



**CAPILANO
UNIVERSITY**

**MINUTES
REGULAR MEETING OF THE BOARD**

Tuesday, January 23, 2018

4:00 pm in BR126

North Vancouver Campus

Board:

Soon Kim, Chair
Imroz Ali
Duncan Brown
Chris Clarke
Christopher Doll, Vice Chair
Michael Fleming
David Fung
Cherian Itty
Hassan Merali
Aurelea Mahood
Andrew Petrozzi
Toran Savjord, Acting President
Jessie Williams

Staff:

Chris Bottrill, Acting VP Academic
Irene Chanin, Executive Director, Advancement
Julia Denholm, Dean, Faculty of Arts & Sciences
Jennifer Jamieson, Mgr Policy, Privacy & Govern.
Mike Knudson, AVP Human Resources
Nanci Lucas, Policy Development Officer
Marika Morissette, EA to Board & President
(recorder)
Sandra Seekins, Senate Vice-Chair
Jacqui Stewart, VP Finance & Admin

Regrets:

Nicholas Cartmell
Paul Dangerfield
Cheryl Nex

We respectfully acknowledge the Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.

1. Approval of Agenda

Jessie Williams requested that an agenda item be added under Section 9, Academic Review Committee: 9.2 Bachelor of Arts Framework.

It was moved (Christopher Doll), seconded (Chris Clarke) and resolved:

THAT the agenda be approved as amended.

2. Introduction of New Board Members

Soon Kim welcomed the 2 new appointed members, Andrew Petrozzi and Duncan Brown, to the Board. Their terms started on December 31, 2017.

3. Oath of Office

The Board Chair administered the Oath of Office to Andrew Petrozzi and Duncan Brown. The 2 new Board members affirmed, signed and dated the Oath of Office.

4. Consent Agenda

Michael Fleming requested that the letter from Kevin Brewster, Assistant Deputy Minister, within Section 4.3 Correspondence, be removed from the Consent Agenda for discussion. He commented on the fact that the University has not achieved its student FTE targets for fiscal 2017/2018, and inquired as to whether the current government has expressed concerns about it. Jacqui Stewart advised that the University has not received any concerns from the government, but agreed that achieving the targets for domestic enrollments is an area that we need to be very mindful of. As we develop our budget for the next fiscal year, we are not anticipating any material change for the operating grant.

It was moved (Chris Clarke), seconded (Cherian Itty) and resolved:

THAT the Board approves the following items on the consent agenda:

- Minutes from the November 21, 2017 Board Meeting
- Academic Review Committee Report
- Policy and Planning Committee Report
- Correspondence

5. Board Chair's Report

The Chair stated that Paul Dangerfield is recovering well following his surgery and expressed his best wishes to the President for a speedy recovery. He thanked Toran Savjord, Acting President, and Chris Bottrill, Acting Vice President Academic, for stepping up for the duration of Paul's medical leave.

Soon Kim mentioned that he enjoyed attending the Joint Board / Senate Networking Social on December 5, 2017 and encouraged more Board members to attend next year's event. He also acknowledged the Capilano Students' Union for their letter in response to correspondence from George Rammell. In addition, he indicated that the Board is supportive of a new Executive Assistant to the Board being hired to ease some of the workload pressure facing Marika Morissette, EA to the Board and President.

Soon Kim invited David Fung to speak about the Chancellor's Circle held on January 18, 2018. David remarked that it was a fun evening and he enjoyed meeting with many people, including both North Vancouver's mayors. Going forward, the Chancellor hopes to continue to expand the circle and reach out to more potential donors.

6. Senate Reports

Sandra Seekins, Senate Vice-Chair reported that Senate has met twice since the last Board meeting. At the December 5, 2017 meeting, the program/school review schedule was presented to Senate for information. Senate moved and carried a motion to strike an ad hoc committee to undertake a review of practices at other institutions with regard to release sections for Chairs of Senate sub-committees. B.102 Policy Development and Management Policy and B.108 Credit and Non-Credit Courses Policy were sent to the Senate By-law Committee to seek its advice under Section 35.2 (6) of the University Act. Three concept papers (Minor in English, Minor in History,

and a Minor in Cinema Studies) were reviewed and a recommendation made for all three to move to Stage One.

Final Grade Appeal Policy and Final Grade Appeal Procedures were presented and a request was made that Senators encourage feedback from their areas and that it be sent to By-Law by January 16. Senate approved the revisions to the Program Approval Procedure and the Process for Exceptional Approval Policy was rescinded. The Academic Standing Policy was approved with an implementation date of September 1, 2018. The Cheating and Plagiarism Policy was rescinded. Senate approved revisions to the Associate of Arts Degree and the Associate of Science Degree Program Profiles, and three new courses in IDF.

At the January 9, 2018 Senate meeting, it was reported that the Cap Core fits well with Universities Canada. Perceived gaps are being addressed and feedback is welcomed. The Ad Hoc Committee for Release Sections (for Senate sub-committee Chairs) has its membership and tasks to move forward. A list of 414 Graduates was approved for Spring 2018. The Senate Reports to the Board and the Board Reports will now be sent out to the campus via Constant Contact using a consistent template. Two STEM B.SC. Degrees that will scale up over the next 2 years, a Post-Baccalaureate in Motion Picture Arts, and a BA in Digital Media with an industry supported online and intensive summer model were all approved to move to Stage One. A biography of John Stubbs was provided; he will be assisting Bernadette Andrade's office once a week to help usher through the developing credentials with an eye to the DQAB process. It was noted that Senators were to ask for feedback on the draft revised Credential and Course Criteria Policy and it should be submitted to By-Law by February 2.

Three new courses were endorsed by Senate as were two sets of revision. Three Cap Core courses were approved, and the new program framework for the Bachelor of Arts was recommended to Senate and approved. An attachment from the student Senators was attached to the agenda for information; this was a document outlining student advocacy issues coming out of the Canadian Alliance of Student Associations (CASA). The event had been attended by the CSU and was entitled: "Building Access, Building Canada: A Strategy for the Federal Government's Role in Post-Secondary Education."

Christopher Doll, Board Liaison to Senate, had nothing to add since he was unable to attend the last two Senate meetings.

ACTION: Staff to provide Board members with a list of courses and programs under development and/or review.

7. President's Report

Toran Savjord, Acting President, provided highlights from the President's Report, which was prepared by Paul Dangerfield before he started his medical leave. The written report has been reformatted with a new look and feel, with the inclusion of several infographics and fewer abbreviations. Toran mentioned that the University continues to focus on two main priorities: building capacity and increasing students on campus. Recent accomplishments include the signing of an MOU with Quest University, the kick-off of the 50th anniversary campaign, and academic and planning initiatives that are underway. The importance for CapU to focus and speed up our application to Universities Canada was emphasized.

ACTION: Marika Morissette to send Board members the memorandum of understanding regarding block transfer between Capilano University and Quest University.

The Registrar's Office and President's Office co-hosted a dinner event welcoming independent high school partners to campus to showcase the University and support our relationship with our feeder institutions. This initiative is expected to assist with CapU's domestic recruiting efforts.

Toran announced that the First Nations Student Services (FNSS) Department will join the Faculty of Education, Health & Human Development (EHHD). The move enables FNSS to continue its vital leadership role for the entire campus community while enhancing its capacity to respond to the educational goals of local First Nations communities. The Centre will continue to provide all of the critical student success supports that are currently in place. A President's First Nations Advisory Committee will be formed this year, which will provide recommendations to the President.

8. Board Competency Matrix

Soon Kim referred to Schedule 8 in the Board meeting package.

ACTION: Board members to provide Marika Morissette with any errors / omissions / updates on the Board competency matrix.

9. Academic Review Committee

9.1 Course Discontinuance List

Jessie Williams explained that Capilano University now has a documented method to discontinue courses and programs with policy and procedures B.104 and B104.1 Discontinuance of Programs or Courses. There are a large number of courses and some programs that have not been offered in a very long time that are sitting on the books without any intention of ever being offered again. The Registrar and the Deans have been working to move through the official process in two phases, first reviewing and requesting the discontinuance of courses and then will follow with reviewing and requesting the discontinuance of programs. The Deans submitted lists of discontinued courses to the Registrar for review, and then the list was forwarded to the acting VP Academic to initiate procedures which will be for the Board to request advice from Senate.

It was moved (Chris Clarke), seconded (Hassan Merali) and resolved:

THAT the discontinuance list of the courses presented by the Faculty of Arts & Science, the Faculty of Business and Professional Studies, and the Faculty of Education, Health and Human Development be sent to the Senate to seek its advice.

9.2 Bachelor of Arts Framework

Jessie Williams asked Julia Denholm, Dean of the Faculty of Arts & Sciences, to update the Board on the Bachelor of Arts framework. Julia stated that students studying in Arts at Capilano University are currently able to choose only the Bachelor of Arts with a Major in Liberal studies as a pathway to undergraduate degree completion. However, faculty in Arts are working to develop a suite of majors and minors that will hopefully be available to students as early as fall 2019.

In the future, students choosing the Bachelor of Arts would be able to declare a major, major/minor, or minor/minor combination to complete their credential, as those options become available. Alternatively, students could complete a general Bachelor of Arts degree by completing the degree requirements including 30 upper-level credits in a combination of Humanities and Social Sciences courses or could complete a Bachelor of Arts with a Major in Liberal Studies.

The revised framework also accommodates Capilano University's "Cap Core" requirement, in which students complete an intentional and interdisciplinary program of general studies that includes required courses in literacy, numeracy, three "breadth" areas, experiential studies and a capstone project.

The Bachelor of Arts framework was approved by the Faculty of Arts and Sciences' Academic Planning Committee in September 2017, has been reviewed by the Registrar's Office before being presented to the December 2017 Senate Curriculum Committee, which recommended and received final Senate approval in January 2018. The Board's Academic Review Committee approved the framework on January 22, 2018.

The draft framework was sent to the Degree Quality Assessment Board (DQAB) Secretariat in November 2017 for their review, support, and recognition. Whereas the Secretariat does not provide approval for degree program structures, they see "no issues with the structure for the proposed degree as it may create efficiencies within the institution when preparing program proposals."

Board members expressed their support of the Bachelor of Arts framework since it offers more choices for students, which should result in higher domestic student enrolment. This places Capilano University at the same level as other post-secondary institutions.

It was moved (Aurelea Mahood), seconded (Imroz Ali) and resolved:

THAT the Board of Governors approve the Bachelor of Arts framework as presented.

10. Policy and Planning Committee

10.1 B.109 Student Appeals Policy

Christopher Doll explained that B.109 Student Appeals Policy is a new policy which will comply with the *University Act* in relation to student appeals, whether it is for academic or non-academic determinations. The new policy includes: criteria for an appeal in academic and non-academic matters; ensures that all other appeal processes are exhausted prior to an appeal being heard; the structure of the Student Appeals Committee; names the Registrar as Chair of the Student Appeals Committee; allows for tribunals not to include students, which is advisable with appeals of a highly sensitive determination; and ensures tribunal members are not in conflict of interest.

On October 24, 2017, a previous draft was presented to the Policy and Planning Committee. The Committee made a few suggested revisions, which were included in the draft that was presented to the Policy and Planning Committee on December 14, 2017. The next step is for the Board to refer B.109 Student Appeals Policy to the Senate to seek its advice.

It was moved (Christopher Doll), seconded (Michael Fleming) and resolved:

THAT the Board send Policy B.109 Student Appeals to the Senate to seek its advice.

10.2 Policies to Rescind

Christopher Doll stated that many memos (i.e. policies) at the University were developed in a time where there was less legislation, less control by government, and under the College and Institutes Act. Therefore, they are out of date and no longer required. There are 15 such memos that are being recommended for rescission.

On October 11, 2017 the group of memos was presented to Senior Leadership Council for feedback. On October 24, 2017 the Policy and Planning Committee was informed that the list of memos would be presented at a later date after the university community was asked for feedback. On November 2, 2017 and November 23, 2017, the University community was informed by email that these Memos were slated for rescission. Community members were directed to the Office of Policy and Privacy's webpage where they could provide feedback, ask questions, or make comments. One person commented on the list of memos, specifically Memo 36 – Employment Equity Policy, and their inquiry was answered by the Office of Policy and Privacy. On December 14, 2017, the Policy and Planning Committee reviewed the various policies and the recommendation is to rescind the group of memos.

It was moved (Christopher Doll), seconded (Aurelea Mahood) and resolved:

THAT the Board approve the rescission of: Memo 4, Memo 5, Memo 7, Memo 9, Memo 10, Memo 12, Memo 14, Memo 16, Memo 17, Memo 21, Memo 22, Memo 28, Memo 30, Memo 33, & Memo 36.

11. Transition to Performance-based Compensation

Mike Knudson, Associate Vice President of Human Resources, provided an update on the transition to performance-based compensation. At its January 17, 2017 meeting, the Board approved revisions to Policy B.503 – Administrators – Conditions of Employment and Policy B.504 – Exempt Employees – Conditions of Employment, to reflect the move to a sectoral compensation plan tied to the government's requirement for a "performance based compensation model". This requirement meant a move away from our current "seniority based step model" and employees received six months' notice for the change to be effective July 1, 2017 (the government's provisional implementation date). The Board agreed at its June 13, 2017, meeting to amend the implementation date to be the later of July 1, 2017 or upon the Government's approval of the Post Secondary Employees' Association (PSEA) Sectoral Compensation Plan.

On December 12, 2017, the University was advised through PSEA that the Minister of Finance, as the Minister responsible for the Public Sector Employers Act, has now approved the framework for the excluded compensation plan for the PSEA member-institutions. However, implementation is subject to the development and approval of an implementation plan in alignment with compensation policy direction for excluded staff as established by the Public Sector Employers' Council (PSEC). PSEA member-institutions will be meeting throughout the month of January to develop and obtain the necessary approvals for implementation.

While the sectoral compensation plan approval has been delayed from the original July 1, 2017 provisional date, administrators and exempt employees have been working under the University's performance framework since April 2017 in anticipation of final plan approval.

12. Update on 50th Anniversary Preparations and Chancellor's Circle

Irene Chanin, Executive Director of Advancement, reported that the University officially launched the 50th anniversary program at the January 11, 2018 President's Perspective. The event included a fashion show to promote Cap Love Tuesdays, and an introduction to the anniversary toolkit and our new microsite (<https://capu50.capilanou.ca/>). She encouraged Board members to purchase Cap apparel from the bookstore, to check out the new microsite, and approach contacts in the community who should be invited to participate in the anniversary celebrations.

To commemorate Capilano University's 50th anniversary, \$50,000 was allocated to a Great Ideas Fund to support school/department/team generated project ideas that:

- Enhance the student experience at Capilano University
- Showcase Capilano University in the broader community (i.e. off campus)
- Improve the physical environment for the benefit of the campus community

The University received 30 diverse proposals that totaled over \$535,000. The 50th Anniversary Steering Committee reviewed the submissions and used a weighting scoring system to assess each proposal against the fund criteria. Some projects may receive approval if they are able to deliver their proposal within a revised budget. The Steering Committee will confirm which submissions are approved for funding by the end of February.

Irene debriefed Board members on the Chancellor's Circle event, which honours individuals, foundations and businesses that have partnered with and contributed to the success of Capilano University over the years. Upon arriving at the campus, guests mingled and then boarded shuttle buses to the CapU residences on Dollarton Highway, where they toured the new student dorms and dining hall and enjoyed dinner and guest speeches. This year, the event raised \$21,000 since guests were invited to contribute towards the Great Ideas Fund. The idea was well received.

13. Update on 2018/2019 Budget Preparation and 2017/2018 Year-End Projection

Jacqui Stewart, Vice President of Finance and Administration, provided an update on 2017/2018 year-end projections. The Finance team members are very mindful of nailing down the budgets and monthly forecasts, and are planning for the upcoming audit. Legislation requires that the University be in an annual balanced or surplus financial position. Last fiscal year, the University had a \$2.4 M surplus. This year, Jacqui stated that we are on track to achieve a surplus and her goal is that it be below \$1.5 M.

Jacqui also provided Board members with an update on 2018/2019 budget preparations. A number of business cases were put forward as part of the 2018/2019 operational planning cycle, and the submissions were ranked according to priority level. There are more requests than we can actually fund. Meetings are underway to go over the numbers, which will inform the budget. The Board's Audit Committee will be meeting on February 27, 2018, and the Board will be meeting on March 20, 2018 to review and approve the proposed budget for 2018/2019. A detailed budget will be prepared in time for those meetings.

ACTION: Jacqui Stewart to send Board members the proposed budget for 2018/2019 two weeks in advance of the March 20, 2018 Board meeting.

14. Adjournment

The Regular Meeting of the Board adjourned at 5:56 pm.