

NWCCU Standard 2
Links to policies and procedures, with short narratives.

2.A.1: Institutional governance policies & procedures

- [Governance policies](#)
- [Governance Board Policies](#)

2.A.2: System governance policies/procedures (if applicable)

(N/A)

2.A.4: Multiple board governing policies/procedures (if applicable)

(N/A)

2.A.5: By-laws of the governing board

The Capilano University Board of Governors directs the affairs of the university and sets policies in accordance with the [University Act](#) of British Columbia. The Board is responsible for the management, administration and control of property revenue, business and affairs of the University. The Board of Governors is composed of 15 members: the Chancellor; the President; two faculty members elected by the faculty; eight persons appointed by the Lieutenant Governor in Council; two of whom are to be appointed from among persons nominated by the alumni association; two students elected from students who are members of an undergraduate student society or a graduate student society; and one person elected by and from the employees of the university who are not faculty members. No remuneration is paid to any member of the Board of Governors in respect of their service as a governor.

- [CapU Board of Governors](#)
- [CapU Board Governance Manual](#)

2.A.6: Board's calendar for reviewing institutional and board policies/procedures

In 2019-2020 academic year, the Board updated part of their process for the review or amendment and approval of all Board related policies to be in line with other provincial Post Secondary Institutions (PSIs). The CapU Board has four sub-committees: [Executive & Human Resources](#), [Governance & Planning](#), [Investment Management](#), and [Finance & Audit](#). Each committee is accountable for the review or amendment and approval of the Board policies that relate to the subject matter and topic expertise of each respective committee (as per each Terms of Reference). This process is assisted by the resource staff who work closely with the Board on a regular basis and who attend the committee meetings. It is the resource staff who research, write, edit and manage the consultation and feedback process for each policy, whether new or in revision. Each committee reviews, edits, and approves/disapproves at the committee level. Once a committee has approved a new or amended policy and has recommended that it be brought forward for the Board's discussion and approval, it will appear on the agenda for the next scheduled Board of Governors meeting.

2.4.7: By-laws of the governing board related to selection and evaluation of a chief executive officer and the delegation of authority to the CEO

- [CapU Board Governance Manual](#) . In accordance with sections 59-63 of the B.C. University Act, the President is the Chief Executive Officer and Vice-Chancellor of the University. The President is appointed by the Board and reports to and is accountable to the Board.
- [CapU Board Executive and Human Resources Committee Terms of Reference](#)

2.4.8: Board evaluation tool and review calendar

- The Board of Governors, through the Governance and Planning Committee, conducts an annual review of the Board's effectiveness, as outlined in the [Governance and Planning Committee Terms of Reference](#)

2.A.9: Leadership organizational chart

The organizational charts are updated regularly (a minimum of once per semester) and are made available on the CapU website. The website also contains information about the organizational structure for all administrative and academic areas of the University:

- [Administration](#)
- [CapU Organization Chart](#)

2.A.10: Curriculum vitae of President/CEO

The President's CV is currently being updated and will be provided to NWCCU by mid-August 2020.

2.A.11: Curriculum vitae of senior administrators

The President's CV is currently being updated and will be provided by mid-August 2020.

2.A.12: Policies/procedures related to teaching, scholarship, service, and artistic creation

There are a number of policies related to teaching, scholarship, service and artistic creation, the Capilano Faculty Association (CFA) collective agreement provides information about these functions as they pertain to faculty. The current CFA agreement has recently been ratified (Summer 2020) and will be posted as soon as the language is confirmed by both parties: [CapU Faculty Association \(CFA\) Collective Agreement & Common Agreement](#)

Other relevant policies include:

- [Educational qualifications of instructors](#)
- [Research Ethics Policy](#) (Note, this policy is currently being revised to reflect federal/Tri-Agency research policies, August 2020)

2.A.13: Policies/procedures related to the use of library and information resources

The Library website provides information about the use of library and information resources, including borrower guidelines and categories, and copyright policies and guidelines. Borrower guidelines describe the specific borrower types: [CapU Library Borrowing Guidelines](#)

The copying and use of all materials at Capilano University is governed by the [Canadian Copyright Act](#), guided by the University's [Copyright Policy \(B.601\)](#) and [Fair Dealing Copyright Policy \(E.308\)](#), and - in the case of subscribed electronic resources - regulated by individual licences. A guide provides an overview of Fair Dealing and provides information about copyright compliance and support for ensuring compliance with Fair Dealing and processes for course pack requests: [CapU Library Guides - Copyright](#)

2.A.14: Transfer of credit policies/procedures

The University website provides guidance to students on the transfer credit policies and procedures, through the Registrar's Office:

- [CapU Transfer Credit Procedure](#)
- [Transfer Credit Policy](#)

2.A.15: Student rights and responsibilities policies/procedures which include academic honesty, appeals, grievances, and accommodations for persons with disabilities.

Academic policies and procedures are available on the University website, and cover all topics related to student rights and responsibilities at: [Academic Policies and Procedures](#)

Other specific policies include:

- Academic Integrity policy and procedures: [Academic Integrity policy](#) and [Academic Integrity procedure](#)
- Student Appeals: [Student Appeals Policy](#) and [Student Appeals Procedure](#)
- Accommodations: [Processes for academic accommodations](#)

2.A.16: Admission and placement policies/procedures. Policies/procedures related to continuation and termination from educational programs including appeal process and readmission policies/procedures

Admissions policies and continuation policies are available to students through the [Admissions](#) section of the University website. Specific policies include the [Admissions policy](#) and [Admissions procedure](#)

Information for students admitted to CapU that explain the processes for registering, fee payments, financial assistance, housing and accommodation are located here: [Admitted Student Info](#)

Student appeals and complaints rights and processes are outlined on the CapU website at [Student Appeals & Complaints](#) while the specific Student Appeals Policy is located within the policy section of the site:

- [Student Appeals Policy](#)
- [Student Appeals Procedure](#)

2.A.17: Policies/procedures that define relationship of institution with co-curricular activities including student publications and media.

[Co-curricular experiential learning](#) is outlined on the CapU website including:

- [Information about student engagement and co-curricular record](#)
- [Co-curricular record and Career Hub](#)

2.A.18: Human resource policies/procedures

Human Resource policies are available on the CapU website: [Human resource Policies/Procedures](#) and include the following:

Administrator Compensation	B.509	
Administrator Emeritus Policy	Memo 53	
Administrator Vacancies	ARM5500	
Administrators Conditions of Employment	B.503	
Appointments of Personnel	B.501	
Deans Search Process	E.508	
Discrimination, Bullying and Harassment Policy	B.511	Discrimination, Bullying and Harassment Procedure
Educational Qualifications for Instructors	S2006-02	
Employee Student Relationships Policy	B.311	Employee-Student Relationships Procedure
Exempt Employees - Conditions of Employment	B.504	
Faculty Emeritus	S1999-06	Selecting Faculty Emeritus Recipients
Human Rights, Diversity, Inclusion and Equity	B.512	
Joint Appointments and Evaluation Process	ARM5501	
	B.502	
Protected Disclosure (Whistleblower) Policy	B.310	Protected Disclosure (Whistleblower) Procedure
Standards of Conduct	B.506	
Term Defined Administrator Policy	B.507	
Term Defined Exempt Employee Policy	B.508	
University Contributions to Employees RRSP	B.505	
Violence in the Workplace	E.407	

2.A.19: Policies/procedures for apprising employees of working conditions, rights and responsibilities, evaluation, retention, promotion, and termination

Working conditions are communicated through the collective agreements for the two employee unions (Capilano Faculty Association (CFA) and MoveUp staff association) and through Administrator terms of employment:

- [Administrator terms of employment](#)
- [Administrator compensation](#)
- [CFA contract](#)
- [MoveUp Contract](#)

2.A.20: Policies/procedures ensuring security and confidentiality of human resource records

- [Privacy policy statement](#)
- Employee responsibility for privacy and confidentiality of all information or records is included in the [Standards of Conduct policy](#)
- [University records retention](#)
- [Off-site storage of records](#)
- For recruitment CapU/HR Dept uses the automated system, PeopleAdmin.

2.A.21: Policies/procedures/ for reviewing publications that assures integrity

The Communications Department, through the Director of Communications is currently developing a document [Reviewing Procedures for Publications](#)

Other review processes are related specifically to policy development. The [Policy Development Framework](#) provides the University community, the Board of Governors and the Senate with a consistent procedure for developing policy that will assist in ensuring compliance with legal and other regulatory requirements, managing risk, achieving the University's mission, and setting appropriate standards and expected behaviours. The purpose of this policy is to establish standards and parameters for the development, approval and management of official University policy.

2.A.22: Policies/procedures for reviewing internal and external complaints and grievances

The complaint and grievances policies and procedures are located within individual collective agreements and CapU policy locations. Specifically, the CFA and MoveUp collective agreements outline processes related to faculty and staff. The Discrimination, Bullying and Harassment Policy is available with Human Resources policies and is a requirement of all institutions in B.C. according to [WorkSafe BC](#) regulations.

- [CFA contract](#)
- [MoveUp Contract](#)
- [Discrimination, Bullying and Harassment policy](#) and [Discrimination, Bullying and Harassment procedures](#)

2.A.23: Policies/procedures prohibiting conflict of interests among employees and board members, ensures educational autonomy, and provides notice if the institution requires constituents to conform to a specific code of conduct: [Employee conflict of interest is included in the Standards of Conduct policy for all employees](#)

[The Board of Governors Manual](#) also incorporates detailed information about the definition and aspects of addressing conflict of interest amongst Board of Governors.

2.A.24: Policies/procedures clarifying ownership, copyright, control, compensation, and revenue derived from the creation and production of intellectual property

While CapU is currently in development of an intellectual property policy (August 2020), the University does have responsibility towards the use ownership of intellectual property in several policy and agreements. The CFA Collective agreement contains information about the development and ownership of intellectual property: Article 12.2 of the [Capilano Faculty Collective Agreement](#) and Article 5.1 of the Common Agreement contain information about intellectual property:

- [Intellectual property policy](#) in development IP is also referenced in Policy B.506 Standards of Conduct

The [Standards of Conduct policy](#) applies to all employees. In addition, employees must comply with an [administrative memo regarding use of property](#)

[The Student rights and responsibilities](#) specifically references students' rights and responsibility towards intellectual property.

2.A.26: Policies/procedures related to contractual agreements with external entities

- [Finance Department procedures](#) and [Finance Contract and/or Grants Routing Process](#)

2.A.27 & 2.A.28: Academic freedom policies/procedures

CapU has both an [Academic Freedom policy](#) and a statement related to faculty academic freedom contained with the [CFA Collective Agreement](#)

2.A.29: Policies/procedures prohibiting plagiarism by faculty and staff

While the University does not have a specific plagiarism statement for employees, plagiarism is addressed in the [Employee Code of Conduct policy](#). The [copyright policy](#) also addresses the use of copyrighted materials.

2.A.30: Policies/procedures that articulate the oversight and management of financial resources including planning and monitoring of operating and capital budgets, reserves, investments, fundraising, cash management, debt management, transfers and borrowing between funds

The two Board of Governors’ committees that have oversight of budget and financial matters are the *Finance and Audit Committee* and the *Investment Management Committee*. The Board of Governors’ Finance and Audit committee is to assist the Board in fulfilling its oversight responsibilities over the financial affairs of the University, to ensure the establishment of sound financial practices that lead to the long-term financial sustainability of the University, and to fulfil obligations and oversight related to the integrity of the University’s financial reporting, internal controls and risk management: [Finance and Audit Committee ToR](#). The Board of Governors’ Investment Management Committee makes decisions on CapU’s investment policy practices: [Investment Management Committee ToR](#)

Institutional policies and associated procedures are accessible through the [Financial Management Policies](#): on the website:

Academic Agreements	S2015-01
Banking and Borrowing	B.209
Budget Policy	B.206
Capital and Operating Expenditures	E.203
Cash Policy	B.210
Cost Recovery Courses	ARM1003
Credit and Debit Policy	B.211 Credit and Debit Card Procedures
Educational Partnerships, Credit Activities, Contract Revisions	ARM1054
Expenses - Meetings and Other Gatherings	B.302
External and Internal Audit Policy	B.214
Holiday Celebrations and Expenses	ARM5503
Investment Policy	B.201
Honoraria and Gifts	B.212 Honoraria and Gifts Procedures
Liability - Automobile and Property Insurance	E.209
Long Distance Calls	E.208
Petty Cash Funds	ARM1049
Purchasing Card Policy - Charge Card	ARM1120 See Frontlines - Departments & Services - Purchasing Services
Purchasing/Procurement - Donations/Vendor Partnerships - Contracts - Disposals	E.205
Retirement Recognition Policy for Capilano University Employees	B.205
Signing Authority Policy	E.211

[Students Failure to Pay Fees and Charges](#)

E.201

[Travel and Business Expenses](#)

B.213

[Travel and Business Expenses Procedures](#)

2.B.1: Personnel hiring policy/procedures

[Human Resources polices](#) cover all hiring policy and procedures for the University

The specific policy, [Hiring Personnel](#). Human Resources also uses the PeopleAdmin automated system which manages the processes for posting positions and reviewing and hiring applicants.

2.B.2: Administrator/staff evaluation policies/procedures

CapU has developed a cyclical performance development process for staff and exempt employees: Specific information about this is also incorporated into the collective agreements for staff and faculty:

- [MoveUp Contract](#)
- [CFA contract](#)

2.B.3: Employee professional development policies/procedures

Professional development policies and procedures are outlined for different employee types through policies and collective agreements.

[Policy B.503 - Administrators - Conditions of Employment](#), "The University will make an annual commitment of eighteen thousand dollars (\$18,000.00) to fund Administrator professional development. This professional development fund will be administered by the President, including when, and how, it should be expended." To apply for funding, please fill out the [Admin - Request for Professional Development Form \(docx\)](#). Administrators can also use their Professional Development flexible benefit as funding for training and development.

For exempt employees, the University will make an annual commitment of nine thousand dollars (\$9,000.00) to fund Exempt employees' professional development. This professional development fund will be administered by the Exempt PD Fund Committee, including when, and how, it should be expended. To apply for funding, please fill out the [Exempt - Request for Professional Development Form \(docx\)](#). For more information, please contact your HR Advisor. Exempt employees can use their Professional Development flexible benefit as funding for training and development.

Professional development information for staff employees is available through the MoveUp collective agreement: <https://my.capu.ca/employee/admin--hr/human-resources/development/professional-development/MoveUp>.

Faculty professional development, scholarship, and creative activity process is also within the CFA Collective Agreement: [CFA Collective Agreement 2014-2019 \(2019-2022 version is in progress\)](#)

2.B.4: Academic organizational chart

The organizational chart is currently (Aug 2020) being updated and will be posted online. The broader Academic Leadership Council membership information can be found [here](#).

2.B.5 & 2.B.6: Faculty workload policies/procedures

Faculty conditions of employment, including workload policies are incorporated into the CFA Collective Agreement at [CFA contract](#) The procedures related to Faculty Coordinator responsibilities are located in the University's intranet.

These procedures and Coordinator [Guidelines](#) are attached as appendices.

2.C.1 & 2.C.2: Learning outcomes for all courses, programs, and degrees

Learning outcomes for all courses are accessible through the University's annual Calendar, while specific course syllabi also include the course learning outcomes: [CapU 2020-2021 Calendar](#)

Details about the requirements of learning outcomes are incorporated into the [Course Outlines policy](#)

2.C.3: Policies/procedures that define the awarding of credit and degrees

The Academic Credentials policy defines the awarding of credit and degrees at: [Academic Credentials policy](#). Associated policies within this link include: B.108 Credit and Non-Credit Courses; S2003-03 Academic Standing; S2011-02 Posthumous Credential; S2017-04 Graduation; S2013-01 Transfer Credit.

2.C.4: Admission and graduation requirements for degree programs

The [Admissions](#) section of the CapU website includes information related to admission and graduation requirements. The Admissions policy and procedures is also available within the Policy section of the website: [Admissions policy](#) as is the related procedure document: [Admissions procedure](#)

[The Graduation Policy is accessible here](#)

2.C.5: Policies/procedures explaining the faculty role in revising curriculum, selecting faculty, and assessing achievement of student learning outcomes

As outlined in the main body of the CapU/NWCCU report, policies related to curriculum development involve the following:

- [Senate policies](#) and [Senate Procedures](#)
- Policies and procedures related to [Academic Initiatives and Planning](#) work including program review and development, etc.

2.C.6: Policies/procedures that explains faculty/library partnership for assuring library and information resources are integrated into the learning process

Policies and procedures related to AIP work and program review and development, are available on the [AIP site](#) In addition, the Library has a Library Impact Assessment form which is used to consider information resource needs as well as teaching needs that need to be incorporated into budget and planning for new degrees and programs.

- Library Impact Assessment form related to new programs and courses is attached

2.C.7: Policies/procedures for approval of experiential learning

- AIP policies and procedures
- Senate curriculum policies and processes
- [Experiential Learning](#)

2.C.8: Transfer of credit acceptance policies/procedures

- [Policy](#)
- [Procedures](#)

2.C.9: Description of general education program

CapCore is the general education program at CapU. Full information about CapCore is available on our website: [CapCore](#)

2.C.10: Assessable learning outcomes for all general education components of baccalaureate and transfer degree programs

All learning outcomes, including the CapCore general education program, are incorporated into the [University Calendar](#)

2.C.11: Assessable learning outcomes for related instruction

- N/A

2.C.12: Assessable learning outcomes for graduate program

- N/A except in the case of post-baccalaureate programs then see above

2.C.13: Graduate admission, retention, and transfer of credit policies/procedures

- No graduate programs other than post-baccalaureate programs

2.C.14: Internships, field experiences, clinical practices, and experiential learning policies/procedures

Experiential learning opportunities are outlined on the CapU website at: [Experiential Learning](#).

The Study Abroad program offers term experiences and field schools: [Study Abroad](#). Information to students includes the Terms of Participation ([Field School Programs - Terms of Participation](#)) and the application form ([Field School Application](#)).

[Practicums and other experiential learning](#) information is incorporated into the University Calendar

2.C.15: List of graduate programs that prepare students for research, professional practice, scholarship or artistic creation

CapU offers post-baccalaureate programs, including certificate and diplomas, rather than graduate (master's level) programs. Information about these programs are within the University Calendar:

- [CapU 2020-2021 Calendar](#)
- [International Management Graduate Diploma](#);

2.C.16: List of credit and non-credit continuing education programs

The CapU [Continuing Studies](#) website contains the information regarding all continuing education programs.

2.C.17: Policies/procedures for assuring academic quality for all continuing education Programs

CapU [Continuing Studies](#) is in the process of developing policies for continuing education programs, including:

- Registration policy
 - Fees, tax,
 - Withdraw
 - Transfer
 - Cancellation and refund
 - Waitlist policy

- Academic policy
 - Honesty
 - Conduct
 - Prerequisite and requirement.
 - Course challenge
 - Grading
 - Grade appealing

- Learning place and workplace policy
 - Sexual harassment
 - Criminal record
 - Privacy policy
 - Instructor substitution
 - Respectful workplace policy

2.C.18: Policies/procedures for awarding CEU's

- N/A

2.C.19: Policies/procedures for keeping records of continuing education programs

CapU [Continuing Studies](#) is developing these policies and procedures.

2.D.1: Description of process for determining appropriate programs and services to support student learning needs

- [Student Success service development](#)
- Cyclical student surveys through CapU's Institutional Research Office and Dashboard
- Academic Initiatives and Planning Department: cyclical program assessments and new program development processes (including input from areas such as Library with the [Library Impact Assessment Form](#) and [Library Impact Assessment Template](#))

2.D.2: Policies/procedures that explain provisions for ensuring the safety and security of students including the reporting of crime statistics

CapU Safety, Risk Management and Security policies: <https://www.capilanou.ca/about-capu/governance/policies/#d.en.59965>. Specifically, the following policies apply to students directly:

Alcohol Service and Consumption	OP.414	Guidelines for Holding a University Event Involving Alcohol
Crisis and Emergency Management	E.404	
Emergency University Closure	E.412	
First Aid Equipment and Services	ARM1103	
Health and Safety	OP.402	
Smoking and Vaping	OP.415	
Video Surveillance -	E.210	
Workplace Hazardous Materials Information System	ARM1030	

2.D.3: Policies/procedures for recruiting, admitting and advising students

[Admission requirements](#), and other academic advising information is available on the CapU website. Specific policies also include:

- [Admissions policy](#) and [Admissions procedures](#)
- [Academic Advising](#)

2.D.4: Teachout plan(s) or agreement(s)

CapU commits to supporting students in suspended or discontinued programs, which is covered in [The Teaching out of Discontinued Programs policy](#).

2.D.5: Catalog which provides information regarding mission and core themes, course requirements, names and titles of administrators and faculty, code of conduct, costs, refund policies, financial aid, academic calendar

The annual University Calendar is the catalogue that contains the information regarding this overarching University information for prospective students: [2020-2021 CapU Calendar](#)

2.D.6: Publication that describes program requirements, licensure, and other unique Requirements

The [University Calendar](#) serves this purpose as for the above standard element.

2.D.7: Policies/procedures regarding secure retention of student records, i.e., back-up, confidentiality, release

- [Student records policy](#)

2.D.8: Published financial aid policies/procedures

- [Financial aid information](#)

2.D.9: Policies/procedures for student loan repayment and procedure for monitoring loan default

- [Student Loans](#)

2.D.10: Description of advising program and advising publications

- [Academic advising](#)

2.D.11: Policies/procedures regarding co-curricular activities

- [Co-curricular experiential learning](#)

2.D.12: Policies/procedures regarding auxiliary services

- TBD

2.D.13: Policies/procedures governing intercollegiate athletics

- Some information on athletics is contained on the recruitment site: [CapU Athletics](#)

2.D.14: Policies/procedures for assuring identity verification for students enrolling in distance education courses

- N/A

2.E.1: Procedures for assessing adequacy of library collections

The Library employs a *Library Impact Assessment* form as a mechanism for identifying the adequacy of collections to support revised or new programs. The Library completes this form as part of the review process, through Academic Initiatives and Planning. In addition, the Collection Development policy outlines the nature of the collection development and management at CapU: [Library Policies](#)

The full Library collection development policy is also attached as an appendix.

2.E.2: Library planning committee and procedures for planning

Library planning takes place in the context of the planning processes for the University at large, such as in developing annual operating plans through the Integrated Planning Process (described earlier). In addition, the Library operates on a liaison model in which librarians work closely with liaison faculty areas in the planning and purchase of collection materials and other resources to support programs. The Library Leadership Committee, comprised of the Library faculty members and library staff, and chaired by the University Librarian is the lead in planning within the Library, while planning meetings involve all Library faculty and staff occurs two to three times a year. The Library uses an internal wiki to track short- and long-term planning, including annual and multi-year projects.

2.E.3: Library instruction plan

Librarians work closely with teaching faculty to develop specific information literacy classes through liaison areas, including a schedule for assessment of information literacy teaching by course. The librarians meet every year in preparation for the new academic year and discuss scheduling and common lesson plans/learning outcomes. Information to faculty is available at [Instructor Library Class](#). The Teaching & Learning Policy developed by library faculty is included as an appendix.

2.E.4: Policies/procedures for library self-evaluation

The Library participates in program review processes conducted through the Academic Initiatives and Planning office, and complete annual statistical compilation and analysis for continuous improvement and planning purposes, as well as to support the Integrated Planning processes. The Library makes its statistics available and we use the statistics from comparator institutions across B.C. through the Council of Post-Secondary Library Directors. The Library also maintains an internal dashboard that is updated monthly with statistics, and following annual survey of students and faculty:

- [Library statistics \(CPSLD\)](#)
- [Library dashboard](#)

2.F.1: Policies/procedures for financial planning and budget development

The new Integrated Planning Process at CapU ensures consistent approach to planning and budget development. Specific policies are located on the CapU website:

- Finance policies: <https://www.capilanou.ca/about-capu/governance/policies/>
- Budget policy: <https://www.capilanou.ca/media/capilanouca/about-capu/governance/policies-amp-procedures/board-policies-amp-procedures/B.206---Budget-Policy.pdf>

2.F.2: Policies/procedures for resource planning

- [Integrated planning](#) process information is available on the intranet

2.F.3: Policies/procedures for financial planning committee

- [Board Finance and Audit Committee](#)

2.F.4: Description of internal financial controls

- [Budget planning](#)
- [Financial management](#)

2.F.5: Long-range capital plan to include capital budget policies/procedures

- [Campus Master Plan](#)
- Capital budgeting processes in development (August 2020)

2.F.6: General operations/auxiliary operations budget policies/procedures

- [Budget process](#)
- [Senate Budget Advisory Subcommittee](#)
- [Board Finance and Audit Committee](#)

2.F.7: Latest external financial audit including management letter

As required by the Ministry of Advanced Education, CapU completes and ensures its [audited financial statement](#) are publicly accessible each year.

2.F.8: Operating agreements between institution and fundraising organizations

- N/A

2.G.1: Procedures for assessing adequacy of physical facilities

- TBD

2.G.2: Policies/procedures for the use, storage, and disposal of hazardous waste

As required by Worksafe BC regulations, the University provides a [Workplace Hazardous Materials Information System](#)

2.G.3: Physical and technological master plan

This is under development following the hire of a new CIO in 2019. As of June 2020 we have established a [Technology Steering Committee](#) and will be developing a technology master plan.

The University has recently completed a [Campus Master Plan](#) for the development of buildings and the campus, over a long-term horizon.

2.G.4: Equipment replacement policies/procedures

We have these in place, but not as official policy / procedure documents (though we could create if needed). As an example, our asset replacement lifecycles for the biggest categories of equipment are:

- Computers and laptops: replaced every 4 years
- Monitors: replaced as needed, or generally every 4 – 6 years
- Network equipment: replaced every 6 years
- Servers: replaced every 4 years
- Smartphones: replaced every 3 years
- Desk phones: replaced every 6 – 7 years

The following equipment replacement and request procedures are available to employees through the intranet. In addition, there are new policies and procedures in development (Aug 2020).

2.G.6: Instructional technology training and use policies/procedures

Instructional Technology is a section within the Information Technology function, and provides information about technology, training and self-help related to classrooms, support for the development of courses within the Moodle LMS:

- [Classrooms and computers](#)
- [Moodle support](#)

[The Centre for Teaching Excellence](#) offers training and Moodle course development related to pedagogy, and beyond the technical support that the IT functions offer.

2.G.7: Technology planning processes

IT is developing a new governance structure for technology planning, incorporating a new Educational Technology Advisory Committee and an executive-level Technology Steering Committee.

We have a [Technology Steering Committee](#) established (terms of reference attached) and an Educational Technology Advisory Committee established. The Senior Leadership Committee (SLC) also receives a quarterly update on IT activities and provides feedback on priorities and the IT work plan.

CapU has an IT leadership committee (made up of Directors and Managers within IT and chaired by the CIO) that makes data centre technology decisions. The IT department also issues quarterly work plan reports, with an example for July to Sept 2020 attached.

2.G.8: Technology update and replacement plan

As described in 2.G.3 above, CapU is in the process of developing the technology update and replacement plan (following hiring of a new CIO in 2019). The 2020/21 integrated planning submission; attached as “4.6 IT Services Operational Plan” which highlights achievements and areas of focus, and can be considered as an interim technology plan while the formal plan is under development. Based on the required COVID response, IT has created the Digital Delivery – IT Services Work Plan July to Sept 2020 as a quarterly work plan.