



SENATE MEETING

Tuesday, August 21, 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 June 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* Laureen Styles
 - 5.2. Research Task Force – *Information* Debbie Schachter
 - 5.3 Self-Evaluation Committee – *Information* Majid Raja
- 6. New Business**
 - 6.1 Senate Orientation – *Information* Debbie Schachter
 - 6.2 Volunteers for Senate Subcommittees – *Information* Majid Raja
Schedule 6.2
- 7. Committee Reports**
 - 7.1 Academic Planning and Program Review Committee
7.1.1 Stage 1 – Bachelor of Human Kinetics - *Decision* Michael Thoma
Schedule 7.1.1
 - 7.2 By-law, Policy and Procedure Committee – No Report
 - 7.3 Curriculum Committee – Deb Jamison
7.3.1 Resolution Memorandum – *Decision* Schedule 7.3.1
 - 7.4 Instructional Technologies Advisory Committee – No Report



SENATE MEETING

Tuesday, August 21, 2018 4:00 – 6:00 pm
Capilano University - LB322

AGENDA

8. Other Reports

- | | |
|--------------------------------------------------|------------------|
| 8.1 Chair of Senate – <i>Information</i> | Paul Dangerfield |
| 8.2 Vice Chair of Senate – <i>Information</i> | Majid Raja |
| 8.3 VP Academic and Provost – <i>Information</i> | Laureen Styles |
| 8.4 Board Report – <i>Information</i> | Duncan Brown |

9. Discussion Items

10. Other Business

11. Information Items



SENATE MEETING

Wednesday, June 6, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Sean Ashley, Don Bentley, Kim Bothen, Chris Bottrill, Julia Denholm, Dilnavaz Dhillon, Duncan Brown, Caroline Depatie, Darin Feist, Megan Fretz, David Fung, Michelle Gervais, Deb Jamison, Sylvia Kind, David Kirk, Brad Martin, Joshua Millard, Karen McCredie, Paul McMillan, Majid Raja, Emma Russell, Adam Sale, Sandra Seekins, Debbie Schachter, Michael Thoma, Recording Secretary: Mary Jukich

Regrets: Imroz Ali, Cyndi Banks, Brent Calvert, Marnie Findlater, Joshua Larsen, Jorge Ocegüera, Carleen Thomas, Halia Valladares, Stephanie Wells

Guests: Nanci Lucas

Acknowledgement

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

The Chair called the meeting to order at 4:10 pm.

1. Welcome

On behalf of Senate, the Chair thanked the outgoing Senators for their work and contributions to Senate.

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

2. Approval of the Agenda

*Moved by Adam Sale and seconded by Caroline Depatie:
To adopt the agenda.*

CARRIED

3. Approval of the Minutes

Some minor typographical errors were noted.

*Moved by Michelle Gervais and seconded by Brad Martin:
To adopt the amended May 8, 2018 minutes.*

CARRIED



SENATE MEETING

Wednesday, June 6, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

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 continues to work on edits for the new website on Cap Core. As well, the ad hoc committee reviewed and provided recommendations on exceptions to Cap Core for MOPA and the Bachelor of Design. Work is also underway in preparing communication around Cap Core requirements for certificates and diplomas. The ad hoc committee will have one further meeting prior to the conclusion of its mandate.

5.2 Research Task Force

Presented by: Debbie Schachter

The Research Task Force held its final meeting on May 24th. At this meeting the Task Force discussed the outstanding items, including: a form for collecting information on faculty research; a Research Q&A for faculty and staff; and policy development, including the need to incorporate language related to qualitative research into the revised research policy. The committee returned to the Task Force's Terms of Reference for confirmation that the mandate was completed. The next steps involve transitioning the recommendations, information and action items to the new VP Academic & Provost, and that Task Force members look forward to providing the VPA with background information related to the recommendations.

5.3 Self-Evaluation Committee

Presented by: Sandra Seekins

Senate was provided with a summary of this year's Senate Self-Evaluation Survey. The results indicated that there was an 11% decrease in respondents over last year (66% in 2017, 55% in 2018). Overall, there has been improvement in responses regarding Senate functioning, particularly noticeable regarding Senate being clear about its roles and responsibilities with respect to academic governance, the level of comfort in speaking at Senate, and Senators being prepared at meetings.



SENATE MEETING

Wednesday, June 6, 2018 4:00 pm
 Capilano University – Room LB 322

MINUTES

5.4 Release Sections for Senate Subcommittee Chairs

Presented by: Sandra Seekins

As background, the motion to approve release sections for Senate subcommittee chairs was approved at the March 6, 2018 Senate meeting. However, the By-law, Policy and Procedure Committee is still in process of incorporating the language of section release into the By-laws and this will not be completed by the time the chairs of the subcommittees are appointed. In this regard, Senate was requested to approve that the Senate subcommittee chairs of the By-law, Policy and Procedure Committee, Academic Planning and Program Review Committee and Curriculum Committee receive release time.

Sandra Seekins moved and Caroline Depatie seconded:

18/26 Be it moved, that since the By-Law Policy and Procedure Committee is currently revising the Senate By-Laws and terms of reference to include release time for the Senate subcommittee chairs of BPPC, SAPPRC, and SCC, and, since this work will not be completed in time for the start of the 2018-19 academic year, Senate approve that these Senate subcommittee chairs receive their release.

CARRIED

5.5 Nominating Committee

Presented by: Darin Feist

The Chair of the Senate Nominating Committee reported that two nominations, Dilnavaz Dhillon and Majid Raja, were received for the position of Senate Vice-Chair. Each candidate was invited to address Senate with a brief nomination statement. The Chair then called three times for further nominations, and on hearing none, Senators were requested to vote, by ballot, for one of the candidates.

Karen McCredie and Mary Jukich served as scrutineers of the ballots.

The results of the vote indicated that Majid Raja was elected as Vice-Chair of Senate for a one-year term.



SENATE MEETING

Wednesday, June 6, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

David Fung moved and Caroline Depatie seconded:

18/27 To destroy the ballots.

CARRIED

5.6 Election Update

Presented by: Karen McCredie

Senate was informed that Judy Snaydon was acclaimed for the Faculty of Fine and Applied Arts non-voting seat for a term of August 2018 – July 2021.

5.7 By-Election

Presented by: Karen McCredie

The Registrar reported that a by-election will be called for the voting seat from the Faculty of Global and Community Studies as a result of Caroline Depatie taking a leave for the term of August to December 2018. The call for nominations will go out on Thursday, August 23 and results announced on Friday, September 21.

5.8 Graduates

Presented by: Karen McCredie

The Registrar submitted an additional list of 48 graduates, verified by the Registrar's Office, to have met the graduation requirements of their program.

Karen McCredie moved and Michelle Gervais seconded:

18/28 Senate accept the students as graduates.

CARRIED

6. New Business

6.1 Discontinued Courses

Presented by: Paul Dangerfield

Senate previously reviewed and recommended to the Board 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. However, three courses that are currently offered were listed in



SENATE MEETING

Wednesday, June 6, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

error, and accordingly Senate was requested to provide a recommendation to the Board that the courses be reactivated.

Paul Dangerfield moved and Paul McMillan seconded:

18/29 As per Procedure B.104.1, Senate recommends to the Board that SOSC 320, SOSC 349 and SOSC 401 be reinstated.

CARRIED

6.2 Senate Orientation

Presented by: Sandra Seekins

There was a discussion on organization of this year's Senate Orientation in August. Members discussed the possibility of an ad hoc committee to take the lead in the preparation of the presentation. In this regard, Debbie Schachter volunteered to serve in this role.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

At the Committee meeting on May 15th, Bernadette Andrade, Manager, Academic Initiatives and Planning provided an overview on the current program development approval process, particularly focussing on the new requirement that the Minister of Advanced Education now requires Board approval prior to posting Stage 1 proposals on PSIPs (Post-Secondary Institution Proposal System).

Senate was informed that the Committee reviewed the Stage 1 proposal for a Bachelor of Science, General. The committee raised a number of questions and concerns, which were addressed through discussion.

7.1.1 Stage 1 – Bachelor of Science - General

Presented by: Paul McMillan

Senate was presented with the Stage 1 – Bachelor of Science – General. The presenter reported that based on feedback received after the proposal was reviewed by SAPPRC, the proposal be revised so that it clearly proposes to develop a stand-alone credential with its own specific requirement. Members



SENATE MEETING

Wednesday, June 6, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

were reminded that the proposal is at Stage 1, and there will be a Stage 2 and site visit which will continue to define the program. In this regard, Senate was requested to consider moving the Stage 1 forward to the Board.

Michael Thoma moved and Sandra Seekins seconded:

18/30 That Senate recommends to the Board approval of the Stage 1 proposal for the Bachelor of Science, General.

CARRIED

7.2 By-law, Policy and Procedure Committee

Presented by: Nanci Lucas

7.2.1 S2009-06 Course Outlines of Record and Course Syllabi for Credit Courses Policy

Senate was presented with S2009-06 Course Outlines of Record and Course Syllabi for Credit Courses Policy. The key revisions to the policy include, defining course outline of record and course syllabus; creating consistency with a course outline of record template; creating consistency in multi-section offerings and removing the sections that are in conflict with the *University Act*.

Kim Bothen moved and David Kirk seconded:

18/31 That Senate approve the revisions to S2009-06 Course Outlines of Record and Course Syllabi for Credit Courses Policy as presented.

CARRIED

7.2.2 S2003-02 Repeated Courses Policy

Senate was presented with S2003-02 Repeated Courses Policy. It was noted that the policy as presented did not have any major substantive revisions, but that it clarified and updated the current version of the policy.

On review and discussion, concern was expressed with section 3.5 and whether to state in policy that students may not register for a particular course more than three times. Concern was raised around the potential effect to ABE students, as well as other circumstances that may prevent a student from completing a



SENATE MEETING

Wednesday, June 6, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

course, and subsequently impacting completion of their credential. It was suggested that section 3.5 be removed, and that section 3.4 be revised as follows:

"A student may register for a particular course three or more times with the permission of the instructor or of the program coordinator and/or program chair. The grades for all attempts will be recorded, and the higher grade of the last two grades will be used in the calculation of the CGPA."

Kim Bothen moved and Michelle Gervais seconded:

18/32 That Senate approve the revisions to S2003-02 Repeated Courses Policy as presented, with the additional revision of removing section 3.5, and further edits to section 3.4.

CARRIED

Moved by Paul Dangerfield and seconded by Sandra Seekins:
To extend the meeting to 6:30 pm.

CARRIED

7.2.3 S2018-02 Student Awards Policy

Senate was presented with the new S2018-02 Student Awards Policy. The new Policy aligns with the *University Act*, and establishes the criteria for awards, as well as includes all other awards given to students for transparency and consistency at the University.

On review and discussion, some further minor formatting revisions were requested.

Kim Bothen moved and Julia Denholm seconded:

18/33 That Senate approve S2018-02 Student Awards Policy.

CARRIED

7.2.3 EC2008-01 Scholarships, Bursaries and Awards Definitions/Criteria

Senate was requested to approve that EC2008-01 Scholarships, Bursaries and Awards Definitions/Criteria be rescinded as this will be replaced by a new policy.



SENATE MEETING

Wednesday, June 6, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

Kim Bothen moved and Deb Jamison seconded:

18/34 That Senate rescind EC2008-01 Scholarships, Bursaries and Awards Definitions/Criteria.

CARRIED

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the May 18th, 2018 Senate Curriculum Committee meetings were presented to Senate for approval.

Deb Jamison moved and Caroline Depatie seconded:

18/35 SCC resolutions 18/76 through 18/83 be adopted by Senate.

CARRIED

7.3.2 Hyphenation and Ampersand

Communications & Marketing provided a presentation at the May 18th SCC meeting with respect to issues being encountered as a result of inconsistent use of hyphenation and ampersand in the naming of programs, and the possible impact to students. On discussion, it was noted that there may be a disconnect as a result of spacing issues when inputting the credential name into the system. In this regard, it was suggested that Paul Dangerfield, Karen McCredie follow up with Communications & Marketing to develop possible recommendations.

7.4 Instructional Technologies Advisory Committee

Presented by: Don Bentley

Senate was presented with the report from the Instructional Technologies Advisory Committee proposing a revision to the terms of reference for the committee. On preliminary review and discussion of the report, concern was raised that the library pedagogy was not reflected in the proposed structure, and that a notation be made to ensure that the library is represented as opposed to being specified as a resource.



SENATE MEETING

Wednesday, June 6, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

As per process the Committee will be required to direct the report to the By-law, Policy and Procedure Committee for their review.

8. Other Reports

8.1 Chair of Senate

Paul Dangerfield acknowledged and thanked everyone involved with this year's successful convocation. Positive feedback was received from participants on the University's calibre and commitment to students.

The 2018/2019 Operational Plan will be brought as information to the Board at the meeting on June 19th and then circulated. The Plan is a new way forward in continuous improvement, goal setting and performance measures.

8.2 Vice Chair Senate

Sandra Seekins reported that she attended the Joint Planning Session with representatives from Administration, and the CFA, CSU, and Move-Up Executives. The session was successful and identified areas where intellectual resources can be pooled and there are opportunities to move forward collaboratively.

As this was Sandra's last meeting as Senate Vice-Chair, she acknowledged and thanked Senators for their support.

8.3 VP Academic and Provost

No report was provided.

8.4 Board Report

A report was not provided as the Board did not meet. The next Board meeting is scheduled for Tuesday, June 19th.

9. Discussion Items

No discussion items were presented.



SENATE MEETING

Wednesday, June 6, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

10. Other Business

No other business was presented.

11. Information Items

No information items were presented.

There being no further business, and on motion duly made and seconded, the meeting was adjourned at 6:30 pm.

Next Meeting: Tuesday, August 21st 2018

DRAFT

SENATE SUBCOMMITTEES
August 2018 – June 2019

Academic Planning and Program Review Committee

Membership: Senators and non-Senators

Meetings: 2nd Tuesday of the Month - 4:00 - 6:00 pm

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Majid Raja (BUS)
VP Academic & Provost	Laureen Styles
Dean	Brad Martin
Faculty	Michael Thoma (F&A)
Faculty	Tom Flower (A&S)
Faculty	Stephen Williams (EDU)
Faculty	Jane Raycraft (GLOB)
Faculty	Darcie Hillebrand (BUS)
Faculty	
Faculty	
Faculty*	
Staff	
Staff	Michelle Gervais
Student	
Student	
(Non-Voting) Resource Members	
Administrator	
Administrator	Jillian Feist
Manager, Institutional Research or Designate	Dan Kelly

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

SENATE SUBCOMMITTEES
August 2018 – June 2019

Budget Advisory Committee

Membership: Senators

Meetings: November 2018 – March 2019;
Schedule is determined at first meeting

(Voting)	
Vice-Chair of Senate	Majid Raja
Administrator	
Administrator	
Faculty	
Faculty	
Faculty	
Faculty*	
Staff	
Student	
Ex-Officio Member (Non-Voting)	
Chair of Senate	Paul Dangerfield
VP Finance and Administration	Jacqui Stewart

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

SENATE SUBCOMMITTEES
August 2018 – June 2019

By-law, Policy and Procedure Committee

Membership: Senators and non-Senators

Meetings: 2nd and 4th Tuesday of the month – 1:00 – 2:30 pm.

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Majid Raja
Administrator	
Faculty	
Faculty	
Faculty	
Faculty*	
Staff	
Student	
(Non-Voting) Resource Members	
Administrator	

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

SENATE SUBCOMMITTEES
August 2018 – June 2019

Instructional Technologies Advisory Committee

Membership: Senators and non-Senators

Meetings: (Previously 4th Tuesdays)

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Majid Raja
Dean	Halia Valladares
University Librarian	Debbie Schacter
Faculty	
Faculty	
Faculty	
Faculty	
Faculty	
Faculty*	
Staff	
Student	
(Non-Voting) Resource Members	
VP Academic and Provost	Laureen Styles
Chief Information Officer or Designate	
Registrar or Designate	Shelly Graff
Centre for Teaching Excellence Representative	Laura MacKay
Manager, Web & Instructional Technology	Teodora Dotzeva
Student	

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

SENATE SUBCOMMITTEES
August 2018 – June 2019

Vice-Chair Nominating Committee

Membership: Senators

Meetings: TBD - One or two meetings between May and June

Administrator	
Faculty	
Faculty	
Staff	
Student	

Self-Evaluation Committee

Membership: Senators

Meetings: TBD - One or two meetings between May and June

Administrator	Debbie Schachter
Faculty	
Faculty	
Faculty	
Staff	
Student	

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

SENATE SUBCOMMITTEES
August 2018 – June 2019

Tributes Committee

Membership: Senators
Meetings: As and When

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Majid Raja
Administrator	
Faculty	
Faculty	
Faculty	
Faculty*	
Staff	
Student	
Ex-Officio Member (Non-voting)	
Executive Director, Advancement	Irene Chanin

Naming Opportunities Committee (Senators)

Membership: Senators
Meetings: As and When

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Majid Raja
Administrator	
Faculty	
Faculty	
Faculty	
Faculty*	
Staff	
Student	
Ex-Officio Member (Non-Voting)	
Executive Director, Advancement	Irene Chanin

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

SENATE SUBCOMMITTEES
August 2018 – June 2019

Curriculum Committee (Senators and non-Senators)

DAC Recommends to Senate (2 Year Term)	
(Voting)	
Humanities	(Vacant)
Social Sciences	Sean Ashley
Science, Technology, Engineering and Mathematics	Deanna Baxter
Motion Picture Arts	Seanna McPherson
Design	Pascal Milelli
Performing Arts	David Geary
Business, International Programs, Projects and Partnerships	Darcie Hillebrand
Applied Business, Legal Studies, Communications	Deb Jamison
Tourism and Outdoor Recreation Management	Caroline Depatie
Health and Education	Rachel Yu
Global Stewardship, Public Administration & Human Kinetics	Caroline Soo
Access and Academic Preparation	Michelle Gunness
Library	Jocelyn Hallman
Student Services	Keith Lam
Students (1 Year Term)	
Administrators (VP)	Laureen Styles
Dean	Brad Martin
Dean	Halia Valladares
Dean	(Aurelea Mahood)
Registrar	(Vacant)
One Academic Advisor	Shahnaz Darayan
Director of Continuing Studies & Executive Education	(Vacant)
Chair or Vice-Chair of Senate	Paul Dangerfield / Majid Raja
(Non-voting)	
Chair	Deb Jamison

SENATE REPORT

AGENDA ITEM:	Stage 1, Bachelor of Human Kinetics
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	August 21, 2018
PRESENTER:	M. Thoma

PURPOSE

The Bachelor of Human Kinetics (BHK) is intended to retain our existing diploma students and attract new domestic and international students.

BACKGROUND

The BHK degree is proposed in response to strong student demand and a growing labour market and based on an approval to proceed with credential development in 2015. The existing diploma program has been running for more than 17 years and student surveys reflect their desire to stay at CapU and complete a 4-year degree. There is a growing demand for human kinetics and kinesiology courses and programs and there is a high utilization of available seats (mid 90%) in most programs. The program sustainability offers positive projections.

DISCUSSION

The committee reviewed this proposal on two occasions and was concerned with 1) the presentation of the information and gave suggestions for tightening the content to make it more persuasive 2) clarification of years 3 and 4 of the proposal and student learning outcomes 3) the credential name, Bachelor of Human Kinetics and Health, suggesting a focus not clearly captured in the proposal, as well as consistency with similar programs.

RECOMMENDATION

THAT Senate approve the Stage 1 proposal for the Bachelor of Human Kinetics move forward to the Board.

Stage 1: Program Sustainability Worksheet

Proposed Program Name:	Bachelor of Human Kinetics (BHK)
Faculty/School and Department Name:	Faculty of Global and Community Studies, School of Human Kinetics
Anticipated Start Date:	Fall 2021
Delivery Method(s):	Mixed Mode
Institutional Contact:	Brad Martin

Description of Program

Institutional Alignment

Describe how and why your faculty/school selected this program as a priority.

In summary, the BHK was chosen because the Degree proposal:

- Aligns with University 2014-2018 Academic Plan, particularly the focus on experiential and Inter-professional Learning
- Aligns with institutional goal of student success
- Meets the needs of industry, government and students

Please refer to Institutional Mandate/Capacity Section A-B of the BHK Stage 1 proposal.

Why did you choose this program over enhancing an established program?

- Since the Diploma was established, the discipline of human kinetics has evolved from a focus largely on coaching and physical education to one that addresses health from a broader determinants of health perspective. This broader focus is in direct response to government policy directives and industry and societal needs for health sector reform. The BHK will graduate students who embrace this broader perspective and who are leaders that advocate for and support healthy lifestyles in local, national and international communities.
- Student demand for a degree in Human Kinetics
In 2017 88% HKIN students surveyed would remain at Capilano University to complete their degree. According to data from the 2015 to 2017 Diploma, Associate Degree & Certificate Student Outcomes (DASCO) Survey Questionnaire, 80% of Human Kinetics Diploma graduates have enrolled in further studies.

Please refer to System Coordination/ Program Duplication section C of the BHK Stage 1 proposal.

Market Analysis

Student and Labour Market Demand

Provide the dates of data collection; data should be current to within a year or two.

In 2017, consultations were conducted with representatives from relevant industry professionals, other post-secondary institutions, experts in the field, internal departments and academic programs at Capilano University, and students. Data from the consultations indicated support for the degree program and informed curriculum design.

There is a growing demand for human kinetics and kinesiology courses and programs in the province. For example, there is high utilization of available seats (mid 90%) in most programs¹.

In addition, current job postings (please see Appendix A – Current Job Postings) were collected to gain an understanding of employer needs and potential earnings. The table below lists pertinent occupations, with graduate and postgraduate earning capacity from the National Occupational Classification (Province of British Columbia, 2018).

OCCUPATION	OCCUPATION CODE (NOC)	BC JOB OPENINGS TO 2025	JOB GROWTH, 2020 TO 2025	MEDIAN SALARY, 2016
<i>Occupations not requiring graduate education</i>				
Program leaders and instructors in recreation, sport and fitness	5254	3,910	+ 1.1%	\$41,712
<i>Occupations requiring graduate education</i>				
Recreation, sports and fitness program and service directors	0513	1,070	+ 1.4%	\$54,288
Health policy researchers, consultants and program officers	4165	1,580	+ 1.8%	\$70,660
Other professional occupations in therapy and assessment	3144	700	+ 2.4%	\$51,327
Senior managers – health, education, social and community services and membership organizations	0014	2,050	+ 1.2%	\$77,772
<i>Occupations requiring post-graduate education</i>				
Physiotherapists	3142	1,590	+ 2.3%	\$75,082
Occupational therapists	3143	830	+ 2.1%	\$80,129

Please refer to Social and Economic Benefit, Section C & D and the System Coordination section B of the BHK Stage 1 proposal.

¹ Enrolment and seat utilization 2016/17 reported at BC Physical Education and Kinesiology Articulation (BCPEKA) annual meeting 2017

Advertising and Promotion

Advertisement and promotion for the proposed program will occur through the following channels:

- CapU Viewbook
- CapU calendar
- Capilano University and School of Human Kinetics website
- Academic Advising information sessions

Additional promotion and marketing requirements, such as videos, brochures and recruitment information sessions may also be planned, and may have resource implications.

Program Sustainability

Projected Headcount

Refer to Appendix 3 – BHK Projected Student Enrolment, included in the Stage 1 proposal.

Over the last five years (201410 to 201810), international students have made up 4% of the total student enrolments in the Human Kinetics Diplomas². This proportion has been applied to the project revenues below.

Please see Appendix B – Current HKIN enrolment trend report.

² <http://frontlines.capilanou.ca/uploadedFiles/content/departments-services/institutional-research/reports/KPI%20-%20Enrolment%20Spring%202018%20All%20-%2020180123.pdf>

Staffing Model

In summary:

- The School of Human Kinetics currently has 1 FTE instructor and 5 part-time instructors.
- Current instructors would be offered additional sections to create FTE positions
- Anticipate the hire of 1-2 additional faculty members, both instructional and field studies coordinator
- Addition of a FTE lab technician
- Addition of a 0.5 FTE DA position

Please see Appendix 4 - Projected Instructional and Staffing Plan.

Impact on other non-academic areas.

Discussion is underway with departments representing other non-academic areas (e.g. Counselling, EAP, CIE, Career Services and the library etc.), which will continue throughout BHK development as approvals are granted.

Projected Revenue

The proposed degree will be based on the current fee cost per credit. Capilano University charges \$127.21 for domestic students and \$572.00 for international students. For comparison UBC - Vancouver Kinesiology degree program charges \$172.99 per credit for domestic students and \$1,163.76 for international students. Whereas Douglas College which offers a Sport Science degree in Coaching and Teaching charges \$101.65 per credit for level 1 and 2 courses, and \$121.85 per credit for level 3 and 4 courses for domestic students, with a set rate of \$580.00 per credit for international students.

Note, that where the number of student enrolments forecasted was represented as a range in Appendix 3, the median of that range was used to estimate the projected revenue below.

[Please use the number of credits required for your program to project the projected revenue in the tables below](#)

Projected Revenue

Students	# of Students	# of Credits	\$ per Credit	Surcharge	Total
Domestic	248	120	\$127.21	\$0	\$3,785,769.60
International	10	120	\$572.00	\$0	\$686,400.00
Total (over all four years)					\$4,472,169.60
Total per Year					\$1,118,042.40

Projected Expenses

Provide a detailed explanation of how existing and proposed facilities and equipment will be allocated to the program.

The School of Human Kinetics (HKIN) presently has a preferred classroom next door to the laboratory, which allows an easy flow of student traffic and more importantly learning environment for the students. We anticipate

maintaining this arrangement on campus. Since 2015, HKIN has established a laboratory with a growing equipment inventory.

Regular Expense	\$ Salary	Sections	FTE	Total
Instructional	\$13,000	8	8.83	\$918,320.00
Coordination	\$13,000	8	0.50	\$52,000.00
Staff	\$45,000		2.50	\$112,500.00
Operating budget				\$30,000.00
Total (per Year)				\$1,112,820.00

For a regular operating year (with students enrolled across all four years of study), the regular annual revenue (\$1,118,042.40), less the regular annual expenses (\$1,112,820.00), equals a regular annual surplus of \$5,222.40.

Additional equipment to enhance the learning experience for both upper and lower courses is required as an initial start-up cost to the program. The program anticipates applying for a kinesiology accreditation with the Canadian Council of University Physical Education and Kinesiology Administrators (CCUPEKA). The fee listed under one-time costs represents the site visit review, honorarium and reviewer expenses.

Start-Up Equipment Budget

Item	Unit price	Unit/s	Total inc. taxes
ADI Software (Advanced Teaching Systems)	6,665.00 USD	5	<i>\$ 33,565.00 USD</i> \$42,004.92 CDN
Velotron with Rehab Dynafit Frame	11,450	1	\$11,450.00
Force-plate gait analysis	12,000	1	\$12,000.00
Body composition analyzer	4500.00	1	4,500.00
CCUPEKA accreditation	4000.00		4,000.00
Total (one-time)			\$ 73,954.92

Provide a detailed explanation of how any additional student services will be delivered.

The degree will require students to complete two (3-credit) field studies courses with an optional third field studies course. This will require a 0.5 FTE field studies coordinator. This position will liaise with the Student Career Services department.

Appendix A - Current Job Postings

FITNESS DIRECTOR / CLINICAL EXERCISE PHYSIOLOGIST - Medical Fitness Program

Doctor's Fitness Rx - Vancouver, BC

x

Saved

[Saved to My Jobs](#)[Undo](#)

Doctor's Fitness Rx is a multidisciplinary medical fitness program designed to help people living with cardiovascular disease and/or significant cardiovascular risk factors. In addition to optimizing clients' medical therapy, we prescribe exercise and a healthy diet to realize their optimal health. Clients exercise with our Clinical Exercise Physiologists in our facility up to 3 days a week.

We are looking for an exceptionally talented Kinesiologist / Clinical Exercise Physiologist to take on the role of **FITNESS DIRECTOR** to help design, manage and continuously improve the program. In addition, you will lead/manage the other Clinical Exercise Physiologists working in the program. Experience in Cardiac Rehabilitation is considered a significant asset. The start date will be May 1, 2018.

Tasks and responsibilities, as Fitness Director:

- Development, implementation, evaluation and continuous improvement of fitness program;
- Recruitment, training and supervision of a team of Clinical Exercise Physiologists, including ongoing management of performance with quarterly reviews.
- Development, maintenance and delivery of a training program for all new Clinical Exercise Physiologists and for ongoing professional development;
- Creation and maintenance of staffing schedules to ensure coverage of all fitness sessions, providing coverage when required;
- Oversight of fitness room operations;
- Manage inventory of program supplies and medical/exercise equipment;
- Ensure the safety of all participants, staff, and property;
- Respond to medical emergencies and follow medical emergency protocols;
- Other duties as required;

Tasks and responsibilities, as Clinical Exercise Physiologist:

- Resting and stress ECG testing;
- Functional and physical assessments of new participants;
- Development of personalized exercise programs for participants with heart disease or other chronic diseases such as diabetes, high blood pressure, and obesity;
- Lead and supervise exercise sessions;
- On an ongoing basis, assesses participants' exercise capacity and provide and implement exercise prescription based on the results of a participant's exercise stress test and clinical status;
- Provide education to participants and address any questions or concerns related to their exercise prescription;
- Motivate clients to help them achieve their goals;
- Other duties as required

Qualifications:

- Completed Bachelor's degree in Human Kinetics or Kinesiology;



Employment Opportunity The YMCA of Greater Vancouver

Date Posted:	November 29, 2017
Position Title:	Supervisor, YMCA Healthy Heart
Location:	Administrative work is done at the YMCA Healthy Heart office (#208 245 E Columbia St., New Westminster). Exercise classes occur in New Westminster, Surrey, Maple Ridge, Port Moody, Coquitlam, and Burnaby. Class coverage is divided between the two Supervisors. Travel to all program sites may be required as needed.
Shift:	28 hours per week
Terms:	Part-time, Permanent
Salary:	Under review (will include benefits)
Start Date:	As soon as possible
Reports To:	Manager, YMCA Healthy Heart

Situation:

The YMCA of Greater Vancouver is a charity dedicated to strengthening the foundations of community, by nurturing the potential of children, teens & young adults, promoting healthy lifestyles, fostering a sense of social responsibility and delivering lasting personal & social change. We are building a community in which a generation of children and families reach their full potential. Our values guide our decision-making and behavior—we do the right thing, put people first, keep our promises and lead by example.

For over 130 years, we have been part of the community, a place where people of every age and background find the support they need to grow in spirit, mind and body. One of the Lower Mainland's leading charities, the YMCA of Greater Vancouver provides services in health & fitness, child care, camping, employment & community services to over 120,000 participants annually.

The YMCA Healthy Heart Program is a community based cardiac prevention, rehabilitation and maintenance program. Clientele include individuals with known heart disease or other chronic diseases such as diabetes, high blood pressure, obesity and congestive heart failure. Medically directed exercise classes are offered in New Westminster, Surrey, Maple Ridge, Port Moody, Coquitlam and Burnaby.

Nature & Scope:

The Healthy Heart Supervisor will provide leadership to the Healthy Heart program, ensuring we deliver high quality programming in our community. Reporting to the Manager and working closely with another Supervisor, the Supervisor will oversee and support the overall functions of Healthy Heart operations. The Supervisor is responsible for leading and supervising exercise sessions, developing training, supervising part-time exercise instructors, and all related administration.

Major Responsibilities:

- Lead and supervise exercise classes for individuals with known heart disease or other chronic diseases such as diabetes, high blood pressure, obesity, and congestive heart failure.
- On an ongoing basis, assesses participants exercise capacity and provide and implement exercise prescription based on the results of a participant's exercise stress test or metabolic tests and clinical status
- Provide education to participants and address any questions or concerns as it relates to their exercise prescription
- Respond to medical emergencies and follow medical emergency protocols
- Develop, maintain and deliver a training program for all new instructors and for ongoing professional development
- Provide leadership to program delivery and ensure program content meets the appropriate criteria for special populations with heart disease or other chronic diseases



Strength & Conditioning Coach

Burnaby, Canada • Contract

Company Description

Fortius Sport & Health is an integrated athlete development centre strengthened through philanthropy and focused on optimizing athlete performance for life. Situated in Burnaby, B.C., we are home to a state-of-the-art training centre, FIFA-standard turf pitch, NBA/FIBA/collegiate lined gymnasium, sport science lab, sport medicine institute, 50-room lodge and a chef-inspired bistro. Our integrated team of sport medicine and science practitioners share their complementary expertise to deliver precise, customized treatment and training plans for athletes of all ages and abilities, under one roof.

Learn more at www.fortiusport.com.

OUR VISION:

A sport culture strengthened by athletes achieving their full potential and realizing the life-long benefits of sport.

OUR MISSION:

Our mission is to optimize athlete performance for life by integrating sport medicine, science and healthcare experts within an athlete development centre that is strengthened by philanthropy.

OUR MANTRA:

Job Description

The focus for this role will be working with athletes of all levels and abilities who are interested in taking an active role in improving their health, increasing their physical fitness, and optimizing their performance. Our coaches take an active role in the delivery of private coaching, small and large group training as well as providing leadership and support to variety of program areas. As an evolving organization, this role requires initiative and a strong ability to be self-motivated while continuing to support the Fortius Training Centre vision.

Your duties and responsibilities in the position of Strength & Conditioning Coach include but are not limited to:

- Take direction from the Director of Strength & Conditioning on all issues relating to the development and delivery of strength, conditioning and training programming and services;
- Develop and deliver individual and group goal-oriented training programs for clients of all ages and abilities;
- Engage with Training Centre members and clients with an enthusiastic, knowledgeable and customer service oriented approach;
- Perform functional movement screens and incorporate results of functional, physiological and biomechanical assessments into client training programs;
- Provide introductory consultations to prospective members and clients in the Training Centre;
- Prepare and deliver educational seminars on a variety of health and fitness conditioning topics for a diverse clientele;
- Integrate and work collaboratively with Strength & Conditioning colleagues and other members of the Fortius Practitioner team;
- Actively prospect and pursue new contacts and clients;
- Participate in departmental meetings, training and in-services and clinical studies and research activities as required.

Qualifications

QUALIFICATIONS, SKILLS, AND EXPERIENCE:

- Post-secondary education (preferably a Master's) with a focus on Kinesiology, Human Kinetics, Sports Sciences or a related field;
- Minimum 3 years' experience as a practicing strength & conditioning specialist in a multi-disciplinary environment;
- Current strength and conditioning credentials are expected (i.e. NSCA-CSCS, CSEP-PT);
- Certifications in Exercise Physiology would be considered an asset (i.e. CSEP-CEP, ACSM-CEP)
- Experience in training groups and teams would be an asset;

<https://jobs.smartrecruiters.com/FortiusInstitute/743999660646146-strength-conditioning-coach>

1/2

» Do you want employers to find your Indeed Resume? [Yes, complete account](#) - [No, delete my resume](#)

what

job title, keywords or company

where

city or province

Find Jobs

Advanced Job Search

Kinesiologist

Medisys - Vancouver, BC

Part-time

Kinesiologist

As a Medisys Kinesiologist, you will work in a clinical setting as part of a multidisciplinary team providing health and wellness solutions to our clients. You will liaise with other clinic staff, physician and administration to ensure effective delivery of our services.

Tasks and responsibilities for the Kinesiologist:

- Perform Stress and Resting ECG Testing, Fitness testing and Strength Testing;
- Perform Functions ability fitness tests for our occupational clients;
- Other testing includes Audiometry, Spirometry, and Vision testing, Drug screening, Urinalysis;
- Provide feedback and fitness related information to and answer clients' questions;
- Responsibilities also include stocking and cleaning testing rooms, maintenance of testing equipment and performing related clinical and administrative duties as assigned.

Skills and Qualifications for the Kinesiologist:

- Completed Bachelor's degree in Human Kinetics or Kinesiology and 1-2 years of relevant experience in a clinical setting;
- Relevant experience as a Kinesiologist, an asset;
- Experience or training to perform vaccination, an asset;
- CSEP or ACSM certifications will be considered, an asset;
- Knowledge of BRUCE protocol preferred;
- Current CPR Certificate;
- Excellent command of the English language, both verbal and written;
- Ability to prioritize and make decisions affecting patient care;
- Ability to work independently, with minimum supervision, while delivering highest level of patient care;
- Personal qualities must include high level of maturity, professionalism, respect for confidentiality and commitment to the superior level of customer satisfaction;
- Experience and interest in preventative health and education with desire for growth;
- Self-starter who demonstrates attention to detail, a high level of accountability and sound judgement;
- Demonstrates flexibility and the ability to work effectively in a team environment;
- Works well under pressure and demonstrates a sense of urgency in completing time sensitive tasks;
- Demonstrates flexibility in order to travel to off-site client locations as required
- Demonstrates effective organizational, multitasking and problem solving abilities
- Proficient with Microsoft Office applications (Word, Outlook, Excel and PowerPoint).

About Medisys



Get job updates from Medisys. By selecting Follow, you agree to get updated information and new jobs for this company by email. You can cancel alerts at anytime.

Medisys

Founded in 1987 by Dr. Sheldon Elman, Medisys has grown from a regional clinic to Canada's only private national provider of preventive...

» Do you want employers to find your Indeed Resume? [Yes, complete account](#) - [No, delete my resume](#)

what

job title, keywords or company

where

city or province

[Find Jobs](#)

[Advanced Job Search](#)

Rehabilitation Counsellor – Prince George Region

The Plan Office of the IWA-Forest Industry Pension & LTD Plans - Burnaby, BC

WHO WE ARE

Established to support Canadian forestry workers and their families, the IWA-Forest Industry Pension and LTD Plans provide pension and disability benefits and rehabilitation services to members. With over \$3.6 billion in assets, 450+ participating employers and 70,000 members, the IWA-Forest Industry Pension Plan is one of Canada's top 100 pension funds, and is one of the top three private sector pension funds in BC. The IWA-Forest Industry LTD Plan was created almost a decade after the pension plan, and now serves over 11,000 members across western Canada. The plans are intended to supplement government retirement benefits and provide financial protection in the event of illness and injury. They are a valuable part of members' financial security in retirement and beyond. Both plans are administered by the Plan Office, which manages plan assets and benefits.

POSITION:

The Plan Office of the IWA- Forest Industry LTD Plan is offering an excellent opportunity for a Rehabilitation Counsellor based in Prince George, BC, to serve our members in the Cariboo and the North.

The successful candidate will provide services and support for our members in receipt of short term or long term disability benefits. You will provide a continuum of clinical and vocational rehabilitation services to assist members in their transition from injury and illness to renewed health and function, medical resolution, occupational readiness and safe return to the same or suitable alternate employment.

Your responsibilities include regional travel and meetings with members, employers, union representatives, health professionals and community services providers to coordinate successful rehabilitation and return to work outcomes.

This position will be working in the same location as our current Rehabilitation Counsellor in the North to form a professional team for this important region, and work in cooperation with the Plan Office and our team of rehabilitation counsellors covering the rest of BC and one operation in Saskatchewan.

YOU HAVE:

- A minimum of a bachelor's degree in a related discipline (e.g. rehabilitation counselling, psychology, social work, nursing, occupational or physical therapy, kinesiology or human kinetics, disability management or community rehabilitation.) A combination of education and experience will be considered.
- 3 plus years of experience in vocational rehabilitation with training and experience in counselling persons with disabilities.

Get job updates from The Plan Office of the IWA-Forest Industry Pension & LTD Plans. By selecting Follow, you agree to get updated information and new jobs for this company by email. You can cancel alerts at anytime.

[Follow](#)

The Plan Office of the IWA-Forest Industry Pension & LTD Plans

The IWA - Forest Industry Pension Plan was created in 1973 to provide retirement benefits for the unionized members of the British Columbia...

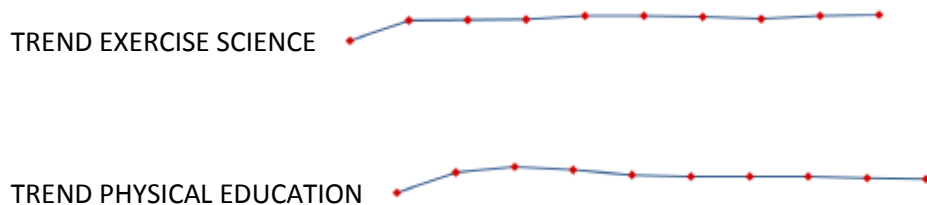
Appendix B – Current HKIN enrolment trend report

Human Kinetics Diploma Program (Exercise Science, Physical Education) Enrolment Report

Enrolment: The number of students enrolled in at least one course and has been admitted to an academic program.

Faculty	Program Code	Program Name	Credential Code	201410	201510	201610	201710	201810
GCS	637002	Human Kinetics - Exercise Sci.	DIPL	90	86	80	90	93
GCS	637003	Human Kinetics - Physical Ed	DIPL	52	51	52	47	44
	TOTALS:			142	137	132	137	137

HKIN Enrolment Report 2018, Spring Terms 2009-2018



Please note: Data produced by Institutional Research

Enrolment data retrieved from Frontlines

<http://frontlines.capilanou.ca/departments-services/institutional-research/Reports/>



Stage 1 Degree Submission

Capilano University - Bachelor of Human Kinetics

June 21, 2018

The purpose of the Stage 1 Review is to determine the need for the program and how it fits with other programs currently offered by the BC public post-secondary education system. It applies to BC publicly funded post-secondary institutions as a means to ensure public resources are spent effectively.

Submission format:

- To facilitate the Stage 1 Review, institutions must complete this template to ensure that all necessary information is provided for the DQAB review.
- Supporting letters, surveys and other documentary evidence should be included as appendices.
- Use “n/a” or “non-applicable” for a criterion that does not apply and include a brief rationale.
- The submission should be concise and not exceed 12 pages or 4,000 words, excluding appendices.
- In red on to the template are the submission guidelines for each standard. The submission guidelines detail suggested evidence the institution may provide to demonstrate the program meets each criterion.

INSTITUTION: Capilano University	PSIPS PROPOSAL #:
PROPOSED DEGREE: Bachelor of Human Kinetics	

Summary of Degree Program

Human kinetics has evolved from a focus largely on coaching and physical education to broader investigations into the determinants of health. This wider perspective is reflected in current government policy directives, industry and societal needs for health sector reform, and the proposed Bachelor of Human Kinetics.

Degree Structure and Program Concentrations: The 120 credit Bachelor of Human Kinetics (BHK or 'the degree') is a four-year degree of full-time study, or can be taken part-time. The first two years of the degree provide foundational knowledge in life, physical and social sciences, to build a holistic understanding of key health concepts and provide an optional exit point for students. As students deepen their analysis of more complex concepts and contexts in the final two years, they may declare a concentration in exercise science or health promotion, or proceed towards a general BHK. The anticipated implementation date for the degree is Fall 2021.

Targeted Students: The degree is designed for students interested in developing expertise across a broad body of knowledge related to the study of human kinetics, and applying this to the promotion of healthy lifestyles. This will include students currently registered in the Human Kinetics Diploma as well as newly admitted students.

Learning Outcomes: In preparation for a career related to human kinetics, BHK graduates will be able to:

1. Communicate effectively as human kinetics and health professionals across a variety of populations and environments;
2. Critically evaluate and interpret rapidly changing health information;
3. Apply acquired knowledge and practical experience to foster the health of individuals and communities;
4. Assess, design and implement programs to facilitate health behaviour change;
5. Utilize technological innovations in the field of human kinetics and health;
6. Demonstrate industry-specific best practices, professional behaviour and ethics; and
7. Acquire and refine job-ready knowledge, skills and attitudes through inter-professional learning.

Delivery Methods: Teaching is primarily provided in-person. Proposed courses include seminars, lectures and fitness testing in exercise laboratories. Experiential learning and Inter-professional learning (IPL)¹ are woven throughout all four years of study for all students. In their final two years, students expand their learning in work-integrated contexts, through 3-credit courses in field studies and a capstone project.

Unique Features: The extent of the integration of experiential learning and IPL, as well as the consistently small class sizes, are distinguishing elements of the degree. The BHK represents an important opportunity for Capilano University to increase the baccalaureate degrees available to students in its mandated service areas of North Vancouver, Sechelt and the Sea-to-Sky Corridor.

Employment Prospects: The health and social assistance industry will be one of four industries with the greatest projected openings in BC over the next decade, largely due to the increasing burden of chronic disease and the aging BC population (BC Ministry of Jobs, Tourism & Skills Training and Ministry Responsible for Labour, 2017). The BHK graduates will be employable for the various in-demand health roles, such as health policy researchers or officers; other professional occupations in therapy and assessment; social and community service workers; or recreation, sports and fitness service directors or program instructors. Across these occupations, there are expected to be over 18,000 job openings to 2025 in British Columbia alone (Province of British Columbia, 2018).

¹ IPL definition- "learning occurs when students from two or more professions learn about, from and with each other to enable effective collaboration and improve health outcomes" (World Health Organization, 2010).

INSTITUTIONAL MANDATE / CAPACITY <i>STANDARD: The institution must establish that it has the mandate and capacity to offer the proposed degree program.</i>	
CRITERIA:	COMMENTS:
A. Mandate	
How does the proposed program fit within the mandate of the institution?	As a special purpose, teaching university, Capilano University (from here-on referred to as Capilano) is mandated to provide academic programs, including baccalaureate degrees, to meet the needs of North Vancouver, Sechelt, and the Sea-to-Sky Corridor and to undertake and maintain applied research and scholarly activities in support of these programs. This program would expand the baccalaureate programs offered to service students and employer needs in our mandated area.
How does the proposed program support the current academic and strategic plan of the institution?	<p>Themes from the 2014-2018 Academic Plan:</p> <ul style="list-style-type: none"> • provision of meaningful credentials that are rigorous, current, relevant, valued and in demand • experiential learning • interdisciplinarity <p>Strategic goal from the 2015-18 Strategic Plan:</p> <ul style="list-style-type: none"> • student success, in terms of students' careers, education and place in community <p>BHK's alignment:</p> <ul style="list-style-type: none"> • Credential designed to directly respond to a social and market need for a social/ behavioural approach to health improvement • High level of experiential learning and IPL • Courses incorporate life sciences, physical sciences and social studies to understand health • Well-prepared for employment through career-oriented coursework and networking opportunities • Engagement of learners in the health and wellness service industry, broadening their sense of community commitment
B. Capacity	
To what extent does the program build on the institution's existing infrastructure, resources and experience from offering programs in related fields over the past three years?	Capilano University has offered the Human Kinetics Diploma with streams in exercise science and physical education for 17 years. Between 2015 and 2017, 96% of graduates report being satisfied with this education (BC Student Outcomes, 2018). Of graduates surveyed in 2017, 92% felt prepared for further study, and 86% were in the labour force (BC Student Outcomes, 2018). The BHK

	<p>Year 1 and Year 2 curriculum will incorporate elements of the existing Human Kinetics Diploma curriculum.</p> <p>Our six Faculty members maintain active professional ties to health promotion, exercise science, biomechanics, strength and conditioning, sport psychology and chirotherapy.</p> <p>The School of Human Kinetics has a dedicated fitness laboratory with high-quality testing equipment. The Department of Athletics and Recreation provides access to the university gym for teaching purposes.</p>
<p>To what extent has the institution assessed the resources required and identified funding sources needed to implement the program?</p>	<p>A sustainability worksheet of the degree was completed to identify necessary requirements and the impact of the degree on existing supports and services across the university.</p> <p>There will be a need for additional instructors within the School of Human Kinetics, as well as administrative staff to support implementation of the degree (see Appendix 4 for Projected Instructional and Staffing Plan).</p> <p>The degree plans to launch in the Fall term of 2021. It is expected to result in approximately 50 graduates with the BHK credential each year, starting from Spring 2024. After the first four years, the aim is to expand capacity and increase enrolment numbers in line with greater demand and support for the program. See Appendix 3 for the Projected Enrolment Plan.</p>

SOCIAL AND ECONOMIC BENEFIT	
STANDARD: The institution must demonstrate that the proposed program will serve the social and economic needs of British Columbians.	
CRITERIA:	COMMENTS:
A. Priority of Program Focus	
<p>Is the program focus primarily on meeting social benefit(s) or economic benefit(s)?</p>	<p>The primary focus of the degree is to provide the social benefit of reducing the prevalence of chronic health conditions. Secondly, this will provide the economic benefits of decreased health-care costs and supply of skilled health professionals to the labour force.</p>
B. Social Benefit	

<p>What social, cultural, regional, community, environmental, institutional and/or intellectual benefits would the proposed program provide?</p>	<p>Currently, one in three British Columbians is living with at least one chronic condition (such as diabetes, cardiovascular disease or cancer), many of which are preventable with healthy lifestyle behaviours (BC Ministry of Health, 2014). The escalating health care and societal costs associated with chronic disease has led to policy and programmatic efforts to address the issue (World Health Organization 2016; Pan-Canadian Public Health Network, 2015; BC Ministry of Health, 2014; Provincial Health Services Authority, 2015; BC Alliance for Healthy Living, 2014).</p> <p>The degree educates students on how to assess, design and implement programs to facilitate health behaviour change, leading to improved healthy lifestyles and prevention of chronic diseases.</p>
<p>How would the proposed program advance social goods or government priorities?</p>	<p>The degree curriculum directly reflects the provincial government’s preventive health strategies, which advocate for “prevention and early treatment for all health issues” (BC NDP, 2017, p1). Currently, the BC Ministry of Health is overseeing implementation of the Active People, Active Places: BC Physical Activity Strategy which is designed to guide co-ordinated policies, practices and programs in physical activity that will improve the health and well-being of British Columbians (BC Ministry of Health, 2015). Regionally, Vancouver Coastal Health Authority identifies chronic disease as one of the region’s priority health challenges and is implementing preventive strategies (active living programs and initiatives) which take a population health approach to healthy lifestyle behaviours (2017).</p> <p>As stated above, with the experience and skills for a range of health-related professions, graduates of the degree will work to decrease the societal burden of chronic disease by fostering health behaviour change. Our graduates will be the skilled workers needed to continuously support and realize regional and provincial initiatives for healthy communities.</p>
<p>C. Economic Benefit</p>	
<p>What direct and/or indirect economic, industrial or labour market benefits would the program offer the student, community, region or province?</p>	<p>According to a report published by the Provincial Health Services Authority,</p> <p>“if we could reduce the prevalence of each of these three risk factors (excess weight, physical inactivity and tobacco smoking) by a relative 1% annually until 2036, British Columbia could avoid a cumulative \$15.0 billion in direct and indirect costs” (Provincial Health Services Authority, 2015, p. 23).</p> <p>Employed in relevant health professions, degree graduates will play a direct role in the reduction of these risk factors among British Columbians by creating effective opportunities and supportive environments for changing health behaviours. This would ultimately reduce costs to the province.</p>

	<p>BHK graduates can expect higher earnings in one of the many relevant, in-demand health professions (outlined below).</p>
<p>How would the proposed program support economic growth and/or government economic priorities?</p>	<p>The degree will support economic growth by supplying a knowledgeable and adaptable labour force for the health and recreation sectors. <i>Canada Starts Here: The BC Jobs Plan</i> reinforces that a highly skilled labour force is one of the strategic advantages of British Columbia important to creating a strong economy (Province of British Columbia, 2016). The <i>B.C.'s Skills for Jobs Blueprint</i> outlines that matching post-secondary education to jobs in demand is pivotal to realizing this vision (WorkBC, 2014), which has been ensured through consultations with industry professionals and representatives of health organizations (refer to Appendix 1 for Consultation Findings).</p> <p>'Healthy citizens' is one of the strategic priorities of the Province of British Columbia, focused on improving health care services and overall health of the population (Province of British Columbia, 2016). By reducing the prevalence of health risk factors as described above, our graduates would contribute to the reduction in required expenditure on health care services, freeing up capital for other projects to aid economic growth. Also, our graduates' creation of effective health promotion programs could have a positive impact on the productivity of the workforce. For example, "Canadian workplace health promotion programs cut absenteeism rates to half of the national average, and bring cost benefits of three times return for every dollar invested" (Canadian Centre for Occupational Health and Safety, 2018).</p>
<p>What labour market needs would the proposed program meet for the province?</p>	<p>In consultation with professionals in the field and government representatives, there was general agreement that there is a need for human kinetics graduates trained to help people adopt healthy lifestyle behaviours, and that this need will increase in the future (refer to Appendix 1).</p> <p>According to the BC 2025 Labour Market Outlook, half of the total projected job openings in BC over the next decade will occur in four major industry groups one of which is the health and social assistance industry. This is largely due to the increasing pressure on the health care system from the burden of chronic disease and the aging of the BC population (BC Ministry of Jobs, Tourism and Skills Training & Ministry Responsible for Labour, 2017).</p> <p>In accordance with National Occupational Classification System (NOC), graduates are predominantly expected to work as:</p> <ol style="list-style-type: none"> 1. health policy and program researchers, consultants or officers (#4165);

	<ol style="list-style-type: none"> 2. senior managers in health, education, social and community services and membership organizations (#0014); 3. other professional occupations in therapy and assessment (#3144) 4. recreation, sports and fitness program and service directors (#0513); or 5. program leaders and instructors in recreation, sport and fitness (#5254). <p>Across these five occupations, there are expected to be 9,310 job openings to 2025 in British Columbia alone (Province of British Columbia, 2018). The vast majority of these jobs will be across the lower mainland (Province of British Columbia, 2018), so graduates will be able to continue to live and work in our mandated area. Graduates in these roles can expect to earn approximately \$41,000 to \$78,000 annually (Province of British Columbia, 2018).</p> <p>Through coursework, and experiential learning and IPL options, students will have opportunities to develop the knowledge and skills necessary to be successful in a range of professions in the field of human kinetics. More specifically, they will acquire ‘soft’ skills, including social perceptiveness, complex problem solving and decision-making, that are key to them thriving in the workforce going forward (Royal Bank of Canada, 2018).</p>
<p>Do potential employers require a degree for graduates to gain employment in the field?</p>	<p>Of the NOC roles listed above, all represent “skilled” work, and most are professional roles that usually require a university degree (Government of Canada, 2018; Province of British Columbia, 2018). Particularly for BHK students who wish to specialize in health promotion, “most entry level Health Promotion positions require an undergraduate or graduate degree in health promotion, health sciences or social sciences from a recognized university” (2007), according to the Centre for Health Promotion at the University of Toronto.</p> <p>Graduates of the degree will have a wider range of professions they will be prepared for and greater opportunities for advancement than those without a degree.</p>
<p>If the main employer will be government or another public agency, what support does the program have from relevant ministry/public employers?</p>	<p>Government or public agencies will employ some graduates, but they will not be the main employers.</p>
<p><i>D. Consultation</i></p>	
<p>What feedback from relevant community groups, employer groups, and professional</p>	<p>In early 2017, consultations were conducted with representatives from: relevant industry professionals, other academic institutions, other experts in the field, advisory group members and students (n=91). See Appendix 1 for the Consultation Findings.</p>

<p>organizations was incorporated into the proposed program?</p>	<p>The sentiment among the group was that increasing the opportunities for students to engage in work-integrated learning (e.g. coaching, field work, laboratory simulation and practicums) is essential to lessening the gap in graduates’ relevant professional skills. In response, experiential learning has been systematically built into the degree curriculum through: practicums; service-learning; case studies; peer teaching assignments; field-based learning; shadowing industry professionals; and simulations. Two dedicated field studies courses and a capstone project course are required in the final years of study, which are 3 credits and one term each. Inter-professional learning is explicitly incorporated in dedicated courses in the degree, such as HKIN 2XX Health and Human Kinetics Career Seminar Series and HKIN 3XX Career and Professional Preparation.</p> <p>Additionally, respondents commented that there is a need for graduates with expertise specific to certain populations, such as Indigenous and older adult populations, and to care and prevention of chronic disease. These issues are holistically addressed throughout the program, and several courses address them directly:</p> <ul style="list-style-type: none"> • HKIN 103 Active Health; • HKIN 16X Contemporary Health Issues; • HKIN 3XX Physiology of Healthy Aging; • HKIN 4XX Exercise Management in Symptomatic Populations; and • HKIN 4XX Aging and Society. <p>There has been consultation with employers and representatives from Squamish Nation and the First Nation Health Authority about ways to make experiential learning opportunities and curriculum relevant to their needs.</p>
<p>If the program relates to a regulated profession, what feedback did the regulatory or licensing bodies and the responsible Ministry provide?</p>	<p>The degree curriculum is designed to meet the accreditation criteria set out by the Canadian Council of Physical Education & Kinesiology Administrators (CCUPEKA) and the British Columbia Association of Kinesiologists (BCAK). Graduates will have to apply for membership to become a practicing member of the BCAK. Graduation from the degree ensures applicants meet all the necessary requirements set forth by the agency (see Appendix 5 for Letters of Support).</p>

SYSTEM COORDINATION / PROGRAM DUPLICATION <i>STANDARD: The institution must establish that the proposed program fills a need within the post-secondary system and that there is no unnecessary duplication with existing programs.</i>	
CRITERIA:	COMMENTS:
A. System Context	
What differentiates the proposed program from all other related programs in the province?	<p>The high-degree of integration of experiential learning and IPL opportunities is the distinguishing element of the BHK. Experiential learning and IPL are integrated throughout the four years of the curriculum, in traditional classroom and laboratory settings, as well as in dedicated courses.</p> <p>Furthermore, students will consistently benefit from small class sizes and working closely with instructors active in their health professions, throughout all required and elective courses in the School of Human Kinetics.</p> <p>The BHK at Capilano is uniquely positioned to serve students in North Vancouver, Sechelt and the Sea-to-Sky Corridor. Adding options for students in these regions to access post-secondary degrees extends our commitment to this area. For our local students, our degree would offer the major benefit of allowing them to complete undergraduate study without the expense and dislocation of studying elsewhere.</p>
B. Consultation	
To what extent has the institution consulted other institutions in British Columbia offering similar programs and responded to their feedback?	<p>Representatives from other post-secondary institutions were consulted in 2017 (see Appendix 1 for the Consultation Findings). Support for the degree was positive, with representatives from other post-secondary institutions stating that the BHK, which incorporates experiential learning and IPL opportunities, is addressing a gap in human kinetics education.</p> <p>The BC Council on Admissions and Transfer (BCCAT) articulation committee for Human Kinetics, Physical Education and Kinesiology</p>

	<p>indicated unanimous support for the degree at their May 2017 annual meeting (see Appendix 5 for Letters of Support).</p>
<p>C. Rationale for Duplication</p>	
<p>If programs with similar learning objectives are currently available in the region or online within the province, what is the rationale for establishing another program?</p>	<p>Currently there are a limited number of Human Kinetics / Kinesiology degrees offered in the province that view human kinetics from a broad perspective that includes health promotion. Other baccalaureate programs are focused specifically on exercise science and/or physical education. While there are inevitable overlaps in the core knowledge required, the degree curriculum is unique in its continuous and explicit approach to embedding experiential learning and IPL opportunities throughout the four-year curriculum, in order to focus on preparing career-ready graduates.</p> <p>There is a growing demand for human kinetics and kinesiology courses and programs in the province and there is high utilization of available seats (mid 90%) in most programs².</p> <p>There are currently few baccalaureate programs specifically targeted to our mandated areas (North Vancouver, Sechelt and the Sea-to-Sky Corridor), none of which have similar learning objectives to create able leaders that advocate for healthy lifestyles in local, national and international communities.</p>
<p>D. Collaboration</p>	
<p>To what extent has the institution explored appropriate ways to collaborate and/or share resources with other institutions offering related programs?</p>	<p>Conversations are underway to explore potential collaboration opportunities with other institutions offering related programs. Recently, human kinetic instructors visited Langara and Douglas Colleges to discuss their fitness testing laboratories and equipment.</p> <p>Capilano's Library is a member of the British Columbia Electronic Network (BC-ELN), allowing programs to access resource subscriptions and a repository platform. Students can also borrow books from other institutions through Capilano's existing reciprocal borrowing agreement with the Council of Post-Secondary Library Directors, BC (CPSLD).</p> <p>The annual BCPEKA-BCCAT articulation committee meeting also provides an opportunity to discuss potential collaboration between institutions. This committee has hosted one-day conferences for kinesiology and human kinetics instructors, with both Douglas College and Capilano University hosting.</p>

² Enrolment and seat utilization 2016/17 reported at BC Physical Education and Kinesiology Articulation (BCPEKA) annual meeting 2017

STUDENT DEMAND AND OUTCOMES <i>STANDARD: The institution must demonstrate that the proposed program will have sufficient ongoing student interest and provide benefit to students.</i>	
CRITERIA:	COMMENTS:
A. Student Demand	
How robust is the demonstrated potential student demand to sustain the proposed program?	<p>Data from a mixed method student survey conducted with students in the Human Kinetics Diploma in 2012 and 2017 indicated that 84% of students would remain at Capilano University to complete their 4-year degree. These findings were supported by a focus group held with current Human Kinetics students in April 2017 (see Appendix 1).</p> <p>The School of Human Kinetics receives an average of 320 applicants for admission to the Human Kinetics Diploma every year; the current annual intake of 80 students could be doubled with qualified applicants. In addition, there has been an increase in the number of international students applying to enrol in the Human Kinetics Diploma of 27% in the past two years. There is also an increase in the number of international students taking HKIN courses.</p>
B. Benefit to Students	
To what extent will students be able to transfer to and from other post-secondary institutions in the province?	<p>Capilano University is an active partner in the BCCAT articulation process, particularly in the areas of human kinetics and kinesiology. This allows Capilano University to be both a receiving and transferring institution (see Capilano University Academic Policies – Transfer Credit Policy – S2013-01).</p> <p>Capilano has existing Memoranda of Understandings (MOU) for block transfer agreements. Preliminary discussions regarding MOUs are underway with BC institutions offering human kinetics or kinesiology diploma programs (Douglas College, Langara College, Okanagan College and College of New Caledonia).</p>

<p>What opportunities are available to program graduates for further study in the field or in professional fields?</p>	<p>Graduates of the degree will be well-prepared for graduate studies in related health fields, such as physiotherapy, medicine, chiropractic, occupational therapy, population and public health, and counselling psychology. A review of current entrance requirements to these graduate programs indicates that the degree credential can satisfy entrance requirements.</p>
<p>What added value will the proposed program offer graduates in terms of employment opportunities?</p>	<p>With a focus on experiential learning and IPL, our students can refine their professional aspirations, while networking with and learning from prospective employers. Alongside courses specifically teaching leadership skills and career preparation, students will have the education to enable them to become confident leaders, working in partnership with a variety of health-related professionals to decrease the prevalence of chronic health conditions.</p> <p>In addition, the degree curriculum provides the foundational knowledge and skills required for multiple licensing and credentialing bodies nationally and internationally. Some examples of credentialing and certifying bodies directly linked to health and human kinetics are: Canadian Society of Exercise Physiology (CSEP), National Academy of Sports Medicine (NASM), American Council on Exercise (ACE) and National Coaching Certification Program (NCCP). Students will be eligible to apply for these external certifications during or shortly after the degree.</p>

References

- BC Alliance for Healthy Living (2014). *On the Path to Better Health*. Retrieved from:
<https://www.bchealthyliving.ca/wp-content/uploads/bchla-path-final-mar14-screen.pdf>
- BC Ministry of Advanced Education, Skills and Training (2017) *Labour Market Outlook 2017 Edition*. Victoria, BC: BC Government. Retrieved from: https://www.workbc.ca/getmedia/66fd0e7c-734e-4fcb-b1a6-0454862525a6/BC_Labour_Market_Outlook_2017_Edition_Nov_2017.PDF.aspx
- BC Ministry of Jobs, Tourism and Skills Training & Ministry Responsible for Labour. (2017). *Labour Market Outlook 2025 Edition*. Victoria, BC: BC Government. Retrieved from: https://www.welcomebc.ca/getmedia/84455037-46db-4189a219-4d8b4eca0841/Report_2025-BC-Labour-Market-Outlook.pdf.aspx
- BC Ministry of Health (2015). *Active People, Active Places: BC Physical Activity Strategy*. Retrieved from:
<http://www.health.gov.bc.ca/library/publications/year/2015/active-people-active-places-web-2015.pdf>
- BC NDP (2017). Working for You: Our Commitment to Build a Better BC. 2017 BC NDP Platform. Retrieved from:
<https://action.bcndp.ca/page/-/bcndp/docs/BC-NDP-Platform-2017.pdf>
- BC Student Outcomes (2018). BS Student Outcomes Dashboard. Retrieved from:
<http://www2.bcstats.gov.bc.ca/Dashboard/>
- Canadian Centre for Occupational Health and Safety (2018). Promotion. Retrieved from:
<https://www.ccohs.ca/topics/wellness/promotion/>
- Centre for Health Promotion at the University of Toronto (2007). More about Health Promotion. Retrieved from:
<http://sites.utoronto.ca/chp/MoreAboutHP.htm>
- Government of Canada (2018). Find your NOC. Retrieved from <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/become-candidate/eligibility/find-national-occupation-code.html>
- Pan-Canadian Public Health Network (2015). *Towards a Healthier Canada - 2015 Progress Report on Advancing the Federal / Provincial / Territorial Framework on Healthy Weights*. Retrieved from <http://www.phn-rsp.ca/thcpr-vcpsre-2015/index-eng.php>
- Province of British Columbia (2016). *Province of British Columbia Strategic Plan: 2016/17 – 2019/20*. Retrieved from:
http://bcbudget.gov.bc.ca/2016/stplan/StrategicPlan_2016-17_2019-20.pdf
- Province of British Columbia (2018). WorkBC: Explore Careers. Retrieved from: <https://www.workbc.ca/Jobs-Careers/Explore-Careers.aspx>
- Provincial Health Services Authority (2015). *The economic benefits of risk factor reduction in British Columbia: Excess weight, physical inactivity, and tobacco smoking*. Vancouver, B.C.: Provincial Health Services Authority, Population and Public Health Program.

Royal Bank of Canada (2018). *Humans Wanted: How Canadian youth can thrive in the age of disruption*. Retrieved from: http://www.rbc.com/newsroom/_assets-custom/pdf/03-2018-rbc-future-skills-report.pdf

Vancouver Coastal Health Authority (2017). HLP Programs and Services. Retrieved from: http://www.vch.ca/Pages/HLP-Programs-and-Services-.aspx?res_id=1347

Appendices

- Appendix 1 Consultation Findings
- Appendix 2 BHK Broad Conceptual Framework
- Appendix 3 Projected Enrolment Plan
- Appendix 4 Projected Instructional and Staffing Plan
- Appendix 5 Letters of Support

Appendix 1: BHK Consultation Summary-Winter 2017

To inform development of the BHK, consultations were conducted with a broad range of stakeholders with a vested interest in the development and implementation of the Degree (n= 91). These included consultations with:

- 1) Representatives from relevant external organizations and institutions and BHK Advisory Committee members (n=16)
- 2) Current Human Kinetics Diploma students (n=69)
- 3) Representatives from other Capilano University Departments (n=6)

1) External organizations and institutions and Advisory Committee members

In-person and telephone consultations were conducted with representatives from: relevant employers, relevant industry, other BC institutions, other institutions outside of BC, experts in the field, external academic consultants and Advisory Group Members³. The questions used to frame the discussions focused on:

- If there was a need for health and human kinetics graduates in the field.
- Competencies required of health and human kinetics graduates.
- Whether current health and human kinetics graduates have the required competencies for professional practice.
- Additional competencies that are required of health and human kinetics graduates.
- If there is overlap or duplication with existing Human Kinetics/Kinesiology programs in British Columbia.

In summary, there was general agreement among respondents that there is a need for health and human kinetics graduates trained to help people adopt healthy lifestyle behaviours and this need will likely increase in the future. The sentiment among the group was that although there are other Human Kinetics/Kinesiology programs in British Columbia, few afford the opportunity for students to engage in work-integrated learning which allows them to graduate with relevant job ready skills. The respondents believed that increasing the amount of experiential opportunities for students is essential to narrowing the gap between graduates who have academic knowledge and those who have knowledge and practical experience. Additionally, respondents commented that there is a need for graduates with certifications in areas specific to certain areas such as special populations (e.g. older adults), care and prevention of chronic disease (e.g. cardiac rehabilitation), motivational interviewing and behaviour change techniques.

According to the consultation respondents, the BHK at Capilano University will be unique as it addresses current gaps in post-secondary education which are:

- **Experiential learning:** integration of this approach instills professional competencies and a strong work ethic that prepares exemplary career-ready graduates. In other words, graduates are job ready and armed with the competencies required to thrive in today's job market.
- **Broader health focus:** currently there are only two Human Kinetics/Kinesiology degrees offered in the province (UBC Okanagan and Camosun College) that view human kinetics from a broad perspective (exercise science and health promotion). Other post-secondary institutions in the province are focused specifically on exercise science, physical education and in the case of Simon Fraser University exercise science and public health.

³ Advisory Committee members met in person in 2012 and were contacted again in 2017 to confirm membership on the Advisory Committee and to provide additional input regarding the development of the Degree. Some original Advisory Committee members are no longer participating on the Advisory Committee (they have changed positions or their area of focus does not pertain to current degree focus). Advisory Committee members will continue to meet 2 times per year to guide Degree development and implementation

- **Inter-professional learning:** provide opportunities for students to meet and work with health-related professionals working in the field. This provides students the opportunity to explore career options and gain valuable experience in the field.

According to consultation respondents additional degree elements should include:

- **Focus on the care and prevention of chronic disease:** Chronic diseases prevention is key to improving the health of populations and is a major public policy focus. It is important for students to understand the prevention, cause and treatment of chronic diseases. This includes mental health, particularly among youth.
- **Professional certifications:** professional certifications increase the employability of graduates and distinguishes them among other applicants lacking the required certifications.
- **Critical thinking and communication:** students need to interpret and critique rapidly changing health information and deliver clear, concise advice to the public and community.
- **Interpersonal relationships:** an understanding of the underpinnings of interpersonal relationships and a degree of emotional intelligence enables students to work with individuals to change unhealthy behaviours.
- **Business and marketing skills:** as many BHK graduates will be self-employed it is important that students understand operating a business including marketing and promotion.
- **Indigenous lens:** BHK course content should include content relevant to Indigenous populations.

These findings build on early exploratory work conducted in 2011. Interestingly, the findings from the two data sources align.

2) Human Kinetics Diploma Students

Human Kinetics Diploma students (n=61) were surveyed to determine if they would remain at Capilano University to complete their Human Kinetics Degree if the option was available. The data show that a significant number of students (over 80%) would be eager to remain at Capilano University and complete their Human Kinetics Degree. To more clearly understand the survey findings, a focus group with human kinetics diploma students was conducted (n=8). Student needs, career objectives and operational concerns were discussed to ensure ideal scheduling, program offering and facilities are provided for the degree.

A common theme of student input was that the degree curriculum should provide as much work experience – either via a coop program or externships - as possible. The students mentioned they would like to see these experiential opportunities offered within a wide variety of health, wellness and fitness organizations. Additionally, students wanted to see the opportunity to earn professional certifications built into the course work so that they only need to pass the exam following course completion. Generally, the students preferred these opportunities to start once they have finished their second year of study as to spread out their experiential learning components over two years versus just their final year in the program. Again, the student survey and focus groups build on consultations conducted in 2011.

3) Representatives from Capilano University Departments

Meetings were conducted with many Capilano University Department representatives to gather their input about the BHK. More specifically, the discussion centered around overlap of efforts, opportunities for collaboration in terms of course offerings, minors and other joint ventures such as field experience. Overall, there was support for BHK and numerous opportunities for collaboration were highlighted. Opportunities ranged from creating minors, to job placement opportunities to course creation.

According to consultation respondents there are spectrum of careers available for graduates from the BHK Degree. Graduates will work with individuals and communities to encourage healthy living.

Appendix 2: Broad Conceptual Framework

Bachelor of Human Kinetics



Appendix 3 – BHK Projected Student Enrolment

Projected student enrolment (headcount) based on:

- Current capacity for 80 students per year of study (based mainly on existing Human Kinetics Diploma students)
 - Expansion of cohort size will be considered after 2022-23, once the program is firmly established
- 15% attrition rate between 1st year and 2nd year (based on existing attrition rates between 1st year and 2nd year of the Human Kinetics Diploma)
- Inclusion of transfer students at the beginning of year 2, estimated between 0 and 10 per year (based on existing transfer student enrolment numbers for the Human Kinetics Diploma)⁴
- Attrition rates estimated between 23% and 38% between 2nd and 3rd year, based on the most current retention rate of 72% for Year 3 students within Bachelor degree credentials at Capilano University⁵, recognizing that some students may choose to exit with a diploma
- Inclusion of transfer students at the beginning of year 3, estimated between 0 and 10 per year, (based on existing transfer student enrolment numbers for the Human Kinetics Diploma)
- Attrition rates estimated between 9% and 19% between 3rd and 4th year, as students near completion, based on the most current retention rate of 86% for Year 4 students within Bachelor degree credentials at Capilano University⁶

		Academic Year			
		2020-21	2021-2022	2022-23	2023-24
Admission Cohort Year	1 st Year	80	80	80	80
	2 nd Year	68 to 78	68 to 78	68 to 78	68 to 78
	3 rd Year	0	42 to 70	42 to 70	42 to 70
	4 th Year	0	0	34 to 64	34 to 64
Total Students		148 to 158	190 to 228	224 to 292	224 to 292

⁴ http://frontlines.capilanou.ca/uploadedFiles/content/departments-services/institutional-research/reports/KPI%20%20CapU%20Application%20Transition%20Report%20Fall%202018%20Interim_20180427.pdf



⁵ <http://frontlines.capilanou.ca/uploadedFiles/content/departments-services/institutional-research/reports/CAPU%20Retention%20by%20Year%20Level%2020171012.pdf>

⁶ <http://frontlines.capilanou.ca/uploadedFiles/content/departments-services/institutional-research/reports/CAPU%20Retention%20by%20Year%20Level%2020171012.pdf>

Appendix 4 Projected Instructional and Staffing Plan with BHK fully implemented

Bachelor of Human Kinetics		
Projected Instructional Faculty Positions		
Instructional Faculty	Increase to 8.83 FTE	Currently 4.25 FTE
Projected Faculty Administration		
Coordinator/Convenor	Increase to 0.5 FTE	Current 2016-17 HKIN Coordinator and Convenor 0.37 FTE
Projected Practicum Coordinator		
Field Studies Coordinator	Increase to 0.25 FTE	Currently no position
Total Faculty 9.58 FTE		

Projected Faculty Administration Positions		
Lab Technician	Increase to 1 FTE	The lab Technician supports the Instructors in the delivery of all lab-based classes.
Office Administrative Support	Increase to 1.5 FTE	Department Assistant (i.e. DA1, Receptionist, and Clerk) would support our current FTE DA2.
Total Staff 2.5 FTE		

Appendix 5: Letters of Support

July 19, 2017

To: Emma Russell
Capilano University, School of Human Kinetics Coordinator/Instructor
Faculty of Global and Community Studies
2055 Purcell Way,
North Vancouver BC V7J 3H5
604.986.1911 ext. 3493
erussell@capilano.ca

From: BC Association of Kinesiologists (BCAK)
102-211 Columbia Street
Vancouver BC V6A 2R5


Greetings Emma,


Thank you for contacting us regarding the curriculum for your proposed 'Bachelor of Human Kinetics and Health' undergraduate program degree.


The BCAK is pleased that you are working to expand your program offerings in this growing field of employment opportunity.

We have reviewed your tentative curriculums for both the Exercise Science and Health Promotions specializations and find that they meet the BCAK's current core course and elective course category requirements.

Yours truly,


Sarah Clarke, President


Arron Docksteader, VP & Membership Committee Chair


Daryl Reynolds, Executive Director

102-211 Columbia Street, Vancouver, BC V6A 2R5 | Tel: 604-601-5100 | www.bcak.bc.ca

fortius
sport & health



GAME CHANGING. LIFE CHANGING.

October 6, 2017

Re: New Proposed BHKH Degree, Capilano University

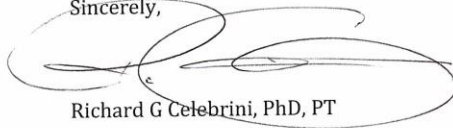
To Whom It May Concern,

This letter is in support of a Bachelor of Human Kinetics and Health Degree (BHKH) at Capilano University. As a co-founder and partner of Fortius Sport & Health and senior member on the Fortius Sport and Health Leadership team, I believe that BHKH graduates will be well-prepared to work in the field of human kinetics and health.

The experiential and interprofessional learning approaches, which are integral to the degree curriculum, support the development of graduates who are ready and able to work with an interdisciplinary team of health care practitioners. Through my experiences with the Vancouver 2010 Olympic and Paralympic Winter Games, the model of an integrated, interdisciplinary team of health care practitioners was not only achieved but suggested to be the most successful medical services by the International Olympic Committee medical commission. There is no doubt that integrated care is the way of the future in the provision of health care services.

In my opinion, the BHKH adopts a novel, work-integrated approach to developing students and ensuring they are career-ready upon graduation. My congratulations to everyone involved in its conceptualization and realization.

Sincerely,

A handwritten signature in black ink, appearing to read 'Richard G. Celebrini', enclosed within a hand-drawn oval.

Richard G Celebrini, PhD, PT

Chief Sport Officer, Fortius Sport and Health
Director of Sports Medicine and Science, Vancouver Whitecaps FC
Director of Rehabilitation, Vancouver Canucks

3713 Kensington Avenue, Burnaby, BC, V5B 0A7 | Phone: 604-292-2500 | Fax: 604-292-2519



26 September 2017

Re: New Proposed BHKH Degree, Capilano University

To Whom It May Concern:

It is a sincere pleasure to be providing this letter of support on behalf of the British Columbia Physical Education and Kinesiology Articulation Committee through BCCAT. This is a group of faculty representing members from each post-secondary institution in British Columbia that offers a program related to kinesiology, physical activity, pedagogy, human kinetics and related. Together we work through and discuss any program changes, new programs, proposals, block transfer, articulation issues, and overall collaboration across institutions to ensure student success and promote successful learning.

This letter of support is to recognize that the new degree proposal was discussed at our last year's annual articulation meeting (May 2017). The degree proposal was received well by all other institutional representatives at the table. There was positive feedback in support of Capilano University adding the BHKH degree to their program. It can be clearly seen in the proposal that graduates from the degree will be job ready. As the degree is presented, students will develop professional and job ready skills, obtaining and cultivating a set of experiences that will extend into their commitment to leadership, community, continued learning, and professionalism; all of which will ensure their overall success in the ever changing health profession or kinesiology related field.

As chair of the BCPEKA, I extend our support in putting this proposal through approval and wish Capilano University success in this endeavor. If there is anything further information you need please do not hesitate to contact me.

Sincerely,

Amber L. Johnston

Amber L. Johnston M.Sc. B.Kin, CEP
Department of Kinesiology
University College of the Fraser Valley
45190 Caen Avenue
Chilliwack, B.C, V2R 0N3
Email: amber.johnston@ufv.ca



January 8, 2018

To whom it may concern:

This letter is in support of a Human Kinetics and Health Degree at Capilano University.

The Department of Athletics and Recreation at Capilano University considers the School of Human Kinetics a valuable partner. Combining theoretical foundations with practical experience and athletic training facilities, CapU's School of Human Kinetics and the Department of Athletics and Recreation deliver programs that care about the health and wellness of individuals and their communities. The Human Kinetics degree will enhance our efforts to support the health and wellness agenda at Capilano University.

Sincerely,



Milton Williams
Manager, Athletics & Recreation

MW/ro

Received on February 6, 2018



To whom it may concern,

Being an Alumni student at the Capilano University Human Kinetics program, I am quite excited to see the possibility of a four year bachelor program. The initial two years gave me important fundamentals in human physiology that have helped set me up for success as a Clinical Exercise Physiologist specializing in Cardiac and Metabolic health programs.

We hire Kinesiologists based on the expertise and exercises prescription to work with some of our most frail population. I look forward to hopefully hiring more graduates from your Bachelor programming.

If you have any further questions don't hesitate to contact me.

Kind Regards,



Matt Conway
B.H.K.
A.C.S.M., Clinical Exercise Specialist
C.S.E.P., Certified Personal Trainer
Liberation Fitness Health Management Clinic
www.liberationfitness.ca

Suite 200 - 101 West 16th Street, North Vancouver, BC, V7M 1T3 T (604) 904-0811 F (604) 904-0812
Email: info@liberationfitness.ca Website: www.liberationfitness.ca

LEVEL 10

FITNESS & HEALTH

October 8, 2017

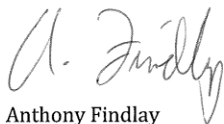
To Whom It May Concern:

I am writing to express my support for Capilano University's School of Human Kinetics degree proposal currently being submitted. I believe that offering a full degree program would strengthen this already reputable program. I have worked closely with some of the varsity sports teams at Cap U and can only see the addition of an HKIN degree further benefitting these student-athletes. By having 3rd and 4th year students you create the possibilities of on-campus internships with the athletic department, providing HKIN students first-hand experience working with elite level athletes.

As a longtime owner and operator of Level 10 Fitness & Health in North Vancouver, I rely on hiring quality Human Kinetic graduates to work at my facility. Many of the practitioners we have hired went through your diploma program before transferring elsewhere to complete their degree. Keeping these students on the North Shore where they can contribute to the same community they are learning in while also strengthening their professional network would be beneficial to their growth in the field. I can only see the relationship between Level 10 Fitness and Cap U strengthened with the addition of a degree as Level 10 Fitness would provide an opportune placement site for 3rd and 4th year students required to complete professional experience placements.

I look forward to hearing about the approval of the proposal and am eager to begin accepting applications from Capilano University's HKIN graduates. Equally so, I also look forward to helping many of your students gain valuable experience by offering them opportunities at my multi-faceted facility. If there is anything I can do to help please do not hesitate to ask.

Sincerely,



Anthony Findlay
Owner/Director of Level 10 Fitness and Health
e: anthony@level10fitness.com | p: 604-985-8910

#140 -890 HARBOURSIDE DRIVE, NORTH VANCOUVER, BC V7P3T7 INFO@LEVEL10FITNESS.COM
Tel: 604-985-8910 Fax: 604-985-8905



RESOLUTION MEMO

DATE: June 11, 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 June 8, 2018. Please acknowledge below that the Senate endorses its approval of the following motions:

- 18/84** The name change from Applied Science: Engineering Certificate Program to Engineering Certificate be recommended to Senate for approval.
- 18/85** The new courses, HIST 117 – Pirates and Piracy, HIST 366 – Epidemics and Plagues and HIST 414 – Tudor and Stuart England be recommended to Senate for approval, as well as Cap Core designation under the heading *Self and Society*.
- 18/86** HIST 305 – U.S. History: 1945 – 2001, HIST 320 – Revolutions in History: Special Topics, HIST 325 – Mysteries and Conspiracies: Special Topics, HIST 326 – Disasters and Catastrophes: Special Topics, HIST 340 – History of Genocide, and HIST 380 – War and Society: Selected Topics be recommended to Senate for approval as Cap Core courses under the heading *Self and Society*, as well as the revision to the pre-requisites for HIST 380.
- 18/87** HIST 100 – History of the Ancient World, HIST 101 – Europe in the Middle Ages and Renaissance, HIST 102 – Europe from the Reformation to the French Revolution, HIST 222 – History of the First World War, HIST 248 – Revolutionary Ideas in Nineteenth Century Europe, HIST 249 – Twentieth Century Europe, and HIST 250 – Thinkers and Thugs: Ancient Greeks and Romans be recommended to Senate for approval as Cap Core courses under the heading *Self and Society*.
- 18/88** The new course, TOUR 360 – Contemporary Topics in Tourism be recommended to Senate for approval, as well as Cap Core designation under the heading *Self and Society*.
- 18/89** The revisions to the Tourism Management Co-operative Education Diploma Program Profile and Bachelor of Tourism Management Degree Program Profile be recommended to Senate for approval.



18/90 The Bachelor of Design *Numeracy* exemption for the 2018-2019 academic year 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: June 11, 2018

Date: