

CANADIAN UNIVERSITY COLLEGE

SPIRITUAL MASTER PLAN
for
Canadian University College

Revised, January, 2005

CONTENTS

INTRODUCTION.....	3
COMMITTEE MEMBERSHIP.....	5
OUR CAUSE...OUR VISION...OUR MISSION.....	6
CUC CAMPUS MINISTRIES.....	7
ADDITIONAL SERVICES/PROGRAMS.....	10
ROLE OF ADMINISTRATION, FACULTY AND STAFF AS THEY RELATE TO SPIRITUAL DEVELOPMENT, SERVICE AND WITNESSING ON CAMPUS.....	11
ACTION PLANS.....	13
REDEMPITIVE DISCIPLINE IN AN ACADEMIC CONTEXT.....	34
ASSESSMENT IN STUDENT SERVICES.....	37

APPENDICES

I. ROLE CARRIED BY THE PASTOR OF THE CAMPUS CHURCH.....	38
II. CUC CHAPLAIN'S JOB DESCRIPTION.....	39
III. CAMPUS MINISTRIES JOB DESCRIPTIONS	
GENERAL.....	40
CM DIRECTOR.....	40
CM CORE LEADER.....	41
CM TEAM LEADER.....	41
IV. CAMPUS MINISTRIES' MINISTRY FLOW CHART.....	43
V. THE DISCIPLINE POLICY.....	44
VI. GUIDELINES FOR CAMPUS PROGRAMMING.....	46
VII. SUBSTANCE ABUSE POLICY FOR CUC.....	47
VIII. STUDENT SERVICES ORGANIZATIONAL FLOW CHART.....	49

SPIRITUAL MASTER PLAN

INTRODUCTION

Rationale

Whether we are dealing with business principles inside or outside the Church, there is a need for a careful look at how effective we are in carrying out our purpose for existence. Whether we call it a business plan or some other name, there is a need to define who we are, where we are going and how we plan to get there. Just so with the spiritual planning for Canadian University College (CUC). We have accepted the challenge of the General Conference Annual Council Executive Committee, 1996, with the “Total Commitment to God” document, to evaluate and revise the focused Spiritual Master Plan developed in 2000 for the campus of CUC.

With the rise in post-secondary institutions of higher learning that boast of their religious affiliation, it challenges us at CUC to ensure that not only are we offering a quality academic program of study, but also that we have a particular goal and mission relative to our spiritual programming. Not only is the Seventh-day Adventist church concerned about accountability in spiritual development, but we at CUC see it of paramount importance to know that our campus is one which not only “talks the talk” but also is one which “walks the walk.”

The development of the Spiritual Master Plan has pushed the institution to look deeply into its mission, vision and core values and to outline clearly the direction we are headed in our spiritual growth on the campus. Further to this it has allowed us to put in place effective assessment tools.

Canadian University College is committed to the ideals and vision found in the teachings of Jesus Christ and therefore holds and models the following core values:

- Quality
 - Service
 - Academic Scholarship
 - Renewal: Spiritual, Mental, Social and Physical
 - Respect
 - Integrity
 - Safety
 - Health
 - Accountability

As a foundation for the revision of the Spiritual Master Plan, we have revised strategies and action plans, specific to the spiritual development on campus, for each of the Core

Values of the institution. The Core Values therefore not only reflect the academic excellence of the institution but also the wholistic approach to life development of the student.

With this plan in place we look forward to meeting the increasing challenges and demands of students in the future. In addition, with a refocused look at our spiritual planning, we believe that Canadian University College will even better serve as a flagship, spirit-based, Seventh-day Adventist university college in the North America Division of Seventh-day Adventists.

SPIRITUAL MASTER PLAN

COMMITTEE MEMBERSHIP

2004-2005

**Diane Pearson
VP for Student Services
Committee Chair**

**Wesley Szamko
Chaplain**

**Errol Lawrence
Chair of Religious Studies Department**

**Wanda Johnson
Director of Guidance and Counseling**

**Dwayne Straub
Administrative Residence Hall Dean**

**Norman Johnson
Senior Religious Studies Student**

**Ron Sydenham
Senior Pastor
College Heights Seventh-day Adventist Church**

OUR CAUSE . . .

To include people of different shades and colors with diverse experiences from places near and far growing together as they firmly stand for Jesus Christ and harmoniously move to the cadence of His word... On the Move for God's Kingdom.

OUR VISION . . .

To be a richly diverse and Holy Spirit-led community bound by its faith in God's word and by its passion for calling others to follow Jesus Christ.

OUR MISSION . . .

To serve Canadian University College and the local community through spiritual growth opportunities for the increase of God's kingdom.

To encourage believers to express their faith more meaningfully through discipleship and an awareness of the Seventh-day Adventist heritage and principles.

The **CAUSE STATEMENT** declares the reason for our existence as an organization.

The **VISION STATEMENT** describes our organization when our mission is accomplished.

The **MISSION STATEMENT** declares what we will do and whom we will reach.

CUC Campus Ministries

Campus Ministries (CM), the student-led organization on the campus of Canadian University College (CUC), strives to build a strong spiritual environment on campus. CM, part of the Student Services Department of CUC (answering to the Vice President of Student Services through the campus Chaplain), is under the mentorship of the Chaplain who is also part of the pastoral team of the College Heights Seventh-day Adventist Church. The purpose of CUC's CM organization is threefold:

1. Connecting with God—helping the students, faculty and staff of CUC discover, develop and maintain a vibrant relationship with God;
2. Connecting with Others—striving to build relationships with and between people on campus and in the surrounding community through pastoral care, personal counseling, social interaction, volunteerism and community service; and
3. Connecting Others with God—providing service and witnessing opportunities for students to become involved in influencing local, regional and international communities for God.

Most students at CUC are Seventh-day Adventist Christians or come from an Adventist background. The University College also welcomes all students who agree to respect the Seventh-day Adventist traditions and lifestyle while studying at CUC. CM exists to provide spiritual support, encouragement and volunteer opportunities to all students.

While striving towards its purpose, CM seeks to attain a model of wholistic ministry—recognizing and providing a balance of nurture and ministry opportunities in every aspect of the spiritual experience. To do this CM is divided administratively and functionally into five core areas.

1. Service—Meeting Needs

Service Ministries, coordinated by the Service Team, exist to provide volunteer opportunities to help those in need. These ministries include Soup Kitchen, Acts of Kindness, Sunshine Bands (visiting hospitals and nursing homes), Health Ministries, the Red Deer Food Drive, Service Day and other service-related activities.

2. Evangelism—Sharing Christ

Evangelism Ministries provide the support, encouragement and opportunities to share the gospel of Christ with others. Evangelism Ministries are coordinated by the Evangelism Team that organizes ministries such as KIDS Church, Silver Coin, Youth Quake, Stettler Ministries, Prison Ministries and Native Ministries.

3. Mission—International Impact

Mission Ministries connect eager Christian volunteers with mission opportunities ranging from short term mission trips (from 2-10 weeks) to mission positions that can last several years. The Mission Team helps students find those opportunities, prepares them to serve

God, encourages them during their ministry period and interacts with them upon their return as they process their experience.

4. Discipleship— Growing in God

Discipleship Ministries help those who have made the decision to follow Jesus grow to be more like Him. Discipleship Ministries are coordinated by the Discipleship Team that organizes ministries such as Sabbath School, Small Groups, Prayer Ministries and WISE (Week In Spiritual Emphasis).

5. Worship—Offering Adoration

Worship Ministries are about expressing our love to God by remembering His loving acts and offering Him our adoration and praise. Worship Ministries are coordinated by the Worship Team that plans worship programs and special events such as Community Worship, Vespers, AY (Adventist Youth) and Youth Extravaganza and directs supportive ministries such as the Drama and Multimedia teams.

Student leadership development is central to the operation of all the functions of CM. We strive in our leadership development to guide young men and women into a life led by God. Principles of leadership that are emphasized are: discipleship—being fully committed to Christ; character—realizing the potential of who God wants you to be; relationship—building trust, respect and friendship with others; service—living life to help others; stewardship—using everything to God’s glory; simplicity—realizing that less can be more; and unity—seeking equality and togetherness in Christ.

The organizational structure of CM has been recently modified to uphold the purpose and goals of CM. Moving away from single individual or partnered leadership, we have moved to ministry teams in which we encourage spiritual development, nurture, ministry planning and accountability. The leadership structure consists of:

1. The CUC Chaplain—associate pastor of the College Heights Seventh-day Adventist Church assigned to work under CUC’s Student Services department. The Chaplain works to provide spiritual direction and support to the leadership of CM.
2. The CM Director—the head of student leadership. The CM Director is the head student volunteer who works with the Chaplain to oversee the leadership, ministries and programs of CUC’s CM. The CM Director works to provide vision, direction, support and accountability to the CM Core Team and, if need be, to individual CM Team Leaders. The CM Director also works with the Chaplain to lead in CUC’s spiritual life.
3. The CM Core Leader—coordinating team ministry. Each of the five core areas within CM is coordinated by a student leader. Together, the five coordinators make up the CM Core Team. Each Core Leader provides the vision, direction, support and accountability for the core area and its operation and assists in planning other CM special events.

4. The Core Leader meets with the other leaders of the core area on a weekly basis for spiritual development and encouragement and to provide leadership in the planning, delegation and enacting of all activities of the particular core area.
5. The CM Team Leader—leading others in ministry. The leadership team of each core area is made up of the core leader and 4-5 team leaders. The team leaders meet with the core leader on a weekly basis for spiritual development and encouragement and to provide leadership in the planning, delegation and enacting of all activities of the particular core area.
6. CM Volunteers—doing ministry. The leadership of each core area recruits and empowers volunteers to be involved in ministering to others.

The leadership of CM is continuously striving to have a stronger ministry and to keep up with changing needs. Current objectives for CM include:

1. Continuing to restructure the ministry groups of Campus Ministries towards the objectives of simplicity and team-based ministry;
2. Replacing the Campus Ministries website with a new website which is to be kept current and functional;
3. Developing a training manual for Campus Ministries leaders;
4. Revisiting the approval and re-entry process for Student Missions;
5. Revisiting our worship programs and finding new ways to encourage involvement, creativity and relevancy;
6. Revitalizing our Sabbath School; and
7. Investigating the possibility of beginning an annual leadership development and creative ministries conference that will provide further leadership development for CUC as well as the surrounding communities and nearby conferences of the Seventh-day Adventist Church.

Campus Ministries plays a central role to the spiritual life and development of those at CUC. All those who have a desire to know, live for, and serve Christ are not only welcomed, but are encouraged to become active Christians, striving to further the work of God. Through Campus Ministries' purpose, ministries, leadership development and volunteer opportunities, the campus and community of Canadian University College are continuously influenced for Christ.

ADDITIONAL SERVICES/PROGRAMS

Spiritual, witnessing and service programs offered through departments other than Campus Ministries include:

CABL: “Collegiate Adventists for Better Living” is a University College-based organization that stresses the benefits of a drug and alcohol free lifestyle to the students of CUC. Red Ribbon Week and CABL Challenge weekends are scheduled each year to promote drug free living to the students, faculty and staff.

IMPACT: “Individuals Making Positive Accountable Choices Together” consists of University College students who put together creative and engaging presentations for schools and churches. They focus on the dangers of addictive substances and behaviour and emphasize making healthy choices. This organization is a sister organization to CABL and is sponsored by the Student Success Centre. The leaders will communicate with Campus Ministries.

Theology Club: This organization consists of Religious Studies majors who work with the CUC Chaplain and the Ministerial Department of the Alberta Conference to facilitate worship services and evangelistic outreach locally and in the surrounding community. They form teams which visit their peers in the dorm to pray and offer spiritual support.

Religious Studies Evangelism:
The Religious Studies Department of CUC annually conducts evangelistic meetings, usually overseas. The presenters may be students/faculty/staff of CUC, coordinated through the Chair of the Religious Studies Department in conjunction with Global Evangelism and The Quiet Hour. Religious Studies majors may receive practicum academic credit. Non-Religious Studies majors may receive elective academic credit.

CUC/ADRA Short-Term Mission Adventure:
Each year Canadian University College, in collaboration with Adventist Development Relief Agency (ADRA), sends ten students and two sponsors to a developing nation for a specific service project. These projects are 5-6 weeks in length, funded through private donations, and may include installing water systems, latrines, building structures, and outreach ministries.

The Role of Administration, Faculty and Staff as They Relate to Spiritual Development, Service and Witnessing on Campus

A description of the involvement of administration, faculty, and staff in the spiritual development of the students, including nurture, service, and witnessing activities.

As a Seventh-day Adventist institution of higher learning, Canadian University College is committed to the ideals and principles found in the Bible. This institution is also committed to providing wholistic education which incorporates the core values of quality in teaching and learning and in service to God and to the local and the global community.

Canadian University College seeks to model academic scholarship in its teaching, research and public presentations. As spiritual mentors, the faculty and staff daily seek spiritual, physical, mental and social renewal. That is why they engage themselves in the total life of the University College.

Faculty and staff members at Canadian University College take their role as spiritual mentors seriously. They organize, conduct, lead or participate in spiritual activities on and off the campus. This includes their classroom presentation and activities such as weekly Community Worship, Friday evening vespers, early morning prayer groups, Teachers 'N Touch, Prayer Breakfasts, Sabbath morning community church services and seminars. Members of the Canadian University College faculty and staff participate in Family Life community outreach programs on Sabbaths as well as hold informal fireside chats. They counsel/advise students with spiritual needs.

Administration, faculty and staff are involved in multiple ministries relating to the spiritual development of students at Canadian University College. These include ministry areas such as service, evangelism, mission, discipleship and worship. Faculty, staff and students regularly lend a helping hand to the local Food Bank. Spiritual, social and educational development also extends to the wider community through the student missionary program of Canadian University College. These annual mission adventures include several students with faculty sponsors going as teachers or ADRA workers to various countries around the world to help spread the good news of Jesus.

The Campus Ministries department, under the leadership of the Campus Chaplain, devises effective spiritual programs and outreach activities which in turn provide leadership opportunities for students. Such initiatives have helped to lead the campus to Christ.

The College Heights Seventh-day Adventist Church, located on the campus of Canadian University College, is the church home for many of the Canadian University College students, faculty and staff. Working closely with the College Heights Seventh-day

Adventist Church, the Campus Ministries Department and the Chaplain's office have initiated regular multiple ministries such as Adventist Youth programs and KIDS (Kids In Divine Service) Church, in which students as well as faculty and staff participate. Students, faculty and staff members have conducted Bible study groups, and as a result several students have committed their lives to Christ through baptism.

A faculty member is sponsor of the CUC Student Association (SA). The CUC SA makes provision for spiritual programming with the following excerpt from the SA Constitution:

“Para. 42 Campus Ministries

A. The Campus Ministries organization, under the advisement of the Chaplain, is the organization responsible for spiritual programming on the CUC campus.

B. In order to facilitate communication between the CUC SA and Campus Ministries, a liaison person shall be appointed by the Executive Cabinet.

1. Responsibilities

- a. to meet with the Campus Ministries Committee
- b. to inform the Executive Cabinet of spiritual programming
- c. to provide an avenue for Campus Ministries to present budget related information to the CUC SA.”

Guidelines are in place for all varieties of programming. (See Appendix VI, p. 46.)

Resident Life programming is a focal point for the residence hall staff. The programming, including residence hall worship is divided into social (outreach, service, setting boundaries), mental (Bible instruction, mental wellness, balance, time management), physical (health, wellness, health education, gender specific topics), and spiritual (faith development, why we stand for what we believe, being responsible).

The senior pastor of the College Heights Church is actively involved in the life of the University College. He is committed to the spiritual, intellectual, social and physical growth of the students. (See Appendix I, p. 38.)

The President of the University College calls regular meetings of the faculty and staff and updates them of progress on and off the campus of CUC. The President leads a Monday through Friday small-group worship in his office.

SPIRITUAL MASTER PLAN

ACTION PLANS

The following pages comprise the heart of the Spiritual Master Plan. Contained are strategies and action plans for spiritual growth. For each of the Core Values of the University College specific strategies, action plans and steps that will accomplish the action plans have been developed including a means of evaluating the action plans.

The Core Values Include:

Quality:

In teaching and learning; in academic programs and course content; in staff services; in spiritual and social functions, in campus appearance, workmanship and facilities.

Service:

To God; to our campus and church; to local and global communities.

Academic Scholarship:

In teaching, research and public presentations; in creative activity in art, music and the written word; in the use of technologies.

Renewal:

Spiritual, mental, social and physical; through performance of and participation in spiritual, aesthetic and recreational programming.

Respect:

For ethnic, religious, economic and social backgrounds practiced by welcoming/valuing all without regard to race or gender.

Integrity:

In the openness, fairness and transparency of our actions.

Safety:

By having an atmosphere where teaching, learning, discussing and questioning is respected. By having a campus where all within the community feel safe physically, socially and psychologically.

Health:

Of the body, mind and spirit.

Accountability:

To accrediting agencies; to government; to constituency.

SPIRITUAL MASTER PLAN – ACTION PLANS

CORE VALUE: Quality - In teaching and learning; in academic programs and course content; in staff services; in spiritual and social functions; in campus appearance, workmanship and facilities.

STRATEGY 1: Increase awareness, understanding and adoption of the values set forth in the University College’s statement of Vision, Mission and Core Values

ACTION	POSITION RESPONSIBLE	COMPLETION DATE	STEPS TO ACTION	MEASURES OF ATTAINMENT/ EVALUATION
Enhance visibility of statements of Mission, Vision and Core Values	Administration Student Services	Continual	1. Publish statements in paper 2. Visible in every building	Visibility on campus
Increase persuasive, intellectually rigorous on-campus education concerning the University College’s basic values	Administration Student Services	Annually	1. Communication of values to f/s/students through newspaper 2. Presentation in Community Worship 3. To guest presenters to campus	Visibility on campus
To incorporate a multimedia reference in the Community Worship program that would highlight the Core Values of the institution	Chaplain	Annually	1. Schedule into Community Worship program	Fulfilled in the program itself
To distribute a statement of Core Values, Mission and Vision to faculty, staff and students	CUC President	Annually	1. In written form at beginning of year 2. Referenced at Campus Commons three times annually	Completion of communication

SPIRITUAL MASTER PLAN – ACTION PLANS

CORE VALUE: Quality - In teaching and learning; in academic programs and course content; in staff services; in spiritual and social functions, in campus appearance, workmanship and facilities

STRATEGY 2: Foster friendship, respect and a sense of community by increasing student and faculty involvement and interaction in on-and off campus social and cultural events.

ACTION	POSITION RESPONSIBLE	COMPLETION DATE	STEPS TO ACTION	MEASURES OF ATTAINMENT/EVALUATION
Achieve measurable enhancement of faculty and staff presence at concerts, sports events, religious meetings; aim for a 5% increase per year for 3 years	CUC Administrative Officers Student Services	Ongoing	<ol style="list-style-type: none"> 1. Survey current attendance of faculty/staff 2. Promo of event to f/s 3. Include f/s in organization 	Participation will increase
To expand the environment that encourages students to develop personal faith in the context of academic growth.	Chaplain	Annually	<ol style="list-style-type: none"> 1. Casting a vision of faith integrated into learning 2. Active training of student leaders 	Expression of personal faith commitment among students
To encourage administration, faculty, and staff to model a Christian example in their conduct, teaching, and administrative activities for students and visitors to the University College.	Administration Chaplain Student Services	Annually	<ol style="list-style-type: none"> 1. Education and support through Faculty Colloquium 2. Spiritual growth seminars 	Feedback from students/visitors Verbalization of f/s on their expectations
To encourage administration, faculty and staff to create a Christian context that gives breadth and depth to the teaching and understanding of academic disciplines.	Chaplain Academic VP	Ongoing	<ol style="list-style-type: none"> 1. Provide administrators faculty & staff with tools to assist in integration of faith in the learning process 	Student evaluation of CUC employees

<p>To support the University College in its endeavor to offer courses of study that allow for an understanding of the role of Christianity in our contemporary environment.</p>	<p>Religion Department Chaplain</p>	<p>Annually</p>	<ol style="list-style-type: none"> 1. Study other College bulletins for classes offered 2. Offer classes in contemporary youth culture 	<p>Addition to class offerings on stated subject</p>
---	---	-----------------	--	--

SPIRITUAL MASTER PLAN – ACTION PLANS

CORE VALUE: Quality - In teaching and learning; in academic programs and course content; in staff services; in spiritual and social functions; in campus appearance, workmanship and facilities.

STRATEGY 3: To encourage all students and faculty to share responsibility for the spiritual health of one another and of the University College as a whole.

ACTION	POSITION RESPONSIBLE	COMPLETION DATE	STEPS TO ACTION	MEASURES OF ATTAINMENT/EVALUATION
Expect deliberate integration of faith and learning. Encourage prayer in the classroom and conversation in and out of class, on the moral and spiritual implication of course subject matter.	Chaplain Academic VP All Faculty/Staff	Ongoing	<ol style="list-style-type: none"> 1. Offer resources for in- class worship 2. Making space such as prayer room 3. Mid-week prayer time 4. Create opportunities for discussion of life’s issues 	Evaluation by students Visible increased use of prayer room
Hire new faculty/staff/administrators expecting the individual to willingly and consistently role model Seventh-day Adventist Christian beliefs.	Administrators	Ongoing	<ol style="list-style-type: none"> 1. Advertise 2. Promote 	Observation of staff Student Survey
Encourage spiritual nurturing and personal care of faculty/staff.	Chaplain Local pastors CUC President	Ongoing	<ol style="list-style-type: none"> 1. Give options for on- or off-campus personal counseling 2. Mentor faculty/staff 	Evaluations by Faculty/staff

Promote spiritual health by reference to the Spiritual Master Plan (SMP)	President Student Services Chaplain	Ongoing	<ol style="list-style-type: none"> 1. Incorporate SMP into Faculty and Staff Handbooks 2. Ensure all job descriptions include expectations of Adventist Christians 	<p>Visibility in Handbooks</p> <p>Inclusion in job descriptions</p>
Build faculty and staff presence in Community Worships and Sabbath Services; encourage voluntary scheduling, at intervals that protect home life, faculty and staff presence at Friday evening cafe meals and Vespers	CUC President Student Services Chaplain	Ongoing	<ol style="list-style-type: none"> 1. Recruiting volunteers to meet with students at Friday evening meals 2. Encourage home visits in faculty homes 3. Faculty/staff greeters at vespers on a rotation basis 	Visible increase in participation

SPIRITUAL MASTER PLAN – ACTION PLANS

CORE VALUE: Service – To God; to our campus and church; to local and global communities.

STRATEGY 1: Encourage all students, faculty and staff to be involved in on- or off-campus service programs.

ACTION	POSITION RESPONSIBLE	COMPLETION DATE	STEPS TO ACTION	MEASURES OF ATTAINMENT/EVALUATION
Identify and compile a list of service organizations and opportunities for student involvement	Campus Ministries/Church staff	Ongoing	1. Compile a list of contact personnel 2. Publish on website	Placed on website
Provide an opportunity on an individual basis for spiritual gifts counseling	College Church	Ongoing	1. Respond to requests 2. Put a link on CM website to on-line spiritual gifts assessment tools	Service offered
Continue to promote and develop the ADRA service projects among students utilizing faculty and staff as sponsors	Student Services	Annually	1. Continue to coordinate with ADRA 2. Promote at CUC	Trips annually
To offer academic testing, tutoring, career planning, job placement skills and psychometric testing to the community.	Counseling	Ongoing	1. Advertise the service to community 2. Scheduling events	Greater community participation in programs
Counselor to liaise with the Behavioral Science Department to provide a community testing service	Behavioral Science/ Counseling	Ongoing	1. Advertise the service to community 2. Scheduling events	Greater community participation

To provide an adult education program for community, students, faculty and staff that will be both educational and enjoyable	Continuing Education Counseling	Annually	<ol style="list-style-type: none"> 1. Get referrals from community agencies 2. Advertise available programs to the community 	People becoming involved in the programs
To provide weekly service opportunities for community, students, faculty and staff	Campus Ministries Church	Ongoing	<ol style="list-style-type: none"> 1. Co-ordinate programming 2. Advertise opportunities 	Involvement in the programs

SPIRITUAL MASTER PLAN - ACTION PLANS

CORE VALUE: Service – To God; to our campus and church; to local and global communities

STRATEGY 2: To develop areas of career planning on campus for incoming students as well as returning students.

ACTION	POSITION RESPONSIBLE	COMPLETION DATE	STEPS TO ACTION	MEASURES OF ATTAINMENT/EVALUATION
To increase resources for students to use in career selection, in the form of books, videos, promotional materials, career planning guides and interactive computer programs.	Director of Counseling	Ongoing	<ol style="list-style-type: none"> 1. Identify needed and available resources 2. Purchase resources 3. Update resources 	Library resources in place
To develop and create career choice seminars and workshops	Director of Counseling	Ongoing	<ol style="list-style-type: none"> 1. Present seminars and workshops 	Seminars and workshops held on campus
To provide on-going career counseling	Director of Counseling	Ongoing	<ol style="list-style-type: none"> 1. Advertise Services 2. Visible and available 	Services provided
To expand testing options for career planning.	Director of Counseling	Ongoing	<ol style="list-style-type: none"> 1. Advertise services 2. Provide updated methods 	Services provided

SPIRITUAL MASTER PLAN - ACTION PLANS

CORE VALUE: Academic Scholarship – In teaching, research and public presentations; in creative activity in art, music and the written word; in the use of technologies.

STRATEGY: To emphasize integration of faith and learning through research and public presentations about art, music, and the use of technologies.

ACTION	POSITION RESPONSIBLE	COMPLETION DATE	STEPS TO ACTION	MEASURES OF ATTAINMENT/EVALUATION
Faculty to do annual research emphasizing the integration of faith and learning	Academic V.P.	Annually	Annual research	Publishing of research
Solicit research grants for faculty to do research on faith and learning	Administration Faculty	Ongoing	Grants from educational and philanthropic sources	Increased grant funding
Publication of books, journals, and papers with focus on integration of faith and learning	Faculty	Ongoing	Writing	Published work
To provide spiritual enrichment for faculty to enable them to share spiritual insights	Administration	Annually	Retreats and Seminars	Retreats and Seminars held
Provide more time for research on spiritual topics	Administration Academic V.P.	Ongoing	Rearrange the teaching load	Improvement of faculty
Evaluation of faculty in the area of integrating faith into their academic presentations	Academic V.P.	Annually	Teacher evaluations	Positive student response on teacher evaluations
Making faculty more visible and well known throughout Canada to be spiritual leaders	Administration Faculty/Marketing Enrolment	Ongoing	Visits to camp meetings and churches, as well as at church events	Increased visibility and presentations in constituency.

SPIRITUAL MASTER PLAN - ACTION PLANS

CORE VALUE: Renewal – Spiritual, Mental and Physical: through performance of and participation in spiritual, aesthetic and recreational programming.

STRATEGY 1: To encourage students and faculty in finding renewal through programs which promote physical, mental and spiritual well-being.

ACTION	POSITION RESPONSIBLE	COMPLETION DATE	STEPS TO ACTION	MEASURES OF ATTAINMENT/EVALUATION
Encourage faculty and students to take ownership of programs through their participation in spiritual programming	Chaplain	Ongoing	<ol style="list-style-type: none"> 1. Leadership training 2. Turning over our program to student leaders/sponsors 3. Students/faculty/staff involvement in church worship committee 	Increased participation
To foster an atmosphere of prayer among students/faculty/staff	Chaplain	Ongoing	<ol style="list-style-type: none"> 1. Encourage use of prayer room 2. Provide creative prayer opportunities through CM 3. Maintain a prayer team 	More individuals praying
Organize worship times which promote mental and intellectual challenge	Chaplain	Ongoing	<ol style="list-style-type: none"> 1. Schedule time/place 2. Involve faculty/staff in planning 	Student surveys of events Faculty input via survey or random comments
Organize retreats for staff/faculty for physical, mental and spiritual uplifting	Administration Academic VP Student Services	Annually	<ol style="list-style-type: none"> 1. Schedule time and place 2. Involve faculty/staff in planning 	Retreat held

Provide opportunity for physical and mental renewal for students/faculty/staff	Administration Chaplain Counselor Church Pastors	Ongoing	<ol style="list-style-type: none"> 1. Promote the value of renewal 2. Provide resources for on- or off-campus counseling/mentoring 3. Provide time and space 	Healthy students, faculty and staff
The University College will coordinate special emphasis weekends with the College Heights church and their worship committee that allow for creative worship opportunities (WISE, Mission Emphasis, Prayer Emphasis, Youth Extravaganza)	Administration Chaplain	Bi-semester	<ol style="list-style-type: none"> 1. Schedule time 2. Meet with the Worship Committee 	Weekend event held
The University College will develop and expand opportunities for students to develop their leadership skills within the context of their academic and social experiences.	Student Services Chaplain	Ongoing	<ol style="list-style-type: none"> 1. CM to recruit people to get involved 2. CM to cast vision of service 3. CM sponsors/leaders to go to seminars on leadership 	Trained CM leaders Functional ministry groups
Provide opportunity for small group Bible study, prayer and fellowship	Chaplain	Ongoing	<ol style="list-style-type: none"> 1. Train small group leaders 2. Advertise small group opportunities 	Presence of small groups on campus

SPIRITUAL MASTER PLAN - ACTION PLANS

CORE VALUE: Renewal – Spiritual, Mental and Physical: through performance of and participation in spiritual, aesthetic and recreational programming.

STRATEGY 2: To operate the residence hall and provide programming in a manner that will promote growth, individual responsibility, and personal support.

ACTION	POSITION RESPONSIBLE	COMPLETION DATE	STEPS TO ACTION	MEASURES OF ATTAINMENT/EVALUATION
To provide staff and student leaders enrichment programs (workshops, seminars, conferences, and conventions)	Student Services Residence Hall Deans	Ongoing	1. In-service seminars 2. Encourage staff to take personal growth seminars	Continued membership in ASPA Attendance at local workshops
To provide resident enrichment programs that deal with relevant lifestyle and career issues.	Student Services Residence Hall Deans	Ongoing	1. Provide in-dorm seminars on life style issues	Workshops and presentations on career choices and lifestyle issues for students

SPIRITUAL MASTER PLAN – ACTION PLANS

CORE VALUE: Respect – For ethnic, religious, economic and social backgrounds practiced by welcoming/valuing all without regard to race or gender.

STRATEGY: To actively encourage and educate all faculty, staff and students to develop an attitude of tolerance and good will towards all social, ethnic, religious and gender groups

ACTION	POSITION RESPONSIBLE	COMPLETION DATE	STEPS TO ACTION	MEASURES OF ATTAINMENT/ EVALUATION
To provide opportunity to all students, faculty and staff to develop an awareness of their attitudes toward societal differences.	Student Services Chaplain	Ongoing	1. Community Worships, seminars, workshops and multicultural events dedicated to this topic	Observation of attitudinal change
To support the policy of non-tolerance of racial, sexual, gender and religious innuendoes on campus	Administration Faculty/Staff Students	Ongoing	1. Focus groups to review policies	Observed tolerance on campus
To reflect the diversity of racial, gender, religious, and economic backgrounds in all programming and leadership opportunities on campus	Student Services Chaplain Club Sponsors Program Planners	Ongoing	1. Education of need to represent all groups 2. Selection of qualified leaders which reflect various groups	Each program/ committee/club, etc. be inclusive in their programming
To offer programs of study and create opportunities that focus on different cultures.	Student Services Religion Dept. Behavioral Science Dept. History Dept. Program Planners	Ongoing	1. Promote programs such as Cultural Celebration Week 2. Promote awareness of social issues in society including racism 3. Providing facilitators for such meetings	Programs scheduled into calendars

To encourage involvement of all students in campus programs and activities that build on the awareness and knowledge of cultural diversity that exists on campus, in Canada and around the world.	Student Services Chaplain Program Planners	Ongoing	1. Participate in planning and program implementation	Student awareness
---	--	---------	---	-------------------

SPIRITUAL MASTER PLAN – ACTION PLANS

CORE VALUE: Integrity – In the openness, fairness and transparency of our actions.

STRATEGY: To encourage all administrators, faculty, staff and students to deal openly and forthrightly with all issues concerning them.

ACTION	POSITION RESPONSIBLE	COMPLETION DATE	STEPS TO ACTION	MEASURES OF ATTAINMENT/EVALUATION
Create an atmosphere in which administrators, faculty, staff and students will be comfortable expressing their views and concerns	Administration Student Association	Ongoing	1. Hold open forums, town hall meetings, focus groups etc.	Meetings held
Communicate views, concerns, programs and activities through the use of the CUC Web page, campus-wide e-mails, the Weekly, local church bulletin and posters on campus	Administration Student Services Student Association Program Planners	Ongoing	1. Organize personnel to be in charge of communication 2. Inform all personnel of issues	Information is distributed

SPIRITUAL MASTER PLAN – ACTION PLANS

CORE VALUE: Safety – By having an atmosphere where teaching, learning, discussing and questioning are respected. By having a campus where all within the community feel safe physically, socially and psychologically.

STRATEGY: To provide a learning and/or living environment where discussion and questioning are respected.

ACTION	POSITION RESPONSIBLE	COMPLETION DATE	STEPS TO ACTION	MEASURES OF ATTAINMENT/EVALUATION
To promote a program that educates and encourages a positive atmosphere where the rights of students are honoured, where discussion and questioning are respected	Faculty/Staff Residence Hall Deans Counselor Chaplain	Ongoing	1. Education 2. Information packets developed	Student survey at year-end
To initiate a support network to encourage students to live balanced lives in an atmosphere where teaching and learning is emphasized and respected	Faculty/Staff Residence Hall Deans Counselor	Ongoing	1. Orientation/training of RA's 2. Develop peer counseling teams 3. Provide wellness clinics 4. Detect individuals suffering overload	Student survey at year-end

SPIRITUAL MASTER PLAN – ACTION PLANS

CORE VALUE: Health – Of the body, mind and spirit.

STRATEGY 1: To enhance the educational process to better inform students on the dangers of drug use and to help them to be drug free.

ACTION	POSITION RESPONSIBLE	COMPLETION DATE	STEPS TO ACTION	MEASURES OF ATTAINMENT/EVALUATION
To network with support service providers to create a healthy, positive atmosphere that fosters personal accountability and a healthy, social environment; assist students in understanding they are the “living temple of God.”	Director of Counseling Collegiate Adventists for Better Living (CABL)	Ongoing	<ol style="list-style-type: none"> 1. Link with area school agencies to do networking 2. Set up crisis intervention for campus 3. Educate linking healthy body with spiritual health 	<p>Students educated on substance use Statistics reveal fewer crises Healthy atmosphere</p>
To address specific areas of emotional health needs that would pre-dispose students to getting involved in alcohol and drugs.	Director of Counseling Residence Hall Deans CABL	Ongoing	<ol style="list-style-type: none"> 1. Drug Education 2. Drug assessments and testing 3. To have a professional program in place to assist students seeking help in dealing with alcohol and drug problems 	<p>Student survey on drug use</p> <p>Completed assessments/testing</p> <p>Programs in place</p>

SPIRITUAL MASTER PLAN – ACTION PLANS

CORE VALUE: Health – Of the body, mind and spirit.

STRATEGY 2: To provide students, faculty, community, and support staff with opportunities and facilities to engage in a wide variety of sport and recreational activities.

ACTION	POSITION RESPONSIBLE	COMPLETION DATE	STEPS TO ACTION	MEASURES OF ATTAINMENT/EVALUATION
To upgrade and develop facilities and to increase recreational opportunities, promoting health of body, mind and spirit.	Director of Student and Community Recreation Student Services CABL	Ongoing	<ol style="list-style-type: none"> 1. Evaluate opportunities and available equipment 2. Propose budget for improvements 3. To continue to organize sport teams in the areas of hockey, soccer, volleyball, and basketball and to schedule them into exhibition games and tournaments with local teams 	Opportunities for physical activities which promote total health
To promote physical health of the body in relation to spiritual health	Chaplain CABL	Annually	<ol style="list-style-type: none"> 1. Health Emphasis Week 	Program occurring Student Survey
Initiate a summer sports camp program that would attract SDA and non-SDA high-school age students.	Director of Community Recreation/ Student Services	Annually	<ol style="list-style-type: none"> 1. Determine interest level in community 2. Program events 	Programs taking place

SPIRITUAL MASTER PLAN – ACTION PLANS

CORE VALUE: Health – Of the body, mind and spirit.

STRATEGY 3: To provide students with support in medical needs by providing care from the dean on duty and arranging transportation to and from medical appointments.

ACTION	POSITION RESPONSIBLE	COMPLETION DATE	STEPS TO ACTION	MEASURES OF ATTAINMENT/EVALUATION
To provide assistance to students in the area of health	Student Services Residence Hall Deans	Ongoing	<ol style="list-style-type: none"> 1. To inform students of their options for health assistance and services provided through the use of the “Weekly”, Dorm manuals and the CUC Handbook 2. To insure that all students have adequate medical coverage 3. To arrange transportation for medical appointments 	<p>All students to have access to adequate medical coverage</p> <p>Student survey</p>
Provide lifestyle education to students	Student Services Residence Hall Deans	Ongoing	<ol style="list-style-type: none"> 1. To provide in-service seminars on issues of health and lifestyle that are relevant to college students 	Seminars provided

SPIRITUAL MASTER PLAN – ACTION PLANS

CORE VALUE: Accountability – To accrediting agencies; government; to constituency.

STRATEGY: To provide accurate information indicating accountability for meeting the spiritual needs of student faculty and staff.

ACTION	POSITION RESPONSIBLE	COMPLETION DATE	STEPS TO ACTION	MEASURES OF ATTAINMENT/EVALUATION
Prepare reports for Adventist Accrediting Association as required	VP Student Services Student Services Department Directors	Ongoing	1. Revise policies periodically 2. Gather departmental information	Completed reports
Prepare reports for Campus Alberta Quality Council (CAQC)	Administrators	Ongoing	1. Gather information 2. Prepare reports according to timeline	Completed reports
Present reports to CUC Board Members	Administrators	Each board meeting/ ongoing	1. Gather information from departments 2. Prepare reports 3. Present to Board in written form prior to each board meeting	Completed reports
Be transparent in reporting to constituents	Administrators Faculty/Staff	Ongoing	1. Publish <i>News Notes</i> and <i>Canadian Campus</i> 2. Visit camp meetings 3. Answer queries	Constituents report satisfaction with communication from CUC

CANADIAN UNIVERSITY COLLEGE

Redemptive Discipline in an Academic Context

Philosophy of Discipline

“Our ideas of education take a too narrow and too low a range. There is need of a broader scope, a higher aim. True education means more than the pursual of a certain course of study. It means more than a preparation for the life that now is. *It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers.* It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come” (Education, p. 13, emphasis supplied).

There are challenges for individuals being trained and prepared for service. Occasionally, it is necessary to discipline students. The disciplinary processes at Canadian University College guarantee fundamental rights to the student. The formality of the procedures required to guarantee fairness may vary with the nature of the offense, with prior history of the same offense and with the sanctions that may be applied. The President is responsible for the enforcement of the policies and regulations of the University College. He or she delegates authority to the Vice-President for Student Services in the application of non-academic policies relative to student discipline and to the Vice-President for Academic Administration for the application of academic policies and regulations. (See Appendix V, p. 44.)

Wholistic Approach to Student Success

CUC is committed to the wholistic development of its students. To accomplish this goal, the academic sector of campus and the Student Services Department must work hand in hand in support of each other.

We recognize that for the student to succeed academically, she/he will need to maintain a balanced lifestyle. Student Services assists in providing boundaries that will guide the choices of the students yet give freedom to allow for personal growth. As we implement curfew times, leave policies, time schedules, counseling support and adequate recreational opportunities, we are harmonizing success factors for the students that will complement their academic goals.

The challenge comes to both the academic sector and Student Services when the student is not focused enough to recognize the need for balance and becomes socially focused on one hand or an academic recluse on the other. This challenges both sectors through an effort to again bring about a balance that will support the student’s interests.

Redemptive Discipline in Relation to Student Behavior

The Office of Student Services, Departmental Directors, Deans of the Residence Halls, along with the Discipline Committee, have the responsibility for the administration of discipline. The Vice President for Academic Administration consults and collaborates with the Office of Student Services on matters arising in the respective areas regarding student discipline such as academic dishonesty, plagiarism, insubordination, harassment and abusive situations.

Consistent with the Student Services Mission, the goal of discipline is character development through the process of the redemptive activity of Christ. (See Appendix V, p. 45) Within the context of guiding students to the Redeemer, there are five qualities or goals of the University College that students are expected to embrace and to which the University College is committed to teach as worthy ethical considerations. They are as follows:

- 1. Respect**
 - For self as God's creation
 - For individuality
 - For people in general
 - For diversity – gender, culture, ethnicity, religion
 - For the University College's philosophies

- 2. Safety**
 - Personal and physical safety
 - Emotional safety of self and others
 - Freedom from harassment or bullying

- 3. Protection of Property**
 - Attention to personal belongings
 - Attention to the protection of the property of others
 - Preserving the property of the University College
 - Respecting and maintaining the rights of others

- 4. Keeping on Task**
 - Attendance at worship opportunities and spiritual development
 - Recognizing the importance of diligently and consistently attending classes
 - Developing a strong work ethic
 - Functioning within priorities, time-lines, limitations and boundaries

- 5. Appropriateness**
 - In speech
 - In dress depicting modesty in one's clothing and appearance
 - In relationships

To support these principles, the rules and regulations included in the Student Handbook were developed. Each regulation has been aligned to give support to the overall development of the student and in an effort to ensure the student's academic success.

Assessment in Student Services

Assessment is defined as any effort to gather, analyze, and interpret evidence which describes institutional, departmental, divisional or agency effectiveness.

Evaluations on the spiritual programming and other programs offered through Student Services are undertaken to determine the merit or worth of an activity or the performance of an individual or group. In general, evaluation results are used to improve performance or to estimate the impact of a program, service, or individual or group activity.

We see assessment as a positive tool towards improving the performance of a person or the effectiveness of a program. Assessment is the cornerstone of our ability to plan, improve and thrive. We strive to bench mark with comparable institutions. We assess Student Services entities and the Spiritual programming on campus, focusing on the following areas for evaluation:

- Student Services' programs and facilities
- Student needs, satisfaction and outcomes
- Campus environments and student cultures

APPENDIX

Appendix I

Role Carried by the Pastor of the Campus Church In the Spiritual Formation and Life of the Student September 24, 2004

The Senior pastor of the Campus Church enjoys the privilege and responsibility of encouraging and modeling ministry in a unique environment that blends the needs of a “Regular” church, (worship, visitation, training, prayer meetings, boards, evaluations, and civic responsibilities, weddings, funerals, counseling etc.) with the needs of a dynamic, growing, ever-evolving college and academy campus with its students, faculty and staff. An important part of the pastor’s role is to model and encourage harmonious relationships between these communities as a witness to the authenticity of Christian commitment to unity in the body of Christ.

Enthusiastic, relevant and reverent worship services are a top priority for the pastor, as they provide opportunity for the exaltation of Christ, exhortation of the sinner and faithful exposition of the word of God. As both communities worship together the bond of fellowship and service is strengthened. The campus pastor must also monitor the integration of youth into all aspects of church life and leadership in order that they experience full participation in the mission and institution of the church.

In harmony with campus ministries and the college and academy chaplains, the pastor is involved, by invitation, in personal Bible studies with the students, as well as counseling, hospital visits, baptismal preparations, dorm worships, vespers, chapels, etc. His involvement in regular strategy and planning sessions with the college is essential. It is also helpful for the pastor to join with campus ministries on registration days to get acquainted with the multitudes of new students.

Through pulpit ministry, visitation and lifestyle, the pastor must promote prayer, Bible study, worship, church fellowship, spiritual gift discovery and witnessing for Christ as a top priority for all students. Pre-marital counseling is a frequent area for interaction between pastor and students on a college campus, and the pastor should be prepared to assist young couples with this important decision.

The senior pastor should also be prepared to be invited to lecture on occasion in the areas of homiletics and practical theology. Mentoring relationships are established both with theology students, through the pastoral practicum program and with all students through the central location of the church and an “open door” policy permitting students to walk in and share needs and concerns.

Appendix II

CUC Chaplain's Job Description

POSITION SUMMARY

The position of Campus Pastor exists to spiritually assist individuals at CUC as they strive to know, love and serve God. He/she is encouraged to have a strong personal connection with God out of which he/she helps others have vibrant relationships with God and others.

ESSENTIAL JOB FUNCTIONS

To Foster Spiritual Growth, Support and Encouragement. In striving to help students, faculty and staff at CUC attain a vibrant relationship with God, the Campus Pastor works both individually and collectively with others towards this goal through visitation, Bible studies, spiritual counseling, relationship counseling, speaking engagements, and special events. Additionally, the Campus Pastor ministers as part of the larger Seventh-day Adventist community. This includes speaking engagements, ministry initiatives, administrative meetings, and mission projects in the local, national, and international communities.

To Oversee Campus Ministries (CM). The Campus Chaplain provides leadership and support as CM develops student leaders, empowers students to serve, and ministers to others in the areas of community, service, evangelism, mission, discipleship, and worship. Methods include personal ministry, study groups, ministry groups, spiritual programs, retreats, and special events.

To Participate in Administration. The Campus Pastor participates in various administrative committees and councils to provide a spiritual influence, to represent the spiritual needs of CUC students, and to coordinate the leadership and ministry of CM. He/she is a part of committees, councils and advisories of CM, CUC, the College Heights Seventh-day Adventist Church, the Alberta Conference, the Seventh-day Adventist Church in Canada and the North American Division as required.

To Function as Part of the College Heights Seventh-day Adventist Church Pastoral Team. As part of the pastoral team of the College Heights Church the Campus Pastor strives to assist to lead in the mission, ministry, and operation of the church. Responsibilities include preaching assignments, assisting in the planning of worship services, and participating in other administrative and ministry functions as required.

Appendix III

Campus Ministries Job Descriptions

General Prerequisites

Expectations for Healthy Leaders

- A desire to live for and serve Christ;
- A desire and an ability to work with and for others;
- Able to take initiative and be responsible in planning and carrying out ministry programs and events;
- Able to attend fall and winter leadership retreats;
- Able to be part of a weekly leaders meeting;
- A student at Canadian University College;
- A cumulative GPA 2.5 or greater; and
- No criminal record (*for those working with minors or special groups*)

CM Director

- 1) A Spiritual Leader and Example
 - Maintain a vibrant relationship with God;
 - Build friendships with others; and
 - Encourage others to build a deeper relationship with God.
- 2) Head of Campus Ministries
 - Oversee the leadership, ministries and programs of CUC's Campus Ministries;
 - Lead in developing the vision, goals and plans of Campus Ministries; and
 - Engage in leadership recruitment, development, empowerment, support and accountability with all CM leaders, particularly the core leaders.
- 3) CUC Chaplain's Assistant
 - Work to assist in the day to day tasks of the Chaplain's office;
 - Write, or coordinate the writing of, articles and reviews of the various ministries and events of Campus Ministries for the newspaper, the Messenger, Marketing & Enrollment, etc.;
 - Coordinate speakers and special guests; and
 - Other tasks as assigned.
- 4) Regular Meetings
 - Fall and Winter CM Leadership Retreats;
 - Weekly meeting with the chaplain; and
 - Weekly CM Team/Core Leaders meeting.

5) Specific Prerequisites

- A Canadian University College student for 2 consecutive semesters immediately prior to assuming position;
- Previous leadership experience with CUC Campus Ministries;
- No other significant leadership responsibility in 2004-2005; and
- A person can only be a CM Director for a maximum of two years (to allow for more individuals to share the experience).

CM Core Leader

1) Be a Spiritual Leader and Example

- Maintain a vibrant relationship with God;
- Build friendships with others; and
- Encourage others to build a deeper relationship with God.

2) Head of a Core Area (Service, Evangelism, Mission, Discipleship, Worship)

- Lead in developing the vision, goals and plans for the core area;
- Provide leadership in the planning, delegation and enacting of all activities of the core area;
- Engage in leadership recruitment, development, empowerment, support and accountability with the CM leaders in the core area; and
- Assist in planning CM special events.

3) Regular Meetings

- Fall and Winter CM Leadership Retreats; and
- Weekly CM Team/Core Leaders meeting.

4) Specific Prerequisites

- A Canadian University College student for two consecutive semesters within the past two years;
- No other significant leadership responsibility in 2004-2005; and
- A person can only be a Core Leader for a maximum of two years (to allow for more individuals to share the experience).

CM Team Leader

1) Be a Spiritual Leader and Example

- Maintain a vibrant relationship with God;
- Build friendships with others; and
- Encourage others to build a deeper relationship with God.

2) Part of a Core Area Planning Team (Service, Evangelism, Mission, Discipleship, Worship)

- Assist in developing the vision, goals and plans for the core area;

- Participate in the planning, delegation and enacting of all activities of the core area;
- Engage in volunteer recruitment, development, empowerment, support and accountability; and
- Assist in planning CM special events.

3) Regular Meetings

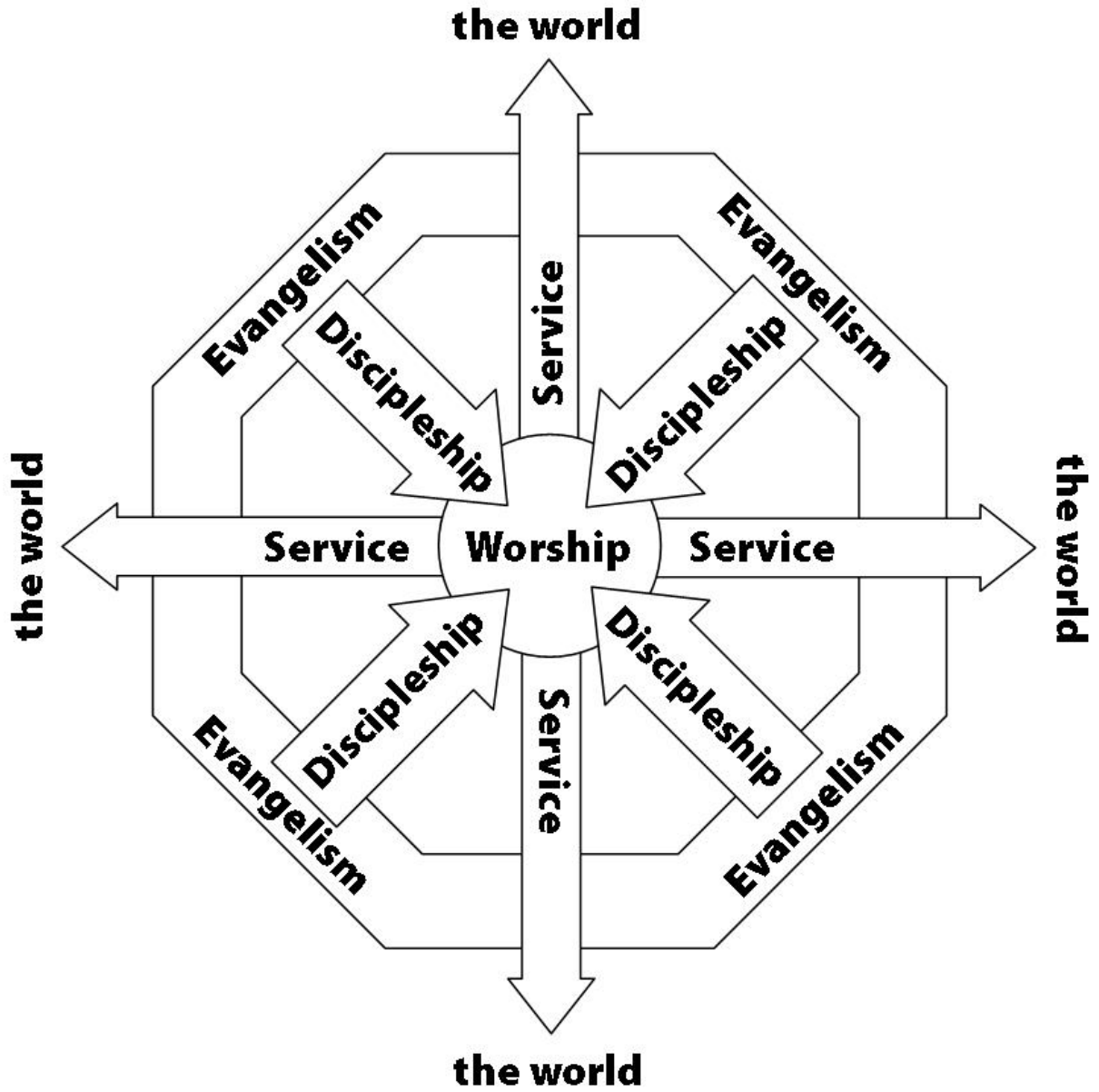
- Fall and Winter CM Leadership Retreats; and
- Weekly CM Team Leaders meeting.

4) Specific Prerequisites

- A Canadian University College student for at least one semester within the past year.

Appendix IV

Campus Ministries' Ministry Flow Chart



Appendix V

THE DISCIPLINE POLICY

The philosophy of discipline at Canadian University College is that its process must be redemptive. Discipline is characterized by firmness and love. Fairness and justice, mercy and grace, must always be operative factors.

The objective of administering discipline is ultimately that the student can experience the redemptive activity of Christ. In that quest, self-government and self-discipline are to be achieved along the way as students walk in the liberty of Christ, seeking His precepts.

When a problem of student conduct arises, the Vice-President for Student Services, or one designated, investigates the matter and makes the decision in applying University College policy. Minor penalties are assessed informally. Decisions for suspension or dismissal will be made by the Discipline Committee. Please refer to the Student Handbook section for procedures and appeals for students under discipline.

Recommended Policy for Discipline (Suspension)

The following is a recommendation for Discipline Policy for students who are to be separated from the University College by a suspension.

Enrolment in the university college is a multi-faceted experience with the goal of attaining the vision and mission of Canadian University College as upheld by the core values which are modeled by the administration, faculty, staff, and students. In the unfortunate event when, as part of the restorative discipline process, a student is suspended from classes and possibly from the campus, the student's academic program is impacted. During a period of suspension and the student's absence from class, the faculty member is not obligated to assist the student in obtaining lecture notes, rescheduling of assignments, tests, or other required activities. The chair of the Discipline Committee and the Vice President for Student Services will meet with the student's teaching faculty to assess the impact of the discipline suspension on the student's academic program. In consultation with the Vice President for Academic Administration and the Registrar, the teaching faculty will establish an academic response to the student's discipline suspension that does not unfairly penalize the student's academic program.

Interpretation of the Policy of Suspension as it Practically Applies to Faculty and Students

The faculty will:

1. Meet with the Chair of the Discipline Committee and the VP for Student Services to discuss the impact of suspension on the student.
2. Determine if allowances will be made toward the student in regard to making up tests, handing in term papers, etc.
3. Develop a contract of agreement between the teachers and students as to the expectations of the student and the teacher while under suspension.

The student will:

1. Meet with the Chair of the Discipline Committee and the VP for Student Services to discuss the expectations of the teachers.
2. Agree to the allowances made by the teachers in regard to making up tests, handing in term papers, etc.
3. Sign a contract of agreement between the student and teachers as to the expectations of the student and teacher while under suspension.

Appendix VI

GUIDELINES FOR CAMPUS PROGRAMMING

Campus Programming Choices: To maintain positive Christian programming on campus, programs must align with the following guidelines:

1. Does the program provide a good influence or example?
Does the music or performance reflect the kind of image that would support the vision and mission of the University College?
2. Does the program lead people toward spiritual values?
The programming does not necessarily need to be spiritual in nature, but it must not detract from one's spiritual growth and it must present positive moral and ethical perspectives.
3. Does the program foster respect for and good will towards others?
The trend in secular society is to downplay others through various innuendoes and gestures. This will be discouraged in programming for the campus.
4. Does the program avoid the appearance of evil?
If the program is of a nature that performers will be on stage, ideally their dress will be cleared by a screening committee. Dress or outfits will be permitted that reflect a middle-line, conservative Christian lifestyle.
5. Is the program morally pure and uplifting?
In much of society's programming, the value of having high morals and a strong sense of morality is downplayed. Our campus programs will want to reverse this norm and provide uplifting and morally sound programs.
6. Is the program beneficial to the students and the institution?
Does it contribute to the positive spirit that is being developed and sought on the campus?
7. Does the program create an atmosphere that is compatible with a Christian context?
Remembering always the spiritual mission and values we hold as an institution, we will want to program accordingly.
8. Does the program show sensitivity to the comfort of the middle-line conservative Christian audience?
 - a) For programs where there are students/others performing, words and music will be acceptable to the middle-line conservative Christian audience. These will be screened and cleared by a committee comprised of four people, with at least two faculty, one being from the music department.
 - b) Sound will be controlled and kept at a level that is mid-range.
 - c) The sound controller will be someone who will have a keen sensitivity to musical balance.
9. Does the program encourage a thoughtful reflection?
This principle will assist programmers in creating that which is not simplistic and mindless but rather programs that are relevant to a University College atmosphere.

Appendix VII

SUBSTANCE ABUSE POLICY FOR CANADIAN UNIVERSITY COLLEGE

Canadian University College has developed a set of disciplinary measures that will be taken when a student whose drug or alcohol use comes to the attention of the dean or another student administrator.

Continued enrollment at CUC is dependent on the student's providing the following documents. If the student fails to provide any of these requirements, he/she may be asked to leave CUC permanently.

1. A written alcohol/drug assessment, completed by the CUC Counselor.
2. A written contract of agreement to abide by the treatment recommendations of the Counselor and the University College signed by the student.
3. A signed release of confidentiality so that a designated administrator and the Counselor can work together with the student.

Treatment recommendations will depend upon the assessment outcome, and are always determined on a case-by-case basis. Following the assessment, the Counselor would recommend that a minimum of 10 hours be spent in one of four possible options:

a. *Occasional social or experimental use:* If the student is a dormitory student, all leave privileges will be suspended for a minimum of 6 weeks and the student will be put on probation for the rest of the semester. If the student is a village student, he/she will be put on probation for the remainder of the semester. The student will spend a minimum of 10 hours in alcohol/drug information sessions/reading/videos/reports/12 step groups etc., where they will learn healthy self-care and importance of setting boundaries.

b. *Substance abuse, or problematic use that has not yet developed to dependency:* The student will have the same privileges removed and attend the meetings and classes mentioned above. In addition, the student will be placed on Academic suspension for one week. He/she will also be referred to attend a Codependency group, an Adult Children of Alcoholics group, attend a DWI (Driving While Intoxicated) meeting (\$20 charge to student), or see a Counselor for personal counseling.

c. *Chemical dependency:* (Chemical dependency is recognized as a life-threatening disease.) The student will be asked to withdraw from CUC for at least one semester and seek appropriate in-patient treatment to establish a solid recovery program. Upon re-admission to CUC, the student must sign a contract of commitment to his/her on-going recovery program, which may involve counseling, AA/NA attendance, and after-care groups.

If the student fails to comply with the drug and alcohol assessment, any part of the treatment recommendations, or returns to use, he or she may be asked to withdraw from school immediately.

Students who are new to CUC but have had a problem with substance abuse at another institution will be asked to follow the assessment and follow-up program outlined above. This will be a condition for their enrollment at CUC.

Appendix VIII

**STUDENT SERVICES ORGANIZATIONAL
FLOW CHART**

