate Committees other than Senate Student Appeals Committee**

8.1 The Chair of Senate and the Vice-Chair of Senate shall be voting members of all Standing Committees with one exception: The Chair of Senate shall not be a voting member of Senate Budget Advisory Committee. The Vice-Chair takes a seat of the constituency group to which he/she belongs.

8.2 Senate may establish and dissolve standing and *ad hoc* committees. Each of these committees shall have a mandate and membership determined by the Senate. Except for the Nominating Committee, each committee shall have representation from each constituency (faculty, staff, students, administrators).Committees shall elect a chair from among the voting members of the committee. Chairs of all standing committees must be members of Senate. Committee chairs shall report deliberations and make recommendations to Senate. Such reports shall occur regularly, as required, and at least annually.

8.3 Membership of Senate Committees shall be determined by voting Senate members, and at least 50% of the voting members of each committee shall be faculty members (including the Senate Vice-Chair if s/he is a faculty member). Membership of Senate Committees shall be reviewed and vacancies filled at a regularly scheduled Senate meeting. Voting members of Senate and alternate non-voting members of Senate may stand for election to Senate's committees where the members are required to be Senate members. Subject to the restrictions of particular committees, the Senate may appoint non-members of Senate to committees.

8.4 The Chair of any Senate Committee shall notify Senate at the next Senate meeting when a vacancy arises on the Committee.

8.5 The seat of any elected member who fails to attend three (3) consecutive meetings with or without notice, or three (3) meetings without notice per appointment year shall be declared vacant.

Article 9	**Senate Student Appeals Committee**

9.1 The Chair of the Senate Student Appeals Committee (SSAC) will be a faculty member of the University but does not have to be a member of Senate. The Chair will be elected in accordance with the procedures in Article 3.5.

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9.2   The Chair of SSAC serves at the pleasure of Senate and can be removed from that position for any reason.

9.3   The Chair of SSAC will have the following duties:

9.3.1   Receive all written student appeals;

9.3.2   Ensure the appeal record is complete;

9.3.3   Strike a tribunal to hear the appeal;

9.3.4   Provide copies of the full appeal record to each tribunal member;

9.3.5   Determine all matters concerning conflict of interest with respect to tribunal members;

9.3.6   Provide advice to tribunal members on matters of process;

9.3.7   Receive the decision of the tribunal and communicate it to the appellant; and

9.3.8   Produce an annual report on the activities of the appeal committee.

9.4   The Chair of Senate will not be a member of SSAC.

9.5   Members of SSAC will be elected by the Senate in the same manner as members of any other committee.

Article 10   Conflict of Interest

10.1   "Conflict" means a conflict of interest or apparent conflict of interest. "Apparent" conflict of interest means any situation where it would appear to a reasonable person that the member is in a conflict of interest.

10.2   Each member of Senate shall take reasonable steps to avoid a conflict between the member's personal interest and the member's duty to the University. In general, a conflict of interest exists for Senate members who use their position on the Senate to benefit themselves, friends, families, or their business or professional interests.

10.3   The nature and extent of a conflict of interest regarding any matter to be, or which has been, considered by Senate must be disclosed by the member to Senate.

Revised and Adopted: October 4, 2016

10.4   A member who has a conflict of interest shall not vote on any matter involving the conflict and may be required to withdraw from any meetings at which the matter is discussed.

10.5   Senate shall have the power to take action directed toward a Senate member deemed to have failed to declare a conflict.

10.6   If a conflict is disclosed or discovered about a decision already made by the Senate, the Senate will decide whether or not the involvement of the member with the conflict influenced that decision. If the Senate decides that the involvement of the member with the conflict did influence the decision, the Senate will reconsider the decision and confirm it, rescind it, or vary it.

10.7   This by-law applies to all proceedings of committees of Senate and applies to other persons who are considered by the Chair of the committee to be either members of the committee or principal advisers or staff to the committee.

10.8   Any decision by Senate as to whether or not a conflict of interest exists with respect to any person, or as to the interpretation or application of this by-law, is final and binding.

Article 11   **Senate Finances**

The Chair and the Vice-Chair shall have signing authority for approved budget items and expenses incurred by members and Senate committees in carrying out Senate functions.

Article 12   **Amendment of By-laws**

By notice of motion at a regular meeting, the terms of the by-laws may be amended by a two-thirds vote at a subsequent regular meeting of the Senate, subject to any approval required by statute.

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

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

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

January 19 – February 22, 2019*	**Spring 2019 Withdrawal Period** *Note: During this period, withdrawals will be noted on the permanent student record as a "W".*
January 31, 2019	**Early Application Deadline for Summer 2019** *(Arts & Sciences and School of Business programs; check other program areas for their deadlines.)* Applications and the application fee should be submitted by this deadline.
February 18, 2019	University Closed for **Family Day**
February 12 – 15, 2019 **UNDER REVIEW**	**Reading Break** *Note: Please check the Capilano University Library website for hours of operation.*
February 15, 2019	**Application and Document Deadline for Summer 2019** *(For Arts & Sciences and School of Business; check other program areas for cohort program deadlines.)* Complete applications with all required documentation and the application fee must be submitted by this deadline in order to be considered for priority registration for the Summer 2019 term.
March 4 – 8, 2019	**Summer 2019 Registration and Waitlisting**
March 31, 2019	**Early Application Deadline for Fall 2019** *(Refers to Arts & Sciences and School of Business programs; check with other program areas for their deadlines.)* Applications and the application fee should be submitted by this deadline.
April 12, 2019	**Last Day of Classes for Spring 2019** *Note: Some courses/programs continue until the last day of the examination period. Consult your program area for further information.*
April 15 – 27, 2019	**Spring 2019 Final Exam Period** *(includes Saturday, April 27, 2019)*
April 19 - 22, 2019	**University Closed for Easter** *Note: Please check the Capilano University Library website for hours of operation.*
April 30, 2019 (4:00 p.m.)	**Spring 2019 Final Grade Submission Deadline for Faculty**
May 1, 2019 (4:00 p.m.)	**Fee Payment Deadline – Summer 2019** Full payment must be received by the Cashier's Office to avoid deregistration.
May 1 - 2, 2019	**Spring 2019 Grades and End-of-Term Processing** **Registration System Closed** for Spring 2019 End-of-Term processing and Summer 2019 deregistrati on due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
May 3, 2019	**Registration System Re-opens** Students are able to add, drop, and waitlist for courses.
May 6, 2019	**Summer 2019 – Full Term Commences** **Summer 2019 – Session I Commences**
May 6 - 10, 2019 *	**Summer 2019 – Session I Add/Drop Period**
May 6 – 17, 2019 *	**Summer 2019 – Full Term Add/Drop Period**
May 11 – 24, 2019 *	**Summer 2019 – Session I Withdrawal Period** *Note: During this period, withdrawals will be noted on the permanent student record as a "W".*
May 20, 2019 *	University Closed for **Victoria Day**
May 18 – June 14, 2019 *	**Summer 2019 – Full Term Withdrawal Period** *Note: During this period, withdrawals will be noted on the permanent student record as a "W".*

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

May 31, 2019	**Application and Document Deadline for Fall 2019** *(For Arts & Sciences and School of Business; check with other program areas for cohort program deadlines.)* Complete applications with all required documentation and the application fee must be submitted by this deadline in order to be considered for priority registration for the Fall 2019 term.
June 3 - 4, 2019	**Spring 2019 Convocation**
June 21, 2019	**Last Day of Classes for Summer 2019 – Session I**
June 24, 2019 **(4:00 p.m.)**	**Summer 2019 - Session I Final Grade Submission Deadline for Faculty**
June 25, 2019	**Summer 2019 – Session I Grades and End-of-Term Processing Registration System Closed** for Summer 2019 - Session I grades processing. Students will not be able to add, drop, or waitlist for courses.
June 26, 2019	**Registration System Re-opens** Students are able to add, drop, and waitlist for courses.
July 1, 2019	**University Closed for Canada Day**
July 2, 2019	**Summer 2019 – Session II Commences**
July 2 – 5, 2019 *	**Summer 2019 – Session II Add/Drop Period**
July 6 – 12, 2019 *	**Summer 2019 – Session II Withdrawal Period** Note: During this period, withdrawals will be noted on the permanent student record as a "W".
July 8 – 19, 2019	**Fall 2019 Registration and Waitlisting**
August 5, 2019	University Closed for **BC Day**
August 16, 2019	**Last Day of Classes for Summer 2019 – Session II and Full Term**
August 19, 2019 **(4:00 p.m.)**	**Summer 2019 - Session II and Full Term Final Grade Submission Deadline for Faculty**
August 19, 2019 **(4:00 p.m.)**	**Fee Payment Deadline – Fall 2019** Full payment must be received by the Cashier's Office to avoid deregistration.
August 20, 2019	**Summer 2019 - Session II and Full Term End-of-Term Processing Registration System Closed** for Summer End-of-Term processing and Fall 2019 deregistration due to non-payment of fees.
August 21, 2019	**Registration System Re-opens** Students are able to add, drop, and waitlist for courses.
September 2, 2019	University Closed for **Labour Day**

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

CAPILANO
UNIVERSITY

Academic Schedule Policy – FOR INFORMATION

1) Family Day

In Fall 2017 Capilano University passed the Academic Schedule policy. The policy states in Section 3.2.a (ii) There is a four (4) day Reading Break beginning on the Tuesday following Family Day.

In early February 2018 the Province announced that Family Day would move from the second Monday of February to the third Monday of February. The policy allows for the automatic shift of Reading Break to the third week of February however to ensure the focus on student success, the Registrar is requesting consultation with faculty and students.

2) Fall Reading Break

An Ad Hoc group was brought together to evaluate the potential of adding a Fall Reading Break to the standard Academic Schedule at Capilano.

The committee was composed of representatives from the CSU, faculty and administrators. As a starting point the committee established its purpose and guiding principles.

Purpose:

1) Identify if there is evidence to indicate that a fall break is successful and to determine ways to measure success. If yes, then:
2) Identify if there is an opportunity to accommodate/integrate a break into the Capilano University Academic Schedule.

Guiding Principles:

1) Ensure that the student and student success is the focus of the outcome.
2) Work to protect the integrity of the current Academic Schedule in relation to minimizing loss to class time, exam days, buffer day between the last day of classes and the first day of exams and the timeline for grading.

To meet the purpose set out, the committee undertook a comparative analysis of other Canadian institutions who had implemented fall breaks; reviewed any research; conducted a survey of Capilano students; and evaluated the Academic Schedule to determine feasibility. The research showed that there had been a recent uptake in the number of institutions offering a fall break and the breaks ranged from 1 day to 1 week. The review of research showed that while the majority of institutions offered global statements related to supporting students' mental health and well-being there was very limited data to support the qualitative statements.

The Capilano survey was completed by 1302 students and showed a strong support for a fall break. The results also showed some concern related to loss of momentum, loss of class time, potential impact to the New Year Break and other related academic concerns.

Through analysis it was determined that the Academic Schedule is able to incorporate the addition of a 1 day break in alignment with Remembrance Day. The break would equate to the loss of one teaching day in the Fall Term.

The committee put forward their findings to the VP Academic & Provost.

CAPILANO
UNIVERSITY

Memorandum

Re: B.108 Credit and Non-Credit Courses Policy

Senators:

At the November 21, 2017 Board meeting, a motion was passed to seek the advice of Senate on the substantive revisions made to Memo 15, now titled B.108 Credit and Non-Credit Courses Policy

At the December 5th, 2017, Senate tasked its Bylaw, Policy and Procedure committee with reviewing the revisions and making recommendations to Senate.

SBPPC met on January 9th, 2018 and it reviewed the revisions to B.108. At that meeting, SBPPC recommended the following:

At the February 6, 2018 meeting, there was a question raised as to whether Continuing Studies & Executive Education (CSEE) was consulted. Karmen was contacted at the initial draft stage and she was again involved in the feedback process at Senior Leadership Council.

<u>MOTION</u>: That Senate advice to the Board is that the substantive revisions made to B.108 Credit and Non-Credit Courses Policy are acceptable as stated except that:

1. Section 1.2 should read "This policy <u>describes </u>credit and non-credit courses" instead of "This policy defines credit and non-credit courses".

Thank you,

Senate Bylaw, Policy and Procedure committee

	POLICY
CAPILANO UNIVERSITY	

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

1. PURPOSE

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

1.2. This policy defines credit and non-credit courses.

2. CREDIT COURSES

2.1. Capilano University credit courses are listed in the University Calendar, and registration in these courses is open to qualified members of the general public. Enrolment into credit courses requires prior acceptance into Capilano University.

2.2. Curriculum content and academic standards are defined for all credit courses according to S2009-06 Course Outline and Course Approval Policy, and students receive a final grade based on their academic performance as determined according to S2017-01 Grading Profile Policy.

2.3. Students are issued Capilano University transcripts to document their achievement in credit courses. On successful completion of a program, students may apply for a credential according to S2017-04 Graduation Policy.

3. NON-CREDIT COURSES

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

3.2. Enrolment into non-credit courses does not require acceptance into Capilano University.

CAPILANO
UNIVERSITY

DATE: February 23, 2018

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 February 16, 2018. Please acknowledge below that the Senate endorses its approval of the following motions:

18/22 JAPN 100 – Beginning Japanese I, JAPN 101 – Beginning Japanese II, JAPN 200 – Intermediate Japanese I, and JAPN 201 – Intermediate Japanese II be recommended to Senate for approval as Cap Core courses under the heading *Culture and Creative Expression*, as well as the revisions to the course titles to Beginner and Intermediate Japanese Language and Culture I and II.

18/23 PADM 309 – Municipal Administration and Community Involvement in BC be recommended to Senate for approval as a Cap Core course under the heading *Self and Society*, as well as the revision to the pre-requisites.

18/24 BADM 106 – Organizational Behavior and BADM 107 – Business Law 1 be recommended to Senate for approval as Cap Core courses under the heading *Self and Society*.

18/25 BADM 102 – Quantitative Methods, BADM 210 – Business Statistics, BFIN 141 – Accounting and BFIN 193 – Accelerated Financial Accounting be recommended to Senate for approval as Cap Core courses under the heading *Numeracy*, as well as the revisions to the course titles to BFIN 141 – Introductory Accounting 1 and BFIN 193 – Compressed Introductory Financial Accounting.

18/26 BADM 475 – Negotiation Skills and BMKT 316 – Branding and Innovation be recommended to Senate for approval as Cap Core courses under the heading *Experiential*, as well as the revisions to the pre-requisites to BADM 475 – Negotiation Skills.

18/27 IDES 132 – Survey and Principles of Illustration II and IDES 141 – Survey and Principles of Design I be recommended to Senate for approval as Cap Core courses under the heading *Culture and Creative Expression*, and IDES 490 – Industry Practicum be approved as a Cap Core course under the heading *Experiential*.

18/28 SPAN 100 – Beginning Spanish I, SPAN 101 – Beginning Spanish II, SPAN 200 – Intermediate Spanish I and SPAN 201 – Intermediate Spanish II be recommended to Senate for approval as Cap Core courses under the heading *Culture and Creative Expression*, as well as the revisions to the course titles to Beginner and Intermediate Spanish Language and Culture I and II.

CAPILANO
UNIVERSITY

DATE: February 23, 2018

TO: Paul Dangerfield, Chair, Senate

FROM: Deb Jamison, Chair, Senate Curriculum Committee

18/29   The following courses be recommended to Senate for approval as Cap Core courses under the following headings:

> JAZZ 231 – Theory of Tonal Music and Jazz IV: *Capstone*
> JAZZ 282 – Jazz Improvisation III: *Experiential*
> JAZZ 283 – Jazz Improvisation IV: *Experiential*
> JAZZ 400 – Interdisciplinary Seminar: Special Topics in Musicology:
>   *Culture and Creative Expression*
> JAZZ 401 – Interdisciplinary Seminar: Special Topics: *Experiential*
> JAZZ 422 – Instrumental Pedagogy (Secondary): *Capstone*
> JAZZ 497 – Jazz Performance VIII: *Capstone.*

18/30   The revision to the Jazz Studies Diploma Program Profile be recommended to Senate for approval.

18/31   PHIL 101 – Introductory Philosophy: Ethics be recommended to Senate for approval as a Cap Core course under the heading *Self and Society* and PHIL 120 – Scientific Reasoning as a Cap Core course under the heading *Science and Technology.*

18/32   VFX 130 – Visual Effects Animation I be recommended to Senate for approval as a Cap Core course under the heading *Numeracy* and VFX 220 – Visual Effects Demo Reel as a Cap Core course under the heading *Capstone.*

18/33   GEOG 100 – Human Geography: People, Places and Cultures, GEOG 101 – Environmental Geography: Understanding the Issues, and GEOG 208 – Canada: A Nation of Regions be recommended to Senate for approval as Cap Core courses under the heading *Self and Society* and GEOG 112 – Physical Landscapes I under the heading *Science and Technology.*

18/34   BADM 218 – Leadership in Teams and BADM 460 – Business and Society be recommended to Senate for approval as Cap Core courses under the heading *Self and Society*, as well as the revision to the pre-requisite for BADM 460.

18/35   ENGL 103 – Studies in Contemporary Literature, ENGL 107 – First Nations Literature and Film and ENGL 109 – Contemporary Issues in Literature and Culture be recommended to Senate for approval as Cap Core courses under the heading *Culture and Creative Expression*, as well as the revisions to the course titles as follows:

> ENGL 103 – Introduction to Literature
> ENGL 107 – Indigenous Literature and Film
> ENGL 109 – Literature and Contemporary Culture

CAPILANO
UNIVERSITY

DATE: February 23, 2018

TO: Paul Dangerfield, Chair, Senate

FROM: Deb Jamison, Chair, Senate Curriculum Committee

18/36 The revisions to the co- and pre-requisites for SEA 101 – Working in Schools and SEA 108 – Strategies 2: Supporting Students in Low Incidence Areas and the resulting revision to the Education Assistant Certificate Program Profile be recommended to Senate for approval.

_____   _____
Deb Jamison   Paul Dangerfield
Chair, Senate Curriculum Committee   Chair, Senate

Date: Feb 23, 2018   Date:

CAPILANO UNIVERSITY

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CAPILANO UNIVERSITY SENATE
2019 REGULAR MEETING SCHEDULE
Meetings are held in LB 322

Meeting Date		Deadline for Submission of Agenda Items
January 8	4:00 pm	January 2
February 5	4:00 pm	January 29
March 5	4:00 pm	February 26
April 2	4:00 pm	March 26
May 14	4:00 pm	May 7
June 5 (Wednesday)	4:00 pm	May 28
July – No Meeting		
August 20	4:00 pm	August 13
September 10	4:00 pm	September 3
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 Committees Clerk to the Senate may not approve late additions to the Agenda.

March 2018