



ORGANIZATION & RELATIONSHIP OF COMMITTEES

ASSUMPTIONS	2
CATEGORIZATION OF COMMITTEES.....	2
MANAGEMENT/OPERATIONAL COMMITTEES.....	2
FUNCTIONAL (AREA) ADVISORY COMMITTEES.....	2
DESCRIPTION OF COMMITTEES	2
MANAGEMENT/OPERATIONAL COMMITTEES.....	3
CAPILANO LEADERSHIP FORUM.....	3
CAPITAL REQUISITIONS COMMITTEE.....	3
CLOSEST TO THE ACTION GROUP (CTAG)	3
EMERGENCY PREPAREDNESS AND RESPONSE MANAGEMENT COMMITTEE.....	4
EXECUTIVE MANAGEMENT COMMITTEE.....	4
FORUM OF INSTITUTIONAL DIRECTION.....	5
PRESIDENT AND VICE-PRESIDENTS	5
PROVOST ADVISORY COMMITTEE	6
STUDENT VOICES FORUM	6
VP/DEANS.....	6
FUNCTIONAL (AREA) ADVISORY COMMITTEES.....	7
DEANS ADVISORY COMMITTEES (DAC'S).....	7
UNIVERSITY CONSTITUENT ADVISORY COMMITTEES ON SPECIFIC AREAS	7
ART EXHIBITION COMMITTEE (AEC)	7
PHYSICAL ENVIRONMENT COMMITTEE (PEC)	8
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE	8
VIOLENCE THREAT/RISK ASSESSMENT TEAM (V-TRA).....	Error! Bookmark not defined.
TRANSPORTATION COMMITTEE	9
FOOD AND BEVERAGE SERVICES COMMITTEE	10
SCHOLARSHIPS, BURSARIES AND AWARDS COMMITTEE	10

ORGANIZATION & RELATIONSHIP OF COMMITTEES

This document sets out a clarification of the organization of and relations between committees at the University. Every attempt is made to keep the document up to date; please send any changes/corrections to the office of the VP, Academic & Provost.

ASSUMPTIONS

1. Capilano's committee structure is consultative and advisory ultimately to the President.
2. Capilano's committees are organized so as to provide parallel channels of consultation and advice to the President.
3. In the context of being advisory to the administration, and/or the Board committees can and do make decisions within the following guidelines:
 - a. The decisions do not affect areas beyond the committee's area of influence.
 - b. The decisions do not conflict with existing University policy.
 - c. The decisions do not conflict with the University's mission and goals.

CATEGORIZATION OF COMMITTEES

The committees have been categorized under the following headings that recognize their operational, advisory, and governing directives.

MANAGEMENT/OPERATIONAL COMMITTEES

Mainly management personnel dealing with primarily administrative operational matters.

- Academic Advisory Committee
- Capilano Leadership Forum
- Capital Requisitions Committee
- Closest to the Action Group (CTAG)
- Executive Management Committee
- Provost Advisory Committee
- Student Voices Forum
- VP-Deans Committee

FUNCTIONAL (AREA) ADVISORY COMMITTEES

Advisory committees related to particular functional area/administrative mandate area.

- Deans' Advisory Committees (DACs)

DESCRIPTION OF COMMITTEES

What follows is a description of each committee included in this paper under the headings Purpose, Authority, Reporting relation, Chair, Membership and Meeting frequency. Committees listed do not include the contractual joint committees, nor do they include departmental, ad hoc, and task force committees at the University.

ORGANIZATION & RELATIONSHIP OF COMMITTEES

MANAGEMENT / OPERATIONAL COMMITTEES

CAPILANO LEADERSHIP FORUM

PURPOSE	The Leadership Forum is an administrative forum for the discussion, review and development of policies, procedures and plans on institutional issues; for the discussion, review and recommendation on employee relation issues; and for the sharing of information and advice on the management of the University. As appropriate, the Leadership Forum recommends University policy and implements procedures.
AUTHORITY	
<i>Decision-Making</i>	On management issues as delegated by the President
<i>Policy Generation</i>	Does not generate policy.
<i>Advisory</i>	To the President on management issues.
REPORTING	To the President
CHAIR	VP, Finance and Administration
MEMBERSHIP	All University Administrators
MEETINGS	Monthly

CAPITAL REQUISITIONS COMMITTEE

PURPOSE	The Capital Requisitions Committee receives requests for operating capital expenditures, reviews these requests, and makes recommendations to the Executive on the allocation of operating capital funds for each fiscal year.
AUTHORITY	
<i>Decision-Making</i>	On the process of adjudicating requests for capital expenditure.
<i>Policy Generation</i>	None.
<i>Advisory</i>	To the Executive committee.
REPORTING	To the Executive committee
CHAIR	VP, Finance & Administration
MEMBERSHIP	VP, Academic & Provost CIO Deans Director, Contract Services & Capital Planning Director, Finance
MEETINGS	Scheduled as required within budget timetable

CLOSEST TO THE ACTION GROUP (CTAG)

PURPOSE	CTAG is a forum for the open review and planning of IT related projects including requests for system(s) or changes, plus issues of integration and coordination; and for the sharing of information and communication across administrative departments on IT projects.
AUTHORITY	
<i>Decision-Making</i>	None.
<i>Policy Generation</i>	None.
<i>Advisory</i>	Executive Committee.
REPORTING	To the Executive Committee
CHAIR	VP, Finance & Administration
MEMBERSHIP	CIO

ORGANIZATION & RELATIONSHIP OF COMMITTEES

	Registrar
	Director, Continuing Studies & Executive Education
	Director, Contract Services & Capital Planning
	Director, Finance
	Director, IT Architecture
	Manager, Systems Analysis
	Manager, Project Management Officer
	Director, Human Resources
	Director, Centre for International Experience
	Manager, Institutional Research
	Director, Communications and Marketing
	Manager, Systems Analysis
	University Librarian
MEETINGS	Monthly

EMERGENCY PREPAREDNESS AND RESPONSE MANAGEMENT COMMITTEE

PURPOSE	Emergency preparedness and response management is the responsibility of everyone at Capilano. The purpose of this committee is to coordinate and facilitate the efforts across all constituents and campuses of the University.
AUTHORITY	
<i>Decision-Making</i>	None.
<i>Policy Generation</i>	Develops and recommends emergency management policies.
<i>Advisory</i>	To the Executive Committee on the efficacy of projects and the resources needed to implement risk reduction and emergency preparedness strategies.
REPORTING	VP, Finance & Administration
CHAIR	Director, Facilities
MEMBERSHIP	Manager, Facilities Director, Contract Services & Capital Planning Manager, Student Affairs & Services HR Advisor, Occupational Health & Safety
MEETINGS	Approximately every six weeks

EXECUTIVE MANAGEMENT COMMITTEE

PURPOSE	The Executive committee advises the President on all policies, issues and decisions pertaining to the administration of the University.
AUTHORITY	
<i>Decision-Making</i>	On University-wide issues
<i>Policy Generation</i>	Forum for discussion and recommendation of University policies, priorities and issues.
<i>Advisory</i>	Provide a source of advice to the President on planning, facilities, budget and other matters before the University.
REPORTING	To the President
CHAIR	President
MEMBERSHIP	Vice-Presidents Deans Executive Director, Advancement

ORGANIZATION & RELATIONSHIP OF COMMITTEES

	Director, Continuing Studies & Executive Education
	Director, Centre for International Experience
	Director, Human Resources
	Registrar
MEETINGS	Weekly

FORUM OF INSTITUTIONAL DIRECTION

PURPOSE	This committee brings together the senior management for input on broad based issues that impact the institution.
AUTHORITY	
<i>Decision-Making</i>	
<i>Policy Generation</i>	May recommend policy and policy revisions to the appropriate bodies.
<i>Advisory</i>	
REPORTING	To the President.
CHAIR	President
MEMBERSHIP	Vice-Presidents Deans Executive Director, Advancement University Librarian Registrar Director, Centre for International Experience Director, Continuing Studies & Executive Education Manager, Student Affairs and Services Director, Finance Director, Contract Services and Capital Planning CIO Director, Human Resources Director, Facilities Director, Communications and Marketing Manager, Institutional Research
MEETINGS	As and when

PRESIDENT AND VICE-PRESIDENTS

PURPOSE	The President and Vice Presidents acts as a forum for sharing information and discusses broad university issues
AUTHORITY	
<i>Decision-Making</i>	On internal and external level issues and advises the President on urgent matters.
<i>Policy Generation</i>	Considers and makes recommendations on matters of policy and strategic priorities of the University.
<i>Advisory</i>	To the President on institutional strategic goals and initiatives.
REPORTING	To the President
CHAIR	President
MEMBERSHIP	Vice-Presidents Executive Director, Advancement
MEETINGS	Tuesdays

ORGANIZATION & RELATIONSHIP OF COMMITTEES

PROVOST ADVISORY COMMITTEE

PURPOSE This committee brings together the senior student services management group for input on broad based issues that impact the institution.

AUTHORITY

Decision-Making

Policy Generation

Advisory

REPORTING

CHAIR

MEMBERSHIP

May recommend policy and policy revisions to the appropriate bodies.

To the VP, Academic & Provost

To the Executive

VP, Academic & Provost

University Librarian

Registrar

Manager, Student Affairs and Services

Manager, Institutional Research

MEETINGS

Twice Monthly

STUDENT VOICES FORUM

PURPOSE The Forum dialogues with the President and other members of leadership at Capilano University (as per topic of discussion and by invitation of the President) about those issues that relate to the overall learning experience of students at Capilano University.

AUTHORITY

Decision-Making

Policy Generation

Advisory

REPORTING

CHAIR

MEMBERSHIP

To advise the President and other members of Executive leadership about the student experience.

Does not normally generate policy.

To the President

To the President

One student, elected from the membership

All recipients of a Capilano Excellence Scholarship; Representation from Sunshine Coast and Sechelt campuses will also be solicited

MEETINGS

Monthly

VP/DEANS

PURPOSE The VP/Deans committee deals with educational issues. It is responsible for managing shared resources and creating consistency of process and decision making criteria across faculties.

AUTHORITY

Decision-Making

Policy Generation

Makes decisions on educational issues as delegated by the President, the Executive, and on matters within its areas of influence. Handles operational details of educational programs, including requests for development or instructional sections.

Advise on policy generation and educational planning; may initiate University-wide policy for review at DACs, Senate Curriculum Committee, and Senate.

ORGANIZATION & RELATIONSHIP OF COMMITTEES

<i>Advisory</i>	To President on educational issues, profile, budget, strategic planning.
REPORTING	To the President
CHAIR	VP, Academic & Provost
MEMBERSHIP	Deans
MEETINGS	Weekly

FUNCTIONAL (AREA) ADVISORY COMMITTEES

DEANS ADVISORY COMMITTEES (DACs)

PURPOSE	The DAC's provides a forum in which the Dean(s)/designate seek advice from Coordinators, Chairs, and staff (as applicable) on matters of educational policies, procedures, and practices. The DAC's are also informational bodies through which the Dean(s)/designate provide information to faculty and from which the Dean(s)/designate can receive and react to faculty concerns, interests, proposals, and information.
AUTHORITY	
<i>Decision-Making</i>	On divisional matters within each DAC's area of influence.
<i>Policy Generation</i>	Generate faculty policy. May initiate University-wide policy for review at VP/Deans, SCC, and Senate.
<i>Advisory</i>	To the Faculty Deans or designate
REPORTING	To the Deans or designate of appropriate Faculty
CHAIR	Dean or designate
MEMBERSHIP	<u>Arts & Sciences DAC</u> Division Chairs and/or Coordinators <u>Business & Professional Studies DAC</u> School Chairs and Department Coordinators (where Division Chairs do not exist) <u>Fine & Applied Arts DAC</u> School Chairs, Program/Department Coordinators, Director of the Bosa Centre, and General Manager for the Centre for Performing Arts <u>Education, Health & Human Development DAC</u> Coordinators and Manager Children's Centre <u>Global & Community Studies DAC</u> Chairs Coordinators, Convenors Divisional Supervisor, Program Managers <u>Continuing Studies & Executive Education DAC</u> Coordinator, Marketing & Communication Specialist, Office Manager
MEETINGS	As scheduled by Deans and/or the Director, Continuing Studies and Executive Education

UNIVERSITY CONSTITUENT ADVISORY COMMITTEES ON SPECIFIC AREAS

ART EXHIBITION COMMITTEE (AEC)

PURPOSE	The AEC provides a forum whereby applications for the exhibition of art can be discussed and decisions made on if a piece of art can be displayed, ownership of the art and under what circumstances art can be displayed.
	Matters of on-going maintenance and any concerns should be brought to the attention of the Director, Facilities.

ORGANIZATION & RELATIONSHIP OF COMMITTEES

<p>AUTHORITY <i>Decision-Making</i> <i>Policy Generation</i></p> <p><i>Advisory</i></p> <p>REPORTING</p> <p>CHAIR</p> <p>MEMBERSHIP</p>	<p>Decides on art on campus</p> <p>Recommends policy change on the Art Exhibition Policy and/or other changes in relation to art</p> <p>Advisory on art related topics</p> <p>To the VP, Finance and Administration</p> <p>Director, Contract Services & Capital Planning (non-voting Chair)</p> <p>Dean</p> <p>Director, Facilities</p> <p>Two Faculty members</p> <p>Two Staff members</p> <p>Two Student members</p>
<p>MEETINGS</p>	<p>Upon application of Art to be Exhibited</p>

PHYSICAL ENVIRONMENT COMMITTEE (PEC)

<p>PURPOSE</p>	<p>The PEC provides a forum whereby internal University constituent groups discuss and make recommendations on plans relating to new University facilities, building and site changes and the Campus Master Plan. Matters of ongoing maintenance and any concerns should be brought to the attention of the Director, Facilities.</p>
----------------	---

<p>AUTHORITY <i>Decision-Making</i> <i>Policy Generation</i> <i>Advisory</i></p> <p>REPORTING</p> <p>CHAIR</p> <p>MEMBERSHIP</p>	<p>Does not make decisions</p> <p>Recommends policies on University physical environment</p> <p>Advisory on buildings and grounds changes</p> <p>To the VP, Finance and Administration</p> <p>Director, Contract Services & Capital Planning (non-voting Chair)</p> <p>Two Administrators</p> <p>Two Faculty members (CFA)</p> <p>Two Staff members (COPE)</p> <p>Two Student members</p>
<p>MEETINGS</p>	<p>Monthly</p>

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

<p>PURPOSE</p>	<p>To advise senior management on the matters of health and safety in accordance with Workers Compensation Board requirements.</p>
----------------	--

<p>AUTHORITY <i>Decision-Making</i></p> <p><i>Policy Generation</i> <i>Advisory</i></p> <p>REPORTING</p> <p>CHAIR</p> <p>MEMBERSHIP</p>	<p>None</p> <p>None</p> <p>Advisory to the Institution</p> <p>To the VP, Finance & Administration</p> <p>Two co-chairs, rotates (one co-chair represents management, the other co-chair represents the workers)</p> <p>2 Administrators</p> <p>2 Faculty members (CFA)</p> <p>Two Staff members (COPE)</p>
---	--

ORGANIZATION & RELATIONSHIP OF COMMITTEES

MEETINGS	One Human Resources member, non-voting Monthly
<i>VIOLENCE THREAT/RISK ASSESSMENT TEAM (V-TRA)</i>	
PURPOSE	To respond to potential threats to university an environment where students, staff, faculty and others feel safe and secure. To initiate university action that will reduce or mitigate any identified risk or threat. Members of the Violence Threat/Risk Assessment Team will complete Post-Secondary Violence Threat Risk Assessment Training Level 1 every other year, and will deal with concerns through informal consultation unless or until the evidence indicates the formal V-TRA protocol should be activated.
AUTHORITY	
<i>Decision-Making</i>	This team will guide the institution in preparing for and responding to any risk or threat of violence.
<i>Policy Generation</i>	Does not generate policy
<i>Advisory</i>	To the Institution
REPORTING	To the President
MEMBERSHIP	Vice President, Academic and Provost Vice President, Finance and Administration Associate Vice-President Director, Facilities
Resources as needed	Director, Human Resources Manager, Campus Security Manager, Student Affairs and Services One Counsellor Registrar One or more Deans Conflict Resolution Advisor Accessibility Services Manager, Athletics CIO, IT Student (appointed by the CSU) Member of Senate
MEETINGS	Concerns can be brought to any standing member of the committee who can call meetings as needed.
<i>TRANSPORTATION COMMITTEE</i>	
PURPOSE	The Transportation Committee Chair will take items either to the University's Executive or CTAG as appropriate. The Committee provides advice and recommendations on all matters related to public transportation to and from Capilano University; cycling to and from Capilano University; car-pooling; parking; and the promotion of the "Go Green" environmental initiatives sponsored by local and provincial governments and the Greater Vancouver Regional District.
AUTHORITY	
<i>Decision-Making</i>	Does not make decisions
<i>Policy Generation</i>	Recommends policies on the University transportation needs

ORGANIZATION & RELATIONSHIP OF COMMITTEES

<i>Advisory</i> REPORTING CHAIR MEMBERSHIP	Advisory on transportation issues To the VP, Finance and Administration Director, Contract Services & Capital Planning (non-voting Chair) 2 Staff members (COPE) 2 Faculty members (CFA) 2 Student members
MEETINGS	Minimum of four times per year, or at the call of the Chair
<hr/> <i>FOOD AND BEVERAGE SERVICES COMMITTEE</i> <hr/>	
PURPOSE	To act as intermediary between the providers of Food and Beverage Services and the users of the Food and Beverage Services.
AUTHORITY	
<i>Decision-Making</i>	Does not make decisions
<i>Policy Generation</i>	Does not generate policy
<i>Advisory</i>	Advising on Food and Beverage issues
REPORTING	To the VP, Finance and Administration
CHAIR	Director, Contract Services & Capital Planning
MEMBERSHIP	2 Staff members (COPE) 2 Faculty members (CFA) 2 Student Union members
MEETINGS	Monthly
<hr/> <i>SCHOLARSHIPS, BURSARIES AND AWARDS COMMITTEE</i> <hr/>	
PURPOSE	The Scholarships, Bursaries, and Awards Committee gives advice on the development and application of scholarship, bursary and award policies, procedures and processes. When required, the Committee serves as a forum to bring resolution to problems/concerns about the application of scholarship, bursaries and awards policies, procedures and processes. When appropriate the Committee may set up processes for interviewing scholarship candidates. If a donor has not expressly stated the criteria for a scholarship, bursary or award, the Committee may clarify the criteria.
AUTHORITY	
<i>Decision-Making</i>	On scholarship, bursary and award policy and procedures
<i>Policy Generation</i>	On scholarship, bursary and awards
<i>Advisory</i>	To the President
REPORTING	To the VP, Academic and Provost
CHAIR	Elected annually in October
MEMBERSHIP	Dean 1 representative from each of the Faculties appointed by the DAC Associate Registrar, Records, Registration, and Financial Aid Supervisor, Financial Aid or Financial Aid Officer Associate Registrar, Admissions and Advising 1 student representative and 1 alternate student representative Manager, Advancement Services Director, Finance (or delegate)
RESOURCE	Executive Director, Advancement (or delegate)
MEETINGS	Once per term, or at the discretion of the Chair