CAPILANO
UNIVERSITY

SENATE REGULAR MEETING
Tuesday, May 13, 2025   4:00 – 6:00 pm
Capilano University – Library Room 322

AGENDA

Land Acknowledgement
Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the territories of the Líl̓wat, xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

1.	**Welcome**	
2.	**Approval of the Agenda** - *Decision*	Senate Members
3.	**Approval of Minutes** - *Decision*	Senate Members
		Schedule 3
4.	**Correspondence Received**	
5.	**Business Arising**	
	5.1 Self Evaluation Committee – *Information*	Christina Neigel
6.	**New Business**	
	6.1 Graduates – *Decision*	Harb Johal
	6.2 Results of Senate Election – *Information*	Harb Johal
		Schedule 6.2
	6.3 Subcommittees Members List – *Information*	Harb Johal
		Schedule 6.3
7.	**Committee Reports**	
	7.1 Academic Planning and Review Committee – *Information*	Alaa Al-Musalli
	7.2 Policy and Governance Committee – *Decision*	Corey Muench
	7.2.1 S2017-04 Graduation Policy	Schedule 7.2.1
	7.2.2 S1989-02 Academic Honours Policy	Schedule 7.2.2
	7.3 Curriculum Committee – *Decision*	
	7.3.1 Resolution Memo	Deb Jamison
	[April 25 Agenda Package](#) / [April 25 Draft Minutes](#)	Schedule 7.3.1

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    7.4 Teaching and Learning Committee – *Information*   Diana Twiss
                                                                 Schedule 7.4

    7.5 Budget Advisory Committee – *Information*   Michael Thoma

8.   **Other Reports**

    8.1 Chair of Senate – *Information*   Laureen Styles

    8.2 Vice Chair of Senate – *Information*   Deb Jamison

    8.3 VP Academic and Provost – *Information*   Tracy Penny Light

    8.4 Board Report – *Information*   Amina El Mantari

    8.5 Elder Report - *Information*   Elder Latash

9.   **Discussion Items**

10.   **Other Business**

11.   **Information Items**

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Capilano University, Library Building, Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Julia Black, John Brouwer, Jai Djwa, Graham Cook, Caroline Depatie, Brian Ganter, Victor Gelano, Denise Gingrich, Sofia Hughes, Deb Jamison, Alan Jenks, Harb Johal, Laura Kinderman, Michael Laurence, Brad Martin, Priya McMurtrie, Vedant Mehra, Corey Muench, Alaa Al-Musalli, Christina Neigel, Majid Raja, Ramin Shadmehr, Farnoosh Sam, Michael Thoma, Diana Twiss, Emily Walmsley, Recorder: Mary Jukich

Regrets: Thomas Flower, Saksham Goyal, Tracy Penny Light, Amina El Mantari

Guests: Brit Paris, Dawn Whitworth

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1. **Welcome**

   The Chair called the meeting to order at 4:00 pm.

   In the absence of Thomas Flower, Michael Laurence assumed voting rights for the Faculty of Arts and Sciences.

2. **Approval of the Agenda**

   Paul Dangerfield moved and Brad Martin seconded:
   To adopt the agenda.   **CARRIED**

3. **Approval of the Minutes**

   Paul Dangerfield moved and Diana Twiss seconded:
   To adopt the March 4, 2025 minutes.   **CARRIED**

4. **Correspondence Received**

   Correspondence relevant to Senate business was not received; however, Senate continues to receive unofficial correspondence from a variety of groups.

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5. **Business Arising**

   5.1 **Self-Evaluation Committee**
   Presented by: Christina Neigel

   The Self-Evaluation Committee is in the final stages of finalizing this year's survey. The survey will be distributed to the Senate subcommittees and will be open for approximately one week. Senators were requested to encourage members of subcommittees to complete the survey.

   5.2 **Vice-Chair Nominating Committee**
   Presented by: John Brouwer

   Senate was informed that a call for nominations for the position of Senate Vice Chair was distributed and a nomination was received for Deb Jamison.

   A further three calls were made at Senate and no further nominations were received. Accordingly, Deb Jamison was acclaimed for Senate Vice Chair for a one year term, August 2025 to June 2026.

6. **New Business**

   None.

7. **Committee Reports**

   7.1 **Academic Planning and Review Committee**
   Presented by: Alaa Al-Musalli

   The committee met on March 11th and provided early stage feedback on the self-study reports of the following units:

   School of Humanities
   - Associate of Arts Degree,
   - Associate of Arts Degree – Creative Writing
   - Associate of Arts Degree – English

   Institute of Interdisciplinary Studies
   - Bachelor of Arts with a Major in Interdisciplinary Studies

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- Minor in Interdisciplinary Studies

The committee was also informed that the Faculty of Fine & Applied Arts has discontinued work on the Diploma in Contemporary Musicianship concept paper.

7.2   Policy and Governance Committee
Presented by: Corey Muench

The committee met on March 11th and March 25th.

At the March 11th meeting, the committee reviewed the Senate Graduate Studies committee Terms of Reference. The committee also discussed the proposed Academic Qualifications for Faculty Policy and reviewed the written responses from the proponent, Laureen Styles, to questions previously submitted by the committee.

On March 25th, the committee further discussed the Academic Qualifications for Faculty Policy and the new proponent, Claire Carolan, attended the meeting to respond to further questions and provide feedback. Based on the discussion, the committee created an action items list and the proponent will return to the April 8th committee meeting with responses to the action items.

7.2.1   Senate Graduate Studies Committee Terms of Reference

On review and discussion, no concerns were raised with the committee's Terms of Reference.

Corey Muench moved and Graham Cook seconded:

25/09 That the Senate approve the proposed Terms of Reference for the   **CARRIED**
Senate Graduate Studies Committee.

7.2.2   Grading Policy

This policy was on a regular review schedule and based on analysis there were no suggested changes except for reformatting into the new policy format.

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During the review and discussion, a concern was raised that during policy review, students are not being consulted and it was suggested that an opportunity be provided to have student voice during the review and, accordingly, this will be followed up.

Corey Muench moved and Laura Kinderman seconded:

25/10 That the Senate approve the revisions to the Grading Profile Policy, S2017-01.

CARRIED

7.2.3 Attendance Policy

This policy was on a regular review schedule and was updated for formatting. The committee also discussed the concept of participation and the language was slightly revised accordingly.

Corey Muench moved and Emily Walmsley seconded:

25/11 That the Senate approve the revisions to the Attendance Policy, S1990-01.

CARRIED

7.3 Curriculum Committee
Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the March 21, 2025 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Michael Laurence seconded:

25/12 That Senate approve Resolutions 25/17 to 25/27.

CARRIED

7.3.2 Committee Membership

Deb Jamison moved and Brad Martin seconded:

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25/13 That the following members be endorsed to serve on the Senate   **CARRIED**
Curriculum Committee for a two-year term ending July 31, 2027:

Torin McLachlan – Humanities
Hilary Duke – Social Sciences
Urmila Jangra – Science, Technology, Engineering and Mathematics
David Geary – Motion Picture Arts
Vacant – Performing Arts
Stephen Evans – Access and Academic Preparation
Alisha Samnani – Student
Vacant – Student
Vacant - Student

7.4   Teaching and Learning Committee
Presented by: Diana Twiss

The committee met on March 18th.

The committee received correspondence regarding the use of digital assessment tools and the significant impact that the cost has on students regarding affordability, access to education and academic fairness.

The committee also received a presentation from Brit Paris, Director, Teaching and Learning on the development of guidelines around course modularity, specifically when a course could be online, hyflex, etc and committee members were requested to provide their feedback. An update was also provided on the digital learning framework Brit Paris also provided an update on the digital learning framework and goals achieved to date.

The committee also received a report from Creative Activity, Research, Scholarship and Graduate Studies (CARS) and one of the key highlights was that CARS awarded seven faculty with new research grants: four faculty were awarded section release and student hiring grants from the Service Improvement Allocation fund (SIA) and three were awarded SSHRC grants from our SSHRC Institutional funding.

![Capilano University logo]

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MINUTES

7.5 Budget Advisory Committee
Presented by: Michael Thoma

A report was not provided as the committee will be meeting on May 30, 2025.

8. Other Reports

8.1 Senate Chair

Paul Dangerfield provided a brief update regarding the transition around the interim president position as well as the search process for the permanent president position. Information will continue to be communicated to Senate and the campus community as well as the [website](#).

In addition, another part of the successful transition will be filling the positions of Academic Vice President Academic and Provost and the Registrar.

8.2 Vice Chair

As this was Paul Dangerfield's last Senate meeting, the Vice Chair provided comments of gratitude and a tribute video created by Alumni Relations, Philanthropy & Alumni Relations was shown to acknowledge Paul's leadership, influence and impact at Capilano University.

8.3 VP Academic and Provost
A report was not provided as Tracy Penny Light was absent from the meeting.

8.4 Board Report
A report was not provided as the Board has not met since the last Senate meeting.

8.5 Elder Report
A report was not provided as Elder Doctor Latash was absent from the meeting.

9. Discussion Items
No discussion items were presented.

10. Other Business
No other business was presented.

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11. **Information Items**
No information items were presented.

12. **In Camera – Tributes Committee**

The meeting moved in camera at 5:00 pm.

> *Paul Dangerfield moved and Deb Jamison seconded:*
> To move in camera.   **CARRIED**

> *Paul Dangerfield moved and John Brouwer seconded:*
> To move out of in camera.   **CARRIED**

The meeting was adjourned at 5:40 pm.

Next Meeting: Tuesday, May 13, 2025

Memo

To: Mary Jukich
From: Harb Johal, Interim Registrar
Subject: Spring 2025 Election Result
Date: [Select or Enter a Date]
cc: [Enter cc (if none, type a space or N/A)]

Board of Governors

Results are available on [Elections Results - Capilano University](#)

Representative	Name	Term start	Term Ends
Students	Owen McLachlan	Immediately	July 31, 2026
	Prabal Gupta	August 1, 2025	July 31, 2026

Senate

Results are available on [Election Results - Capilano University](#)

Representatives	Name	Non-voting term starts	Voting term starts	Term ends
Students	Sofia Hughes	n/a	Immediately	July 31, 2026
	Priya McMurtrie	n/a	August 1, 2025	July 31, 2026
	Harleen Kaur	n/a	August 1, 2025	July 31, 2026
	Milo Prentice	n/a	August 1, 2025	July 31, 2026
Faculty of Arts and Sciences	Alicia Fahey	August 1, 2025	August 1, 2026	July 31, 2028
Faculty of Business & Professional Studies	Deb Jamison	August 1, 2025	August 1, 2026	July 31, 2028
Faculty of Education, Health and Human	Corey Muench	August 1, 2025	August 1, 2026	July 31, 2028
Faculty of Fine and Applied Arts	Michael Thoma	August 1, 2025	August 1, 2026	July 31, 2028
Faculty of Global and Community Studies	Katija Pallot	August 1, 2025	August 1, 2026	July 31, 2028

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SENATE SUBCOMMITTEES
August 2025 – June 2026

Academic Planning and Review Committee

Membership: Senators and non-Senators – Quorum = 8
Meetings: 2nd Tuesday of the Month - 4:00 - 6:00 pm

(Voting)	
Chair of Senate	Laureen Styles
Vice-Chair of Senate	Deb Jamison
VP Academic & Provost	Tracy Penny Light
Dean	Brad Martin
Faculty	Brian Ganter
Faculty	Alaa Al-Musalli (Chair)
Faculty	Jane Ince
Faculty	Lauren Moffatt
Faculty	Stephen Williams
Faculty	Jennifer Nesselroad
Faculty	John Brouwer
Faculty*	
Staff	Carley Dyer
Staff	Marjorie Smales
Student	Priya McMurtrie
Student	Panveer Grewal
(Non-Voting) Resource Members	
Director, Academic Planning & Quality Assurance	Claire Carolan
Administrator	Francisco Silva
Administrator	Francisco Nogueira
Resource/Ex Officio Member	

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

Budget Advisory Committee

Membership: Senators – Quorum = 4

Meetings: Schedule is determined at first meeting

(Voting)	
Vice-Chair of Senate	Deb Jamison
Administrator	Laura Kinderman
Administrator	Brad Martin
Faculty	Michael Thoma
Faculty	Denise Gingrich
Faculty	Victor Gelano
Faculty*	
Staff	Farnoosh Sam
Student	Sofia Hughes
Ex-Officio Member (Non-Voting)	
President	Laureen Styles
VP Finance and Administration	Tally Bains
VP, Strategic Planning, Assessment & Institutional Effectiveness	Toran Savjord
Director, Financial Operations	Holly Hunter
Director, Financial Planning and Analysis	Narisha Jessani

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CAPILANO
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SENATE SUBCOMMITTEES
August 2025 – June 2026

Curriculum Committee (Senators and non-Senators)
Quorum = 10 including Chair

DAC Recommends to Senate (2 Year Term)	
(Voting)	
Humanities	Torin McLachlan
Social Sciences	Hilary Duke
Science, Technology, Engineering and Mathematics	Urmila Jangra
Motion Picture Arts	David Geary
Design	Dominique Walker
Performing Arts	Cindy Fairbank
Business, International Programs, Projects and Partnerships	Danielle Wilson
Business, Legal Studies, Communications	Deb Jamison
Tourism and Outdoor Recreation Management	John Brouwer
Education, Health and Human Development	Julia Black
Global Stewardship, Public Administration & Kinesiology	Caroline Soo
Access and Academic Preparation	Stephan Evans
Library	Bethany Paul
Student Services	Chloe Miller
Students (1 Year Term)	Alisha Samnani
	Sofia Hughes
	Vacant
Administrator	Tracy Penny Light
Dean	Graham Cook
Dean	Ramin Shadmehr
Dean	Caroline Depatie
Registrar	Harb Johal
One Academic Advisor	Shahnaz Darayan
TBD (formerly Director of Continuing Studies)	Vacant
Chair or Vice-Chair of Senate	Laureen Styles / Deb Jamison
(Non-voting)	
Chair	Deb Jamison

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CAPILANO
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SENATE SUBCOMMITTEES
August 2025 – June 2026

Graduate Studies Committee

Membership: Senators and non-Senators – Quorum = 6
Meetings: _____ _____ of the month – _____ pm

(Voting)	
Chair of Senate	Laureen Styles
Vice-Chair of Senate	Deb Jamison
Faculty	
Faculty	
Faculty	
Faculty	
Faculty	
Faculty	
Faculty*	
Student	
Student	
(Non-Voting) Resource / ex Officio	
Provost & Vice-President, Academic (or designate)	
Associate Vice-President, Creative Activity, Research & Graduate Studies	Dawn Whitworth
Director of Indigenous Education and Affairs (or designate)	
Director, Academic Planning and Quality Assurance	Claire Carolan
University Librarian (or designated librarian)	

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CAPILANO
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SENATE SUBCOMMITTEES
August 2025 – June 2026

Policy and Governance Committee

Membership: Senators and non-Senators – Quorum = 4
Meetings: 2nd and 4th Tuesday of the month – 1:00 – 2:30 pm.

(Voting)	
Chair of Senate	Laureen Styles
Vice-Chair of Senate	Deb Jamison
Administrator	Caroline Depatie
Faculty	Corey Muench
Faculty	Susan Gardner
Faculty	Julia Black
Faculty*	
Staff	Trula Fountaine
Student	Sofia Hughes
(Non-Voting) Resource Members	
Administrator, Policy Office	Jacquetta Goy
Administrator, Registrar's Office	Jordan Lovig

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SENATE SUBCOMMITTEES
August 2025 – June 2026

Teaching and Learning Committee

Membership: Senators and non-Senators – Quorum = 6
Meetings: 3rd Tuesday of the month – 1:00 – 3:00 pm

(Voting)	
Chair of Senate	Laureen Styles
Vice-Chair of Senate	Deb Jamison
Administrator	Laura Kinderman
Faculty	Diana Twiss (Chair)
Faculty	Michel-Antoine Xhignesse
Faculty	Jai Djwa
Faculty	Christine Jackson
Faculty	Alan Jenks
Faculty*	
Librarian	Krystyna Nowak
Staff	Maria Valiouk
Student	Panveer Grewal
(Non-Voting)	
Director, Teaching and Learning	Brit Paris
Digital Technology Services	Chris Jacques
AVP, Creative Activity, Research, Scholarship and Graduate Studies	Dawn Whitworth
Director, Indigenous Education and Affairs	Miranda Huron
Director, Academic Planning & Quality Assurance	Claire Carolan
Executive Member, Capilano Student Union	

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Self-Evaluation Committee

Membership: Senators – Quorum = 4
Meetings: TBD

Administrator	Christina Neigel
Faculty	Deb Jamison
Faculty	Diana Twiss
Faculty	Vacant
Staff	Vedant Mehra
Student	Vacant

Tributes Committee

Membership: Senators – Quorum = 4
Meetings: Schedule is determined at first meeting

(Voting)	
Chair of Senate	Laureen Styles
Vice-Chair of Senate	Deb Jamison
Administrator	Christina Neigel
Faculty	Corey Muench
Faculty	Alan Jenks
Faculty	Victor Gelano
Faculty*	
Staff	Vedant Mehra
Student	Priya McMurtrie
Ex-Officio Member (Non-voting)	
Vice President, University Relations	Kari Wharton
	Jennifer Bryan

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

Vice-Chair Nominating Committee
Membership: Senators – Quorum = 3
Meetings: One or two meetings between March and April

Administrator	Christina Neigel
Faculty	Majid Raja
Faculty	John Brouwer
Staff	Farnoosh Sam
Student	Vacant

Naming Opportunities Committee
Membership: Senators – Quorum = 4
Meetings: As and When

(Voting)	
Chair of Senate	Laureen Styles
Vice-Chair of Senate	Deb Jamison
Administrator	Ramin Shadmehr
Faculty	Corey Muench
Faculty	Vacant
Faculty	Vacant
Faculty*	
Staff	Farnoosh Sam
Student	Vacant
Ex-Officio Member (Non-Voting)	
Executive Director, Advancement	Vacant

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

CAPILANO UNIVERSITY

SENATE REPORT

AGENDA ITEM:	S2017-04 Graduation Policy
PURPOSE:	☒ Approval ☐ Information ☐ Discussion
MEETING DATE:	May 13, 2025
PRESENTER:	Harb Johal, Interim Registrar; Jaspreet Jhutti, Associate Registrar; Dawn Whitworth, AVP CARS (Proponents)

PURPOSE

To request Senate's approval of the revised Graduation Policy, S2017-04, on its regular review schedule and after incorporating content related to graduate programs.

BACKGROUND

(the proponent has provided most of the following information)

Rationale for creation, revision or rescinding

This policy was written and approved in 2017 and is overdue for its planned 5-year review. Additionally, the policy was reviewed as part of the University's preparations for introducing graduate studies.

Context

This policy provides direction regarding Capilano University requirements for graduation from credit-based programs.

Issues identified

No significant issues have been identified associated with the directions provided or operationalization of this established policy.

Changes

The only changes being made to this policy are the inclusion of minimum University requirements for graduation from master's level credentials and some clarifications about undergraduate graduation requirements. Additionally, some changes have been made to align with current policy office practices.

Risk, Benefits and Strategy alignment

This policy forms a part of the controls mitigating risk associated with graduation by putting in place minimum requirements and a consistent process.

CONSULTATIONS

The new graduation from master's level credentials requirements were drafted by the AVP CARS, Dawn Whitworth, after a comparative review of other BC PSIs. The language was shared and feedback and changes incorporated during a consultation roadshow held in May/June 2023 that included all Faculty Councils.

The Registrar's Office led by the Graduation Associate Registrar, Jaspreet Jhutti, reviewed and updated the existing policy as a whole and identified only minor changes to be made. Policy Office review was

completed with some additional small changes made. It was determined that further consultation was not required.

Review and approval process timelines

Date	Committee	Purpose
April 8, 2025	Senate Policy and Governance Committee	Review, propose improvements and determine if ready for Senate consideration.
May 13, 2025	Senate	To review and approve, ask for further amendments if required or make recommendations *(35.2(6) policies only)**

DOCUMENTS FOR SENATE REVIEW
- Current Graduation Policy S2017-04
- Proposed Graduation Policy S2017-04, marked with comments by SPGC
- Proposed Graduation Policy S2017-04, clean final proposed

RECOMMENDATION
THAT the Senate approve the revisions to the Graduation Policy, S2017-04.

	POLICY		
Policy No.	Officer Responsible		
S2017-04	**Registrar**		
Policy Name			
Graduation			
Approved by	Replaces	Category	Next Review
Senate	**New**	**B**	**January 2023**
Date Issued	Date Revised	Related Policies, Reference	
November, 2017		**S.2013-02 Teaching Out of Discontinued Programs**	

1. **PURPOSE**

   1.1. This policy provides direction regarding the university requirements for graduation from credit-based programming. This policy relates to all credit-based programs and includes the timeframe for completion of programs, second credentials, graduation Grade Point Averages (GPAs), residency, and other graduation-related items.

2. **SCOPE**

   2.1. Capilano University shall confer approved credentials to students who meet the specific program requirements in addition to the university standards as detailed in this policy including: 1) Meeting the requirements for graduation; 2) Applying and being deemed eligible for graduation; and 3) Receiving the parchment.

3. **MINIMUM REQUIREMENTS FOR GRADUATION**

   3.1. All students applying for graduation must meet the specific program profile requirements as approved by Senate and published in the University Calendar at the time the student is first enrolled in the program.

   3.2. If a student stops out of their program for more than two (2) sequential major terms (Fall/Spring or Spring/Fall), the student will be evaluated against the program profile for the term of their graduation. If they do not meet those requirements, the student will be evaluated against the program requirements that are in effect at the time they re-entered the program.

   3.3. Students wishing to have their graduation application evaluated according to the program profile requirements of a term other than as described above must submit such a request to the Registrar when applying for graduation.

3.4.   It is the student's responsibility to ensure that all requirements for the program, including Cap Core requirements, will be met within the term of application.

3.5.   Students who have received permission to complete coursework elsewhere must complete this work and submit a final, official transcript from the other institution(s) at least four (4) months prior to applying for graduation.

4.   GRADUATION CUMULATIVE GRADE POINT AVERAGE (GPA) REQUIREMENT

4.1.   The minimum University requirement for graduation from all credentials is a CGPA of 2.00. All courses completed at Capilano University within the program requirements are used in the calculation of the Graduation CGPA.

4.2.   Programs may have additional graduation requirements as approved by the University Senate.

5.   RESIDENCY REQUIREMENT

5.1.   Students transferring to Capilano University must complete a minimum of 50% of their program course credits at Capilano University, the majority of which will normally fulfill the requirements of their final years of study. For example, within a Baccalaureate credential these course credits would be at the 3xx and 4xx level.

5.2.   Programs may have other residency requirements. These requirements will be included in the program requirements approved by the University Senate as listed within the University Calendar.

6.   SECOND CREDENTIALS

6.1.   Students may not receive two credentials for substantively the same coursework. This includes where the student's first credential is from Capilano University or another institution.

6.2.   Students wishing to receive a second credential must complete a minimum of 50% new coursework from within the program requirements of their second credential to be eligible to graduate from that credential.

6.3.   Residency requirements apply for the course credit completed under the second credentials framework.

7. TIMEFRAME FOR COMPLETION OF THE PROGRAM AND GRADUATION

7.1.   Students are expected to complete the requirements for their program within a reasonable timeframe. The reasonable timeframe for each program is defined as twice the duration of the Senate approved program length plus an additional 50%. For example, students in a four-year program would be given ten years from the first term of registration to complete their program. Students in a two-year program would be given five years to complete their program.

7.2.   Students are eligible to graduate from their program up to five years from the completion of their program requirements. Students requesting an extension to that time limit must do so in writing to the Vice-President Academic and Provost.

7.3.   Students may attend the convocation ceremony that immediately follows their graduation.

8. EXEMPTIONS/SUBSTITUTIONS OF COURSES FOR GRADUATION

8.1.   Students are expected to meet the requirements of their program as outlined in the profile approved by the University Senate.

8.2.   Any request for an exemption from or substitutions for a program course requirements must be recommended by the dean and approved by the Registrar's Office.

9. APPLICATION FOR GRADUATION

9.1.   To obtain a credential from Capilano University, all students must be approved for graduation. Students must submit an application for graduation that will be reviewed for eligibility. If eligible, the student will be approved for graduation by the Registrar. Application deadlines are posted on the Capilano University website.

10. GRADUATION ELIGIBILITY

10.1.   Graduation eligibility is determined by the Registrar. Students will be notified of their eligibility as soon as possible after their graduation application is received; however, final eligibility is not confirmed until all courses have been completed and final grades are received, including grades from practicums, study abroad programs, transfer credit, or other coursework.

11. RECEIPT OF PARCHMENT

11.1.   Summer or Fall term graduation – Students who have met all their financial commitments to the institution and who graduate after Summer or Fall term are eligible to receive their parchments following approval of the University Senate.

11.2.   Spring Term graduation – Following approval of the University Senate, students who have met all their financial commitments to the institution and who graduate after Spring term will receive their parchments at Convocation. Students who do not attend Convocation will receive their parchments following Convocation.

12.   REPLACEMENT CREDENTIALS

12.1.   If there has been an error in the printing of the original document, the original credential must be returned to Capilano University to receive a replacement credential.

12.2.   If the original credential was lost, stolen, or destroyed a signed "Lost Credential Declaration" form must be completed and submitted to the Registrar's Office to receive a replacement credential.

![Capilano University]	POLICY

Policy No.	Officer Responsible		
S2017-04	**Vice President, Academic and Provost**		
Policy Name			
Graduation			
Approved by	Replaces	Category	Next Review
Senate		**Academic**	
Date Issued	Date Revised	Date in effect	Related Policies
November 2017			

1.   PURPOSE

1.1   This policy provides direction regarding Capilano University (the "University") requirements for graduation from credit-based ~~programming~~ programs. This policy relates to all credit-based programs and includes the timeframe for completion of programs; conferring of first and second credentials; the required graduation Grade Point Averages (GPAs), and residency; and other graduation-related items.

> **Commented [CM1]:** Check for use of "programming" and use of "program" throughout the policy. Also program of study" and "credential" Preference for "program"

> **Commented [CM2]:** conferring of first and second credentials, and the required

2.   SCOPE AND LIMITS

2.1   The University will confer approved credentials on students who meet the specific program requirements in addition to the university standards as detailed in this policy including:

a)   meeting the requirements for graduation;

b)   applying and being deemed eligible for graduation; and

c)   receiving the parchment.

3.   MINIMUM REQUIREMENTS FOR GRADUATION

3.1   All students applying for graduation must meet the specific program profile requirements as approved by the Senate and published in the University Calendar at the time the student is first enrolled in the program.

3.2   If a student stops out of their program for more than two (2) sequential major terms (Fall/Spring or Spring/Fall), the student will be evaluated against the program profile for the term of their graduation. If they do not meet those requirements, the student will be evaluated against the program requirements that are in effect at the time they re-entered the program.

> **Commented [SG3]:** Should this be either "is absent from their program" or "stops their program"?

3.3   Students wishing to have their graduation application evaluated according to the program profile requirements of a term other than as described above must submit such a request to the Registrar when applying for graduation.

3.4 It is the student's responsibility to ensure that all requirements for the program, including Cap Core requirements, are met within the term of application for graduation.

3.5 Undergraduate students who have received permission to complete coursework elsewhere ~~must need to~~ complete this work and submit a final, official transcript from the other institution(s) at least four (4) months prior to applying for graduation.

4. GRADUATION CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENT

4.1 The minimum University requirement for graduation from all undergraduate credentials is a CGPA of 2.00. All courses completed at Capilano University within the program requirements are used in the calculation of the graduation CGPA. (See Policy S2003-02 Repeated Courses for information about GPA calculation when a course is repeated.)

4.2 The minimum University requirement for graduation from master's level credentials is a CGPA of 3.00. Graduate certificates and graduate diplomas require a minimum cumulative GPA of 2.67 or higher. All courses completed at the University within the program requirements are used in the calculation of the graduation CGPA.

4.3 Programs may have additional graduation requirements as approved by the Senate.

5. RESIDENCY REQUIREMENT

5.1 Undergraduate students transferring to the University must complete a minimum of 50% of their program course credits at the University, ~~the majority of~~ which will normally fulfill the requirements of their final years of study. For example, within a Baccalaureate credential these course credits would be at the 3xx and 4xx level.

5.2 Programs may have other residency requirements. These requirements will be included in the program requirements approved by the Senate as listed within the University Calendar.

6. SECOND CREDENTIALS

6.1 Students may not receive two credentials for substantively the same coursework. This includes where the student's first credential is from the University or another institution.

6.2 Undergraduate students wishing to receive a second credential ~~must~~ should complete a minimum of 50% new coursework from within the program requirements of their second credential to be eligible to graduate from that credential.

6.3 Residency requirements apply for the course credit completed under the second credentials framework.

7. TIMEFRAME FOR COMPLETION OF THE PROGRAM AND GRADUATION

7.1 ~~All~~ Students are expected to complete the requirements for their program within a reasonable timeframe. The reasonable timeframe for each program is defined as twice the duration of the Senate-approved program length plus an additional 50%. For example, undergraduate students in a four-year program would be given ten years from the first term of registration to complete their program. Students in a two-year program would be given five years to complete their program.

Commented [CM4]: DJ: "...within the term of application for graduation."

Commented [CM5R4]: Okay accept

Commented [CM6]: DJ: I have issues with this timeline because many international students finish their last term at TRU and therefore cannot submit a transcript so far in advance of graduation.

Commented [CM7R6]: change must to need to

Commented [SG8]: Should this state whether a student can redo a course to get a higher mark?

Commented [CM9R8]: Add S2003-02 Repeated Courses Policy

Commented [CM10]: the current policy has the words "the majority of which will..."

Commented [CM11R10]: Jas to let us know more about this.

Commented [CM12R10]: Jaspreet Jhutti: "Majority" was removed because students sometimes have transfer credit for years 3 and 4, thus we allow students to pick up year 1 and year 2-level courses as an option.

Commented [CM13]: DJ: When we developed the Bachelor of Legal Studies (Paralegal) in 2010, our aim was to allow our diploma and certificate students to come back to CapU to earn their degree on a part-time basis if they so chose. Diploma students take 69 credits, so they would need only 54 more credits to earn their 123-credit degree (which is less than 50%)--there needs to be more flexibility in this regard.

7.2 Students are eligible to graduate from their program up to five years from the completion of their program requirements. Students requesting an extension to that time limit must do so in writing to the Vice-President Academic and Provost.

7.3 Students may attend the convocation ceremony that immediately follows their graduation.

8. EXEMPTIONS/SUBSTITUTIONS OF COURSES FOR GRADUATION

8.1 Students are expected to meet the requirements of their program as outlined in the profile approved by the Senate.

8.2 Any request for an exemption or substitution for a program's course requirement(s) must be recommended by the Program Chair/Coordinator in writing, ~~the dean and approved by the Registrar's Office~~ with a copy sent to the Dean. The Registrar's Office will grant final approval.

9. APPLICATION FOR GRADUATION

9.1 To obtain a credential from the University, all students must be approved for graduation. Students must submit an application for graduation that will be reviewed for eligibility. If eligible, the student will be approved for graduation by the Registrar. Application deadlines are posted on the University website.

10. GRADUATION ELIGIBILITY

10.1 Graduation eligibility is determined by the Registrar. Students will be notified of their eligibility as soon as possible after their graduation application is received; however, final eligibility is not confirmed until all courses have been completed and final grades are received, including grades for practicums, study abroad programs, transfer credit, or other coursework.

11. RECEIPT OF PARCHMENT

11.1 Summer or Fall term graduation – Students who have met all their financial commitments to the institution and who graduate after Summer or Fall term are eligible to receive their parchments following approval of the Senate.

11.2 Spring Term graduation – Following approval of the Senate, students who have met all their financial commitments to the institution and who graduate after Spring term will receive their parchments at Convocation. Students who do not attend Convocation will receive their parchments following Convocation.

12. REPLACEMENT CREDENTIALS

12.1 If there has been an error in the printing of the original document, the original credential must be returned to the University to receive a replacement credential.

12.2 If the original credential was lost, stolen, or destroyed, a signed "Lost Credential Declaration" form must be completed and submitted to the Registrar's Office to receive a replacement credential. The replacement credential will include a re-print date directly on it.

13.   RELATED POLICIES AND GUIDANCE

S-2017-01 Grading Profile Policy

S2003-02 Repeated Courses

S2003-03 Academic Standing

S2024-01 Programs of Study Outcomes

14.   DESIGNATED OFFICER

14.1   The Vice President, Academic and Provost is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Registrar.

	POLICY		
Policy No.	Officer Responsible		
S2017-04	**Vice President, Academic and Provost**		
Policy Name			
Graduation			
Approved by	Replaces	Category	Next Review
Senate		**Academic**	
Date Issued	Date Revised	Date in effect	Related Policies
November 2017			

1. PURPOSE

1.1 This policy provides direction regarding Capilano University (the "University") requirements for graduation from credit-based programs. This policy relates to all credit-based programs and includes the timeframe for completion of programs; conferring of first and second credentials; the required graduation Grade Point Averages (GPAs), and residency; and other graduation-related items.

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2.1 The University will confer approved credentials on students who meet the specific program requirements in addition to the university standards as detailed in this policy including:

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   b) applying and being deemed eligible for graduation; and

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3.1 All students applying for graduation must meet the specific program profile requirements as approved by the Senate and published in the University Calendar at the time the student is first enrolled in the program.

3.2 If a student stops out of their program for more than two (2) sequential major terms (Fall/Spring or Spring/Fall), the student will be evaluated against the program profile for the term of their graduation. If they do not meet those requirements, the student will be evaluated against the program requirements that are in effect at the time they re-entered the program.

3.3 Students wishing to have their graduation application evaluated according to the program profile requirements of a term other than as described above must submit such a request to the Registrar when applying for graduation.

3.4   It is the student's responsibility to ensure that all requirements for the program, including Cap Core requirements, are met within the term of application for graduation.

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13.   RELATED POLICIES AND GUIDANCE
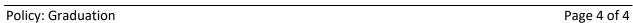
S-2017-01 Grading Profile Policy

S2003-02 Repeated Courses

S2003-03 Academic Standing

S2024-01 Programs of Study Outcomes

14.   DESIGNATED OFFICER

14.1   The Vice President, Academic and Provost is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Registrar.

SENATE REPORT

AGENDA ITEM:	**S1989-02 Academic Honours**
PURPOSE:	☒ **Approval** ☐ **Information** ☐ **Discussion**
MEETING DATE:	**May 13, 2025**
PRESENTER:	**Harb Johal, Interim Registrar; (Proponent)** **Dawn Whitworth, AVP CARS (Proponent)**

PURPOSE

To request Senate's approval of the revised Academic Honours Policy, S1989-02, on its regular review schedule and after incorporating content related to graduate programs.

BACKGROUND

(the proponent has provided most of the following information)

Rationale for creation, revision or rescinding

This policy was originally written in 1989 and last updated in 2011 and is overdue for its planned 5-year review.

Context

This policy provides direction regarding the awarding of academic honors (Deans and Merit lists).

Issues identified

No significant issues have been identified associated with the directions provided or operationalization of this long-established policy.

Changes

The changes proposed to this policy are very minor, to include Graduate credentials and requirements in the Graduation Honors section and some changes made to align with current policy office practices.

Risk, Benefits and Strategy alignment

This policy forms a part of the controls mitigating risk associated with the awarding of academic honours. The new language relating to graduate credentials forms part of the preparation for the university to launch graduate studies.

CONSULTATIONS

The new language regarding graduate credentials was drafted by the AVP CARS, Dawn Whitworth, after a comparative review of other BC PSIs. The language was shared and feedback and changes incorporated during a consultation roadshow held in May/June 2023 that included all Faculty Councils.

The Registrar's Office and the Policy Office reviewed and updated the existing policy as a whole and identified some other minor changes to be made. It was determined that further consultation was not required.

Review and approval process timelines

Date	Committee	Purpose
April 8, 2025	Senate Policy and Governance Committee	Review, propose improvements and determine if ready for Senate consideration.
May 13, 2025	Senate	To review and approve, or ask for further amendments

DOCUMENTS FOR SENATE REVIEW
- Current Academic Honours Policy S1989-02
- Proposed Academic Honours Policy S1989-02, marked with comments by SPGC
- Proposed Academic Honours Policy S1989-02, clean final proposed

RECOMMENDATION
THAT the Senate approve the revisions to the Academic Honours Policy, S1989-02.

	POLICY		
Policy No.	Officer Responsible		
S1989-02	**Senate**		
Policy Name			
Academic Honours			
Approved by	Replaces	Category	Next Review
Senate	**EC1989-02**		
Date Issued	Date Revised	Related Policies, Reference	
1989	**March 2011**		

There are two types of academic honours at Capilano University: term honours and graduation honours.

1. **Term Honours**

   1.1 **Dean's List**

   Students who fulfill the following conditions in a given term will be awarded standing on the Dean's List:

   - achieve a minimum of 3.67 on their Term Grade Point Average (TGPA),
   - have no "Incompletes", no "No Credits Granted" and no "Fail" grades, and
   - complete a minimum of 12 credits for the term.

   1.2 **Merit List**

   Students who fulfill the following conditions in a given term will be awarded standing on the Merit List:

   - achieve a minimum of 3.67 on both their TGPA and Cumulative Grade Point Average (CGPA),
   - have no "Incompletes", no "No Credits Granted" and no "Fail" grades, and
   - complete fewer than 12 credits for the term.

   Students who achieve Dean's List or Merit List standing receive a congratulatory letter from the University recognizing their achievement.

   Dean's List/Merit List designation is recorded on the permanent student record and shall appear on the student's official transcript of academic record.

2. **Graduation Honours**

   2.1 **Graduation with Distinction—all credentials except Bachelor Degrees**

   Students are eligible for the Graduation with Distinction if they fulfill the following conditions:

- complete a Capilano University credential of 30 or more credits of which no more than 20% of the program's credits can be Credit/No Credit grades,
- achieve a minimum CGPA of 3.75, based on courses used to satisfy program requirements,
- have no grade lower than C+ in the program requirements.

While credit may be given for transfer, equivalence, and so forth, the associated grades will not be used in calculating the program CGPA.

Graduation with Distinction is recorded on the permanent student record and shall appear on the student's official transcript of academic record and on the parchment.

2.2   Graduation with Distinction—Bachelor Degrees

Students are eligible for the Graduation with Distinction if they fulfill the following conditions:

- complete a Capilano University Degree in which no more than 20% of the credits can be Credit/No Credit grades,
- achieve a CGPA of 3.75 based on 300 and 400 level courses used to satisfy Capilano requirements,
- have no grade lower than C+ in the program requirements at the 300/400 level.

While credit may be given for transfer, equivalence, and so forth, the associated grades will not be used in calculating the program CGPA.

Graduation with Distinction is recorded on the permanent student record and shall appear on the student's official transcript of academic record and on the parchment.

	POLICY		
Policy No.	Officer Responsible		
S1989-02	**Vice President, Academic and Provost**		
Policy Name			
Academic Honours			
Approved by	Replaces	Category	Next Review
Senate	**EC1989-02**	**Academic**	
Date Issued	Date Revised	Date in effect	Related Policies
1989			

1. PURPOSE

This policy provides direction regarding the awarding of academic honours at Capilano University (the "University"). ~~There are two types of academic honours at Capilano University: term honours and graduation honours.~~

2. TERM HONOURS

Dean's List

2.1 Students who fulfill the following conditions in a given term will be awarded standing on the Dean's List:

    a) achieve a minimum of 3.67 on their Term Grade Point Average (TGPA),

    b) have no "Incompletes", no "No Credits Granted" and no "Fail" grades, and

    c) complete a minimum of 12 credits for the term.

> **Commented [SG1]:** Supposing a student had a very rough time just once and got a failure. Is there some way that the student can rectify this situation?

Merit List

2.2 Students who fulfill the following conditions in a given term will be awarded standing on the Merit List:

    a) achieve a minimum of 3.67 on both their TGPA and Cumulative Grade Point Average (CGPA),

    b) have no "Incompletes", no "No Credits Granted" and no "Fail" grades, and

    c) complete fewer than 12 credits for the term.

2.3 Students who achieve Dean's List or Merit List standing receive a ~~congratulatory~~ letter from the University recognizing their achievement.

2.4 Dean's List/Merit List designation is recorded on the permanent student record and will appear on the student's official transcript of academic record.

3.   GRADUATION HONOURS

Graduation with Distinction—Diplomas ~~all credentials except~~ ~~Undergraduate and Graduate~~ ~~Degrees~~

3.1   Students are eligible for the Graduation with Distinction if they fulfill the following conditions:

   a)   complete a University credential of 30 or more credits of which no more than 20% of the program's credits can be Credit/No Credit grades,

   b)   achieve a minimum CGPA of 3.75, based on courses used to satisfy program requirements,

   c)   have no grade lower than C+ in the program requirements.

> **Commented [CM2]:** Would it be possible to define this for what it includes rather than what it excludes? It can't be for all non-degree credentials because Citations and Certificates are fewer than 30 hours, so we are really just talking about undergrad and grad diplomas here.

> **Commented [CM3R2]:** Change to Graduation with Distinction--Diplomas

> **Commented [SG4]:** Same question as above.

3.2   While credit may be given for transfer, equivalence, ~~and so forth~~ or both, the associated grades will not be used in calculating the program CGPA.

3.3   Graduation with Distinction is recorded on the permanent student record and will appear on the student's official transcript of academic record and on the parchment.

Graduation with Distinction— ~~Bachelor Degrees~~ **Undergraduate and Graduate Degrees**

3.4   Students are eligible for the Graduation with Distinction if they fulfill the following conditions:

   a)   complete a Capilano University Degree in which no more than 20% of the credits can be Credit/No Credit grades,

   b)   achieve a CGPA of 3.75 based on 300 and 400 level courses for undergraduate degrees or a CGPA of 3.75 based on 500 or higher level courses for graduate degrees used to satisfy Capilano requirements,

   c)   have no grade lower than C+ in the program requirements at the 300/400 level for undergraduate degrees or 500 or higher level for graduate degrees.

3.5   While credit may be given for transfer or equivalence, ~~and so forth~~ or both, the associated grades will not be used in calculating the program CGPA.

> **Commented [CM5]:** DJ: "and so forth" is not language that should be included in a policy.

3.6   Graduation with Distinction is recorded on the permanent student record and will appear on the student's official transcript of academic record and on the parchment.

4.   RELATED POLICIES AND GUIDANCE

S2017-01 Grading Profile Policy

S2003-02 Repeated Courses

S2003-03 Academic Standing Policy

5. DESIGNATED OFFICER

5.1 The Vice President, Strategic Planning, Assessment and Institutional Effectiveness is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Registrar.

CAPILANO UNIVERSITY	POLICY		
Policy No.	Officer Responsible		
S1989-02	**Vice President, Academic and Provost**		
Policy Name			
Academic Honours			
Approved by	Replaces	Category	Next Review
Senate	**EC1989-02**	**Academic**	
Date Issued	Date Revised	Date in effect	Related Policies
1989			

1.   PURPOSE

This policy provides direction regarding the awarding of academic honours at Capilano University (the "University").

2.   TERM HONOURS

Dean's List

2.1   Students who fulfill the following conditions in a given term will be awarded standing on the Dean's List:

a)   achieve a minimum of 3.67 on their Term Grade Point Average (TGPA),

b)   have no "Incompletes", no "No Credits Granted" and no "Fail" grades, and

c)   complete a minimum of 12 credits for the term.

Merit List

2.2   Students who fulfill the following conditions in a given term will be awarded standing on the Merit List:

a)   achieve a minimum of 3.67 on both their TGPA and Cumulative Grade Point Average (CGPA),

b)   have no "Incompletes", no "No Credits Granted" and no "Fail" grades, and

c)   complete fewer than 12 credits for the term.

2.3   Students who achieve Dean's List or Merit List standing receive a letter from the University recognizing their achievement.

2.4   Dean's List/Merit List designation is recorded on the permanent student record and will appear on the student's official transcript of academic record.

3. GRADUATION HONOURS

Graduation with Distinction—Diplomas

3.1 Students are eligible for the Graduation with Distinction if they fulfill the following conditions:

  a) complete a University credential of 30 or more credits of which no more than 20% of the program's credits can be Credit/No Credit grades,

  b) achieve a minimum CGPA of 3.75, based on courses used to satisfy program requirements,

  c) have no grade lower than C+ in the program requirements.

3.2 While credit may be given for transfer, equivalence, or both, the associated grades will not be used in calculating the program CGPA.

3.3 Graduation with Distinction is recorded on the permanent student record and will appear on the student's official transcript of academic record and on the parchment.

Graduation with Distinction—Undergraduate and Graduate Degrees

3.4 Students are eligible for the Graduation with Distinction if they fulfill the following conditions:

  a) complete a Capilano University Degree in which no more than 20% of the credits can be Credit/No Credit grades,

  b) achieve a CGPA of 3.75 based on 300 and 400 level courses for undergraduate degrees or a CGPA of 3.75 based on 500 or higher level courses for graduate degrees used to satisfy Capilano requirements,

  c) have no grade lower than C+ in the program requirements at the 300/400 level for undergraduate degrees or 500 or higher level for graduate degrees.

3.5 While credit may be given for transfer or equivalence, or both, the associated grades will not be used in calculating the program CGPA.

3.6 Graduation with Distinction is recorded on the permanent student record and will appear on the student's official transcript of academic record and on the parchment.

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CAPILANO UNIVERSITY

SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO

DATE: April 30, 2025

TO: Laureen Styles, Chair, Senate

FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on April 25, 2025:

25/28 The revisions to MUS 124 – Musicianship Fundamentals I be recommended to Senate for approval.

25/29 The revisions to the Music Diploma Program Profile be recommended to Senate for approval.

25/30 The revisions to MT 480 – Improvisation III and MT 420 – Improvisation II – Guitar be recommended to Senate for approval.

25/31 The new course, APSC 151 – Drone Engineering with Applications, as well as Science designation, Quantitative/Analytical designation and Cap Core designation under the headings *Numeracy* and *Science & Technology*, be recommended to Senate for approval.

25/32 The revisions to the Post-Baccalaureate Diploma in Global Hospitality & Tourism Management Program Profile, as well as the revisions to the program title to "Global Leadership in Sustainable Tourism Post-Baccalaureate Diploma" and the learning outcomes be recommended to Senate for approval.

25/33 The prerequisite revision to EDUC 168 – Child Development II be recommended to Senate for approval.

25/34 The prerequisite revision to KINE 317 – Lab Techniques in Exercise Science be recommended to Senate for approval.

CAPILANO
UNIVERSITY

SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO

25/35 The new course, ANTH 207 - Climate Change and Human Evolution and Cap Core designation under the heading Science & Technology and the new course, ANTH 210 – African Archaeology and Cap Core designation under the headings *Science & Technology* and *Self & Society*, be recommended to Senate for approval.

_____
Deb Jamison, Chair
Senate Curriculum Committee

_____
Laureen Styles, Chair
Senate

Date: April 30, 2025

Date: _____

CAPILANO UNIVERSITY

SENATE REPORT

AGENDA ITEM:	Report from the Teaching and Learning Committee April 15th meeting
PURPOSE:	☐ **Approval** ☒ **Information** ☐ **Discussion**
MEETING DATE:	May 13, 2025
PRESENTERS:	**Diana Twiss –** Chair, Senate Teaching and Learning (STL) Committee

PURPOSE

To provide a written update on reports received at the April 15th, meeting of the Senate Teaching and Learning Committee.

REPORT

Guest Speaker

Our committee hosted a guest speaker: TJ Delegencia Manager, Diversity, Equity and Inclusion (DEI). TJ provided a presentation on the role of DEI at CapU and the alignment to the Strategic Plans as well as a summary of the upcoming initiatives as follows:

CapU DEI Roadmap: A guiding plan for the University's short and long-term DEI and employment equity efforts.

Employee Town Hall – May 7 at 10am (Virtual):
- Progress and key milestones of the DEI Roadmap.
- How the roadmap aligns with *Envisioning 2030* and *People Plan*.
- Overview of the three-stage development process.
- Introduction of the new DEI Advisory Council and shared responsibility.
- Post-Event: Summary, recording and resources will be available on *Frontlines*.

REPORT/UPDATES

1. **Creative Activity, Research, Scholarship and Graduate Studies (CARS) –** Dawn Whitworth

CapU has been awarded 2 new faculty-led federal research grants:
- A SSHRC Insight Development grant of $300k
- A CIHR/NSERC Applied Research Equipment grant of $150k
  (The names of the faculty awardees will be announced when the federal government embargo is lifted later in the spring.)

A reminder that April 25th is the inaugural ***Faculty Research Symposium*** and April 26th is the annual ***Student Research Symposium***.

2. **Digital Technology Services (DTS) –** Chris Jacques

Curriculum Management System
- Planning work has started for the implementation of a Curriculum Management System within the University
- An overview of the project was presented to the Deans in March
- Meetings with each Faculty Council have been scheduled for May and June to build awareness amongst all faculty members before the summer break
- Members of the University are currently working with BCNET to evaluate and select a preferred vendor through an NRFPO process with other institutions across BC

Electronic Research Administration Systems
- Planning work has started for the implementation of an Electronic Research Administration System within the University
- DTS are working with the CARS team to document the processes that the eRAS system must support
- The University has the option to select an application from one of two vendors who were successful proponents in an NRFP process completed by BCNET in 2024

3. **Director, Academic Planning and Quality Assurance (AIQA) –** Claire Carolan

Claire Carolan, Director, Academic Planning and Quality Assurance provide a written report and some of the key highlights were as follows:

In the coming months, plans will be put forward officially rename the department from AIP, Academic Initiatives and Planning to APQA, ***Academic Planning & Quality Assurance*** to begin to highlight the critical importance and interconnectedness of quality assurance throughout all of the academic planning.

Existing program portfolio
Currently, we operate with 5 faculties home to 17 schools, and 1 institute. Our academic programs span a wide array of credentials, including 6 associate degrees, 18 bachelor's degrees, 29 certificates, 6 citations, 25 diplomas, 10 minors, 3 post-baccalaureate certificates, and 3 post-baccalaureate diplomas.

Ongoing program development
The Academic Programming and Quality Assurance office currently has 18 new programs in various stages of development, with anticipated launch dates within a 12–24-month timeframe. In addition, 8 existing programs are undergoing curriculum renewal.

Program Review
Completion of Cohort A Self-Study Reports: Cohort A has successfully completed and submitted comprehensive self-study reports under the updated program and unit review

process. These insightful reviews were submitted by the Institute for Interdisciplinary Studies, the School of Humanities, and the School of Allied Health. This initiative supports our institutional commitments under Illuminating 2030 and Envisioning 2030 to foster robust, high-quality academic offerings through ongoing evaluation and reflection.

External review Institute for Interdisciplinary Studies: Panelists, Dr. Dana Landry (UFV) and Dr. Shelly Jones (RRU) met virtually over three days with the dean, faculty, staff, and students in the Institute for Interdisciplinary Studies. The reviewers also met with the Associate Vice President and Vice Provost and the Director, Academic Planning and Quality Assurance. Maryam Babu, Program Review Liaison organized and facilitated the successful review. The panelists will submit their report in late April.

External review for School of Humanities: Panelists, Dr. Claire Grogan, Dean of Arts and Humanities, VIU; Darren Bernaerdt, Dean of Arts, Langara; Jacqueline Turner, Interim Dean, Culture & Community, ECUAD met virtually over three days with the dean, faculty, staff, and students from the School of Humanities. The reviewers also met with the Director, Academic Planning and Quality Assurance. Maryam Babu, Program Review Liaison organized and facilitated the successful review. The panelists will submit their report in late April

Curriculum Management System search
The BCNET-led NRFP (negotiated request for proposals) is nearing the end of its process to identify a curriculum management software system to implement and launch before Summer 2026. Participation in this process has been a shared project between APQA, RO and DTS. The implementation is going to necessitate a university-wide course outline update. The change management plan for that important work is a joint initiative between CTE, APQA, DTS and the RO.