

Despite these efforts, enrollment has remained low. This trend was noted in the 2018 program self-study. Student feedback also identified the summer start as an unexpected barrier when planning a return to school.

Rationale

On December 9, 2025, AEM faculty recommended cancellation of the upcoming intake for the Certificate in Advanced Arts and Entertainment Management. Enrollment has remained consistently low, averaging 27% capacity over the past decade. While the program reached its highest level in 2020–21 at 54% capacity, numbers declined sharply the following year.

Although the program requires minimal resources and could be financially sustainable with two international students, international enrollment has been 0 or 1 in seven of the past nine offerings. Anecdotal feedback suggests this is linked to the diploma's previous eligibility for the Post-Graduation Work Permit (PGWP), which the certificate does not offer. Given the current context for international students, this trend is unlikely to change in the near future. Application levels remain low overall.

The department intends to focus on strengthening enrollment in the diploma program and exploring degree-level opportunities, rather than continuing to allocate resources to a program with persistent recruitment challenges.

AEM	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
APPLICATIONS		16	25	20	22	14	13	13	11
OFFERS		6	11	9	17	8	10	5	5
REGISTRATIONS		3	10	5	13	6	7	4	4
Domestic	6	3	5	8	13	6	4	4	3
International	1	0	5	1	1	1	2	0	1
Cohort Max: 26	7	3	10	9	14	7	6	4	4
Fill Rate	27%	12%	38%	35%	54%	27%	23%	15%	15%

Consultation

- The faculty unanimously voted to cancel the Summer 2026 intake in a faculty meeting on December 9, 2026. The coordinator reported this to the dean's office on the same day.
- Fine and Applied Arts chairs were notified of this recommendation on December 11, 2025.
- The Fine and Applied Arts Faculty Council discussion was held December 15, 2025.
- Additional consultation will take place with relevant groups as appropriate, such as Indigenous Education and Affairs, Accessibility Services, and the Capilano Students' Union.



Communication Plan

Only one student has been accepted into this program to date. The department is working with the Centre for International Experience to offer this international student a seat in the Arts and Entertainment Management diploma program.

PROGRAM ADMISSION SUSPENSION (INTAKE PAUSE) PROPOSAL

Music Diploma

Effective Date

February 25, 2026

Program History

Capilano College introduced its first Music program in 1970 as a one-year Private Music Teacher Education Program, later expanding to a two-year option and then offering four career-focused streams by 1974. While the Commercial Music option eventually evolved into today's Jazz Studies degree, the two-year Academic Music Transfer program has remained largely unchanged for over five decades. Aside from minor adjustments, such as removing instrumental survey courses and making ear-training a core requirement, the program's structure and curriculum have stayed stable since the 1980s, reflecting minimal evolution in response to industry or educational trends. The current two-year program prepares students to transfer into a third-year music program at another university or into other studies, such as Music Therapy studies. A program revision was approved September 2025 that removed electives and added a music technology component and career preparation course.

Rationale

The Music Diploma program at Capilano University has seen remarkably little change in over 50 years, maintaining its original focus as a two-year classical transfer program designed to prepare students for practical employment in music-related fields. While the program functioned well for decades as a transfer and preparatory pathway, recent shifts in music employment opportunities driven by technology, and changing industry demands have contributed to declining interest.

Enrollment has dropped by 51.7% between 2017 and 2025, with domestic numbers falling steadily and applications decreasing from 148 in 2017/8 to 56 in 2025. Capacity has declined from 85% in 2020/21 to 46% in 2024/25 and 54% in 2025/26, and there have been retention issues due to students entering the Music Therapy degree before completing the Music Diploma program. Under-enrollment persists across most courses, and competition from other institutions, reduced K-12 music education support, and easier access to programs like UBC's School of Music have intensified challenges. Although program costs remain relatively low due to



shared resources with Jazz Studies, the data suggests that the traditional model may no longer meet student needs or market realities, pointing to the need for larger renewal or a shift in focus.

Music	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26
APPLICATIONS		148	133	114	77	67	86	82	67	56
OFFERS		54	42	28	34	31	33	27	24	21
REGISTRATIONS		35	35	20	22	16	17	17	13	14
Domestic	25	27	32	18	16	13	12	14	9	14
International	4	1	2	3	6	4	3	4	3	0
Cohort Max: 26	29	28	34	21	22	17	15	18	12	14
Fill Rate	112%	108%	131%	81%	85%	65%	58%	69%	46%	54%

Consultation

- Discussions were held with the coordinator on December 11, 2025 and a meeting with Music diploma faculty was held on December 12, 2025.
- Fine and Applied Arts chairs were notified on December 11, 2025.
- The Fine and Applied Arts Faculty Council discussion was held on December 15, 2025.
- A program intake pause in this area could impact the Music Therapy degree as this is a major pathway for that program. Additional discussion with this department will be required.
- Additional consultation will take place with relevant groups as appropriate, such as Indigenous Education and Affairs, Accessibility Services, and the Capilano Students' Union.

PROGRAM ADMISSION SUSPENSION (INTAKE PAUSE) PROPOSAL

Visual Effects for Film, Streaming, & Immersive Media

Effective Date

February 25, 2026

Program History

The Digital Visual Effects (VFX) Diploma was launched in 2011 to meet growing demand for skilled technicians and artists in film, animation, and visual effects. The program emphasizes hands-on, interdisciplinary learning with technologies such as VR, AR, and motion capture. It was redeveloped in 2021 as Visual Effects for Film, Streaming & Immersive Media following program review feedback. In 2025, the motion capture studio was relocated and upgraded to include a mini volume stage with a large projection screen for immersive environments. As an Authenticated Unreal Education Training Partner, the program has integrated Unreal Engine into both VFX and 3D pipelines, enabling real-time interaction between actors and CG environments.



Enrollment began declining in 2021/22, prior to these updates. Contributing factors include industry instability and shifting skill requirements: the prolonged Hollywood strikes in 2023 disrupted production pipelines, causing layoffs and studio closures, while rapid adoption of AI and automation raised concerns about traditional VFX roles. Broader demographic declines in higher education, recent policy changes affecting international students—a key demographic for this program—and tuition rates higher than competitors have further impacted interest.

Rationale

The program is no longer financially sustainable at current enrollment levels. Historically, high tuition offset direct instructional costs even at 65 percent capacity, due to strong international enrollment, but this reliance is no longer viable given recent policy changes and market volatility. Domestic enrollment remains low, partly because many students are unaware of VFX as a career path. As noted by the department, redevelopment is necessary to simplify course offerings, strengthen interdisciplinary connections, improve enrollment, streamline admissions, and optimize resource management. These changes aim to broaden the program's appeal, increase

VFX	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26
APPLICATIONS		129	131	97	61	77	81	120	71	45
OFFERS		35	34	30	16	37	32	41	18	11
REGISTRATIONS		21	24	21	9	22	16	15	6	0
Domestic	11	17	13	11	6	16	8	10	5	0
International	4	4	10	10	4	6	7	5	2	0
Cohort Max: 23	15	21	23	21	10	22	15	15	7	0
Fill Rate	65%	91%	100%	91%	43%	96%	65%	65%	30%	0%

visibility, and ensure alignment with institutional priorities.

Consultation

- Discussions were held with the AVFX chair in November and December 2025, and a departmental meeting is scheduled for the week of December 15, 2025.
- Fine and Applied Arts chairs were notified of this recommendation on December 11, 2025.
- The Fine and Applied Arts Faculty Council discussion was held on December 15, 2025.
- Additional consultation will take place with relevant groups as appropriate, such as Indigenous Education and Affairs, Accessibility Services, and the Capilano Students' Union.

COMMUNICATION PLAN FOR PROPOSED INTAKE PAUSES

The University will formally announce the pause of program intake for the upcoming academic year, ensuring clarity and consistency across all communications. Messaging will emphasize transparency, institutional priorities, and available student support.



1. **Internal Briefing:** Notify faculty, staff, and advisors in advance with a prepared FAQ to ensure consistent responses.
2. **Official Announcement:** Publish a statement on the university website and distribute via email to prospective applicants and current students.
3. **Targeted Outreach:** In collaboration with the department and Registrar's Office, contact applicants who have expressed interest, providing guidance on alternative programs or future intake timelines.
4. **Student Support:** Ensure advising services are prepared to assist affected students with academic planning and transitions.
5. **Ongoing Updates:** Monitor inquiries and provide timely updates through official channels, reinforcing institutional transparency.

PROGRAM OF STUDY DISCONTINUANCE PROPOSAL

Conducting in Music Certificate

Effective Date

February 25, 2025

Program History

The Conducting in Music Certificate was an eight-month program first offered in 2007–2008 in response to requests from teachers and community ensemble leaders for formal training in conducting techniques, a skill often underrepresented in teacher education. Its mission was to provide students with the knowledge and practical experience needed to rehearse and lead vocal or instrumental ensembles. The program included pedagogy, observation and analysis of expert conductors, hands-on practice, and experience with choirs and multiple languages, and it was structured to accommodate working professionals. It also received Teacher Qualification Service (TQS) credit, enabling teachers to achieve pay upgrades.

Rationale

Due to fluctuating enrollment, the program shifted to a bi-annual schedule in 2016. Enrollment varied significantly, with 11 program students in 2016 and 12 in 2020, higher course-level participation from Music Diploma students, and no offering in 2018 due to insufficient demand. The program was led by a single instructor who managed recruitment and delivery, and their retirement marked the end of this offering. It has not been offered since the 2020/21 academic year and applications have remained low.

Conducting	16/17	17/18	18/19	20/21	21/22	22/23	23/24	24/25	25/26
APPLICATIONS		7	4	17	4	11	3	2	0
OFFERS			0	16	0	6	0	0	0



REGISTRATIONS		7	0	12	0	0	0	0	0
Domestic	8	0		12					
International	3			0					
Cohort Max: 18	11			12					
Fill rate	61%			67%					

Consultation

- Discussions were held with the coordinator on December 11, 2025 and meeting with Music diploma was held on December 12, 2025.
- Fine and Applied Arts chairs were notified on December 11, 2025.
- The Fine and Applied Arts Faculty Council discussion was held on December 15, 2025.
- Additional consultation will take place with relevant groups as appropriate, such as Indigenous Education and Affairs, Accessibility Services, and the Capilano Students' Union.

PROGRAM OF STUDY

DISCONTINUANCE PROPOSAL(HOUSEKEEPING)

Music Diploma – Music Therapy Course Stream

Music Diploma – Music Therapy Preparatory Stream

Effective Date

February 25, 2025

Program History

These programs were originally created as advising profiles for music students intending to enter the Bachelor of Music Therapy program. In May 2021, the Music Diploma – Music Therapy Course Stream was renamed the Music Diploma – Music Therapy Preparatory Pathway. This profile system was later abandoned because it required frequent updates to reflect changes in Music Therapy prerequisites, and students did not graduate with a diploma distinct from the standard Music Diploma. It was determined that advising from the department coordinator was a more suitable solution.

Rationale

These program profiles were not separate programs but served as advising guides for Music Diploma students who wished to enter the Music Therapy degree. Students can work with the program coordinator or an advisor to determine the prerequisite courses required for admission to the Music Therapy program. This is a housekeeping item.



Consultation

- Discussions were held with the coordinator on December 11, 2025 and meeting with Music diploma was held on December 12, 2025.
- Fine and Applied Arts chairs were notified on December 11, 2025.
- The Fine and Applied Arts Faculty Council discussion was held on December 15, 2025.
- Additional consultation will take place with relevant groups as appropriate, such as Indigenous Education and Affairs, Accessibility Services, and the Capilano Students' Union.

PROGRAM OF STUDY DISCONTINUANCE PROPOSAL(HOUSEKEEPING)

Digital Visual Effects Diploma

Effective Date

February 25, 2025

Program History

This program was relaunched as the Visual Effects for Film, Streaming, & Immersive Media in 2021.

Rationale

This program has been replaced and has not been offered since 2021. This is a housekeeping item.

Consultation

- Discussions were held with the AVFX chair in November and December 2025.
- Fine and Applied Arts chairs were notified of this recommendation on December 11, 2025.
- The Fine and Applied Arts Faculty Council discussion was held on December 15, 2025.
- Additional consultation will take place with relevant groups as appropriate, such as Indigenous Education and Affairs, Accessibility Services, and the Capilano Students' Union.

PROGRAM OF STUDY DISCONTINUANCE PROPOSAL

Visual Communication Advanced Diploma

Effective Date

February 25, 2025



Program History

This program was the predecessor to the Bachelor of Visual Design program in the IDEA School and has thus been replaced.

Rationale

Although this program has continued as an exit credential, it does not meet the area's needs. A new exit credential should be developed to better align with the current program and departmental priorities.

Consultation

- Discussions were held with the IDEA chair on December 12, 2025, and a meeting with faculty will be scheduled.
- Fine and Applied Arts chairs were notified of this recommendation on December 11, 2025.
- The Fine and Applied Arts Faculty Council discussion was held on December 15, 2025.
- Additional consultation will take place with relevant groups as appropriate, such as Indigenous Education and Affairs, Accessibility Services, and the Capilano Students' Union.

COMMUNICATION PLAN FOR PROGRAM DISCONTINUATION (NO CURRENT OR PROSPECTIVE STUDENTS)

The University will formally confirm the discontinuation of identified programs, ensuring transparency and institutional accountability. Messaging will emphasize that no students are impacted and that the programs are already absent from recruitment materials.

1. **Internal Notification:** Provide faculty, staff, and advisors, including the Registrar's Office and Centre for International Experience with a formal memo outlining the discontinuation, rationale, and guidance for handling inquiries.
2. **Governance Reporting:** File updates with Senate, Board, and relevant committees to document the closure.
3. **External Compliance:** Notify accrediting bodies, government agencies, and other regulatory partners as required.
4. **Archival Process:** Update institutional records and archive program documentation for historical and administrative purposes.
5. **Consistent Messaging:** Equip advising and administrative staff with a short statement confirming the closure, should inquiries arise.



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

From: Dr. Caroline Dépatie, Dean, Faculty of Global and Community Studies

Subject: Proposed programs of Study Discontinuation:

- Diploma in Human Kinetics (launched under new name)
- Human Kinetics Diploma – Exercise Science (launched under new name)
- Human Kinetics Diploma – Physical Education (launched under new name)

Date: December 15, 2025

cc: Emma Russell, Coordinator, School of Tourism Management
 Dr. Aurelea Mahood, Associate Vice President Academic & Vice Provost
 Christina Neigel, Director, Academic Planning & Quality Assurance

PROGRAM OF STUDY DISCONTINUANCE

- Human Kinetics Diploma – Physical Education (launched under new name), Diploma in Human Kinetics (launched under new name), Human Kinetics Diploma – Exercise Science (launched under new name)

PROPOSAL EFFECTIVE DATE

Tuesday, February 24th 2026

PROGRAM HISTORY

Human Kinetics was the name used prior to Kinesiology. The three programs have been replaced by the Diploma in Kinesiology and the Bachelor of Kinesiology. The Diploma in Human Kinetics was last offered in 2020/21, the Human Kinetics Diploma – Exercise Science in 2019/20 and the Human Kinetic Diploma – Physical Education in 2018/19.

RATIONALE

The Human Kinetics name is no longer used at Capilano University and the programs are no longer offered as stated in the program history above.

CONSULTATION

- *December 10: Registrar*
- *December 10: Coordinator*
- *December 11: Memo was sent to University Community from VPA*
- *December 12: Dean's communication was sent to the School of Tourism*
- *December 16: GCS Faculty Council consultation. Please note that a possible second consultation will be scheduled if necessary*

The following consultation have not been done at this point:

- *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 16: Consultation with Global and Community Faculty Council
January 5: 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: Dr. Caroline Dépatie, Dean, Faculty of Global and Community Studies

Subject: Proposed programs of Study Discontinuation:

1. Diploma in Tourism Management International
2. Tourism Marketing Citation
3. Hotel and Resort Management Post-Baccalaureate Diploma (launched under new name), Post-Baccalaureate Diploma in Global Hospitality and Tourism Management (launched under new name), Tourism Management for International Students Diploma (intake paused previously), Tourism Marketing and Development Post-Baccalaureate Diploma (intake paused previously)

Date: December 15, 2025

cc: Kara Walker, Chair, School of Tourism Management
Dr. Aurelea Mahood, Associate Vice President Academic & Vice Provost
Christina Neigel, Director, Academic Planning & Quality Assurance

PROGRAM OF STUDY DISCONTINUANCE PROPOSAL

Diploma in Tourism Management International; Tourism Marketing Citation; Hotel and Resort Management Post-Baccalaureate Diploma (launched under new name), Post-Baccalaureate Diploma in Global Hospitality and Tourism Management (launched under new name), Tourism Management for International Students Diploma (intake paused previously), Tourism Marketing and Development Post-Baccalaureate Diploma (intake paused previously)