

## AGENDA – OPEN SESSION

**Time:** 8:30 a.m.  
**Location:** Room 315, Hatley Castle  
**Attendees:** Members of the Board of Governors  
 Executive Team  
 Manager, Board Governance & Planning  
 Guests

8:30 am	1.	Call to order and welcome	
<b>CONSENT AGENDA</b>			
8:40 am	2.	Approval of the Agenda  <i>Moved that the agenda be approved as distributed.</i>	approval
8:41 am	3.	Governors may request that any item placed on the Consent Agenda be moved elsewhere.  <u>MOTION:</u> <i>That the consent agenda item(s) be received and/or approved by the Board of Governors by consent.</i>  3.1 Approval of the Minutes of the Open Session of the 22 June 2018 Board of Governors meeting (attachment 1)  <i>Moved that the minutes of the Open Session of the 22 June 2018 Board of Governors meeting be approved as distributed.</i>	approval
<b>REPORTS FROM COMMITTEES &amp; EXECUTIVE</b>			
8:43 am – 9:05 am	4.	Report from the Program and Research Council  4.1. Report from the committee chair  4.2. New program approvals (Attachment 2) <ul style="list-style-type: none"> <li>Graduate Certificate in Interdisciplinary Studies</li> <li>Graduate Diploma in Interdisciplinary Studies</li> </ul> (Attachment 3) MBA specializations: <ul style="list-style-type: none"> <li>Graduate Certificate in Asia Pacific Trade and Investment</li> </ul>	information   approval  approval

		<ul style="list-style-type: none"> <li>• Graduate Certificate in International Business and Innovation – Europe</li> <li>• Graduate Certificate in Personal and Professional Leadership Development</li> <li>• Graduate Certificate in Management Consulting</li> </ul>	
9:05 am – 9:15 am	5.	Report from the Finance and Audit Committee  5.1. Report from the committee chair  5.2. Accumulated Surplus Policy (attachment 4)	Information approval
9:15 am – 9:17 am	6.	Report from the Governance and Nominating Committee  6.1. Report from the committee chair	approval
9:17 am – 9:25 am	7.	Report from the President	information
<b>NEW BUSINESS</b>			
9:25 am – 9:30 am	8.	Amendment to Sexual Violence and Misconduct Policy (attachment 5)	approval
9:30 am	9.	Adjournment	

**BREAK**  
**9:30am – 9:40am**

**DRAFT Minutes of the Open Session  
Board of Governors**

22 June 2018  
Room 315, Hatley Castle

<b>PRESENT</b>	
<b>Board:</b> Kathleen Birney, Board Chair & Chancellor Allan Cahoon, President & Vice-Chancellor Maria Anderson Cindy Brar Nelson Chan Bruce Donaldson Lydia Hwitsum (teleconference) Lori Simcox Vern Slaney	<b>Administration:</b> Cheryl Eason Steve Grundy Katharine Harrold Karen Hakkarainen (recording)  <b>Guests:</b> Doug Kobayashi Jaigris Hodson Rob Mittelman
<b>REGRETS</b>	
Liz Bicknell Dave Byng Jennifer Walinga	Pedro Márquez

1. Call to order and welcome – 8:30 a.m.

Board Chair Kathleen Birney opened the meeting with an acknowledgement of the Songhees and Esquimalt families and the traditional lands on which the university sits.

Doug Kobayashi was welcomed to the meeting as a guest. Mr. Kobayashi has been appointed to the Board of Governors for a one-year term to begin on 31 July 2018. The Board expressed its appreciation to Liz Bicknell, whose service on the Board will conclude on 31 July 2018.

2. Consent Agenda

**MOTION:** (Donaldson/Cahoon)

*That the consent agenda item(s) be received and/or approved by the Board of Governors by consent.*

2.1 *Moved that the agenda be approved as distributed.*

2.2 *Moved that the minutes of the Open Session of the 29 March 2018 Board of Governors meeting be approved as distributed.*

CARRIED

3. Spotlight on the University

Jaigris Hodson and Rob Mittelman provided a short presentation on their recent attendance at the Ashoka U Changemaker Campus Network conference. Universities are accepted into the Network based on their ability to contribute a unique strength to the Network. Member institutions undergo a four-year review cycle and continued membership depends on an institution's ability to contribute a unique strength to the Network. It is anticipated that Royal Roads' Ashoka designation will be an attractor for students who view themselves as changemakers. The university is in the early stages of exploring how to best capitalize on the Network membership, as well as how best to communicate with the university community about opportunities to engage with the Network.

The university will be the venue for the Ashoka Canada Retreat to be held in January 2019. There may be an opportunity for the Board of Governors to participate in some element of the Retreat.

The Board thanked Jaigris and Rob for the presentation and Jaigris and Rob left the meeting.

4. Report from the Program and Research Council

Moved to the Closed Session.

5. Report from the Finance and Audit Committee

Moved to the Closed Session.

6. Report from the Governance & Nominating Committee

Moved to the Closed Session.

7. Report from the President

Moved to the Closed Session.

8. Report on conference attendance

Moved to the Closed Session.

9. Adjournment – 9:13 a.m.

## BOARD OF GOVERNORS BRIEFING NOTE




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**MEETING:** 12 October 2018

**AGENDA ITEM:** New program – Graduate Certificate in Interdisciplinary Studies  
Graduate Diploma in Interdisciplinary Studies

**SPONSOR:** Allan Cahoon – Chair, Program and Research Council

**PURPOSE:** For approval

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Consistent with its terms of reference, the Program and Research Council recently reviewed two new program proposals and recommends that the Board of Governors approve the Graduate Certificate, Interdisciplinary Studies and the Graduate Diploma, Interdisciplinary Studies to the Board of Governors, as new programs.

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### Approval Process

Full program proposal reviewed and approved by:

- RRU Executive – 29 May 2018
  - Curriculum Committee – 08 June 2018
  - Academic Council – 18 July 2018
  - Program and Research Council – 14 September 2018
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### Summary:

The proposed (9-credit) Graduate Certificate and (18-credit) Graduate Diploma in Interdisciplinary Studies will be embedded credentials within the existing MAIS programs. As with other RRU programs, these new programs offer students the ability to begin with a graduate certificate and then move on to a diploma and then the full master's degree if they so desire. They also provide, for those (few) MAIS students who do not successfully complete their thesis or Major Research Project on time, an opportunity to attain a credential.

The proposed graduate certificate consists of the three mandatory online MAIS courses, while the diploma includes an additional three 3-credit courses of the student's choice. All courses approved for inclusion in MAIS are eligible for inclusion in the diploma

### Anticipated launch date:

It is proposed that the new programs be introduced in January 2019.

### Enrolment:

In line with other embedded certificates and diplomas at Royal Roads, enrolment is expected to be 2 to 3 students per certificate intake and 1 to 2 students for the diploma intakes.

**Financial Analysis:**

There is no negative effect in budgetary terms because the students will be part of the existing MAIS courses and, in the diploma, will in-fill courses in other programs that still have open student spots. No additional resources (staffing, faculty, classroom, etc.) are required as a result of the addition of the two new programs given the imbedded delivery model and the available space in the cohort given the current enrolment levels in the MA program.

**Tuition rates:**

Tuition at \$7,087.50 for the Graduate Certificate and \$14,175 for the Graduate Diploma per domestic student is in alignment with the MAIS tuition rates effective September 2018.

Program	Effective September 2018		
	Credits	Tuition	Rate Per Credit
MA Interdisciplinary Studies	36	\$28,350.00	\$787.50
Graduate Diploma in Interdisciplinary Studies	18	\$14,175.00	\$787.50
Graduate Certificate in Interdisciplinary Studies	9	\$7,087.50	\$787.50

**Fit to Strategic Direction:**

These programs align with three of RRU's strategic goals:

*Goal 1: Demand-driven growth in high-quality, effective education and research that contribute to economic prosperity, social advancement, and environmental sustainability.*

*Goal 2: The university of choice for relevant applied and professional education providing continuous opportunities to learn and transform lives and careers.*

*Goal 3: A financially sustainable, high-performance organization.*

These new credentials support the university's mission to be responsive to labour market needs and also contributes to the growth in micro-credentials.

The full program proposal is available on request.

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**MOTION:** That the Board of Governors approve the Graduate Certificate in Interdisciplinary Studies as a new program.

That the Board of Governors approve the Graduate Diploma in Interdisciplinary Studies as a new program.



## BOARD OF GOVERNORS

### BRIEFING NOTE

<b>MEETING:</b>	12 October 2018
<b>AGENDA ITEM:</b>	New programs – MBA Specializations <ul style="list-style-type: none"> <li>• Graduate Certificate in Asia Pacific Trade and Investment</li> <li>• Graduate Certificate in International Business and Innovation-Europe</li> <li>• Graduate Certificate in Personal and Professional Leadership Development</li> <li>• Graduate Certificate in Management Consulting</li> </ul>
<b>SPONSOR:</b>	Allan Cahoon – Chair, Program and Research Council
<b>PURPOSE:</b>	<b>For approval</b>

Consistent with its terms of reference, the Program and Research Council recently reviewed a proposal for four new graduate certificates and recommends that the Board of Governors approve the graduate certificates for the MBA Specializations as new programs.

#### Approval Process

Full program proposal reviewed and approved by:

- RRU Executive – 09 January 2018
- Curriculum Committee – 20 June 2018
- Academic Council – 18 July 2018
- Program and Research Council – 14 September 2018

#### Summary:

This proposal is designed to package existing courses within each of the four specializations currently offered within the RRU MBA program as Graduate Certificates. The rationale is to provide opportunities for MBA alumni, or graduates from other business or business related graduate programs, to return to RRU to “top up” their MBA by adding an additional set of skills to their professional toolbox. This innovation was supported by the External Review Committee who conducted the five-year review of the RRU MBA program in the Spring of 2017.

The 9-credit graduate certificates are specifically designed for graduates in the MBA program (and other graduate degree programs in business or business related disciplines at RRU or other recognized partner institutions) working in, or consulting with, organizations in all sectors who wish to expand their knowledge, skills, strategies, and expertise in one of the following areas:

- International Business - Asia Pacific Trade and Investment
- International Business and Innovation - Europe
- Personal and Professional Leadership Development
- Management Consulting

**Anticipated launch date:**

It is proposed that the new programs be introduced in January 2019.

**Enrolment:**

We are projecting an initial (minimum) enrolment of 2-5 students in each of the graduate certificates and anticipate a steady growth rate. The students participating in the graduate certificate will be in addition to the current MBA or MGM students enrolled in the corresponding specializations.

**Financial Analysis:**

No course development costs are expected as the courses in these graduate certificates have been successfully delivered as part of the MBA program over several years. Marketing the graduate certificates to alumni will allow them to engage in the program alongside current MBA students. No additional teaching resources will be required. Sufficient faculty and technical resources currently exist within the university to launch the programs.

**Tuition rates:**

Tuition at \$7,531.76 for each of the respective graduate certificates for domestic student is in alignment with the MBA tuition rates effective September 2018.

Program	Effective September 2018		
	Credits	Tuition	Rate Per Credit
MBA	51	\$42,680.00	\$836.86
Graduate Certificate in Asia Pacific Trade and Investment	9	\$7,531.76	\$836.86
Graduate Certificate in International Business and Innovation - Europe	9	\$7,531.76	\$836.86
Graduate Certificate in Personal and Professional Leadership Development	9	\$7,531.76	\$836.86
Graduate Certificate in Management Consulting	9	\$7,531.76	\$836.86

**Fit to Strategic Direction:**

The creation of graduate certificates for MBA Alumni will directly assist the university to achieve enrolment, revenue targets, and community engagement.

These programs strongly align with three of RRU's strategic goals:



*Goal 1: Demand-driven growth in high-quality, effective education and research that contribute to economic prosperity, social advancement, and environmental sustainability.*

*Goal 2: The university of choice for relevant applied and professional education providing continuous opportunities to learn and transform lives and careers.*

*Goal 3: A financially sustainable, high-performance organization.*

There is also a clear alignment and opportunity to advance our three overarching institutional strategic research themes: 1) learning and innovation, and 2) thriving organizations and 3) sustainable communities. The opportunity for students to expand their knowledge base through further study beyond their graduate credential supports life-long learning and enhances the value of graduates to their organizations. These programs will help Royal Roads University develop into a nationally and internationally recognized leader in collaborating with the business community and other post-secondary institutions.

The full program proposal is available on request.

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**MOTION:** That the Board of Governors approve the Graduate Certificate in Asia Pacific Trade and Investment as a new program.

**MOTION:** That the Board of Governors approve the Graduate Certificate in International Business and Innovation-Europe as a new program.

**MOTION:** That Board of Governors approve the Graduate Certificate in Personal and Professional Leadership Development as a new program.

**MOTION:** That the Board of Governors approve the Graduate Certificate in Management Consulting as a new program.

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**MEETING:** October 12, 2018

**AGENDA ITEM:** Sexual Violence and Misconduct Policy – One Year Review

**SPONSORS:** Cheryl Eason, Vice-President and Chief Financial Officer  
Steve Grundy, Vice-President Academic and Provost

**APPROVED BY:** Allan Cahoon, President

**PURPOSE:** For Approval

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### **BRIEF DESCRIPTION OF AGENDA ITEM**

Royal Roads University has remained committed to the safety of its community members since its inception. As a small institution where students, faculty and staff are known by name, the university's values of caring, accountability and creativity are core to its endeavours, and this is most certainly evident in considering the prevention of and response to sexual violence and misconduct.

In keeping with these same values, and in compliance with legislation enacted in 2016 requiring the establishment of standalone policies to address sexual violence and misconduct at BC post-secondary institutions, the Royal Roads University Board of Governors approved the Policy on Sexual Violence and Misconduct in March 2017. The Policy included the provision that it be reviewed on the basis of "implementation + 1 year; every three years after the first review date". Thus, it is being brought before the Board for discussion as the "implementation + 1 year" review.

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### **A Year of Experience**

A total of seven disclosures of sexual violence or misconduct were made during the 2017-2018 fiscal year resulting in no formal reports. Of these disclosures, one was made by a staff member; the other six were made by students. In all cases, the disclosures were received and recorded by members of the university's Sexual Violence Response Team.

All individuals who shared a disclosure were given information about RRU's Policy on Sexual Violence and Misconduct and introduced to the process for how to make a formal report. They were also given information about accommodations, resources and services available to them. There were two cases in which individuals indicated an intention to file a formal report but then decided not to do so. In all cases, there was ongoing communication between the individual and the Sexual Violence Response Team until such time as the individual indicated that they were no longer in need of service or support.

An advisory committee reporting jointly to the Vice President Academic and Provost and the Vice President and Chief Financial Officer was struck for one year, aligning with the timeframe for review of the policy. The purposes of this committee were to review and make recommendations for action regarding the policy,

protocols, and procedures, the support mechanisms for individuals involved in incidents, community awareness and education/training and other issues as they arose. Chaired jointly by the Associate Vice-President, Student and Academic Services and an Associate Director of Human Resources, this committee included representatives from the Royal Roads University Student Association, graduate students, faculty, associate faculty, CUPE, the Joint Occupational Health and Safety Committee, Security Services, Communications, Human Resources and Student Services.

The advisory committee focused on three key areas of activity: monitoring the effectiveness and efficiency of the policy, protocols and procedures; reviewing support mechanisms; creating action plans to inform and educate community members. A SharePoint site was deployed to make minutes and related documents accessible to the university community. Key outcomes achieved included:

- Reviewing incidents as they arose with utmost respect for confidentiality, the advisory committee discussed options for improving clarity of the jurisdiction of related policies (e.g. Bullying, Harassment and Discrimination, Student Rights and Responsibilities). Human Resources and Student Services representatives followed up on recommendations for changes.
- Procedures for communication between Security Services and the Care Team in the case of an incident were refined.
- A communication action plan was developed to articulate audiences, key messages, actions and timing for ongoing dissemination of information about the policy, protocols and procedures.
- Support for a joint project of the Research Universities Council of British Columbia (RUCBC) to create shared online educational resources was provided.
- Sexual Violence Response Team members participated in a range of training and education activities and a draft plan for ongoing education and training for various audiences within the university community was created by a working group.
- Tracking mechanisms were expanded to align with the policy and inform future actions.

RRU continues to be vigilant in monitoring the effectiveness of this work and is pleased to report that there are no areas of particular concern at this time. The advisory committee has been made a standing committee to provide an ongoing forum for input from a wide range of university community members and to create a mechanism for continuous improvement.

### **Considerations for the Board**

Based on the first year of its implementation, no changes to the current Board Policy Statement, Philosophy, Guidelines or President's Responsibilities are deemed necessary, however it is suggested that an amendment to the Information, Action and Monitoring Requirements for the Board section be made. The statement currently indicates that, "The President will report annually to the Board of Governors on the implementation of this Policy." Given that this Policy has indeed been implemented, it is proposed that this statement be revised to read, "The President will report annually to the Board of Governors on the work of the university in support of this Policy."

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## **RECOMMENDATION**

That the Board of Governors approves the amendment to the Board Policy Statement as provided in the motion.

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## **MOTION**

**THAT THE BOARD OF GOVERNORS APPROVES THE AMENDMENT TO THE BOARD POLICY STATEMENT AS FOLLOWS: "THE PRESIDENT WILL REPORT ANNUALLY TO THE BOARD OF GOVERNORS ON THE WORK OF THE UNIVERSITY IN SUPPORT OF THIS POLICY. THE BOARD POLICY WILL BE REVIEWED EVERY THREE YEARS AFTER THE FIRST REVIEW DATE".**

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**APPENDIX A**  
**Sexual Violence & Misconduct Policy – Red-lined**

**ROYAL ROADS UNIVERSITY**

**BOARD POLICY**

**Title:** Sexual Violence & Misconduct Policy

**Policy #:** B1260

**Effective Date:** 31 March 2017

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**Board Policy Statement**

Royal Roads University stands united against sexual violence in our university community. All university community members are expected to treat one another with respect in learning environments and in all other interactions. Consistent with our vision to connect people, ideas and experiences to change lives and the world, we share the social responsibility to inform and educate to prevent, and ultimately end, sexual violence.

This Policy applies to all members of the university community, including, but not limited to, students, employees, faculty, visiting scholars, contractors, and volunteers. This Policy applies to behaviours or conduct occurring in both academic and non-academic settings and may be applied to behaviours or conduct occurring on campus, off campus or online if the rights of members of the university community to use and enjoy the university's learning, living, or working environments are adversely affected. Where an event impacts the university environment, the university also reserves the right to enforce this Policy regardless of whether any legal proceedings are undertaken in any other forum or by any other party.

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**Philosophy**

Royal Roads University is a scholarly community where all members have rights and responsibilities that exercised together foster an environment in which individual learning and development are maximized. Our Diversity Statement also affirms our commitment to acknowledge and respond to diverse perspectives. Sexual assault and sexual violence are criminal offences, and all forms of sexual violence and misconduct are unacceptable and will not be tolerated in our community which values and promotes a culture of safety and support.

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**Guidelines**

The following guidelines are intended to describe the university's commitment to prevent and respond to sexual violence in our university community. These guidelines do not limit the powers of the President conferred by the Royal Roads University Act [RSBC 1996], nor do they preclude the University from publishing additional policies, procedures, and guidelines not described herein. The university is committed to:

- 1.0 Creating an institutional culture that is characterized by respect and in which sexual violence is not tolerated.
- 2.0 Supporting those who disclose that they have experienced sexual violence, appreciating their right to dignity and compassion.
- 3.0 Assisting those who have experienced sexual violence by providing information, choices and support, such as provision of and/or referral to counselling and medical care, information about legal options, and appropriate academic and other accommodations.
- 4.0 Recognizing that individuals who disclose that they have experienced sexual violence are the final decision-makers about their own best interests.\*
- 5.0 Investigating reports of sexual violence with the consent of the survivor. Survivors may consent to a university investigation without also making a report to the police. In cases where there are reasonable grounds for concern for safety, the University reserves the right to conduct an investigation without consent.
- 6.0 Engaging in appropriate procedures for investigation of reports that are in accordance with university practices, standards and applicable collective agreements, and that respect confidentiality, fairness and due process. The university reserves the right to engage a third party to conduct investigations at its sole discretion.
- 7.0 Sanctioning individuals who have been found to have perpetrated sexual violence. Sanctions may vary, dependent upon the results of the investigation, up to and including suspension, expulsion or dismissal.
- 8.0 Attending to those members of the university community indirectly affected by an incident of sexual violence.
- 9.0 Coordinating protocols and procedures for consistency, clarity and support of those involved and sharing these publicly and actively within the university community.
- 10.0 Providing education and training to the campus community about responding to the disclosure of sexual violence, empowering survivors and bystanders to report incidents and support a culture of change with respect to eliminating sexual violence.
- 11.0 Engaging in information, education and prevention activities for the university community, with openness to partnerships with students, employees and external organizations in a shared approach to preventing sexual violence.
- 12.0 Collecting and securing data to monitor the incidence of sexual violence and responses to sustain an institutional culture in which sexual violence is not tolerated and to be transparent with our communities, respecting the confidentiality of those involved.

13.0 Monitoring and updating policies and protocols so that they remain effective and consistent with relevant legislation, other university policies and best practices.

*\* As required by law, if there are reasonable grounds for concern that the survivor or anyone else involved may be a danger to themselves or others, then the University is obligated to report the concern to appropriate authorities.*

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### **President's Responsibilities**

The President will ensure that administrative protocols and procedures are in place to enact this policy.

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### **Information, Action and Monitoring Requirements for the Board**

The President will report annually to the Board of Governors on ~~the implementation of the work of the university in support of~~ this policy. The Board policy will be reviewed every three years after the first review date.

### **RELATED DOCUMENTS:**

Bullying, Harassment & Discrimination Policy  
Code of Conduct Policy  
Diversity Statement  
Employee Standard of Conduct Policy  
Glossary of Terms  
Student Rights & Responsibilities Policy  
RRU-CUPE 3886 Collective Agreement  
RRU-RRUFA Collective Agreement  
*Sexual Violence and Misconduct Policy Act* [RSBC 2016]  
Sexual Violence and Misconduct Protocol  
Sexual Violence and Misconduct Procedures  
Whistleblowing Policy

### **FACT SHEET**

### **DATES:**

31 Mar 2017	Board Approval
31 Mar 2017	Implemented
31 Mar 2018	Review Due ( <i>implementation + 1 year, every 3 years after first review date</i> )