



## SENATE REGULAR MEETING

Tuesday, August 15, 2023 4:00 – 6:00 pm  
Capilano University – Library Room 322

### AGENDA

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#### **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 Lílwat, xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwataʔ/Selilwitulh (Tseil-Waututh) Nations.

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of Minutes - Decision** Senate Members  
Schedule 3
  - **May 9, 2023**
  - **June 6, 2023**
4. **Correspondence Received** Schedule 4
5. **Business Arising**  
5.1 Self-Evaluation Committee – *Information* Christina Neigel
6. **New Business**
  - 6.1 Annual Update on Illuminating 2030 – *Information* Laureen Styles  
Schedule 6.1
  - 6.2 NWCCU – *Information* Laureen Styles  
Schedule 6.2
  - 6.3 Graduates – *Decision* Kyle Vuorinen
  - 6.4 Senate Orientation – *Information* Paul Dangerfield
  - 6.5 Volunteers for Subcommittees – *Information* Paul Dangerfield  
Schedule 6.5
7. **Committee Reports**
  - 7.1 Academic Planning and Program Review Committee – *Information* Sue Dritmanis
  - 7.2 Bylaw, Policy and Procedure Committee – *Information* Corey Muench
    - 7.2.1 B.102 Policy Development and Management Schedule 7.2.1



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**AGENDA**

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|--|------------------|
| 7.3 Curriculum Committee – <i>Decision</i>                                   | Deb Jamison      |
| 7.3.1 Resolution Memo  | Schedule 7.3.1   |
| <a href="#">May 19 Agenda Package</a> / <a href="#">May 19 Draft Minutes</a> |                  |
| 7.4 Teaching and Learning Committee – <i>Information</i>                     | Diana Twiss      |
| 7.5 Budget Advisory Committee – <i>Information</i>                           | Michael Thoma    |
| <b>8. Other Reports</b>  |                  |
| 8.1 Chair of Senate - <i>Information</i>                                     | Paul Dangerfield |
| 8.2 Vice Chair of Senate – <i>Information</i>                                | Robert Thomson   |
| 8.3 VP Academic and Provost – <i>Information</i>                             | Laureen Styles   |
| 8.4 Board Report – <i>Information</i>  |                  |
| 8.5 Elder Report - <i>Information</i>  | Elder Latash     |
| <b>9. Discussion Items</b>   |                  |
| <b>10. Other Business</b>  |                  |
| <b>11. Information Items</b>   |                  |



## SENATE MEETING

Tuesday, June 6, 2023 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

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**Present:** Paul Dangerfield (Chair), Lara Duke, Brad Martin, Christina Neigel, Tracy Penny Light, Ramin Shadmehr, Dennis Silvestrone, Lauren Styles, Jason Tam, Kyle Vuorinen  
 Recorder: Nooshin Shafieian

**Regrets:** Deanna Baxter, John Brouwer, Rosie Anza-Burgess, Sue Dritmanis, Iana Dokuchaeva, Brian Ganter, Victor Gelano, Christy Goerzen, Deb Jamison, Manpreet Kaur, Maia Lomelino, Anthea Mallinson, Amina El Mantari, Corey Muench, Lesley Nelson, Robert Thomson, Diana Twiss, Stephen Williams, Mary Jukich (recorder)

**Guests:** Jacquetta Goy (attended but left right away), Micki McCartney (did not attend)

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#### **1. Welcome**

The Chair called the meeting to order at 4:04 pm.

The Chair acknowledged and thanked outgoing student senator, Jason Tam, for his contributions to the Senate.

The Chair stated that without quorum the Senate is unable to move forward with the agenda and the decision was made to postpone the meeting to a date that will be determined.

Lauren Styles provided a brief update regarding CapU's NWCCU membership and would engage the Senate on it at the next meeting. The Chair would like to get input from the Senate before making a decision regarding membership.

The meeting was adjourned at 4:10 pm.

**Next Meeting: Tuesday, August 22, 2023**

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## SENATE MEETING

Tuesday, May 9, 2023 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

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**Present:** Paul Dangerfield (Chair), Deanna Baxter, John Brouwer, Rosie Anza-Burgess, Sue Dritmanis, Iana Dokuchaeva, Brian Ganter, Victor Gelano, Christy Goerzen, Deb Jamison, Manpreet Kaur, Tracy Penny Light, Maia Lomelino, Anthea Mallinson, Amina El Mantari, Brad Martin, Corey Muench, Lesley Nelson, Christina Neigel, Ramin Shadmehr, Dennis Silvestrone, Laureen Styles, Jason Tam, Robert Thomson, Diana Twiss, Kyle Vuorinen, Stephen Williams, Recorder: Mary Jukich

**Regrets:** Lara Duke, Kyle Guay, Karandeep Sanghera, Michael Thoma

**Guests:** Manpreet, Eduardo Azmitia

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#### **1. Welcome**

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

In the absence of Michael Thoma, Anthea Mallinson assumed voting rights for the Faculty of Fine and Applied Arts.

In the absence of Kyle Guay, Victor Gelano assumed voting rights for the Faculty of Global and Community Studies.

#### **2. Approval of the Agenda**

*Paul Dangerfield moved and Diana Twiss seconded:*

To adopt the agenda.

**CARRIED**

#### **3. Approval of the Minutes**

*Paul Dangerfield moved and Maia Lomelino seconded:*

To adopt the April 4, 2023 minutes.

**CARRIED**  
**1 abstention**

#### **4. Correspondence Received**

No correspondence was received.

#### **5. Business Arising**



## SENATE MEETING

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#### 5.1 Self-Evaluation Committee

*Presented by: Christina Neigel*

Senate members were informed that to date, 21 responses to the survey were received. The survey will remain open until May 10 and Senators were encouraged to complete the survey.

#### 6. New Business

##### 6.1 Graduates

*Presented by: Kyle Vuorinen*

The Registrar submitted a list of 821 graduates, verified by the Registrar's Office, to have met the graduation requirements of their program.

*Kyle Vuorinen moved and Laureen Styles seconded:*

**23/17** Senate approve the students from the five Faculties for their respective credentials for graduation.

**CARRIED**

#### 7. Committee Reports

##### 7.1 Academic Planning and Program Review Committee

*Presented by: Sue Dritmanis*

The committee met on April 11 and Aurelea Mahood, Director, Academic Initiatives Planning (AIP), provided an overview of external advisory committees, as well as a presentation on Review 2.0 annual snapshot activities.

##### 7.2 Bylaw, Policy and Procedure Committee

*Presented by: Corey Muench*

The committee met on April 11, April 25 and May 9.

At the April 11 and April 25 meetings, work continued to be focussed on the revisions to the Senate Bylaws and the Senate election procedures. The committee also reviewed the Honorary Degree Policy and Procedures and one of the recommendations was to include wording around EDI in terms of consideration for honorary degree recipients.



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At the May 9 committee meeting work was focussed on the Board policy, B.102 Policy on Policy Management.

#### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

##### 7.3.1 Resolution Memorandum

The resolutions brought forward from the April 21, 2023 Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Robert Thomson seconded:*

**23/17** Senate approve SCC Resolutions 23/29 to 23/35.

**CARRIED**

#### 7.4 Teaching and Learning Committee

*Presented by: Diana Twiss*

The committee met on April 18 and reviewed correspondence received from the Faculty of Arts & Sciences relating to the use of Chat GPT. In addition, the committee members provided feedback on the current Academic Integrity Policy and Procedures.

Various reports were also presented at the committee meeting, and one of the key highlights was as follows:

- The Indigenous framework will be presented to the remaining faculty for input as well as the summer students. As requested by the Elders, the framework will be a “living” document and continue to evolve.

#### 7.5 Budget Advisory Committee

*Presented by: Deb Jamison*

The committee is scheduled to meet on Thursday, June 1.

### 8. Other Reports

#### 8.1 Senate Chair



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Paul Dangerfield provided the Chair's report, including the following highlights:

- The Senate orientation typically takes place in the fall during a regular Senate meeting. However, for this year work will be undertaken to develop a different format as well as a more fulsome package for new Senators, and to determine a more appropriate timing for the orientation.
- The Chair provided an update on the digital transformation, noting that from January to March information was gathered and April was used for planning the engagement in terms of developing the surveys and approach to ensure that all staff, students, faculty and employees were able to participate and provide feedback. The first survey was recently distributed and moving forward, there will be a series of workshops and additional opportunities scheduled for feedback.
- May is Asian Heritage Month and various activities are scheduled throughout the university. During the month, it is important to recognize that throughout the pandemic there were significant challenges for the Asian community. One of the things that can be done as a university is to continue discussions around programming, content and curriculum and be able to support students, employees and our community. Senators were encouraged to engage and participate in the activities throughout May.
- The Employee Long Service Awards event is scheduled for the coming week and Senators were encouraged to celebrate those employees.

#### 8.2 Senate Vice-Chair

Robert Thomson, provided the Vice-Chair report, including the following highlights:

- On April 12, the Vice-Chair attended the Alumni Awards of Excellence event and noted the diverse nature of the recipients' backgrounds and representation of our community.
- Senators were encouraged to complete the Senate self-evaluation survey.



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- The Vice-Chair will be attending the various convocation ceremonies.

#### 8.3 VP Academic and Provost

Lauren Styles provided the Vice President Academic and Provost report, including the following highlights:

- Digital Learning Strategy has been approved by the Ministry of Post Secondary Education and Future Skills (PSEFS):  
[https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/digital-learning-strategy/digital\\_learning\\_strategy.pdf](https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/digital-learning-strategy/digital_learning_strategy.pdf)
- The development activity with the digital learning framework continues with a draft expected to be circulated in May/June for further input and consultation.
- The Teaching and Learning Symposium with the theme of Health and Wellness had 180 registrations total, and 104 online attendees on the opening day. Thank you all who participated and the CTE and director, teaching and learning for their leadership with this annual event.
- A warm congratulations to this year's Teaching Excellence awardees;
  - Emma Trottier
  - Laura Harrison
  - Kofi J. S. Gbolonyo
  - David Kirk
  - Jerome Genz<https://www.capilanou.ca/about-capu/get-to-know-us/capsule-stories/articles/inspired-teaching/>
- Summer term 1 launched – similar domestic student numbers from last year, nearly double international student numbers.
- [B.106 Program and Course Review and Approval](#) initial scoping for review has commenced; anticipating this will lead to this policy transitioning into several policies, including a specific policy and procedure on academic unit review.





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- The site visit with the exempt status application happened in late April, and we are anticipating the external review report in the near future, with an intention that this can be on the DQAB agenda for June.

#### 8.4 Board Report

Rosie-Anza Burgess provided the Board report, including the following highlights:

The Board met on May 2, 2023 and received several reports, including from the Board Chair, the President and the Senate Vice-Chair. The Board also approved the following:

- Adaptation of the Acting President Policy.
- B.110 Academic Affiliation Agreements Policy.
- The revised B.301 Naming of Buildings, Spaces and Programs Policy.
- The rescission of B.305 System for Naming Buildings at Capilano Policy.
- The rescission of ARM 48 Distinguished Alumni Award and ARM 50 The One to Watch Alumni Award policies.

#### 8.5 Elder Report

A report was not provided as Elder Latash was not in attendance.

#### 9. Discussion Items

No discussion items were presented.

#### 10. Other Business

No other business was presented.

#### 11. Information Items

The following information items were presented:

- The “Legends of the Capilano” book launch was taking place on Tuesday, May 9<sup>th</sup>.
- The retirement celebration for Anthea Mallinson, faculty Senator, will take place on June 16<sup>th</sup> at 3:30 pm.
- Eduardo Azmitia, guest, President of the CFA, provided a brief summary of upcoming events and also acknowledged appreciation for the university’s support.



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- Maia Lomelino, student Senator, was acknowledged for her work and contributions to Senate.

The meeting was adjourned at 5:00 pm.

**Next Meeting: Tuesday, June 6, 2023**

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DRAFT

**From:** [Ki Wight](#)  
**To:** [ashraf.amlani](#); [selina.robinson.MLA@leg.bc.ca](#)  
**Cc:** [Paul Dangerfield](#); [Luis Eduardo Azmitia Pardo](#); [Robert Thomson](#); [Lesley Cook](#); [Mary Jukich](#); [Kartik Bharadwa](#); [Nooshin Shafieian](#)  
**Subject:** Action requested: support an end to Capilano U strike action  
**Date:** Tuesday, July 18, 2023 11:32:00 PM  
**Attachments:** [Outlook-r5r2ec0z.png](#)

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Dear Honorable Selina Robinson and Ms. Ash Amlani:

I have worked full-time as an instructor at Capilano University for the past fourteen years, and I am dismayed by the suffering being experienced by my MoveUP staff colleagues and the seeming lack of will by our administration in bringing their strike to an end.

The strike is perplexing because it has been communicated that the primary terms of the agreement are agreed upon by both parties, and have been agreed to for several weeks. Administration's lack of resolution due to a concern about the ability to discipline employees differently than usual is perplexing and egregious. Further, continuing the strike is causing severe harm to employee's lives, workplace wellness and culture, and student success.

I am writing to implore you to intervene to bring about resolution to the strike. If this ongoing strike action is actually due to other plans for the university (such as closing the institution or merging with another institution), I implore you to support our administration in communicating these plans soon so that our employees can move on from this devastating workplace situation.

For my part, while my support of my MoveUP colleagues is steadfast, my confidence in our administration and Capilano's future is completely diminished.

Sincerely,



Dr. Ki Wight, PhD, *she/her*

*Instructor, Communication Studies, Women's and Gender Studies (Convenor), Motion Picture Arts*  
604-986-1911, Ext. 3498 | 778-834-4457

North Vancouver Campus | 2055 Purcell Way, North Vancouver  
British Columbia, Canada V7J 3H5 | [capilanou.ca](#)

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# DON DAVIES, M.P.

VANCOUVER KINGSWAY



July 13, 2023

Paul Dangerfield  
President  
Capilano University  
2055 Purcell Way,  
North Vancouver, BC  
V7J 3H5

Dear President Dangerfield,

I am writing to you to express my support for MoveUP members at Capilano University who have been engaged in job action for several weeks.

This union represents support staff at Capilano University, the people who provide essential services to students and who ensure the day-to-day operations of the institution.

These workers staff the childcare centre, the international student centre, facilities, IT services, the registrar's office, academic advising, financial services for students, the university bookstore, and the library.

They are seeking a collective agreement that protects a fair and equitable schedule in administering working-from-home duties and an appeal process for this right.

Given the impacts of this strike on both workers and students, I was very disappointed to learn that Capilano University's administration recently rejected the union's offer for binding mediation. I am also deeply disturbed by allegations that the administration has engaged in acts of retaliation and intimidation.

I am therefore calling on Capilano University's administration to respect workers' rights, return to the bargaining table, and settle a fair collective agreement with MoveUP members as soon as possible.

If you would like to discuss this matter in any further detail, please do not hesitate to contact me.

Sincerely,

Don Davies, MP  
Vancouver Kingsway  
NDP Health Critic

cc. Ash Amlani, Chair, Board of Governors, Capilano University  
Senate, Capilano University  
Constituents

June 27, 2023

Mr. Paul Dangerfield, President  
Capilano University  
2055 Purcell Way,  
North Vancouver, BC  
V7J 3H5

Ms. Ash Amlani, Chair,  
Board of Governors,  
Capilano University  
2055 Purcell Way,  
North Vancouver, BC  
V7J 3H5

Senate  
Capilano University  
2055 Purcell Way,  
North Vancouver, BC  
V7J 3H5

Dear President Dangerfield, Ms Amlani and Senate members,

I am writing to you on behalf of the Climate Action Standing Committee of the Federation of Post-Secondary Educators of BC to express our support and solidarity with Capilano University's staff members in their pursuit of an equitable workplace environment. We have been made aware that staff members, represented by MoveUp, have initiated progressive job action in recent weeks, with the Capilano University Faculty Association honoring the picket line for the past three weeks.

The Climate Action Committee has consistently advocated for measures that promote positive action on climate change. Remote work not only fosters inclusivity for women, caregivers, individuals with mobility challenges, and those from low economic backgrounds, but it also aligns with Capilano University's vision of sustainability. We are interested to learn about the university's efforts to fulfill its promises in sustainability practices and commitment. What specific measures and initiatives have the university undertaken to address climate change and the environmental crisis? Capilano University must cultivate an environmentally sustainable and eco-friendly culture that exemplifies its vision in practice. As leaders, we must lead by example, centering sustainability in decision-making processes to demonstrate our commitment to our beliefs.

Remote work has been proven to reduce Greenhouse Gas Emissions, improve air quality, and decrease plastic pollution. Consequently, numerous universities and organizations across British Columbia have embraced flexibility in employees' schedules. The staff members represented by MoveUp are requesting the inclusion of shared language in their collective agreement to ensure a fair and reasonable appeals process for the right to work from home. The high cost of living in North Vancouver has compelled some staff members to seek alternative accommodation outside the university area. By offering the option of remote work, Capilano University can not only retain its current employees but also attract a diverse group of future talent. We have learned that staff members engaging in remote work have been subject to monitoring by the management. Management's attempts to control and retaliate against staff members contradict labor and human rights principles. Capilano University administration must hear the voices of its staff members and demonstrate care and respect before these valuable individuals seek opportunities elsewhere.

To reach an agreement on remote work language, mutual trust and respect between the university administration and staff members are essential. Capilano University staff and faculty have displayed commitment and dedication by adapting to remote work during the pandemic and beyond. It is now imperative for the university to engage in cooperative efforts, join its staff and faculty members at the negotiating table, and make decisions that align with the university's vision of a fair, equitable, and sustainable workplace environment. It is crucial for Capilano University to consider the unique circumstances of its employees, and listen to their stories, concerns, hopes, and requests.

Embedding a culture of sustainability through supportive policies and leadership is crucial for organizations. By doing so, they can ensure that remote work aligns with a comprehensive set of sustainability measures and enables the achievement of sustainability goals.

We kindly urge you to give due consideration to the concerns raised by staff members and work collaboratively towards a mutually beneficial resolution. The collective well-being of Capilano University and its dedicated staff and faculty members depend on it.

Thank you for your attention to this matter. We look forward to positive developments and a favorable outcome.

Sincerely,

Climate Action Standing Committee

Federation of Post-Secondary Educators of BC

**From:** [Tania Alekson](#)  
**To:** [Robert Thomson](#)  
**Cc:** [Mary Jukich](#)  
**Subject:** letter of support for MoveUp and concern over the ongoing lack of resolution to their job action  
**Date:** Friday, July 21, 2023 10:02:55 AM  
**Attachments:** [image001.png](#)

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Hi Robert and Senate Members,

I am writing today to express my dismay at inability of the university administration to find a satisfactory resolution to the ongoing job action, and my extreme concern for the future of our university.

As you must be aware, the ongoing strike is damaging our reputation in the sector with both students (who are likely to take their studies to other post-secondary institutions) and potential employees. We already have so much trouble recruiting and keeping both. This lengthy and unnecessary disruption to our already difficult work environment is signaling a lack of compassion from leadership and a broken community that will ensure ongoing problems in the years to come. Additionally, the relationship between staff (and faculty) and administration, which has been on shaky foundations for my entire 13-year tenure at CapU, has further eroded into what will undoubtedly be a hostile and fractured working environment when we finally have everyone back on campus.

Though there have been some opportunities to move forward over the years, my experience in trying to implement new ideas or even keep up with the norms of higher learning in delivering the supports students need to survive and thrive have frequently been frustrated by the high staff turnover and the university's inability to forge meaningful partnerships between employees and administration. A fragile equilibrium was damaged by the COVID crisis and is now in the process of being destroyed by this job action. It is administration's responsibility to find an equitable solution that honours the work of our staff while finding ways to compensate them in an austerity era that has seen their wages dwindle in comparison to their private sector colleagues.

In the Library, we are at the point of writing off most of the projects we intended to accomplish this summer, usually the time when we can attempt to implement new ideas and make sure our house is solid for the coming onslaught of the busy Fall term. Already understaffed – we are lacking adequate staff *and* faculty to truly serve the students with robust services and collections – we will be set back in our operations by at least a year. The new items we've been purchasing since the fiscal year started won't reach the (physical and digital) shelves for months. We cannot buy new things or consider new subscriptions during what is usually our most active acquisitions period. Our project to clean up our records to prepare for an EDI upgrade to how we describe our materials, and our users find them, will lag into next year. These are just a few examples of how we are impacted by this lengthy staff absence. Our staff need to be back on the job. It's up to Capilano University's leadership to make that happen in an equitable manner that demonstrates a work environment which truly values and cares for its employees.

Cheers,  
Tania



**Tania Alekson**

*Student Experience Librarian*

*Library Faculty Coordinator*

*Liaison for Fine and Applied Arts*

[604-986-1911 x2141](tel:604-986-1911) | [talekson@capilanou.ca](mailto:talekson@capilanou.ca)

*pronouns: she/her*

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SCHOOL OF  
MOTION PICTURE ARTS  
CAPILANO UNIVERSITY

July 6, 2023

President Dangerfield,

The faculty of the School of Motion Picture Arts (SMPA) and the School of Animation & Visual Effects (SAVFX) wish to express their support for colleagues, both in the CFA and MoveUP. The faculty also acknowledge the injustice and illegality of removing vacation pay from ostensibly valued employees, although this pay is already earned and cannot be “unearned.” The unnecessary and unwarranted hardship that has been imposed upon faculty will not only impact the health and well-being of faculty and their families, but also contribute to setbacks imposed on professional development, program improvement and preparation for fall courses. Many faculty are now doing their PD work during vacation time, as they have done for the last two summers due to Covid, work that is now both unpaid and unappreciated, and they do it because they care.

We also recognize that the language used in administration communications and their uncompromising position in bargaining - including threats of disciplinary measures, misinformation, grading of suspended courses by administration when learning outcomes have not been achieved – have contributed to a collective sense of anger, betrayal and disappointment. The disruption to employee/employer relations has been expressed by faculty across the university following the email from Laureen Styles, VP Academic and Provost, which many regarded as insensitive and disrespectful.

Faculty have received numerous communications from students expressing their sense of anxiety caused by the ongoing strike. There have been petitions (over 500 student signatures) and statements from concerned students to Senators (June 29, 2023), as well as an open letter from faculty Senators to the President (June 16, 2023), none of which has elicited a comprehensive response from senior leadership. The SMPA and SAVFX faculty note that this lack of communication from the President, Paul Dangerfield, raises questions about the sincerity of aspirational mission statements, such as Envisioning 2030, with its emphasis on health and well-being and the student experience. We anticipate there will be messages forthcoming from the President on moving forward and building bridges. However, at this point, the only concern for the quality of education and the well-being of the university community, apart from our dedicated union representatives, has been from the faculty, the support workers, and the students themselves.

The faculty of the School of Motion Picture Arts (SMPA) and the School of Animation & Visual Effects (SAVFX) support the process of mediation and hope this strike will end soon.

Michael Thoma - Chair, School of Motion Picture Arts  
Glenn Sylvester - Chair, School of Animation & Visual Effects  
Denise Gingrich – Faculty, Coordinator of Costuming for Stage and Screen  
Greg Coyes – Faculty, Coordinator of Indigenous Digital Filmmaking, Motion Picture Arts  
Dwayne Beaver – Faculty, Convenor, Motion Picture Arts, Indigenous Digital Filmmaking  
Andrea Klipp – Faculty, Convenor, Motion Picture Arts  
Suzanne Pierce – Faculty, Convenor, Motion Picture Arts  
Pat Suveg – Faculty, Convenor, Motion Picture Arts  
Adam Sale - Faculty, VFX Coordinator  
Craig Simmons – Faculty, 3D Coordinator  
Greg Klein – Faculty, 3D Coordinator  
Don Perro – Faculty, 2D Coordinator  
Michiel de Kraker – Faculty, 2D Coordinator  
Hilary Moses – Faculty, Animation Fundamentals Coordinator  
Brian Ganter - Faculty, English, Motion Picture Arts, Women’s & Gender Studies  
Karen Matthews - Faculty, Costuming  
Jack Silberman – Faculty, Motion Picture Arts, Documentary  
Randy Petersen - Faculty, Motion Picture Arts  
Debra Rurak -Faculty, Motion Picture Arts  
Lisa Kolisnyk - Faculty, Motion Picture Arts  
Jari Osborne - Faculty, Motion Picture Arts, Indigenous Digital Filmmaking  
John Penhall - Faculty, Motion Picture Arts  
Mary Frymire - Faculty, Motion Picture Arts, Documentary  
Jordan Hall - Faculty, Motion Picture Arts  
Nick Ogden - Faculty, Motion Picture Arts  
Harvey LaRoque – Faculty, Indigenous Digital Filmmaking  
Scott Weber - Faculty, Motion Picture Arts  
P Lynn Johnson - Faculty, Motion Picture Arts, Acting for Stage and Screen  
Derek Baskerville - Faculty, Costuming  
Danny Nowak - Faculty, School of Motion Picture Arts  
Chris MacIntosh - Faculty, Motion Picture Arts  
William Morrison - Faculty, Motion Picture Arts  
Jackson Davies -Faculty, Motion Picture Arts, Acting for Stage and Screen  
Marija Djordjevic - Faculty, Costuming  
Glen Evans - Faculty, Motion Picture Arts  
Karl Herrmann - Faculty, Motion Picture Arts  
Anthea Mallinson - Faculty, Costuming  
Johnny Tesoro - Lab supervisor, 2D  
Andy Bartlett – Faculty, 2D  
Johnson Chuang – Faculty, VFX  
Mohamed Ghoreishi – Faculty, 2D (Life Drawing)  
Juan Lopez de la Torre – Faculty, 2D  
Kent Sunde – Faculty, 3D and VFX  
Mitchel Deeming – VFX, Lab Supervisor  
Florian Wagner – Faculty, 2D



SCHOOL OF  
MOTION PICTURE ARTS  
CAPILANO UNIVERSITY

July 6, 2023

President Dangerfield,

The faculty of the School of Motion Picture Arts (SMPA) and the School of Animation & Visual Effects (SAVFX) wish to express their support for colleagues, both in the CFA and MoveUP. The faculty also acknowledge the injustice and illegality of removing vacation pay from ostensibly valued employees, although this pay is already earned and cannot be “unearned.” The unnecessary and unwarranted hardship that has been imposed upon faculty will not only impact the health and well-being of faculty and their families, but also contribute to setbacks imposed on professional development, program improvement and preparation for fall courses. Many faculty are now doing their PD work during vacation time, as they have done for the last two summers due to Covid, work that is now both unpaid and unappreciated, and they do it because they care.

We also recognize that the language used in administration communications and their uncompromising position in bargaining - including threats of disciplinary measures, misinformation, grading of suspended courses by administration when learning outcomes have not been achieved – have contributed to a collective sense of anger, betrayal and disappointment. The disruption to employee/employer relations has been expressed by faculty across the university following the email from Laureen Styles, VP Academic and Provost, which many regarded as insensitive and disrespectful.

Faculty have received numerous communications from students expressing their sense of anxiety caused by the ongoing strike. There have been petitions (over 500 student signatures) and statements from concerned students to Senators (June 29, 2023), as well as an open letter from faculty Senators to the President (June 16, 2023), none of which has elicited a comprehensive response from senior leadership. The SMPA and SAVFX faculty note that this lack of communication from the President, Paul Dangerfield, raises questions about the sincerity of aspirational mission statements, such as Envisioning 2030, with its emphasis on health and well-being and the student experience. We anticipate there will be messages forthcoming from the President on moving forward and building bridges. However, at this point, the only concern for the quality of education and the well-being of the university community, apart from our dedicated union representatives, has been from the faculty, the support workers, and the students themselves.

The faculty of the School of Motion Picture Arts (SMPA) and the School of Animation & Visual Effects (SAVFX) support the process of mediation and hope this strike will end soon.

Michael Thoma - Chair, School of Motion Picture Arts  
Glenn Sylvester - Chair, School of Animation & Visual Effects  
Denise Gingrich – Faculty, Coordinator of Costuming for Stage and Screen  
Greg Coyes – Faculty, Coordinator of Indigenous Digital Filmmaking, Motion Picture Arts  
David Hauka – Faculty, Coordinator Motion Picture Arts  
Dwayne Beaver – Faculty, Convenor, Motion Picture Arts, Indigenous Digital Filmmaking  
Andrea Klipp – Faculty, Convenor, Motion Picture Arts  
Suzanne Pierce – Faculty, Convenor, Motion Picture Arts  
Pat Suveg – Faculty, Convenor, Motion Picture Arts  
Adam Sale - Faculty, VFX Coordinator  
Craig Simmons – Faculty, 3D Coordinator  
Greg Klein – Faculty, 3D Coordinator  
Don Perro – Faculty, 2D Coordinator  
Michiel de Kraker – Faculty, 2D Coordinator  
Hilary Moses – Faculty, Animation Fundamentals Coordinator  
Brian Ganter - Faculty, English, Motion Picture Arts, Women’s & Gender Studies  
Karen Matthews - Faculty, Costuming  
Jack Silberman – Faculty, Motion Picture Arts, Documentary  
Randy Petersen - Faculty, Motion Picture Arts  
Debra Rurak -Faculty, Motion Picture Arts  
Lisa Kolisnyk - Faculty, Motion Picture Arts  
Jari Osborne - Faculty, Motion Picture Arts, Indigenous Digital Filmmaking  
John Penhall - Faculty, Motion Picture Arts  
Mary Frymire - Faculty, Motion Picture Arts, Documentary  
Jordan Hall - Faculty, Motion Picture Arts  
Nick Ogden - Faculty, Motion Picture Arts  
Harvey LaRoque – Faculty, Indigenous Digital Filmmaking  
Scott Weber - Faculty, Motion Picture Arts  
P Lynn Johnson - Faculty, Motion Picture Arts, Acting for Stage and Screen  
Derek Baskerville - Faculty, Costuming  
Danny Nowak - Faculty, School of Motion Picture Arts  
Chris MacIntosh - Faculty, Motion Picture Arts  
William Morrison - Faculty, Motion Picture Arts  
Jackson Davies -Faculty, Motion Picture Arts, Acting for Stage and Screen  
Marija Djordjevic - Faculty, Costuming  
Glen Evans - Faculty, Motion Picture Arts  
Karl Herrmann - Faculty, Motion Picture Arts  
Anthea Mallinson - Faculty, Costuming  
Johnny Tesoro - Lab supervisor, 2D  
Andy Bartlett – Faculty, 2D  
Johnson Chuang – Faculty, VFX  
Mohamed Ghoreishi – Faculty, 2D (Life Drawing)  
Juan Lopez de la Torre – Faculty, 2D  
Kent Sunde – Faculty, 3D and VFX  
Mitchel Deeming – VFX, Lab Supervisor  
Florian Wagner – Faculty, 2D



July 11, 2023

Dear Michael, SMPA, and SAVFX faculty colleagues:

I really do appreciate you sharing your reflections and concerns with me in your letter of July 6, 2023. I also deeply appreciate this is a challenging time for all in the Capilano University community – it is stressful personally, professionally and financially. I am aware there is a variety of messages circulating, so I value having this added opportunity to provide you with information from me.

I am listening to students as well and responding to them. I have read the student petition, met with many groups of students, and addressed their comments and concerns. Within the mandate of Senate as per the [University Act](#), students' concerns have been discussed (again aligned with the mandate and responsibilities of Senate) and will continue to be heard and addressed.

Throughout the MoveUP Local 378 strike, the University has continually worked to keep both students and employees informed. CapU communications have provided regular factual informational updates through email messages, online at [www.capilanou.ca/news](http://www.capilanou.ca/news) and alerted university community members to updates on social media. Communications from the University are guided by standards in the B.C. Labor Code. Statements from the University related to the strike must be accurate and reasonably complete, in accordance with legal requirements and the B.C. Labour Code.

From the beginning, the University has supported employees' legal right to strike. To be clear, the University would never consider disciplining employees for simply exercising that right or expressing opinions about the strike. There is no threat of disciplinary measures from the University for regular strike behaviour and activities. For those employees who have conducted themselves by B.C. Labour Code strike guidelines, the language we've proposed in the MoveUP Local 378 return to work protocol provides further protection from any corrective action related to the strike.

The University worked diligently to reach a new collective agreement with MoveUP and avoid job action. For those faculty who continued to work during the strike, vacation time and pay is not disrupted. For those faculty who joined MoveUP colleagues in the strike (respected the picket line), vacation benefits earned prior to the strike are not and were not taken away, but they are not applicable when an employee is on strike or not working by virtue of honouring a picket line.

Academic continuity has been achieved during the strike, through a variety of approaches. These include faculty-led (e.g., the instructor of record) approaches or evidence-informed approaches, based on guidance from the director of teaching and learning in consultation with education developers with expertise in assessment/evaluation of learning. While infrequent, in circumstances where student grading and determining learning outcomes was done by someone other than the course instructor, please know that it was carried out by an individual/individuals who are academically qualified to do so;



no additional individuals were brought in to carry out this work. I can address this point further at Senate, when Senate next meets together.

Everyday, as has been the case throughout the strike, the continuity of education for our students and the well-being of employees is top of mind for me. All our activity continues to be centred on getting the strike resolved and returning to usual campus operations to serve our students. Despite what you may be hearing, the University has been and remains committed to the bargaining process. The University has not left the bargaining table. Our latest proposal protects those returning from the strike and goes above and beyond the requirements in the labour code and ethics standards.

We remain committed as ever to resolving the MoveUP Local 378 strike.

Regards,

A handwritten signature in blue ink, appearing to read 'Paul Dangerfield'.

Paul Dangerfield  
President

July 19, 2023

Dear President Dangerfield:

We are urging you to facilitate an end to the MoveUp strike and provide the Capilano U staff – the backbone of our institution – with an equitable settlement. Some of us have worked here for decades and we have never witnessed such a demoralized work force. We simply do not understand how it can be a goal to treat your employees in this way, and yet expect them to work with you collaboratively on various “envisioning” projects. It seems that all the talk about the Capilano U “family” and concern for their wellness, or the idea that we are all “paddling together,” remains on the level of rhetoric.

*Without staff and faculty, there is no Capilano University.* For years the unions have been saying that positive working conditions are the key to student success. This remains truer than ever. This labour dispute has caused confusion and financial hardships for students this summer; we are not fulfilling our promises to them to provide a quality education. If the strike continues into the Fall, students will again have no staff support, and instructors will find it near impossible to deliver successful teaching.

Attempts at union busting are no way to achieve harmonious relations. In such challenging times, employees need to feel that their work environment is stable and collegial. It will take time and effort, but we are hopeful that we can move forward, rebuild trust, and heal the damage done.

Sincerely,  
The Art History Department:

Sandra Seekins  
Efrat El-Hanany  
Chris Pearson  
Megan Smetzer  
Behrang Nabavi Nejad

Cc:  
Ms. Ash Amlani, Chair, Board of Governors, Capilano University  
Robert Thomson, Senate Vice-Chair  
Honourable Selina Robinson, Ministry of Post-Secondary Education and Future Skills  
CFA  
MoveUp



June 20, 2023

Ms. Ash Amlani, Chair,  
Board of Governors,  
Capilano University  
2055 Purcell Way,  
North Vancouver, BC  
V7J 3H5

Dear Ms. Amlani and Members of the Board of Governors,

I write to you on behalf of the Human Rights and International Solidarity Committee of the Federation of Post-Secondary Educators of BC, to express our solidarity and support for Capilano University's staff efforts to reach a fair and equitable contract with the University.

It is our understanding that staff members represented by MoveUp began progressive job action measures seven weeks ago. In the last two weeks, the staff union has declared a full-scale strike, and the Capilano University Faculty Association has been honouring the picket line.

We strongly urge you to reflect and act on the following issues:

First, we request a return to the table with MoveUp and inclusion of their requested contractual language about equity and the protection of rights around the assignment of remote work. The disruption to the University's teaching and learning environment is far out of proportion to a request for wording around the equitable assignment and protection of remote work for your academic support staff. The wording reflects language of a practice that is already commonly accepted in other staff contracts throughout the province.

Second, we ask that you acknowledge that the impasse at Capilano University centers around equity, and it is from this perspective that the Human Rights Committee takes an especial interest. Support staff have asked for language to be included in their collective agreement that guarantees a fair appeal process surrounding the right to work from home and to preserve flexibility in their schedule. This flexibility allows parents to



do their work as well as attend to family responsibilities, such as dropping off and picking up children from school.

Single parents in particular, are supported equitably when they enjoy this flexibility. It has been made known to us that most of the staff being affected by this strike are racialized women. They are the staff who look after children in the university's day care centre.

They also include the IT specialists who chose to remain employed at Capilano University because they had been asked to work from home during the pandemic. Without this flexibility, the University cannot expect to retain these highly sought-after specialists as many will seek positions elsewhere. Many of the staff who hold supporting positions are immigrants: hired into their positions because they have the cultural and language skills that make them so valuable in communicating with and supporting international students. Additionally, there are staff members with dependent elders who would also benefit from this accommodation.

Third, we ask that the University's management refrain from engaging in retaliatory and controlling measures that infringe on human rights. Labour rights are human rights, and the ability to exercise these rights in the workplace is a prerequisite for workers to fully participate in their workplace and communities that include the economic, social, cultural, and political spheres. Hindrance and interference with collective organization limits these human rights. We have been made aware that management has used the work-from-home program in a discretionary manner and as a form of reward and punishment. We are also aware that Capilano's administration has engaged in dubious measures to dissuade staff and faculty from joining the picket lines. This must stop. It is entirely at odds with the University's stated value of aspiring to "infuse transparency and honesty in all that we do, fostering trust and supporting a happier, healthier community."

Fourth, we ask that you reconsider your proposed plan to administratively assign credit, grades, and/or course refunds to students taking classes in Summer term I 2023 and similar measures for subsequent semesters. Administrators and Deans are not qualified to properly assign grades to students in every course and area. This is of particular importance in programs related to Early Childhood Education. For example, according to instructors from this academic unit, these students who should be receiving a no-credit (NC) are not deemed safe or qualified at this moment to be working with young children. Administrators are not aware of which students are within this category and this fact is not visible on course e-learn sites.

In expressing our steadfast support for the MoveUp staff members at Capilano University, we ask that you listen to their stories, concerns, fears, and most importantly, their resolve to move forward in a mutually beneficial manner. The members of the Human Rights and International Solidarity Committee request that the university administration apply an equity and human rights lens to the current situation and live up to Capilano University's stated commitment to diversity, inclusion, and equity.

Yours truly,

A handwritten signature in black ink, appearing to read 'Alex Phillips', written in a cursive style.

Alexandra Phillips, Chair  
Human Rights and International Solidarity Committee  
Federation of Post-Secondary Educators of BC

**From:** [Karen Brooke](#)  
**To:** [Lesley Cook](#); [Mary Jukich](#); [Paul Dangerfield](#)  
**Subject:** MoveUP Capilano  
**Date:** Wednesday, June 28, 2023 10:42:41 PM

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Some people who received this message don't often get email from kbrooke@vcc.ca. [Learn why this is important](#)

**External message: Use caution.**

Dear Ms. Ash Amlani, Mr. Paul Dangerfield, and Capilano Senate

I am writing out of concern for staff members of MoveUP at Capilano University, who have declared a strike. I urge Capilano management to return to the bargaining table, include MoveUp's requested language around remote work, refrain from retaliatory measures, and refrain from administratively assigning grades and course credit.

Karen Brooke  
School of Instructor Education  
Vancouver Community College  
1155 East Broadway, Vancouver, B.C., V5T 4V5  
T: 604 871 7507 | E: kbrooke@vcc.ca



June 15, 2023

RE: Open Letter from Cap. U. Faculty Senators to President Paul Dangerfield

President Dangerfield,

We write to you today in our capacity as Faculty Senators with all the powers and duties vested in us under the University Act.

Your invocation of a state of Academic Disruption ([Grade Assignment During an Academic Disruption policy S.2016-01](#)) on June 13, 2023, in the midst of Summer Term I, reminds us that the current job action has academic elements that extend well beyond contract bargaining and union relations. These academic elements and your proposed actions vis-à-vis an offer to have administrators assign student grades, credit and/or tuition refunds for Summer I term courses call for the close review and attention of the Senate, our central academic governance body on campus.

First, and most importantly, we urge you to return to the table with MoveUp and include their requested contractual language about equity and the protection of rights around the assignment of remote work. The scale of disruption of Capilano University's teaching and learning environment is far out of proportion to a request for wording (in fact one to two sentences) around the equitable assignment and protection of remote work for our academic support staff. This is especially true when those sentences reflect language that is already present and commonly accepted around the Province in other staff contracts.

We believe the request by academic support staff for this language in their contract is eminently reasonable. More importantly we believe such language is conducive to a higher quality academic experience and a more equitable teaching and learning environment. For the reasons above, as Senators, we favour the inclusion of this language in the staff contract.



Second, we write out of concern about your proposed plan to administratively assign credit, grades, and/or course refunds to students taking classes in Summer term I 2023.

Any attempt to circumvent faculty involvement in the educational process will lead to a lessening of the student experience. Feedback not given will make learning non-existent under the execution of this plan as it is currently proposed.

If you proceed with this plan to have administrators, rather than instructors of record, assign credit and/or grades, we expect that you will return to Senate once it reconvenes with a full accounting and a transparent breakdown of the number of Summer Term I course credits and grades assigned as well as the number of student refunds requested and granted. The Registrar can easily provide all of this information while preserving the degree of student privacy and confidentiality it deserves.

As Senators, we understand that there are some students involved in practicums or other relationships with outside parties that may have a specific program requirement or non-repeatable WIL or internship experience for which they must receive credit.

However, this group of Summer I students is in the vast minority. For the overwhelming majority of the roughly 4,300 students in Summer I courses, we have serious concerns, from an academic integrity perspective, about your proposal to assign grades and/or credit for courses that have only met for an average of 60% of the required contact hours. This would be the average for courses that ceased to meet after the University unilaterally suspended classes on June 6, leaving only 4 full weeks of class contact hours in a 7-week Summer term.

For these reasons above, we regard the current strategy outlined in your “Academic Disruption” email of June 23 as not only a disservice to staff but also to students and to faculty. It also undermines the academic integrity and value of the high-quality education that our faculty delivers to Capilano University students year in and year out.



We hope you will consider our views as you weigh the options for moving forward and for moving us out of this impasse. We urge you to return to the table and deliver MoveUp the fair and equitable contract they seek and deserve so that our faculty can return to class and complete this term with the students they serve.

Thank you,

Faculty Senators of Capilano University

Deanna Baxter  
John Brouwer  
Sue Dritmanis  
Brian Ganter  
Christy Goerzen  
Michael Thoma  
Diana Twiss  
Corey Muench

CC: Robert Thompson; Dean Ramin Shadmehr; Dean Tracy Penny Light; Dean Brad Martin; Dean Lara Duke; Dean Dennis Silvestrone; Vice President, Academic and Provost Laureen Styles; Registrar Kyle Vuorinen; BC Ministry of Post-Secondary Education and Future Skills; Mary Jukich; MoveUp Support Staff Union; Capilano University Faculty Association

**From:** [Katerina Derbas](#)  
**To:** [Paul Dangerfield](#)  
**Subject:** Petition to End Strike at Capilano University  
**Date:** Thursday, June 29, 2023 2:15:45 AM

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Dear Capilano University Senate,

My name is Katerina and I am a current student at Capilano University who is being heavily affected by the ongoing strike action.

I am writing to inform you that a group of students and I have created a petition in the hopes of urging an end to the strike currently affecting thousands of students at our university. At this point, our petition has received over 500 signatures and counting:

[https://www.change.org/End\\_Strike\\_At\\_Capilano\\_University](https://www.change.org/End_Strike_At_Capilano_University)

We have also been featured on CTV and Global News, the links to which are here:

<https://bc.ctvnews.ca/students-launch-petition-calling-for-end-of-strike-action-at-capilano-university-1.6447791>

<https://globalnews.ca/news/9778536/capilano-university-strike-petition/>

Among the petition signers is Christy Slusarenko, vice president of MoveUp, as well as instructors from various departments at Capilano University.

Students are extremely disappointed in our university's approach to handling the ongoing disputes with the employee union, MoveUp Local 378. It isn't fair that as students, we are the ones who end up hurting the most from this strike, since our semester outcomes have been seriously undermined, and with that, our futures have been jeopardized.

As students, we highly value and respect the contributions of the support employees at Capilano University, and we want them to feel good about their workplace. We also value, care for, and very much appreciate the efforts of the faculty at Capilano University who continue to be great sources of support, mentorship, and inspiration to many students.

As the university's senate, you must be aware that your actions, or lack thereof, have been highly detrimental to our academic and personal wellbeing as students. We regret that this job action had to be initiated in the first place, but with its initiation can also come its end.

Please understand that we desperately need a resolution to this semester. Even though faculty members have chosen to return to work as of yesterday, students are still feeling the effects of the strike action from the past few weeks. We feel as though our university and our instructors have abandoned us during a critical time of the semester, and we desperately need their support now to conclude this semester.

We signed up to take courses this summer under the agreement that our instructors would grade all of our work and provide feedback where necessary. We cannot have the fate of the assessment of our grades and credits lie in the hands of the administration, without any input from our instructors.

We need you, the Capilano University Senate, to please act in the interests of students, and to **urge faculty members to finish assessing students' work** that was submitted during the remainder of the semester. You also need to please **urge faculty members to provide students with instructions on assignments that were not posted to eLearn prior to and during the strike action**, in order for students to fulfill the learning outcomes of their courses.

**We, the students at Capilano University, ask you, the Capilano University Senate, to please take an efficient approach to immediately resolving this matter, and to do whatever is in your power to enable faculty members to finish assessing their students' learning for the summer 2023 semester. We also ask you to please do whatever is in your power to end the strike currently affecting Capilano University, its students, faculty, and employees.**

The students at Capilano University and I wish to thank you for your consideration of this matter, and we hope to hear from you soon.

Regards,

Katerina Derbas



**From:** [Lesley Cook](#)  
**To:** [ashraf.amlani](#)  
**Cc:** [Mary Jukich](#); [Paul Dangerfield](#); [Nooshin Shafieian](#)  
**Subject:** RE: MoveUP Capilano  
**Date:** Thursday, June 29, 2023 10:41:57 AM  
**Importance:** High

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Hi Ash,

Please kindly see the email below, received this morning, regarding the strike action.

Kindest regards,  
Lesley

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**From:** Karen Brooke <[kbrooke@vcc.ca](mailto:kbrooke@vcc.ca)>  
**Sent:** Wednesday, June 28, 2023 10:43 PM  
**To:** Lesley Cook <[lesleycook@capilano.ca](mailto:lesleycook@capilano.ca)>; Mary Jukich <[mjukich@capilano.ca](mailto:mjukich@capilano.ca)>; Paul Dangerfield <[pdangerfield@capilano.ca](mailto:pdangerfield@capilano.ca)>  
**Subject:** MoveUP Capilano

Some people who received this message don't often get email from [kbrooke@vcc.ca](mailto:kbrooke@vcc.ca). [Learn why this is important](#)

 **External message:** Use caution.

Dear Ms. Ash Amlani, Mr. Paul Dangerfield, and Capilano Senate

I am writing out of concern for staff members of MoveUP at Capilano University, who have declared a strike. I urge Capilano management to return to the bargaining table, include MoveUp's requested language around remote work, refrain from retaliatory measures, and refrain from administratively assigning grades and course credit.

Karen Brooke  
School of Instructor Education  
Vancouver Community College  
1155 East Broadway, Vancouver, B.C., V5T 4V5  
T: 604 871 7507 | E: [kbrooke@vcc.ca](mailto:kbrooke@vcc.ca)

# MEMO

**To:** Senate

**From:** Lauren Styles, Vice President Academic and Provost

**Subject:** Academic Plan Update

**Date:** June 6, 2023

## BACKGROUND

The university academic plan [\*illuminating 2030\*](#) (I2030) was approved by the Board of Governors on the recommendation of Senate in February, 2021. Building on *Envisioning 2030*, the university plan, I2030 sets the academic direction with a range of actions identified for implementation over the next five years. Led by the provost and director, academic initiatives and planning a four phased process was utilized with the development of I2030 including significant participation of an advisory group, academic leadership and the Senate Academic Planning and Program Review Committee (SAPPRC).

## DISCUSSION

To keep Senate and the university apprised of progress, an update on the academic plan is provided annually (see full report in MS Teams). While not intended to be exhaustive in nature and content, the update is a way of capturing, articulating, and sharing progress that is directional, and reflects activity aligned with long term shifts and changes to meet the goals of I2030 and E2030.

Substantive progress has been made over the last year. Deep appreciation is extended to all who have had a role to play in our collective progress towards I2030. Several actions are well underway and additional activity is planned for 2023-2024 as identified in the update.

As noted, the update is not comprehensive of all academic activity aligned, with and furthering I2030. There are also several other university documents that capture more detailed activity, projects, and initiatives: (a) President's Report to the Board of Governors, and (b) the annual university Institutional Accountability Plan and Report.

## **RECOMMENDED MOTION:**

*THAT* the vice president academic and provost's update on *illuminating 2030* be received as information.

**SENATE REPORT**

<b>TOPIC: NWCCU Accreditation</b>	
<b>PURPOSE:</b>	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Discussion
<b>MEETING DATE: June 6, 2023</b>	
<b>PRESENTER: Paul Dangerfield, President</b>	

**PURPOSE**

To seek input and advice from Senate on NWCCU accreditation.

**BACKGROUND**

Over the last several months, the Director, Academic Initiatives and Planning and the Vice President, Academic and Provost have been reviewing provincially- and University- required academic quality assurance processes and have brought forward a recommendation with regards to NWCCU accreditation for consideration by the president (as per the memo in the Senate MS Teams site).

Guided by [University Act](#) section 35.2 (6)a in the spirit and tone of that section, the president is seeking Senate's input and advice on NWCCU accreditation.

**SUGGESTED MOTION**

THAT Senate receive as information the NWCCU accreditation recommendation.



**CAPILANO**  
UNIVERSITY  
**SENATE SUBCOMMITTEES**  
**August 2023 – June 2024**

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**Academic Planning and Program Review Committee**

Membership: Senators and non-Senators

Meetings: 2<sup>nd</sup> Tuesday of the Month - 4:00 - 6:00 pm

<b>(Voting)</b>	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Robert Thomson
VP Academic & Provost	Laureen Styles
Dean	Brad Martin
Faculty	Brian Ganter
Faculty	Bhuvinder Vaid
Faculty	Christine Sjolander
Faculty	Grace Kim
Faculty	Stephen Williams
Faculty	Sue Dritmanis
Faculty	John Brouwer
Faculty*	
Staff	Shahnaz Darayan
Staff	Vacant
Student	Vacant
Student	Vacant
<b>(Non-Voting) Resource Members</b>	
Administrator	Francisco Silva
Administrator	Aurelea Mahood
Administrator	Richard Foo

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



**CAPILANO**  
UNIVERSITY  
**SENATE SUBCOMMITTEES**  
**August 2023 – June 2024**

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**Budget Advisory Committee**

Membership: Senators

Meetings: Schedule is determined at first meeting

<b>(Voting)</b>	
Vice-Chair of Senate	Robert Thomson
Administrator	Dennis Silvestrone
Administrator	Vacant
Faculty	Deb Jamison
Faculty	Michael Thoma
Faculty	Vacant
Faculty*	
Staff	Lesley Nelson
Student	Vacant
<b>Ex-Officio Member (Non-Voting)</b>	
President	Paul Dangerfield
VP Finance and Administration	Tally Bains

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



**CAPILANO**  
UNIVERSITY  
**SENATE SUBCOMMITTEES**  
**August 2023 – June 2024**

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**By-law, Policy and Procedure Committee**

Membership: Senators and non-Senators

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

<b>(Voting)</b>	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Robert Thomson
Administrator	Christina Neigel
Faculty	Corey Muench
Faculty	Sue Dritmanis
Faculty	Susan Gardner
Faculty*	
Staff	Trula Fontaine
Student	Terrence Alanis
<b>(Non-Voting) Resource Members</b>	
Administrator	Jordan Lovig
Manager of Policy, Privacy & Governance	Vacant

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



**CAPILANO**  
UNIVERSITY  
**SENATE SUBCOMMITTEES**  
**August 2023 – June 2024**

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**Teaching and Learning Committee**

Membership: Senators and non-Senators

Meetings: 3<sup>rd</sup> Tuesday of the month – 1:00 – 3:00 pm

<b>(Voting)</b>	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Robert Thomson
Administrator	Vacant
Faculty	Diana Twiss (Chair)
Faculty	Amirhossein Amiraslani
Faculty	Tahmina Shayan
Faculty	Christine Jackson
Faculty	Lydia Watson/Blake Rowsell
Faculty*	
Librarian	Krystyna Nowak
Staff	Brendan Carrigan
Student	Alea Rzeplinski
<b>(Non-Voting)</b>	
Administrator, Centre for Teaching Excellence (CTE)	Brit Paris
Administrator, Information Technology (IT)	Darren Broder
Administrator, Creative Activity, Research and Scholarship (CARS)	Dawn Whitworth
Executive Member, Capilano Student Union	Manpreet
Administrator, Indigenous Education and Affairs	Miranda Huron

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



**CAPILANO**  
UNIVERSITY  
**SENATE SUBCOMMITTEES**  
**August 2023 – June 2024**

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**Vice-Chair Nominating Committee**

Membership: Senators

Meetings: One or two meetings between March and April

Administrator	Brad Martin
Faculty	Deanna Baxter
Faculty	Kyle Guay
Staff	Iana Dokuchaeva
Student	Vacant

**Self-Evaluation Committee**

Membership: Senators

Meetings: One or two meetings between March and April

Administrator	Christina Neigel (Chair)
Faculty	Robert Thomson
Faculty	Kyle Guay
Faculty	Vacant
Staff	Iana Dokuchaeva
Student	Vacant

---

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





**CAPILANO**  
UNIVERSITY  
**SENATE SUBCOMMITTEES**  
**August 2023 – June 2024**

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**Tributes Committee**

Membership: Senators

Meetings: Schedule is determined at first meeting

<b>(Voting)</b>	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Robert Thomson
Administrator	Dennis Silvestrone
Faculty	Deb Jamison
Faculty	Corey Muench
Faculty	Kyle Guay
Faculty*	
Staff	Lesley Nelson
Student	Vacant
<b>Ex-Officio Member (Non-voting)</b>	
Vice President, University Relations	Jennifer Ingham

**Naming Opportunities Committee**

Membership: Senators

Meetings: As and When

<b>(Voting)</b>	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Robert Thomson
Administrator	Ramin Shadmehr
Faculty	Deb Jamison
Faculty	Corey Muench
Faculty	Stephen Williams
Faculty*	
Staff	Vacant
Student	Vacant
<b>Ex-Officio Member (Non-Voting)</b>	
Executive Director, Advancement	Vacant

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



**CAPILANO**  
UNIVERSITY  
**SENATE SUBCOMMITTEES**  
August 2023 – June 2024

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**Curriculum Committee (Senators and non-Senators)**

<b>DAC Recommends to Senate (2 Year Term)</b>	
<b>(Voting)</b>	
Humanities	Cass Picken
Social Sciences	Sarah Yercich
Science, Technology, Engineering and Mathematics	Urmila Jangra
Motion Picture Arts	David Geary
Design	Dominique Walker
Performing Arts	Daniel Hersog
Business, International Programs, Projects and Partnerships	Lydia Watson
Business, Legal Studies, Communications	Deb Jamison
Tourism and Outdoor Recreation Management	Mohna Baichoo
Education, Health and Human Development	Rachel Yu
Global Stewardship, Public Administration & Kinesiology	Caroline Soo
Access and Academic Preparation	Maggie Reagh
Library	Jennifer Goerzen
Student Services	Adam Vincent
<b>Students (1 Year Term)</b>	Alisha Samnani
	Vacant
	Vacant
<b>Administrators (VP)</b>	Laureen Styles
Dean (Acting)	Dr. Tracy Penny Light
Dean	Ramin Shadmehr
Dean	Vacant
Registrar	Kyle Vuorinen
One Academic Advisor	Shahnaz Darayan
Director of Continuing Studies	Vacant
Chair or Vice-Chair of Senate	Paul Dangerfield / Robert Thomson
<b>(Non-voting)</b>	
Chair	Deb Jamison

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

## SENATE REPORT

<b>AGENDA ITEM:</b>	<b>Policy Development and Management (Board Policy B.102)</b>
<b>PURPOSE:</b>	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
<b>MEETING DATE:</b>	<b>June 6, 2023</b>
<b>PRESENTERS:</b>	<b>Corey Muench, Chair, Senate Bylaw, Policy, and Procedure Committee Jacquetta Goy, Director, Risk Management</b>

### PURPOSE

To present as information to Senate updates to the policy on “Policy Development and Management,” B.102.

### BACKGROUND

The *University Act* outlines the policy areas and topics which are managed by the Board of Governors alone, policy areas which are managed by the Senate alone, and policy areas for which the Board of Governors must seek advice from the Senate (section 35.2(6)). The Senior Leadership Council (SLC) manages operational policies for administrative processes.

Policy B.102, “Policy Development and Management,” resides with the Board of Governors and was last updated in 2018. Since then, there have been significant changes to the policy management process with the move of the Policy Office to the Director, Risk Management, and it was felt that these should be reflected in the policy.

### APPROVALS & CONSULTATIONS:

The SLC Policy Subcommittee was the initial consultation group for this policy. The policy was also presented and discussed by the Senate Bylaws, Policies and Procedures committee, with a number of changes incorporated. Proposed changes to policy review processes were discussed with the Vice Presidents Finance and Administration and Academic & Provost. Legal review has been completed and advice received incorporated. Posted for community feedback with no comments to date.

<b>Date</b>	<b>Committee or Group</b>	<b>Purpose</b>
6 March	SLC Policy Sub-Committee	Initial review
3 April	SLC Policy Sub-Committee	Reviewed, proposed improvements and determined ready for SLC consideration.
4-21 April	Capilano University Community – posted on Frontlines	For community feedback
19 April	SLC	Reviewed, asked for further amendments if required and recommended for Board sub-committee consideration

9 May 23 May	Senate Bylaws, Policies and Procedures committee	For information and discussion of Senate related aspects of the policy
17 May	SLC	Reviewed changes made, recommended for Board sub-committee consideration
8 June	Senate	To receive as information
12 June	Governance and Planning Committee	Review, request amendments if required or recommend for Board approval
27 June	Board	Final approval

### Plan for associated training or awareness raising

The changes to the policy development and approval process have been discussed at the SLC subcommittee, BP&P and SLC on several occasions. The policy Frontlines webpage is being redeveloped and will include more guidance for policy proponents. When the revised policy has been approved and the Frontlines pages updated notice will be posted on “In the loop” and at SLC. Specific training is not required but the policy office will continue to support policy proponents as required.

### HIGHLIGHTS OF PROPOSAL BROUGHT TO SENATE BYLAW, POLICY, AND PROCEDURE COMMITTEE:

The Policy outlines the principles and processes for the development, consultation and approval of policies and procedures. Significant changes include:

- Changing the Officer responsible for Policy B.102 from the President to the Vice President Finance and Administration
- Defining “Officer Responsible” for policy development as a Vice President
- Identifying the Vice President, Academic and Provost as the usual Officer responsible for the development and review of Senate policies
- Adding the requirement for a policy proponent for each policy, who may not be the Vice President responsible, but may be assigned by the Vice President responsible.
- Establishing the Policy Office as a central component in the process of writing, reviewing, revising, and rescinding of policies/procedures
- Adding a more structured process to how Senate policies are developed/administered, i.e. a process of VP Academic assigning a policy proponent who then works with the Policy Office to draft, revise, or review policies in preparation for Senate Bylaw, Policy, and Procedure Committee to review and bring to Senate for approval
- Adding more direction with regard to impact assessment and consultation during policy development and review
- Adding the requirement for policy proposals and briefing reports to be created
- Including the role of the SLC policy subcommittee
- Clarifying the process to ensure Senate consultation is incorporated when creating, revising and rescinding Board policies involving matters of educational policy as per section 35.2(6) of University Act, including the provision of and response to recommendations from the Senate to the Board.
- Ensuring legal compliance and consistency across the processes for Board, Senate and SLC policies;
- Clarifying the process for legal review of policies


- Detailing a number of policy-related responsibilities
- Including references to the rescinding of policies throughout the policy as needed.
- Adding an appendix to the policy with the wording of Section 35.2(6) of the University Act for easier reference.

### **DOCUMENTS FOR SENATE REVIEW**

Two versions of the proposed policy are provided for Senate: a version with comments/questions by members of the Bylaw, Policy, and Procedure Committee and a finalized version. The currently in-use Senate policy B.102 is also included for reference.

### **RECOMMENDATION**

*THAT the Senate accept as information the updates to B.102 Policy Management and Development prior to presentation to the Governance and Planning Committee and subsequently the Board of Governors.*

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>B.102</b>	<b>President</b>		
Policy Name			
Policy Development and Management			
Approved by	Replaces	Category	Next Review
<b>Board</b>	<b>ARM 1125 and Memo 6</b>	<b>C</b>	<b>March 2023</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>June 9, 2015</b>	<b>March 2018</b>		

## 1 PURPOSE

- 1.1 Capilano University’s policy development framework provides the University community and the Board of Governors (Board) and the Senate with a consistent procedure for developing policy that will assist in ensuring compliance with legal and other regulatory requirements, managing risk, achieving the University’s mission, and setting appropriate standards and expected behaviours.
- 1.2 The purpose of this policy is to establish standards and parameters for the development, approval and management of official University policy.

## 2 DEFINITIONS

**“Administrative Unit practices”** - practices developed by an administrative unit that pertain specifically to that area and do not have University-wide implications.

**“Executive”** – includes the President, Vice-Presidents and the Executive Director of the University.

**“Housekeeping changes”** - revisions to existing policies or procedures that do not change their substance may be considered housekeeping in nature, and may include changes to the following:

- Department name
- Review date
- Job titles
- Spelling and grammar

**“Officer responsible”** - the administrator with oversight of the policy and procedure based on area of responsibility, consistent with the organizational structure. Normally, this individual is the proponent of a policy.

**“Policy”** - a formal statement of principles that directs how the University will act in a particular situation. A policy addresses broad issues and, because it includes a statement of principles, should serve the University over an extended period of time without the need for frequent review or change.

**“Procedures”** - define the manner in which a policy is to be implemented. Procedures tend to be reviewed and updated more frequently than policies to ensure that they reflect the most current organizational structure, regulatory framework, and any other relevant changes in circumstance.

**“Proponent”** - the person who propounds, or puts forward, a policy. Normally, the administrator or Vice President responsible is the proponent; however, in some circumstances a committee chair may serve as the proponent.

**“School-based practices”** - practices developed by an academic area that pertain specifically to that area and do not have University-wide implications.

**“Senior Leadership Council”** - the administrative unit that has responsibility for coordinating, managing, and approving the operational policies that are not approved by the Board or Senate. The Senior Leadership Council includes the Executive.

**“University community”** - all officers, employees and students of Capilano University.

### 3 SCOPE

- 3.1 This policy governs the development of all policies under the jurisdiction of the Board, Senate, and the Senior Leadership Council (SLC).
- 3.2 This policy does not govern the development of administrative unit practices or school-based practices; however, if the administrative unit practice or the school-based practice contradicts University policies, University policy will prevail.
- 3.3 The Board and Senate will develop new and review existing policies in accordance with the respective powers and duties of each as set out in the *University Act* as well as any other policies that the University might determine are best handled by one of these bodies. SLC develops policies that fall outside the jurisdiction of the Board and Senate, which normally are operational policies.
- 3.4 Procedures may or may not be developed depending on the nature of the policy. The officer responsible will determine if procedures need to be developed.

### 4 POLICY STATEMENT

- 4.1 Policy development and management at the University is an inclusive process.

- 4.2 The Board, Senate and SLC will develop, approve and manage policies that fall within their respective powers and duties.
- 4.3 The President may request any of those bodies to develop a policy or procedure, or revise a policy, with respect to subject matter within its powers.
- 4.4 Official University policy and procedures are posted on the Capilano University Policy and Procedures webpage. Notification of newly approved or amended policy and procedures will be communicated by the Office of Policy and Privacy through the University communication process.

## **5 POLICIES AND PROCEDURES APPROVAL AUTHORITY**

### **5.1 Board Policies Excluding Section 35.2(6) of *University Act***

- 5.1.1 The Board has the authority to establish policies and procedures in respect of matters within its power under the *University Act*.
- 5.1.2 Upon direction of the Board, the President will assign responsibility for the development of draft policies and procedures to the officer responsible.
- 5.1.3 Draft policies and procedures will be reviewed by SLC prior to Board consideration.
- 5.1.4 Draft policies will be reviewed by the Board's Policy and Planning committee.
- 5.1.5 Finalized drafts of the policies will be forwarded to the next Board meeting for approval.
- 5.1.6 Finalized drafts of the procedures will be approved by SLC, or as determined by the Board. Approved procedures will be included as an information item at the next Board meeting.

### **5.2 Board Policies under Section 35.2(6) of *University Act***

- 5.2.1 The Board has the authority to establish educational policies in respect of matters within its power under Section 35.2(6) of the *University Act* and must seek the advice of Senate on these educational policies. Senate must also advise the Board on these policies.
- 5.2.2 Upon direction of the Board, the President will assign responsibility for the development of the draft policies to the officer responsible.
- 5.2.3 Draft policies will be reviewed by the SLC prior to Board consideration.
- 5.2.4 Draft policies will be reviewed by the Board Policy and Planning committee. The Policy and Planning committee will send draft policies to the Senate Bylaw, Policy and Procedures committee (or another Senate committee as determined by the Chair of Senate) to seek Senate's advice.



- 5.2.5 Senate will review the advice articulated by the Senate subcommittee and then forward its advice to the Board Policy and Planning committee. The Policy and Planning committee will receive the advice of Senate on behalf of the Board. If the Policy and Planning committee disagrees with Senate's advice, a written rationale will be provided to the Board for its consideration.
- 5.2.6 Finalized drafts of policies along with written rationale (if required as per 5.2.5) will be forwarded to the next Board meeting for approval. The Board will provide Senate with the rationale, along with its decision(s), as information.
- 5.2.7 If needed, accompanying procedures for these policies will be developed and approved by Senate, unless otherwise determined by the Board, and then received by the Board as information at the next Board meeting.
- 5.2.8 In developing a new procedure, Senate will determine in each case who is responsible to prepare the procedure. The Senate Bylaw, Policy and Procedures committee will review the draft.

### **5.3 Senate Policies**

- 5.3.1 Senate has the authority to establish policies and procedures in respect of matters within its power under the *University Act*.
- 5.3.2 In developing a new policy or procedures, Senate will determine in each case who is responsible to prepare the draft and procedure. The Senate Bylaw, Policy and Procedures committee will review the draft.
- 5.3.3 Finalized drafts of the policies and procedures will be forwarded to the next Senate meeting for approval.

### **5.4 Operational Policies**

- 5.4.1 SLC has the authority to establish operational policies and procedures that prescribe administrative processes. These policies are intended to provide for the efficient operation of the University and may be developed to provide clear direction to employees of the University.
- 5.4.2 The President will assign responsibility for the development of the draft policies and procedures to an officer of the university or an administrative area such as Financial Services or Human Resources.
- 5.4.3 Draft policies and procedures will be reviewed and approved by SLC.

## **6 POLICY REVIEW**

- 6.1 All policies will include a 'Review by' date for review of the policy and procedures no later than five (5) years after either their approval or their last review. When policies are reviewed, the accompanying procedures must be reviewed. Both policies and procedures may be reviewed more frequently if necessary.

- 6.2 The Board, Senate, and SLC may, at any time, initiate a review of any policies under their purview.
- 6.3 The Office of Policy and Privacy will refer policies that are due for review to the Board, Senate or SLC.
- 6.4 Once a review has occurred, the normal approval procedures will be followed, as stated above and in the Policy Guidelines posted on the University Policy and Privacy webpage.

## **7 UPDATING PROCEDURES**

- 7.1 Procedures can be, and should be, updated as required to meet the changing needs of the University.
- 7.2 The Office of Policy and Privacy and the President will determine whether these updates require a review and approval in accordance with the provisions in Section 5 above.

## **8 LEGAL ADVICE**

- 8.1 From time to time, it will be necessary and prudent to seek outside legal advice especially for specialized areas of expertise.
- 8.2 All requests for outside legal advice must be approved by the Vice-President, Finance and Administration. The President and the requesting person will be notified of the decision.

## **9 RESPONSIBILITIES**

- 9.1 The Office of Policy and Privacy is responsible to maintain the University Policy and Procedures webpage, the Policy Guidelines and templates, and to inform the Capilano University community, including the members of the Board and Senate, of any new policies and procedures or any amendments.
- 9.2 The SLC is responsible for the implementation and dissemination of policy and procedure.
- 9.3 All employees are responsible to familiarize themselves with the content of all University policies and procedures, and to conduct themselves accordingly.

## **10 EXCEPTIONS**

- 10.1 Under exceptional and/or emergency circumstances, the President may approve new policies and procedures or revisions to existing policies and procedures on an interim basis until such time that the policy may proceed through the regular policy approval process. For example, including but not limited to, legislation and regulation changes or directives from the provincial government.



## POLICY

Policy No.	Officer Responsible		
<b>B.102</b>	<b><u>President Vice President Finance and Administration</u></b>		
Policy Name	<b>Policy Development and Management</b>		
Approved by	Replaces	Category	Next Review
<b>Board</b>	<b>ARM 1125 and Memo 6</b>	<b>C</b>	<b>March 2023</b>
Date Issued	Date Revised	Related Policies, <del>Reference</del>	
<b>June 9, 2015</b>	<b>March 2018</b>		

### 1 PURPOSE

1.1 The purpose of this policy is to ~~establish a framework standards and parameters~~ for the development, approval, ~~review~~ and management of ~~official University Policies, Procedures and other university wide Guidance for Capilano University (the "University").~~

1.2 ~~Capilano~~The University's policy development framework provides ~~the University community and the Board of Governors (Board) and the Senate with a~~ consistent process~~es~~ure for developing policy ~~and supporting documentation~~ that will assist ~~with~~in:

- ~~a. ensuring compcomplyingllance~~ with legal and other regulatory requirements, ~~or accreditation requirements;~~
- ~~b. achieving the University's vision, purpose, values, goals and strategic directions;~~
- ~~c. managing risk;~~
- ~~d. Promoting organizational efficiency; and~~
- ~~—, achieving the University's mission vision, purpose, values, goals and strategic directionsmission; and~~
- ~~a-e.~~ setting appropriate standards and expected behaviours.

Commented [CM1]: university-wide

Commented [JG2R1]: master document amended.

### 2 DEFINITIONS

~~"Administrative Unit practices"~~ practices developed by an administrative unit that pertain specifically to that area and do not have University wide implications.

~~"Executive"~~ includes the President, Vice Presidents and the Executive Director of the University.

~~"Guidance"~~ advisory publications that are intended to provide guidance to members of the

~~University as to how an associated Policy or Procedure is implemented and may include illustrative examples, best practices, or recommendations. Guidance is non-binding in nature. “Housekeeping changes” – revisions to existing policies or procedures that do not change their substance may be considered housekeeping in nature, and may include changes to the following:~~

~~Department name~~

~~Review date~~

~~Job titles~~

~~Spelling and grammar~~

~~“Officer responsible” – the University Vice President administrator with oversight of the policy and procedure based on area of responsibility, consistent with the organizational structure. Normally, this individual is the proponent of a policy.~~

~~“Policy” – a formal statement of principles that directs how the University will act in a particular situation. Policies address matters that require Board of Governors, Senate, or Senior Leadership Council review and approval. A Policy addresses broad issues and, because it includes a statement of principles, should be designed to serve the University over an extended period of time without the need for frequent review or change.~~

Commented [CM3]: address

Commented [JG4R3]: master document amended

~~“Procedures” – define the manner in which University Policies are to be implemented, describing the process or set of steps to be followed by Members of the University Community. Procedures may tend to be reviewed and updated more frequently than policies in order to ensure that they reflect the most current organizational structure, regulatory framework, and any other relevant changes in practice or circumstances.~~

~~“Policy Proponent” – the person who develops or revises propounds, or puts forward, a policy. The Officer responsible will normally designate a Director in their portfolio to act as the administrator or Vice President responsible is the proponent; however, in some circumstances a committee chair may serve as the proponent. The Policy Proponent also assumes responsibility for Policy maintenance after approval.~~

~~“School based practices” – practices developed by an academic area that pertain specifically to that area and do not have University wide implications.~~

~~“Senior Leadership Council” – the formal management group appointed by the President with administrative unit that has responsibility for coordinating, managing, and approving the operational policies that are not approved by the Board or Senate. The Senior Leadership Council includes the Executive.~~

~~“University community” – all officers, employees and students of Capilano University. community”~~

~~all officers, employees and students of Capilano University.~~

“Member of the University Community” Capilano University employees, students, board members and volunteers.

### 3 SCOPE

3.1 This policy governs the development of all policies under the jurisdiction of the Board, Senate, ~~or~~ and the Senior Leadership Council (SLC).

3.2 This policy does not govern the development of ~~G~~guidance documents that are intended for the use of a single academic or administrative unit practices or school based guidance documents~~practices~~; however, if the ~~administrative unit practice or the school based Guidance~~practice contradicts University policies, University policy will prevail.

~~3.3 The Board and Senate will develop new and review existing policies in accordance with the respective powers and duties of each as set out in the University Act as well as any other policies that the University might determine are best handled by one of these bodies. SLC develops policies that fall outside the jurisdiction of the Board and Senate, which normally are operational policies.~~

~~3.4 Procedures may or may not be developed depending on the nature of the policy. The officer responsible will determine if procedures need to be developed.~~

### 4 POLICY STATEMENT

~~4.1 Policy development and management at the University is an inclusive process. The policy development and review process will incorporate protocols to identify and engage with key constituents and incorporate consideration of the potential impact on the University Community as a whole, on those with Indigenous identities and other personal characteristics protected under the BC Human Rights Act.~~

4.2 The Board ~~and or~~ Senate will ~~develop~~ request the creation or revision of, and review ~~and~~ approve policies in accordance with the respective powers and duties of each as set out in the University Act as well as any other policies that the University might determine are best handled by one of these bodies.

~~4.3 The SLC will request the creation or revision of, and review and approve policies that fall outside the jurisdiction of the Board and Senate, which normally are operational policies.~~

~~4.1 The Board, Senate and SLC will develop, approve and manage policies that fall within their respective powers and duties.~~

**Commented [CM5]:** What was the rationale for deleting this sentence about an inclusive process?

**Commented [JG6R5]:** addressed at meeting, the two following sentences were added to expand and clarify. No change made to master document.

**Commented [CM7]:** change and to or

**Commented [JG8R7]:** Master document amended.

**Formatted:** Highlight

~~4.24.4~~ The President may request the creation or revision of any of those bodies to develop a policy or procedure, or revise a policy, with respect to subject matter within its powers.

~~4.5~~ Policies address broad issues and will be designed to serve the University over an extended period of time without the need for frequent review or change. Procedures will be reviewed and updated more frequently, to ensure that they reflect the most current organizational structure, regulatory framework, and any other relevant changes in practice or circumstances.

~~4.6~~ The Policy office will work with Policy proponents to create initial proposals to create new policies or to revise or rescind existing policies and to produce policy review reports to accompany all policies during the policy approval process.

~~4.7~~ Procedures may or may not be developed, depending on the nature of the policy. The Proponent responsible will determine if procedures need to be developed, with the approval of the Officer responsible and after taking advice from the Policy Team.

~~4.34.8~~ Official University policy and procedures are posted on the Capilano University Policy and Procedures webpage. Notification of newly approved or amended policy and procedures will be communicated by the Office of Policy office and Privacy through the University communication process.

**Commented [CM9]:** "policy team" is defined later in the document, but "team" seems a bit colloquial and imprecise to me. What is the difference between the Policy Office and the Policy Team? Include in definitions section?

**Commented [JG10R9]:** master corrected so all references are to Policy office

**Commented [CN11]:** I would like to suggest that policies should be publicly noted (on a webpage) as being "under review" and/or other information relating to where they live in the queue for revision so members of the community know what is going on and do not have to rely on frontline notifications. Can we suggest something like this?

**Commented [JG12R11]:** As discussed at the meeting the policy office page is being redeveloped and more information will be provided. However, this is not a policy matter. 9.1e) is expressed in this way as the university needs to make sure employees are informed about new and revised policies.

**Commented [CM13]:** In updating this policy there is an opportunity to also mention University Act Sections 27(2) d, e, f, and i which also talk about Senate consultation

**Commented [JG14R13]:** We took legal advice on referencing the Act and this approach to reference and to include Section 35.2(6) as a reference was advised.

**Commented [CN15]:** I suppose the devil is in the details and the question is what does "advise" look like? Check procedures...?

**Commented [JG16R15]:** this language is directly from the University Act and is probably intended to be broad

**Commented [CN17]:** "relate to"? Appertain is not particularly accessible language?

**Commented [JG18R17]:** amended in the master document.

## 5 POLICIES AND PROCEDURES APPROVAL AUTHORITY

### 5.1 Board Policies ~~Excluding Section 35.2(6) of University Act~~

~~5.1.1~~ The Board has the authority to establish policies and procedures in respect of relating to the management, administration and control of the property, revenue, business and affairs of the University as set out in matters within its power under the University Act.

~~5.1.2~~ When developing or revising policies that may be considered to include matters of educational policy as per section 35.2(6) of University Act (see Appendix A) Senate consultation is required the Senate must advise the Board, and the Board must seek advice from the Senate before approval.

~~5.1.3~~ Upon direction of the Board, the President will assign responsibility for the development of draft new policies and procedures to an the Officer responsible, and determine the most appropriate Board Committee to review the draft policy and oversee policy development. The Officer responsible will assign an appropriate Policy proponent.

~~5.1.4~~ The policy office, together with the Policy proponent, will write a formal proposal to create, revise or rescind the policy, including the consultation and review processes to be undertaken, for the approval of the Officer responsible. All policies that appertain to 35.2(6) of University Act will be identified and steps to include formal Senate consultation will be clearly set out in the proposal. This proposal will also encompass the development or review of any supporting procedures.

5.1.5 New or revised draft policies and their supporting procedures (if determined to be necessary) must be signed off by the Officer responsible and then will either be reviewed:

- a. reviewed by the SLC Policy Subcommittee prior to being submitted to SLC prior to Board consideration for review; or,
- b. if set out in the policy proposal, by the SLC Policy Subcommittee and then the Senate Bylaw, Policy and Procedures committee and then to the Senate for review and recommendations.
- c. In some limited circumstances it may be determined by the Officer responsible in consultation with the Director of Risk Management and the chair of the SLC that a Board policy may not pass through the SLC subcommittee and SLC but instead be reviewed by the Executive prior to Board Committee review. When this occurs, the policy will be circulated to SLC members for information after Executive review.

5.1.25.1.6 Draft policies will then be reviewed by the appropriate Committee of the Board's Policy and Planning committee.

5.1.35.1.7 Finalized drafts of the policies will be forwarded to the next Board meeting for approval.

5.1.8 Policies must be accompanied by a briefing report, to be written by the Policy proponent and the Policy office, that includes a description of the consultation and review processes undertaken. For any policies appertaining to 35.2(6) of University Act the briefing report must include recommendations from the Senate.

5.1.9 Finalized drafts of any supporting procedures will be reviewed by the SLC Policy Subcommittee and approved by SLC, or if set out in the proposal developed under 5.1.4, reviewed by the Senate Bylaw, Policy and Procedures committee and approved by the Senate as determined by the Board. Approved procedures may will be included as an information item at the next Board meeting if requested.

**Commented [CM19]:** Perhaps refer to the relevant section(s) of the University Act rather than section 5.14

**Commented [JG20R19]:** 5.1.4 sets out the process being referred to here.

## **5.2 Board Policies under Section 35.2(6) of University Act**

5.2.1 The Board has the authority to establish educational policies in respect of matters within its power under Section 35.2(6) of the University Act and must seek the advice of Senate on these educational policies. Senate must also advise the Board on these policies.

5.2.1 Upon direction of the Board, the President will assign responsibility for the development of the draft policies to the officer responsible.

5.2.2 Draft policies will be reviewed by the SLC prior to Board consideration.

5.2.3 Draft policies will be reviewed by the Board Policy and Planning committee. The Policy and Planning committee will send draft policies to the Senate Bylaw, Policy and Procedures

~~committee (or another Senate committee as determined by the Chair of Senate) to seek Senate's advice.~~

~~5.2.4 Senate will review the advice articulated by the Senate subcommittee and then forward its advice to the Board Policy and Planning committee. The Policy and Planning committee will receive the advice of Senate on behalf of the Board. If the Policy and Planning committee disagrees with Senate's advice, a written rationale will be provided to the Board for its consideration. finalized drafts of policies along with written rationale (if required as per 5.2.5) will be forwarded to the next Board meeting for approval. The Board will provide Senate with the rationale, along with its decision(s), as information.~~

~~5.2.5 If needed, accompanying procedures for these policies will be developed and approved by Senate, unless otherwise determined by the Board, and then received by the Board as information at the next Board meeting.~~

~~5.2.6 In developing a new procedure, Senate will determine in each case who is responsible to prepare the procedure. The Senate Bylaw, Policy and Procedures committee will review the draft.~~

**Commented [CM21]:** Just curious why this is deleted. I think it is useful to explain protocol if Board disagrees with Senate

**Commented [JG22R21]:** This whole section was removed and integrated into the Board policy section. As the Senate will in future be included in the policy development process and not brought in close to the end of policy development this additional step is no longer required. Note that 5.1.8 states "For any policies appertaining to 35.2(6) of the University Act the briefing report must include recommendations from the Senate"

### 5.35.2 Senate Policies

~~5.3.1 5.2.1 Senate has the authority to establish policies and procedures relating to academic and and curriculum-related matters of the University as set out in in respect of matters within its power under the University Act with the exception of the policies relating to matters pertaining to section 35.2(6) of University Act (see Appendix A) which require Board approval after Senate review and with consideration of Senate recommendations.~~

~~5.2.2 The President will assign responsibility for the development or review of policies and their supporting procedures to a Responsible officer. In developing a new policy or procedures, Senate will determine in each case who is responsible to prepare the draft and procedure. The Officer responsible will assign an appropriate Policy Proponent.~~

~~5.2.3 The policy office, together with the Policy proponent, will write a formal proposal to create, revise or rescind the policy, including the consultation processes to be undertaken, for the approval of the Officer responsible and presentation to the Senate Bylaw, Policy and Procedures committee.~~

~~5.3.2 The Senate Bylaw, Policy and Procedures committee will review the draft.~~

~~5.2.4 Finalized drafts of the policies and procedures will be signed off by the Officer responsible, reviewed by Senate Bylaw, Policy and Procedures committee and forwarded to the next Senate meeting for approval.~~

~~5.2.5 Policies for review must be accompanied by a briefing report, to be written by the Policy proponent and the policy office, that includes a description of the consultation processes undertaken.~~

**Commented [CN23]:** I am just thinking about whether senate should have its own framework that is alluded to here rather than "baked" into this document. I am not sure it is up to the President to decide on the development of senate policies? This seems to counter the collegial model. The proponent may not be "assigned" but may be generated out of senate work -- like a senate committee. I also think that this highlights the tensions of governance in an act that waters it down for the newer universities.

**Commented [JG24R23]:** Note this is about who holds responsibility for this set of policies. Current practice is that all academic policies are assigned to the VP Academic and Provost so this is something of a formality, included for consistency with the Board and SLC sections.

**Commented [JG25R23]:** I have relooked at the language in the Board equivalent (5.1.3) section and amended accordingly so that it better reflects the bicameral governance model.

**Commented [JG26R23]:** The master document has been changed as follows: 'Upon direction of the Senate, the President will assign responsibility for the development or review of policies to a Responsible officer, this will generally be the Vice President Academic and Provost.'

**Commented [JG27]:** it's possible that you might want to think about whether policies might be reviewed by other Senate committees instead of or as well as BP&P - eg Senate Budget Advisory might perhaps review some financial policies.

**Formatted:** Indent: Left: 0.4", Hanging: 0.4"



### 5.45.3 Operational Policies

~~5.4.15.3.1~~ SLC has the authority to establish operational ~~P~~olicies and ~~P~~rocedures that prescribe administrative processes. ~~These policies are intended to provide for the efficient operation of the University and may be developed to provide clear direction to employees of the University.~~

~~5.4.25.3.2~~ The President will assign responsibility for the development of ~~these the draft P~~olicies and ~~P~~rocedures to a ~~Responsible~~ officer ~~of the university or an administrative area such as Financial Services or Human Resources.~~ ~~The Officer responsible will assign an appropriate Policy Proponent.~~

~~5.3.3~~ ~~The policy office, together with the Policy proponent, will write a formal proposal to create, revise or rescind the policy, including the consultation processes to be undertaken, for the approval of the Officer responsible and presentation to the SLC Policy Subcommittee.~~

~~5.3.4~~ ~~Finalized d~~raft policies and procedures will be ~~signed off by the Officer responsible,~~ reviewed ~~by the SLC Policy Subcommittee~~ and approved by SLC.

~~5.4.35.3.5~~ Policies for review must be accompanied by a briefing report, to be written by the Policy proponent and the policy office, that includes a description of the consultation processes undertaken.

## 6 POLICY REVIEW

6.1 All policies will include a 'Review by' date for review of the policy and procedures no later than five (5) years after either their approval or their last review. When policies are reviewed, the accompanying procedures must be reviewed. Both policies and procedures may be reviewed more frequently if necessary.

6.2 The Board, Senate, and SLC may, at any time, initiate a review of any policies under their purview.

~~6.3~~ ~~6.3~~ Procedures can be, and should be, reviewed and updated by the Policy Proponent as required to meet the changing needs of the University.

~~6.36.4~~ The Office of ~~p~~Policy office and Privacy will ~~notify the Officer responsible and the Policy Proponent of all refer~~ Policies and Procedures that are due for review, and provide a regular report to ~~to~~ the Board, Senate or SLC. ~~on the status of Policies and Procedures to be reviewed.~~

6.4 Once a review has occurred, the normal approval procedures will be followed, ~~as stated above and in the Policy Guidelines posted on the University Policy and Privacy webpage.~~

6.5 Revisions to existing policies or procedures that do not change their substance and are considered housekeeping in nature, such as changes to department or role names, corrections of spellings or grammar or other similar minor changes may be made on the advice of the policy office and with the agreement of the Officer responsible without utilizing the full consultation and approval process. The updated Policies or Procedures will be presented to their approving body for information before publication.

## **7— UPDATING PROCEDURES**

7.1 Procedures can be, and should be, updated as required to meet the changing needs of the University.

7.2 The Office of Policy and Privacy and the President will determine whether these updates require a review and approval in accordance with the provisions in Section 5 above.

## **8 LEGAL ADVICE**

8.1 From time to time, the Policy office in consultation with the Policy proponent and Responsible officer may determine it ~~is~~ will be necessary and prudent to seek outside legal advice in the development, revision or rescinding of Policies and Procedures especially for more ~~for~~ specialized or contentious matters areas of expertise.

8.2 ~~All~~ requests for outside legal advice must be directed through Corporate Services and approved by the Vice-President, Finance and Administration excepting departments who have ongoing arrangements for legal advice in place. ~~The President and the requesting person will be notified of the decision.~~

## **9 RESPONSIBILITIES**

9.1 Policy development and management is directed and overseen by the Vice President Finance and Administration in their role as Corporate Secretary, led and managed by the Director, Risk Management and reports to the Planning and Governance Committee. The Vice President Academic and Provost is responsible for the direction and oversight of Senate policies. The Director, Risk Management will establish a Office of Policy team and Privacy with is the responsibility to:

- a. maintain the University Policy and Procedures webpage;
- b. assist Policy proponents in their work to develop, revise and gain approval for policies, procedures and other supporting guidance;
- c. provide the Policy related Guidelines and templates and guidance;
- d. support consultations during policy development or revision; and
- e. to inform Members of the Capilano University community, including the members of the

**Commented [CM28]:** "Policy team" is colloquial. What is the difference between this and the Policy Office?

~~Board and Senate, of all~~ new or revised policies and procedures ~~or any amendments.~~

9.2 The Officer responsible is responsible for:

- a. assigning Policy Proponents within the scope of their authority or portfolio to develop or revise Policies or Procedures;
- b. identifying as appropriate one or more directors in their portfolio to promote and monitor compliance with Policies (this may or may not be the same person as the Policy proponent depending on circumstances).

9.3 The Policy Proponent is responsible for:

- a. developing new Policies or revising existing Policies as instructed by the Officer responsible;
- b. identifying those who will be significantly impacted by new, revised or rescinded policies and developing appropriate consultation plans with guidance from the policy team and the responsible Owner;
- c. developing procedures and additional guidance to support the Policy if determined to be necessary; and
- d. providing education to members of the university community about the Policy and Procedures if developed;

~~The SLC is responsible for the implementation and dissemination of policy and procedure.~~

9.4 Administrators are responsible for:

- a. communicating with those under their direction about the application of Policies and Procedures;
- b. making sure those under their direction comply with Policies and Procedures; and
- c. taking appropriate action if a concern related to Policies or Procedures arises, or if a breach of a Policy or Procedure occurs.

9.5 All employees are responsible ~~for to~~ familiarizing themselves with the content of all University policies and procedures, and to conduct themselves accordingly.

**Commented [CM29]:** Wondering why this language is removed. Yes, the Board and Senate are part of the University community, but the original language specifies them probably to ensure they are specifically kept informed.

**Commented [JG30R29]:** yes, removed as redundant language. The new process will have more transparency with the creation and sharing of policy proposals.

**Commented [CN31]:** I do like the clarity that this section offers.

**Commented [CM32]:** see above comments on "policy team" language

**Commented [JG33R32]:** addressed in master. All references to policy team are now policy office

**Commented [CM34]:** perhaps include "responsible owner" in definitions section; this appeared suddenly without reference. I see that it is defined in section 11

**Commented [JG35R34]:** this has been corrected to Responsible officer in the master document

## 10 EXCEPTIONS

10.1 Under exceptional and/or emergency circumstances, the President may approve new policies and procedures or revisions to existing policies and procedures on an interim basis until such time that the policy may proceed through the regular policy approval process. For example, including but not limited to, legislation and regulation changes or directives from the provincial government.

**11 DESIGNATED OFFICER**

The Vice President, Finance and Administration 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 Director, Risk Management.

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Draft

## Appendix A

### Section 35.2(6) of University Act

The senate of a special purpose, teaching university must advise the board, and the board must seek advice from the senate, on the development of educational policy for the following matters:

- a) the mission statement, educational goals, objectives, strategies and priorities;
- b) the establishment, revision or discontinuance of courses and programs;
- c) the preparation and presentation of reports concerning new non-credit programs and programs offered under service contract;
- d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;
- e) the establishment or discontinuance of faculties;
- f) the evaluation of programs and educational services;
- g) the library and resource centres;
- h) the setting of the academic schedule;
- i) the qualifications for faculty members;
- j) the adjudication procedure for appealable matters of student discipline;
- k) the terms for affiliation with other post-secondary bodies; and
- l) the consultation with community and program advisory groups concerning the University's educational programs.

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>B.102</b>	<b>Vice President Finance and Administration</b>		
Policy Name			
<b>Policy Development and Management</b>			
Approved by	Replaces	Category	Next Review
<b>Board</b>		<b>C</b>	
Date Issued	Date Revised	Related Policies	
<b>June 9, 2015</b>			

## 1 PURPOSE

- 1.1 The purpose of this policy is to establish a framework for the development, approval, review and management of Policies, Procedures and other university-wide Guidance for Capilano University (the “University”).
- 1.2 The University’s policy development framework provides consistent processes for developing policies and supporting documentation that will assist with:
  - a) complying with legal and other regulatory requirements, or accreditation requirements;
  - b) achieving the University’s vision, purpose, values, goals and strategic directions;
  - c) managing risk;
  - d) promoting organizational efficiency; and
  - e) setting appropriate standards and expected behaviours.

## 2 DEFINITIONS

**“Guidance”** advisory publications that are intended to provide guidance to members of the University as to how an associated Policy or Procedure is implemented and may include illustrative examples, best practices, or recommendations. Guidance is non-binding in nature.

**“Officer responsible”** – the University Vice President with oversight of the policy and procedure based on area of responsibility, consistent with the organizational structure.

**“Policy”** – a formal statement of principles that directs how the University will act in a particular situation. Policies address broad issues and , should be designed to serve the University over an extended period of time without the need for frequent review or change.

**“Procedures”** – define the manner in which University Policies are to be implemented, describing the process or set of steps to be followed by Members of the University Community. .

**“Policy Proponent”** – the person who develops or revises policies. **“Senior Leadership Council”** – the formal management group appointed by the President with responsibility for coordinating, managing, and approving the operational policies that are not approved by the Board or Senate. .

**“Member of the University Community”** Capilano University employees, students, board members and volunteers.

### 3 SCOPE

- 3.1 This policy governs the development of all policies under the jurisdiction of the Board, Senate, or the Senior Leadership Council (SLC).
- 3.2 This policy does not govern the development of Guidance intended for the use of a single academic or administrative units; however, if the unit Guidance contradicts University policies, University policy will prevail.

### 4 POLICY STATEMENT

- 4.1 The policy development and review process will incorporate protocols to identify and engage with key constituents and incorporate consideration of the potential impact on the University Community as a whole, on those with Indigenous identities and other personal characteristics protected under the BC Human Rights Act.
- 4.2 The Board or Senate will request the creation or revision of, review and approve policies in accordance with the respective powers and duties of each as set out in the *University Act* as well as any other policies that the University might determine are best handled by one of these bodies.
- 4.3 The SLC will request the creation or revision of, review and approve policies that fall outside the jurisdiction of the Board and Senate, which normally are operational policies.
- 4.4 The President may ask any of those bodies to request the creation or revision of a policy or procedure, with respect to subject matter within its powers.
- 4.5 Policies address broad issues and will be designed to serve the University over an extended period of time without the need for frequent review or change. Procedures will be reviewed and updated more frequently, to ensure that they reflect the most current organizational structure, regulatory framework, and any other relevant changes in practice or circumstances.
- 4.6 The Policy office will work with Policy proponents to create initial proposals to create new

policies or to revise or rescind existing policies and to produce policy review reports to accompany all policies during the policy approval process.

- 4.7 Procedures may or may not be developed, depending on the nature of the policy. The Proponent responsible will determine if procedures need to be developed, with the approval of the Officer responsible and after taking advice from the Policy office.
- 4.8 Official University policy and procedures are posted on the Capilano University Policy and Procedures webpage. Notification of newly approved or amended policy and procedures will be communicated by the policy office through the University communication process.

## **5 POLICIES AND PROCEDURES APPROVAL AUTHORITY**

### **5.1 Board Policies**

- 5.1.1 The Board has the authority to establish policies and procedures relating to the management, administration and control of the property, revenue, business, and affairs of the University as set out in the *University Act*.
- 5.1.2 When developing or revising policies that may be considered to include matters of educational policy as per section 35.2(6) of University Act (see Appendix A) the Senate must advise the Board, and the Board must seek advice from the Senate before approval.
- 5.1.3 Upon direction of the Board, the President will assign responsibility for the development or review of policies and their supporting procedures to an Officer responsible and determine the most appropriate Board Committee to oversee policy development and review draft policies. The Officer responsible will assign an appropriate Policy proponent.
- 5.1.4 The policy office, together with the Policy proponent, will write a formal proposal to create, revise or rescind the policy, including the consultation and review processes to be undertaken, for sign off by the Officer responsible. All policies that relate to 35.2(6) of University Act will be identified and steps to include formal Senate consultation will be clearly set out in the proposal. This proposal will also encompass the development or review of any supporting procedures.
- 5.1.5 If it is identified that a policy may require Senate consultation the Policy proponent will present the proposal to create, revise or rescind the policy to the Senate Bylaw, Policy and Procedures committee to determine the appropriate next steps.
- 5.1.6 New or revised draft policies and their supporting Procedures (if determined to be necessary) must be signed off by the Officer responsible and then will either be reviewed:
  - a) by the SLC Policy Subcommittee prior to being submitted to SLC for review; or
  - b) if set out in the policy proposal, by the SLC Policy Subcommittee and then the Senate



Bylaw, Policy and Procedures committee and then to the Senate for review and recommendations.

- c) In some limited circumstances it may be determined by the Officer responsible in consultation with the Director of Risk Management and the chair of the SLC that a Board policy may not pass through the SLC subcommittee and SLC but instead be reviewed by the Executive prior to Board Committee review. When this occurs, the policy will be circulated to SLC members for information after Executive review.

5.1.7 Draft policies will then be reviewed by the appropriate Committee of the Board.

5.1.8 Finalized drafts of the policies will be forwarded to the next Board meeting for approval.

5.1.9 Policies must be accompanied by a briefing report, to be written by the Policy proponent and the Policy office, that includes a description of the consultation and review processes undertaken. For any policies appertaining to 35.2(6) of the University Act, the briefing report must include any recommendations from the Senate. If the Committee of the Board disagrees with the recommendations of the Senate, the rationale will be added to the briefing report provided for the Board's consideration.

5.1.10 Finalized drafts of any supporting procedures will be reviewed by the SLC Policy Subcommittee and approved by SLC, or if set out in the proposal developed under 5.1.4, reviewed by the Senate Bylaw, Policy and Procedures committee and approved by the Senate. Approved procedures may be included as an information item at the next Board meeting if requested.

## **5.2 Senate Policies**

5.2.1 Senate has the authority to establish policies and procedures relating to academic and curriculum-related matters of the University as set out in the *University Act* with the exception of the policies relating to matters pertaining to section 35.2(6) of University Act (see Appendix A) which require Board approval after Senate review and with consideration of Senate recommendations.

5.2.2 Upon direction of the Senate, responsibility for the development or review of policies will be assigned to a Responsible officer, this will generally be the Vice President Academic and Provost. The Officer responsible will assign an appropriate Policy Proponent.

5.2.3 The policy office, together with the Policy proponent, will write a formal proposal to create, revise or rescind the policy, including the consultation processes to be undertaken, for the approval of the Officer responsible and presentation to the Senate Bylaw, Policy and Procedures committee.

5.2.4 Finalized drafts of policies and procedures will be signed off by the Officer responsible, reviewed by Senate Bylaw, Policy and Procedures committee and forwarded to the next Senate meeting

for approval.

- 5.2.5 Policies for review must be accompanied by a briefing report, to be written by the Policy proponent and the policy office, that includes a description of the consultation processes undertaken.

### **5.3 Operational Policies**

- 5.3.1 SLC has the authority to establish operational Policies and Procedures. that prescribe administrative processes..
- 5.3.2 The President will assign responsibility for the development of these Policies and Procedures to an Officer responsible. The Officer responsible will assign an appropriate Policy Proponent.
- 5.3.3 The policy office, together with the Policy proponent, will write a formal proposal to create, revise or rescind the policy, including the consultation processes to be undertaken, for the approval of the Officer responsible and presentation to the SLC Policy Subcommittee.
- 5.3.4 Finalized draft policies and procedures will be signed off by the Officer responsible, reviewed by the SLC Policy Subcommittee and approved by SLC.
- 5.3.5 Policies for review must be accompanied by a briefing report, to be written by the Policy proponent and the policy office, that includes a description of the consultation processes undertaken.

## **6 POLICY REVIEW**

- 6.1 All policies will include a 'Review by' date for review of the policy and procedures no later than five (5) years after either their approval or their last review. When policies are reviewed, the accompanying procedures must be reviewed. Both policies and procedures may be reviewed more frequently if necessary.
- 6.2 The Board, Senate, and SLC may, at any time, initiate a review of any policies under their purview.
- 6.3 Procedures can be, and should be, reviewed and updated by the Policy Proponent as required to meet the changing needs of the University.
- 6.4 The policy office will notify the Officer responsible and the Policy Proponent of all Policies and Procedures that are due for review and provide a regular report to the Board, Senate or SLC on the status of Policies and Procedures to be reviewed.
- 6.4 Once a review has occurred, the normal approval procedures will be followed.
- 6.5 Revisions to existing policies or procedures that do not change their substance and are considered housekeeping in nature, such as changes to department or role names,

corrections of spellings or grammar or other similar minor changes may be made on the advice of the policy office and with the agreement of the Officer responsible, without utilizing the full consultation and approval process. The updated Policy or Procedure will be presented to their approving body for information before publication.

## **8 LEGAL ADVICE**

- 8.1 From time to time, the Policy office in consultation with the Policy proponent and Responsible officer may determine it is necessary and prudent to seek legal advice in the development, revision or rescinding of Policies and Procedures especially for more specialized or contentious matters.
- 8.2 Requests for outside legal advice must be directed through Corporate Services and approved by the Vice-President, Finance and Administration excepting departments who have ongoing arrangements for legal advice in place.

## **9 RESPONSIBILITIES**

- 9.1 Policy development and management is directed and overseen by the Vice President Finance and Administration in their role as Corporate Secretary, led and managed by the Director, Risk Management and reports to the Planning and Governance Committee. The Vice President Academic and Provost is responsible for the direction and oversight of Senate policies. The Director, Risk Management will establish a Policy office with the responsibility to:
  - a) maintain the University Policy and Procedures webpages;
  - b) assist Policy proponents in their work to develop, revise and gain approval for policies, procedures and other supporting guidance;
  - c) provide policy related templates and guidance;
  - d) support consultations during policy development or revision; and
  - e) to inform Members of the Capilano University community, of all new or revised policies and procedures.
- 9.2 The Officer responsible is responsible for:
  - a) assigning Policy Proponents within the scope of their authority or portfolio to develop or revise Policies or Procedures;
  - b) identifying as appropriate one or more directors in their portfolio to promote and monitor compliance with Policies (this may or may not be the same person as the Policy proponent depending on circumstances).
- 9.3 The Policy Proponent is responsible for:

- a) developing new Policies or revising existing Policies as instructed by the Officer responsible;
- b) identifying those who will be significantly impacted by new, revised or rescinded policies and developing appropriate consultation plans with guidance from the Policy office and the Officer responsible;
- c) developing procedures and additional guidance to support the Policy if determined to be necessary; and
- d) providing education to members of the university community about the Policy and Procedures if developed;

9.4 Administrators are responsible for:

- a) communicating with those under their direction about the application of Policies and Procedures;
- b) making sure those under their direction comply with Policies and Procedures; and
- c) taking appropriate action if a concern related to Policies or Procedures arises, or if a breach of a Policy or Procedure occurs.

9.5 All employees are responsible for familiarizing themselves with the content of all University policies and procedures, and to conduct themselves accordingly.

## **10 EXCEPTIONS**

10.1 Under exceptional and/or emergency circumstances, the President may approve new policies and procedures or revisions to existing policies and procedures on an interim basis until such time that the policy may proceed through the regular policy approval process. For example, including but not limited to, legislation and regulation changes or directives from the provincial government.

## **11 DESIGNATED OFFICER**

The Vice President, Finance and Administration 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 Director, Risk Management.

## Appendix A

### Section 35.2(6) of University Act

The senate of a special purpose, teaching university must advise the board, and the board must seek advice from the senate, on the development of educational policy for the following matters:

- a) the mission statement, educational goals, objectives, strategies and priorities;
- b) the establishment, revision or discontinuance of courses and programs;
- c) the preparation and presentation of reports concerning new non-credit programs and programs offered under service contract;
- d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;
- e) the establishment or discontinuance of faculties;
- f) the evaluation of programs and educational services;
- g) the library and resource centres;
- h) the setting of the academic schedule;
- i) the qualifications for faculty members;
- j) the adjudication procedure for appealable matters of student discipline;
- k) the terms for affiliation with other post-secondary bodies; and
- l) the consultation with community and program advisory groups concerning the University's educational programs.



**SENATE CURRICULUM COMMITTEE  
RESOLUTION MEMO**

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**DATE:** May 22, 2023  
**TO:** Paul Dangerfield, Chair, Senate  
**FROM:** Deb Jamison, Chair, Senate Curriculum Committee

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The following motions were carried by the Senate Curriculum Committee at its meeting on May 19, 2023:

- 23/36** The new course, BIOL 412 – Neurological Damage, Disease and Degeneration, as well as Science Designation and Cap Core designation under the heading *Science and Technology*, be recommended to Senate for approval.
- 23/37** The prerequisite revisions to PHIL 302 – Knowledge and Truth, PHIL 320 – Philosophy of Science, and PHIL 401 – Morality and Global Justice be recommended to Senate for approval.
- 23/38** The revisions to the admission requirements and admission notes, as well as the change under Continuation Requirements, for the Bachelor of Motion Picture Arts be recommended to Senate for approval.
- 23/39** The revisions to the Bachelor of Music Therapy program profile (Basis of Admissions) be recommended to Senate for approval.
- 23/40** The Certificate in Contract Law be recommended to Senate for approval.
- 23/41** SCC meetings will continue in an online format for the August to December 2023 term.

  
\_\_\_\_\_  
Deb Jamison, Chair  
Senate Curriculum Committee

\_\_\_\_\_  
Paul Dangerfield  
Chair, Senate

Date: May 23, 2023

Date: \_\_\_\_\_