

2. Accounting Assistant Diploma	<ul style="list-style-type: none"> <li>- Intake paused previously</li> <li>- Last offered in 2021/22</li> <li>- Enrolment in 4 years prior to pause was 0-9</li> </ul>
3. Advanced Business Administration Certificate	<ul style="list-style-type: none"> <li>- Intake paused previously</li> <li>- Last offered in 2020/21</li> <li>- Enrolment in 4 years prior to pause was 2-9</li> </ul>
4. Business Fundamentals Certificate	<ul style="list-style-type: none"> <li>- Intake paused previously</li> <li>- Last offered in 2018/19</li> <li>- Enrolment in 2017/18 was 18 and in 2018/19 was 4</li> </ul>
5. International Management Graduate Certificate	<ul style="list-style-type: none"> <li>- Intake paused previously</li> <li>- Last offered in 2020/21</li> <li>- Enrolment in 4 years prior to pause was 0-1</li> </ul>
6. International Management Graduate Diploma	<ul style="list-style-type: none"> <li>- Intake paused previously</li> <li>- Last offered in 2020/21</li> <li>- Enrolment in 4 years prior to pause was 7-11</li> </ul>
7. North American and International Management Graduate Diploma	<ul style="list-style-type: none"> <li>- Intake paused previously</li> <li>- Last offered in 2020/21</li> <li>- Enrolment in 4 years prior to pause was 6-22</li> </ul>
8. Retail Business Fundamentals Certificate	<ul style="list-style-type: none"> <li>- Intake paused previously</li> <li>- Last offered in 2019/20</li> <li>- Enrolment in 3 years prior to pause was 3-10</li> <li>- Re-branded as the Retail Operations Certificate in 2022/23</li> </ul>
9. Post-Baccalaureate Certificate in Financial Planning	<ul style="list-style-type: none"> <li>- Currently admissible for 2026/27</li> <li>- Started in 2025-26 with one registered applicant</li> <li>- As of December 15, 2025, 0 application for 2026/25</li> </ul>
10. Post-Baccalaureate Certificate in Financial Planning Professional	<ul style="list-style-type: none"> <li>- Currently admissible for 2026/27</li> <li>- Started 2024/25</li> <li>- Enrolment 2024/25 = 2 and in 2025/26 = 0</li> <li>- As of December 15, 2025, one application for 2026/27</li> </ul>
11. Retail Operations Certificate	<ul style="list-style-type: none"> <li>- Currently admissible for 2026/27</li> <li>- Previously the Retail Business Fundamentals Certificate</li> <li>- Started in 2021/22</li> <li>- Enrollment: 2021/22 to 2024/25 = 0, 25/26 = 3</li> <li>- As of December 15, 2025, there are 0 applicant.</li> </ul>
<b>School of Communication</b>	
12. Communication for Professionals Certificate	<ul style="list-style-type: none"> <li>- Intake paused previously</li> <li>- Created to be delivered in Squamish under the expedited process for program approval</li> <li>- Open for registration for 2025-26 with 0 applicant</li> </ul>

## CONSULTATION

- *December 10: Registrar*

- December 10: Chairs were notified
- December 11: Memo was sent to University Community from VPA
- December 11: Dean's communication sent to the School of Business
- December 12: Dean's communication sent to School of Communication
- December 16: Meeting consultation scheduled with School of Communication for consultation. The Director of CTE will be attendance to support the consultation.
- December 18: Meeting consultation scheduled with School of Business
- January 6: Faculty of Business and Professional Faculty Council consultation

The following consultation have not been done at this point:

- Indigenous Education and Affairs
- Accessibility Services
- Capilano Students' Union

REMINDER: From policy B.104 procedures – "The manner and extent of consultation must be proportional to the magnitude of the discontinuance." Pauses where we truly hope to reimagine and relaunch a program would be far lower magnitude, than an outright program discontinuation.

## COMMUNICATION PLAN

December 16: Consultation with School of Communication

December 18: Consultation with School of Business

January 6: Consultation with Faculty Council

January 6: Recommendations from Dean to Senate

To be determined:

- Indigenous Education and Affairs
- Program Advisory Committee
- Accessibility Services
- Capilano Students' Union

**To:** Dr. Tracy Penny Light, Vice President Academic & Provost

**From:** Dr. Caroline Dépatie, Covering Dean Faculty of Business and Professional Studies

**Subject:** Proposed programs of Study Discontinuation:  
Communication Studies Diploma

**Date:** December 15, 2025

**cc:** Dr. Ted Hamilton, Chair, School of Communication  
Dr. Aurelea Mahood, Associate Vice President Academic & Vice Provost  
Christina Neigel, Director, Academic Planning & Quality Assurance  
Dr. Adam Vincent, Associate Dean, Faculty of Business & Professional Studies

## PROGRAM OF STUDY DISCONTINUANCE PROPOSAL

Communication Studies Diploma

## EFFECTIVE DATE

February 24<sup>th</sup> 2026

## PROGRAM HISTORY

During the 2005-06 academic year, the department undertook a major program development initiative, introducing four programs, including the Communication Studies diploma. Working in conjunction with the School of Communication at SFU, the CapU School of Communication created a diploma that, as per their self-study, mirrored the first two years of SFU's degree program. This, at the time, served the institution well as much of CapU's programming was focused on transferability. While the program ran in conjunction with the Bachelor of Communication Studies, it did not experience significant changes from its original framework, enough that would see it as an exclusive offering for students.

In the last five years, the diploma has seen a rapid decrease in applications and subsequent enrollments. This may be due to IRCC changes, the shift in enrollments during the pandemic, a lack of significant updating, or shifts in employment requirements. This trend resulted in an operational pause of the Fall 2025 intake of the diploma. Unfortunately, with shifts at the

university there was not a great impetus or resources available to support a formal restructuring. The once successful transfer credential is no longer needed in its current form.

## RATIONALE

The Communication Studies diploma has had low enrollment numbers over the last five years, and the trend showed that a further decline was likely to occur. As per [Policy B.104](#), the following criteria may be used to determine viability of programs which have supported the decision to discontinue this program:

(a) student demand for courses or programs;

The application numbers for the diploma are not enough to sustain the program through a full two-year credential (without the support of non-diploma students [which are not guaranteed]).

(b) breadth and depth of student opportunities;

The content of the program has been a point of discussion for a few years within the School and Faculty where the identity of the program is not strong compared to other universities. Historically, the program was designed a transferable credential. Unfortunately, that identity was not redesigned or updated as a CapU exclusive offering that focused on an area that is lacking in the post-secondary market.

(h) contribution to Capilano University's reputation, aspirations and role as a special purpose teaching university;

The diploma is not/has not offered something unique in the post-secondary market. It aligns more so as a transfer credential.

(j) economic sustainability and fiscal contribution to the institution;

The fiscal contribution of the credential is not significant due to the low application history and continued low enrollment trends. Due to the low number of active students, any diploma-specific courses offered had to be filled by non-diploma students to meet financial sustainability. These courses may have filled or they may have not filled.

(k) labour market needs and expectations.

The diploma did not adapt to meet labour market needs.

**All Enrolment by Course Load Status, CapU Status, and Residency**

Note: Click on +/- boxes that appear when hovering at top of course load status and CapU status columns to collapse or drill down. Unduplicated total may be less than sum of rows when multiple terms are selected.

			2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Full time	New	Domestic	3	3	4	1		
		International	5	3	11	13	9	
	Returning	Domestic	13	11	11	8	5	3
		International	12	10	12	21	28	9
Part-time	New	Domestic	2	0	1	1		
		International	0		1	1		

As the program is not meeting a unique need in the market and the new enrollment numbers are low, the program is no longer meeting the needs of the institution.

## CONSULTATION

- *December 10: Registrar*
- *December 10: Chair was notified*
- *December 11: Associate Dean attended a School of Communication Department meeting*
- *December 11: Memo was sent to University Community from VPA*
- *December 12: Dean's communication was sent to the School of Communication*
- *December 16: Meeting scheduled with School of Communication for consultation. Please note that a possible second consultation will be scheduled if necessary. The Director of CTE will be attendance to support the consultation(s).*
- *January 6: BPS Faculty Council consultation.*

*Further Consultation TBD:*

- *Indigenous Education and Affairs*
- *Program Advisory Committee*
- *Accessibility Services*
- *Capilano Students' Union*

*REMINDER: From policy B.104 procedures – "The manner and extent of consultation must be proportional to the magnitude of the discontinuance." Pauses where we truly hope to reimagine and relaunch a program would be far lower magnitude, than an outright program discontinuation.*

## COMMUNICATION PLAN

December 11: Associate Dean attended a School of Communication department meeting

December 16: Consultation School of Communication (a second date possibly scheduled)

January 6: Consultation with BPS Faculty Council

January 6: Recommendation from Dean to Senate

To be determined:

- *Indigenous Education and Affairs*
- *Program Advisory Committee*
- *Accessibility Services*
- *Capilano Students' Union*

**To:** Dr. Tracy Penny Light, Vice President Academic & Provost

**From:** Brad Martin, Dean, Faculty of Education, Health, and Human Development

**Subject:** Program of Study Discontinuation: College and University Preparation Citation

**Date:** December 15, 2025

**cc:** Diana Twiss, Chair, School of Access and Academic Preparation; Lorraine Argatoff, Adult Basic Education department

Dr. Aurelea Mahood, Associate Vice President Academic & Vice Provost

Christina Neigel, Director, Academic Planning & Quality Assurance

## PROGRAM OF STUDY DISCONTINUANCE PROPOSAL

College and University Preparation Citation

### EFFECTIVE DATE

March 2026

### PROGRAM HISTORY

In the early 2010s, the College and University Preparation citation was designed as a pathway program to provide upgrading students with the academic skills they need to transition into full-time university programs. The citation enables students to choose from an assortment of introductory Adult Basic Education courses that best suit their learning needs and future plans.

At its peak in 2017-18, the citation had 25 domestic students enrolled. Since then, enrolment has declined significantly as demand for the program waned. By 2021/22, the program had 5 students enrolled. The program stopped accepting new students in the Fall term of 2022.

### RATIONALE

Due to declining student demand and low enrolment, the program has not accepted new students since the 2021/22 academic year. The coordinator of the program and the Adult Basic Education department do not anticipate significant future demand and support the discontinuance of the program.

## CONSULTATION

Consultation to date has involved the coordinator of the program and the Chair of the School of Access and Academic Preparation, both of whom support this program discontinuance. It has been anticipated for several years by the coordinator of the program and the ABE department that this program would be discontinued.

## COMMUNICATION PLAN

The program page on the University website indicates that all program intakes since the 2021/22 academic year have been cancelled. Therefore, prospective students have no expectation that the program is currently being offered. However, information on the program should be removed from the website once the program is discontinued.

**To:** Dr. Tracy Penny Light, Vice President Academic & Provost

**From:** Brad Martin, Dean, Faculty of Education, Health, and Human Development

**Subject:** Program of Study Discontinuation: Community Leadership and Social Change Diploma

**Date:** December 15, 2025

**cc:** Diana Twiss, Chair, School of Access and Academic Preparation; Amanda Walker, Program Coordinator, Community Development and Outreach

Dr. Aurelea Mahood, Associate Vice President Academic & Vice Provost

Christina Neigel, Director, Academic Planning & Quality Assurance

## PROGRAM OF STUDY DISCONTINUANCE PROPOSAL

Community Leadership and Social Change Diploma

## EFFECTIVE DATE

March 2026

## PROGRAM HISTORY

In 2006, the Community Development and Outreach (CDO) department conducted a needs assessment to identify training needs in the local nonprofit sector. The immediate result of this work was the creation of the Community Capacity Building (CCB) citation, which continues to be offered at Capilano University to this day.

The Community Leadership and Social Change (CLSC) diploma was designed to build on the training delivered in the CCB and to provide learners with a pathway into further studies at the University. The diploma launched in 2014, but only ran once. Small numbers of students continued in the program after its initial launch until 2018. The program had 5 students enrolled in 2016/17 and 2 students in 2017/18. Since 2015, all new intakes of the program have been cancelled due to low enrolment.



## **RATIONALE**

Since its launch in 2014, the CLSC diploma has never attracted enough students to be financially or pedagogically viable. There has been no enrolment in the program since 2018. A program review of the CLSC diploma in 2019 identified the need for significant renewal of the program if it were to be relaunched. There are currently no plans to relaunch the program and it is recognized that much of the curriculum is currently outdated.

## **CONSULTATION**

Consultation to date has involved the current and past CDO Program Coordinators and the Chair of the School of Access and Academic Preparation, all of whom support this program discontinuance.

## **COMMUNICATION PLAN**

No communication plan with students or the external community is required. There are no current applicants to the program and students have not been enrolled in the program since 2017. Community partners have been well informed regarding the cancellation of program intakes in the past.

**To:** Dr. Tracy Penny Light, Vice President Academic & Provost  
**From:** Jennifer Nesselroad, Dean, Faculty of Fine and Applied Arts  
**Subject:** Program of Study Discontinuities and Program Suspensions of Admission (Intake Pauses)  
**Date:** December 15, 2025  
**cc:** Gillian Barber, Chair, School of Performing Arts  
Hilary Moses, Chair, School of Animation and Visual Effects  
Christina Lee Kim Koon, Chair, IDEA School of Design  
Dr. Aurelea Mahood, Associate Vice President Academic & Vice Provost  
Christina Neigel, Director, Academic Planning & Quality Assurance

## EXECUTIVE SUMMARY

Recommendations are provided to guide program intake pauses and discontinuances within the Faculty of Fine and Applied Arts, ensuring alignment with enrollment trends, industry developments, and resource priorities.

### Intake Pauses

- **Certificate in Advanced Arts and Entertainment Management** (effective Dec. 11, 2025): Enrollment has averaged 27% capacity over the past decade, with negligible international participation. The department will redirect efforts toward strengthening the diploma program and exploring degree-level opportunities.
- **Music Diploma** (effective Feb. 25, 2026): Applications have declined by 62% since 2017, with fill rates dropping to 46% in 2024/25. Despite strong satisfaction, the program's traditional transfer model no longer reflects industry realities, signaling the need for comprehensive renewal.
- **Visual Effects for Film, Streaming & Immersive Media** (effective Feb. 25, 2026): Enrollment fell sharply after 2021 due to industry instability, demographic shifts, and international policy changes. Redevelopment is required to simplify offerings, integrate emerging technologies, and improve recruitment.

## Program Discontinuances

- **Conducting in Music Certificate:** Last offered in 2020/21; discontinued following instructor retirement and sustained low demand.
- **Music Therapy Preparatory Pathways:** Advising-based profiles discontinued as a housekeeping measure; students will continue to receive guidance through departmental advising.
- **Digital Visual Effects Diploma:** Replaced by the redeveloped VFX program in 2021; formal discontinuance is a housekeeping item.
- **Visual Communication Advanced Diploma:** Superseded by the Bachelor of Visual Design; a new exit credential will be developed to better align with current program priorities.

## Next Steps

These actions will allow the faculty to focus on programs with stronger demand, pursue innovative pathways, and ensure alignment with institutional priorities and industry trends.

## PROGRAM ADMISSION SUSPENSION (INTAKE PAUSE) PROPOSAL

Advanced Arts and Entertainment Management Certificate

### Effective Date

December 11, 2025 (based on departmental recommendation)

### Program History

Formal post-secondary training in arts management in British Columbia began in 1998 with Capilano College's Performing Arts Management program, which evolved into the Certificate in Advanced Arts and Entertainment Management (AEM). This program and the diploma in AEM that was developed in 2005 are both unique in the province. Known for strong industry connections, experienced faculty, and a curriculum spanning non-profit and commercial sectors, these programs emphasize work-integrated learning through two full-time practicum placements, contributing to strong employment outcomes.

The one-year Certificate in Advanced AEM was designed for mature students with performing arts experience, offering intensive 300-level coursework and hands-on training for higher-level roles. The program begins with classroom learning in the summer term, followed by two practicum terms, and requires 34 credits across 5.5 teaching sections. Admission flexibility introduced in 2018, including a work experience pathway, aimed to improve accessibility.

