

**SENATE REGULAR MEETING**

Tuesday, March 7, 2023 4:00 – 6:00 pm  
Capilano University – Library Room 322

**AGENDA**

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***Acknowledgement***

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

- 1. Welcome**
- 2. Approval of the Agenda - Decision** Senate Members
- 3. Approval of the February 7, 2023 Minutes – Decision** Senate Members  
Schedule 3
- 4. Correspondence Received**
- 5. Business Arising**
  - 5.1 Vice-Chair Nominating Committee – Decision Brad Martin
  - 5.2 Self-Evaluation Committee – Information Christina Neigel
- 6. New Business**
  - 6.1 Academic Unit Review Schedule – Information Schedule 6.1  
Laureen Styles
  - 6.2 2023 faculty Senate Election – Information Schedule 6.2  
Kyle Vuorinen
- 7. Committee Reports**
  - 7.1 Academic Planning and Program Review Committee – Information Sue Dritmanis
  - 7.2 Bylaw, Policy and Procedure Committee – Decision Corey Muench
    - 7.2.1 Staggered Election Process Schedule 7.2.1
    - 7.2.2 Senate Bylaws – Motion to Approve Schedule 7.2.2
  - 7.3 Curriculum Committee – Decision Deb Jamison
    - 7.3.1 Resolution Memo Schedule 7.3.1  
[February 17 Agenda Package](#) / [February 17 Draft Minutes](#)



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7.3.2 Post-Baccalaureate Diploma in Financial Planning  
Post-Baccalaureate Certificate in Financial Planning  
Post-Baccalaureate Certificate in Financial Planning  
Professional ([Link to Documents](#))

7.4 Teaching and Learning Committee – *Information*

Diana Twiss

7.5 Budget Advisory Committee – *Information*

Michael Thoma

#### 8. Other Reports

8.1 Chair of Senate - *Information*

Paul Dangerfield

8.2 Vice Chair of Senate – *Information*

Robert Thomson

8.3 VP Academic and Provost – *Information*

Laureen Styles

8.4 Board Report – *Information*

Rose Anza Burgess

8.5 Elder Report - *Information*

Elder Latash

#### 9. Discussion Items

#### 10. Other Business

#### 11. Information Items



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**Present:** Paul Dangerfield (Chair), Deanna Baxter, John Brouwer, Sue Dritmanis, Lara Duke, Brian Ganter, Victor Gelano, Christy Goerzen, Kyle Guay, Deb Jamison, Tracy Penny Light, Maia Lomelino, Anthea Mallinson, Brad Martin, Corey Muench, Lesley Nelson, Christina Neigel, Ramin Shadmehr, Laureen Styles, Jason Tam, Michael Thoma, Robert Thomson, Diana Twiss, Stephen Williams, Recorder: Mary Jukich

**Regrets:** Rose Anza-Burgess, Iana Dokuchaeva, Manpreet Kaur, Amina El Mantari, Dennis Silvestrone, Kyle Vuorinen

**Guests:** Manpreet

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#### **Acknowledgement**

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

#### **1. Welcome**

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

Dr. Tracy Penny Light, new dean of the Faculty of Arts & Sciences was introduced and welcomed to Senate.

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

*Paul Dangerfield moved and Kyle Guay seconded:*  
 To adopt the agenda.

**CARRIED**

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

*Laureen Styles moved and Deb Jamison seconded:*  
 To adopt the January 10, 2023 minutes.

**CARRIED**  
**1 abstention**

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

No correspondence was received.

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

None.

#### **6. New Business**



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#### 6.1 2024 Meeting Schedule

*Presented by: Paul Dangerfield*

Senate was presented with the 2024 Senate meeting schedule. The proposed meeting dates follow the schedule from prior years, the first Tuesday of the month, except for January and May (to accommodate the Registrar's Office), and August (to accommodate faculty returning from summer break). In addition, the proposed meeting dates were vetted to ensure no conflicts with significant religious or celebration dates.

On discussion, a suggestion was presented that in terms of inclusivity whether it may be beneficial to explore the possibility of shifting the meeting time block to an afternoon block. However, a concern was raised that the shift into the afternoon block may prevent student participation at the meetings due to course scheduling, and issues may also arise with faculty teaching schedules and for faculty who are in chairs or coordinator roles.

During a broader discussion, Senate members indicated that in terms of accessibility and being mindful of family and outside obligations it may be beneficial to offer meetings in a hybrid format. It was noted that there has been ongoing work and discussion around options and, if required, technology was available to offer remote access to the meetings.

*Paul Dangerfield moved and Deb Jamison*

**23/05** The 2024 Senate meeting schedule be adopted as presented

**CARRIED**

#### 6.2 Vice-Chair Nominating Committee

*Presented by: Paul Dangerfield*

The Vice-Chair Nominating Committee was requested to convene and assist in the process of identifying potential Senate Vice-Chair candidates and to bring the names forward to Senate.

#### 6.3 Self-Evaluation Committee

*Presented by: Christina Neigel*



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The Senate self-evaluation survey is conducted every year in order to evaluate and assess the function of Senate. For this year, the survey questions are being revised in order to identify and better understand possible issues within Senate and to also create space for feedback on the operations and function of Senate. It is anticipated that the survey will be distributed at the end of March to Senate members.

In moving forward with continuous improvement, work is underway in determining a mechanism wherein Senate members have an opportunity to bring forward “on the floor” discussion, information or other business items. These items would be presented to Senate, then a decision would be made whether the item was relevant to Senate, be forwarded to a subcommittee, the Board, or to another area for consideration.

#### 7. Committee Reports

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

*Presented by: Sue Dritmanis*

The committee met on January 17 and in addition to reviewing a concept paper, Aurelea Mahood, Director, Academic Initiatives Planning (AIP) provided a presentation on implementing concept paper consent timelines. At the committee meeting, discussion was around the time between when a concept paper was presented to the committee and when the development of phase 2 began. Based on input, the committee members determined that approximately two to three terms would be sufficient, and after three terms if the information within the concept paper was updated, the concept paper could move forward.

##### 7.1.1 Concept Paper – Minor in Women’s, Gender, Sexuality and Equity Studies

The proposed 24-credit Minor in Women’s, Gender, Sexuality and Equity Studies will offer students a chance to focus on a range of critical approaches using an explicitly intersectional and decolonial feminist lens. The minor will emphasize application of intersectional and decolonial theory through scaffolded studio learning, work-integrated learning, and community-engaged research and activism. The minor will be housed in the Women’s and Gender Studies (WGST) department in the School of Social Sciences, Faculty of Arts and Sciences.

*Christina Neigel moved and Lara Duke seconded:*



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**23/06** That Senate approve the Concept Paper for the Minor in Women's, Gender, Sexuality and Equity Studies. **CARRIED**

#### 7.2 Bylaw, Policy and Procedure Committee

*Presented by: Corey Muench*

The committee met on January 24 and reviewed the Academic Affiliations Agreement policy and completed revisions to the Senate Bylaws.

##### 7.2.1 Academic Affiliation Agreements Policy

The current policy on Academic Agreements, S.2015-01, resides with the Senate and is thus not in alignment with the language of the *University Act* which implies that such a policy should fall under the purview of the Board of Governors. As requested by the Board, the committee reviewed the Board policy and provided their advice to Senate.

*Corey Muench moved and Kyle Guay seconded:*

**23/07** The Academic Affiliation Agreements policy and procedure be recommended to the Board of Governors for approval. **CARRIED**

##### 7.2.2 Senate Policy S2015-01 Academic Agreements

Once the Board approves the Academic Affiliations Agreement policy, the Senate policy, S2015-01, will be rescinded.

*Paul Dangerfield moved and Jason Tam seconded:*

**23/08** Policy S.2015.01 "Academic Agreements" be rescinded once the Academic Affiliation Agreement policy is approved by the Board of Governors. **CARRIED**

##### 7.2.3 Senate Bylaws – Notice of Motion

To ensure the efficient operation of the Senate, the Senate Bylaws are periodically reviewed by the Secretary of Senate (Registrar) with advice from the Senate



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Bylaw, Policy, and Procedure Committee. Section 11.1 of the Senate Bylaws requires that “a notice of a motion to amend the Bylaws be given at a regular meeting of the Senate.

The Secretary of Senate and the Bylaw, Policy and Procedure committee have completed work on the proposed revisions/amendments to the Senate Bylaws and will be bringing them forward to Senate for review at the next regular Senate meeting scheduled for March 7, 2023.

#### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

##### 7.3.1 Resolution Memorandum

The resolutions brought forward from the January 20, 2023 Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Lara Duke seconded:*

**23/09** Senate approve SCC Resolutions 23/01 to 23/14.

**CARRIED**

#### 7.4 Teaching and Learning Committee

*Presented by: Diana Twiss*

The committee met on January 17 and Sabrina Wong from the Library provided a presentation on the data research management strategy which included information on the definition and scope, and the tri-agency policy requirements. Work is underway in preparing a draft report which is anticipated to be completed by mid-March.

Various reports were presented at the committee meeting, and some key highlights were as follows:

- The Teaching and Learning Advisory committee (TLAC) has been rebranded with a new mandate and is now the Centre for Teaching Excellence Advisory committee.



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- The annual Professional Development Symposium is scheduled for May 2 – 4, and the main theme is “Centering Health and Well-Being”.
- Creative Activity, Research and Scholarship (CARS) reported that the annual Student Research Symposium will take place on April 15 with over 100 students presenting their research projects. In addition, CARS is working on the policy and procedures required in Phase 1 of the development and formalization of Graduate Studies.

At the February meeting, the committee will review and provide feedback on the Research Centre policy and procedures.

#### 7.5 Budget Advisory Committee

*Presented by: Michael Thoma*

The Senate Budget Advisory Committee (SBAC) met on February 2, at which time the committee received an updated quarter 3 forecast, a presentation on the Integrated Planning Report, and the final draft budget for Fiscal 2023/24.

Tally Bains, VP Finance and Administration provided the updated 3rd quarter forecast which indicated an operating surplus of \$3.0 million which was an \$11.4 million favourable variance compared to the Board-approved deficit budget of \$8.4 million. The surplus was attributed to an increase in international students, as well as lower salary and operating expenses due to control of discretionary spending.

Toran Savjord, VP Strategic Planning, Assessment & Institutional Effectiveness provided a presentation on the integrated planning process and this year’s theme of Understanding and Improving the Full Student Lifecycle Experience. The committee had questions regarding diversification of the international recruitment plan. Information was provided that the institution is aware of the challenges of having a large population from one country, including that country’s form of learning. The increased number of international students is more pronounced in some departments, for example, international enrollment in the Bachelor of Business Administration is 60% international.

The committee also received the final draft budget for Fiscal 2023/24, which indicated a \$3.3 million deficit budget where expenses of \$139.6 million exceed





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revenues of \$136.2 million. It is anticipated another year will be required to return to a balanced budget for Fiscal 2024/25. The Ministry has indicated that they also expect that another year will be needed for post-secondary institutions to recover and will support the approval of deficit budgets. The committee members had questions regarding uncertainty around department budgets and spending now that this is the first year of being back to campus and in person. Information was given that the finance department is tracking each portfolio and looking at what was removed in 2020, and what has been added back, and there is an opportunity for ongoing conversations during the re-imagining of the budget process. Committee members also questioned funds for IT services and the digital transformation plan. A “deep dive” will be undertaken in IT to understand where funds are being spent, and the focus will first be on cybersecurity. As the components of the deep dive are completed, the results will be shared with the university community.

The committee carried a motion that the Senate Budget Advisory Committee completed its mandate for the 2023/2024 University Budget.

The next committee meeting is scheduled for June 1, 2023.

#### 8. Other Reports

##### 8.1 Senate Chair

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

- As mentioned at the recent President’s Perspective, two key items of focus for next year will be to better support students and understand the student life cycle and how to improve the student experience. As well, focus will be on understanding and improving retention of students, particularly domestic students, and to better support new and international students, and some solutions have been developed and included in the integrated plan. The second key item will be to support employees, and ensure the proper supports are in place in terms of skills, training, and resources.
- With respect to the budget amount, as in most institutions in BC, the university has an 8% vacancy rate in the employee group and the expectation is that this will not change next year. However, with the new People Plan in



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place which addresses employee retention and attracting new employees, the goal is for a 5% vacancy rate. In terms of planning, the university is anticipating that this will be the last year of a deficit budget; however various factors including the vacancy rate, international student enrolment, etc. may affect the budget. In moving forward, both the budget and integrated plan will be presented at the next Board meeting.

- At the end of the month, the provincial budget will be released and based on conversations with government, focus will be placed on the province's "future ready" work, housing, supporting inclusive growth and truth and reconciliation which also align with the university's initiatives.

#### 8.2 Senate Vice-Chair

Robert Thomson acknowledged the excellent work and professionalism of the Senate subcommittees.

#### 8.3 VP Academic and Provost

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

- At the March Senate meeting, an update will be provided on the university's application for exempt status for undergraduate programs.
- Appreciation was noted for the work undertaken by Aurelea Mahood, Director, Academic Initiatives Planning (AIP) and her team, as well as faculty for their feedback on the Version 2.0 of the program review process. This work is a positive direction institutionally and moves forward a number of action items from the university's quality assessment process audit.

#### 8.4 Board Report

A report was not provided as the Board representative was not in attendance.

#### 8.5 Elder Report

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

### 9. Discussion Items



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No discussion items were presented.

**10. Other Business**

No other business was presented.

**11. Information Items**

February is Black History Month and Senate members were encouraged to attend the various events taking place on campus.

**12. In Camera Session**

The meeting moved to in camera at 5:00 pm.

*Paul Dangerfield moved and Deb Jamison seconded:  
 To move in camera.*

**CARRIED**

*Paul Dangerfield moved and Diana Twiss seconded:  
 To move out of in camera.*

**CARRIED**

The meeting was adjourned at 6:06 pm.

**Next Meeting: Tuesday, March 7, 2023**

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# MEMO

**To:** Senate

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

**Subject:** Academic Unit Review: 7-Year Schedule

**Date:** February 27, 2023

**cc:** Sue Dritmanis, chair, Senate Academic Planning and Program Review Committee  
Dr. Aurelea Mahood, director, Academic Initiatives and Planning  
Alexander Karnazes, Academic Quality Assurance Analyst  
Maryam Babu, Academic Review Liaison

## INFORMATION

During the 2021-22 academic year, CapU's final cohort of programs participated in the university's first cycle of centrally supported academic program reviews (Review 1.0).

In the 2021-22 academic year, CapU also completed the provincial [Quality Assurance Process Audit](#) of the university's program development and academic/program review processes for alignment with provincial criteria and standards as established and overseen by the [Degree Quality Assessment Board](#) (DQAB). On the strength of the QAPA package shared with Senate at the May 10, 2022 meeting, the DQAB deemed CapU's audit complete at its July 20, 2022 meeting.

The organization of the second cycle of centrally supported reviews (Review 2.0), builds on the first review schedule, feedback from the QAPA external examiners, and summer 2022 information interviews with 9 Canadian post-secondary institutions conducted by Academic Initiatives and Planning (AIP).

As presented to the Senate Academic Planning and Program Review Committee at its February 14, 2023 meeting, Review 2.0 follows a seven-year schedule organized by academic units.

Academic unit review will encompass all programs of study offered by the unit. In Review 2.0, the primary academic unit of analysis will typically be schools. The associated review elements (e.g., self-study report, external review committee site visit, unit response and action plan, and progress reports) will be comparable to those which were in place during Review 1.0 and comply with DQAB requirements for the review of programs/academic units.<sup>1</sup>

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<sup>1</sup> See Standard 10 – Program Review and Assessment (p. 32) in the [Degree Program Review Criteria and Guidelines](#).

The attached **Academic Unit Review: 7-Year Schedule** retains the cohort model that was established during Review 1.0. This has been done with the objective of continuing to create opportunities for dialogue amongst schools and across the five faculties throughout the academic review process.

In accordance with B.106 Program Review Procedures, the Vice President Academic and Provost presents the review schedule to Senate as information item.

The 7-year academic unit review schedule will also be posted to AIP's Frontlines site. Later this spring, in accordance with QAPA and DQAB program/academic unit review requirements, review schedule and future academic review summary reports will be shared on the CapU website alongside with the CapU QAPA Summary Report prepared by the DQAB.



## Academic Unit Review: 7-Year Schedule

CapU's second cycle of centrally supported academic review begins in the 2023-24 academic year (AY). Year 1 of the second cycle starts with two snapshot surveys: one for annual academic unit data and a second for curriculum and learning data. Information collected in the snapshots will roll up into cyclical academic unit review (every 7 years) and will support annual academic unit planning activities.<sup>1</sup>

Year	Cohort	Academic Units	Faculties
<b>Year 1</b> <b>2023-24 AY</b>	<b>N/A</b>	Launch academic review snapshots: <ul style="list-style-type: none"> <li>○ Fall term: Academic unit data</li> <li>○ Summer term: Curriculum and learning data</li> </ul>	All
<b>Year 2:</b> <b>2024-25 AY</b>	<b>A</b>	<ul style="list-style-type: none"> <li>○ Institute of Interdisciplinary Studies</li> <li>○ <a href="#">School of Humanities</a></li> <li>○ <a href="#">School of Allied Health</a></li> </ul>	AS AS EHHD
<b>Year 3:</b> <b>2025-26 AY</b>	<b>B</b>	<ul style="list-style-type: none"> <li>○ <a href="#">School of Social Sciences</a></li> <li>○ <a href="#">School of Business</a></li> </ul>	AS BPS
<b>Year 4:</b> <b>2026-27 AY</b>	<b>C</b>	<ul style="list-style-type: none"> <li>○ <a href="#">IDEA School of Design</a></li> <li>○ <a href="#">School of STEM</a></li> <li>○ <a href="#">School of Kinesiology</a></li> </ul>	FAA AS GCS
<b>Year 5:</b> <b>2027-28 AY</b>	<b>D</b>	<ul style="list-style-type: none"> <li>○ <a href="#">School of Communication</a></li> <li>○ <a href="#">School of Legal Studies</a></li> <li>○ <a href="#">School of Public Administration</a></li> </ul>	BPS BPS GCS
<b>Year 6:</b> <b>2028-29 AY</b>	<b>E</b>	<ul style="list-style-type: none"> <li>○ <a href="#">School of Access and Academic Preparation</a></li> <li>○ <a href="#">School of Animation and Visual Effects</a></li> <li>○ <a href="#">School of Outdoor Recreation Management</a></li> <li>○ <a href="#">School of Tourism Management</a></li> </ul>	EHHD FAA GCS GCS
<b>Year 7:</b> <b>2029-30 AY</b>	<b>F</b>	<ul style="list-style-type: none"> <li>○ <a href="#">School of Performing Arts</a></li> <li>○ <a href="#">School of Motion Picture Arts</a></li> <li>○ <a href="#">School of Education and Childhood Studies</a></li> </ul>	FFA FAA EHHD
Repeat as above beginning in 2030-31. The focus of year 1 of the third cycle of centrally supported academic review will be determined by the Provost, AIP Director, SAPPRC, and ALC and in alignment with DQAB, QAPA, and Ministry requirements.			

<sup>1</sup> If any new academic units are created between the 2023-24 and 2029-30 academic year, the Vice President Academic and Provost in collaboration with the new unit, dean, and Academic Initiatives and Planning (AIP) will add the new unit into the 7-year schedule.

# MEMO

**To:** Paul Dangerfield, Senate Chair and President

**From:** Kyle Vuorinen, Registrar

**Subject:** Spring 2023 Senate Election Timeline

**Date:** February 23, 2023

**cc:**

## SPRING 2023 SENATE ELECTION TIMELINE

Date	Action	Duration
Tuesday, February 28	Call for nominations	Two weeks
Tuesday, March 14, 4pm	Call for nominations CLOSED	Two weeks
Friday, March 17	Orientation (by request)	
Tuesday, March 28, 12:01 am	Voting OPEN	One week
Monday, April 3, 11:59pm	Voting CLOSED	
Wednesday, April 5	Election Results Announced	

## SPRING 2022 SENATE SEATS UP FOR ELECTION

Representatives	Seats	Term starts	Term ends
Faculty of Business & Professional Studies	1 Senator – non-voting for first year, then voting until end of term.	August 1, 2023	July 31, 2026
Faculty of Arts & Sciences	1 Senator – non-voting for first year, then voting until end of term.	August 1, 2023	July 31, 2026
Faculty of Global & Community Studies	1 Senator – non-voting for first year, then voting until end of term.	August 1, 2023	July 31, 2026

Faculty of Fine & Applied Arts	1 Senator – non-voting for first year, then voting until end of term.	August 1, 2023	July 31, 2026
Faculty of Fine & Applied Arts	1 Senator – voting	August 1, 2023	July 31, 2025
Faculty of Education, Health & Human Development	1 Senator – non-voting for first year, then voting until end of term.	August 1, 2023	July 31, 2026

*As Senate approved the transition to a staggered election schedule in January 2023, information was collected from each faculty on which senators would end their term early, on July 31, 2023. These elections will fill those seats.*

*I ask that Senate accept this timeline for the upcoming 2023 election as information.*





## SENATE REPORT

<b>AGENDA ITEM:</b>	<b>Staggered Senate Elections Plan</b>
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE:</b>	<b>March 7, 2023</b>
<b>PRESENTERS:</b>	<b>Corey Muench, Chair, Senate Bylaw, Policy, and Procedure Committee Kyle Vuorinen, Registrar and Secretary of Senate</b>

### **PURPOSE**

To propose a plan for approval by the Ministry of Post-Secondary Education and Future Skills which creates staggered election years for faculty members of Senate.

### **BACKGROUND**

The Senate currently elects all of its faculty members on the same three-year cycle. This means that many first-time senators could be elected in the same year thus reducing mentoring opportunities from experienced members. It also places a burden on Senate to have to recruit for many positions that become vacant at once.

### **APPROVALS & CONSULTATIONS:**

The following approvals/consultations have occurred or are planned:

- ✓ Senate Bylaw, Policy, & Procedure Committee
- ✓ Senate (for approval of idea)
- Senate (for approval of staggered election schedule)

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

- Each faculty seat from each of the five Faculties will be up for election in a different year.
- To accomplish the staggered schedule, Faculties were asked to consult internally to associate each faculty senator with an upcoming election year (2023, 2024, or 2025). Faculties submitted their decisions to the Secretary of the Senate (Registrar).

### **DOCUMENTS FOR SENATE REVIEW**

The Secretary of the Senate has provided a memo explaining the procedure to stagger elections along with the proposed election schedule for each faculty Senator.

### **RECOMMENDATION**

- *Recommendation for Senate approval of the proposed staggered elections procedure.*

# MEMO

**To:** Corey Muench, Chair of the By-Laws, Policies and Procedures Committee

**From:** Kyle Vuorinen, Registrar

**Subject:** Staggering of Elections – Revised Senator Term of Service

**Date:** February 7, 2023

**cc:**

At the January 2023 Senate meeting, a proposal was approved that will see the University to transition to staggered Senate elections to allow for more efficient operation of Senate. I reached out to each dean who surveyed their faculty senators. Decisions were made about which senator would end their term one year earlier than scheduled, which would serve their regular term until 2024, and which would extend their terms by one year.

I am asking the by-laws, policies and procedures committee to approved the following information and bring to the March meeting of Senate.

	Alternate	Serving until July 31, 2023	Serving until July 31, 2024	Serving until July 31, 2025
Faculty of Business & Professional Studies	Debbie Jamison			x
	Robert Thomson		x	
	Sue Dritmanis	x	x	
Faculty of Arts and Sciences	Brian Ganter			x
	Deanna Baxter		x	
	<i>Election on hold</i>	x		
Faculty of Global & Community Studies	Kyle Guay		x	
	John Brouwer		x	
	Victor Gelano	x		x
Faculty of Fine and Applied Arts	Michael Thoma		x	
	Christy Goerzen		x	
	Anthea Mallinson	x	x (June 15, 2023)	

Faculty of Education, Health & Human Development	Corey Muench				x
	Diana Twiss		x		
	Stephen Williams	x		x	



## SENATE REPORT

<b>AGENDA ITEM:</b>	Revisions to Senate Bylaws
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE:</b>	March 7, 2023
<b>PRESENTERS:</b>	<b>Corey Muench, Chair, Senate Bylaw, Policy, and Procedure Committee</b> <b>Kyle Vuorinen, Registrar and Secretary of Senate</b>

### PURPOSE

The revision and update of the Senate Bylaws.

### BACKGROUND

Periodically, the Senate Bylaw, Policy and Procedure Committee reviews recommended changes to the Senate Bylaws as well as suggests its own updates/modifications.

### APPROVALS & CONSULTATIONS:

The following approvals/consultations have occurred or are planned:

- ✓ Senate Bylaw, Policy, & Procedure Committee
- Senate

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

- Addition of land acknowledgement
- Article 1: Clearer language and detail regarding the roles and participation of non-voting faculty members (1.2)
- Reorganization of Article 3: making the topic broader than just the election of the Vice-Chair (3.1)
- Increase in pay for a student in the role of Senate Vice-Chair (3.2.7.4)
- More detailed language in Article 8: Senate Committees
  - The role of the Bylaw, Policy and Procedure Committee in development/revisions to committee Terms of Reference (8.1)
  - Procedures for appointing Senator members to committees (8.3.1)
  - Procedures for appointing non-Senator members to committees (8.3.2)
  - Establishment of three-year cycle for Senate committees to review and update their Terms of Reference (8.5)
- Establishment of May as the month for Senate committees to elect a chair for the upcoming academic year (8.4)

### DOCUMENTS FOR SENATE REVIEW

Two versions of the proposed Bylaws revisions are provided for Senate: a marked-up version with additions and deletions, and a clean, finalized version. General margin comments are included in the marked-up version.

### RECOMMENDATION

- *Recommendation for Senate approval of the proposed revisions to the Senate Bylaws*

**N.B. A two-thirds majority vote of Senate is required for the motion to pass.**

*Capilano University acknowledges with respect the Lil'wat, Musqueam, Sechelt, Squamish, and Tsleil Waututh Nations on whose unceded traditional territories we live, learn, and work. Capilano University continues to work closely with these peoples, building on our long, collaborative history.*

*Pursuant to the University Act of British Columbia, as amended, the Capilano University Senate will be formed and conduct its business according to this set of bylaws.*

**Article 1      Composition of the Senate**

**1.1**            The Senate will be composed in accordance with the *University Act*, RSBC 1996, Chapter 468, (the *Act*). In accordance with the *Act*, the Chair of the Senate is the University President. The Senate will include elected and appointed members, both voting and non-voting, as outlined below:

Elected members (voting):

- Faculty members (two per Faculty)
- Students (four in total)
- Support Staff (two in total)

Appointed members (voting):

- Chancellor
- President (Chair)
- Vice-President Academic and Provost
- Deans of Faculties
- University Librarian
- Alumni Member

Appointed Members (non-voting):

- University Board Member
- Registrar

**1.2**            In addition to the two voting faculty members for each of five Faculties, one alternate non-voting faculty member will be elected by each Faculty, for a total of five alternate non-voting members. As elected representatives of their respective Faculties, alternate non-voting faculty members participate fully in all Senate meetings, with two exceptions: their presence cannot establish quorum, and they cannot vote. In the absence of either of the voting members, the alternate non-voting members contribute to establishing quorum and assume voting responsibility.

**1.3**            The Senate will invite the faculty union, support staff union, and student union to each choose one non-voting permanent guest from their respective constituencies to attend the Senate meetings. The Senate will invite an Indigenous representative and the Associate Vice-President, Student Success to be non-voting permanent guests.

**Article 2      Duties of the Chair, Vice-Chair, Registrar, and Members of the Senate**

**2.1**            Duties of the Chair include:

- 2.1.1 calling meetings of the Senate as provided in these bylaws and in the *Act*;
- 2.1.2 ensuring that an agenda is prepared and distributed for each meeting as provided in these bylaws;
- 2.1.3 presiding over all meetings of the Senate;
- 2.1.4 establishing that a quorum of voting members of the Senate is present before conducting the business of the Senate;
- 2.1.5 executing documents as authorized by the Senate;
- 2.1.6 being a voting member of all the Senate committees except for the Senate Budget Advisory Committee;
- 2.1.7 maintaining a liaison with the Board;
- 2.1.8 being the spokesperson and representative of the Senate.

**2.2** Duties of the Vice-Chair include:

- 2.2.1 fulfilling the duties of the Chair in their absence, and assisting the Chair in the performance of their duties;
- 2.2.2 exercising, in the instance where the Vice-Chair is an alternate non-voting member, and if the Chair is absent, the voting rights of the Chair in breaking or creating a tie vote.

**2.3** Duties of the Registrar include:

- 2.3.1 being the Secretary of the Senate in accordance with the *Act*;
- 2.3.2 developing and maintaining a system of recording all proceedings of the Senate with the assistance of the Senate Administrative Assistant;
- 2.3.3 conducting elections and by-elections in accordance with the *Act* and the approved *Senate Election Procedures*.

**2.4** Duties of all Members of the Senate, irrespective of voting status, include:

- 2.4.1 consulting with their constituency and communicating to such constituency the matters dealt with at the Senate that are relevant to that constituency;
- 2.4.2 acting in what the member considers to be the best interests of the University, even if that conflicts with the wishes of the constituency the member has been elected to represent on the Senate.

**Article 3 Elections**

**3.1 Election of Members**

- 3.1.1 Senate elections will be conducted annually by the Secretary of Senate.
- 3.1.2 Elections of members to Senate will be in accordance with the procedures set out in the *Senate Elections Procedures*.

**3.2 Election of the Vice-Chair**

- 3.2.1 The election of the Vice-Chair will occur annually.
- 3.2.2 All voting members and alternate non-voting faculty members of the Senate are eligible to nominate;
- 3.2.3 All voting faculty, staff, students and administrator members and alternate non-voting faculty members whose term aligns with the term of the Vice-Chair are eligible to be nominated for the position of Vice-Chair.
- 3.2.4 In the absence of the Chair, the Registrar will assume the role of Chair to conduct the election of the Vice-Chair.
- 3.2.5 The election process will be as follows:
  - 3.2.5.1 The Nominating Committee, whose role is to submit a minimum of one nomination for Vice-Chair, will present its report.
  - 3.2.5.2 Nominee(s) accept or reject the nomination.
  - 3.2.5.3 The Chair calls for further nominations.
  - 3.2.5.4 Additional nominees accept or reject the nomination (if any).

- 3.2.5.5 The Chair calls for further nominations twice.
- 3.2.5.6 If there are no further nominations, the Chair declares nominations closed.
- 3.2.5.7 Candidates may make short oral statements.
- 3.2.5.8 If there is only one candidate, they are acclaimed.
- 3.2.5.9 If there is more than one candidate:
  - 3.2.5.9.1 voting will be conducted confidentially by paper ballot cast in person by voting members of the Senate;
  - 3.2.5.9.2 a majority of ballots cast is required for election;
  - 3.2.5.9.3 if there are more than two candidates and none obtains a majority vote on the first ballot, the candidate with the fewest votes is removed from the ballot, and balloting continues in like manner until one candidate receives a simple majority vote.
  - 3.2.5.9.4 The Registrar and the Senate Administrative Assistant will count the ballots and the Chair will announce the results. The final tallies may be released at the discretion of the Chair.
- 3.2.6 The Vice-Chair will assume office on a date determined by the Senate.
- 3.2.7 The Vice-Chair will receive release time subject to these bylaws and to special needs as the University may, from time to time, determine. Release time is also subject to budgetary approval by the Board of Governors, and will be assigned as follows:
  - 3.2.7.1 For a faculty Vice-Chair, the release time will not be less than one section per term.
  - 3.2.7.2 For a Vice-Chair who is employed by the University in a staff position, the workload will be equivalent to 25% of the staff employee full-time position and will be allocated under the direction of the appropriate administrator. For a part-time employee, this 25% will be calculated on the basis of a full-time position and will be allocated under the direction of the appropriate administrator.
  - 3.2.7.3 For a Vice-Chair who is employed by the University in an administrative position, the appropriate workload will be adjusted by the nominee and the President.
  - 3.2.7.4 For a student Vice-Chair, the remuneration will not be less than \$1,000 per month for 12 months.



**Article 4      Agenda and Minutes for the Senate Meetings**

- 4.1**      Agenda items and schedules will be submitted to the Senate Administrative Assistant not less than one week before the scheduled meeting.
- 4.2**      The proposed agenda and supporting material will be circulated to the Senate members prior to the meeting date.
- 4.3**      The Senate Administrative Assistant will distribute the minutes in the agenda package.

**Article 5      Meetings**

- 5.1**      The University will make every reasonable effort to ensure that members of the Senate are freed from their normal duties to attend the Senate meetings.
- 5.2**      Regular meetings of the Senate will be held as determined by the Senate.
- 5.3**      The Senate will annually and in advance make public its schedule of meetings.
- 5.4**      The Senate may, at its discretion or the discretion of the Chair, hold additional meetings provided that at least one week's notice is given to the Senate members.
- 5.5**      Quorum is a majority of voting members of the Senate.
- 5.6**      Members of the Capilano University community will be encouraged to attend and observe meetings of the Senate. Observers will have no speaking privileges or voting privileges.

**Article 6      Attendance at the Senate Meetings**

- 6.1**      The Senate members are expected to attend all meetings. To be fair to their constituents, elected members of the Senate who are absent for three (3) meetings with or without notice per appointment year will be deemed to have resigned from the Senate by the Secretary of the Senate (Registrar).

**6.2** When a seat is declared vacant for insufficient attendance pursuant to article 6.1, the vacancy must be filled:

6.2.1 in the case of an appointed member, by the body possessing the power of appointment; or

6.2.2 in the case of an elected member, the Chair will request the Registrar to fill the vacant seat as stated in the *Senate Election Procedures*.

**Article 7 Operating Procedures**

**7.1** Unless otherwise stated in these bylaws, proceedings of the Senate will be governed by the most recent edition of Robert's Rules of Order.

**7.2** The Chair may choose to vote to break or create a tie vote.

**7.3** The Senate meetings will be open to the University community and members of the public as guests. At the discretion of the Chair, guests may address the Senate.

**7.4** Notwithstanding article 7.3, the Chair will ask guests to leave so that the meeting may move *in camera* for material deemed private or confidential.

**Article 8 The Senate Committees**

**8.1** The Senate may establish and dissolve such standing and ad hoc committees as it, from time to time, determines necessary. On the recommendation of the Senate Bylaw, Policy and Procedure Committee, in consultation with the standing/ad hoc committee in question, the Senate will determine for each committee the mandate, the membership, the method of appointment or electing its members, the number of voting members, and its Terms of Reference.

**8.2** The Senate will ratify the membership of the Senate committees.

**8.3** The membership of the Senate committees will be reviewed by the Secretary of the Senate and vacancies announced at a regularly scheduled Senate meeting.

8.3.1 Appointment of Senator Members to Committees

Both voting members of the Senate and alternate non-voting faculty members of the Senate

may be appointed to the Senate's committees where the members are required to be Senate members. Following annual elections, the Registrar, as Secretary of the Senate, will request that Senate members submit their preferences for committees. The Secretary of Senate will bring forward the nominations to the Senate and the committee Chairs for ratification.

**8.3.2 Appointment of Non-Senator Members to Committees**

Subject to the Terms of Reference of particular committees, the Senate may appoint non-members of Senate to committees. When vacancies arise on committees, the Chair will notify the Registrar as Secretary of the Senate. The Secretary of the Senate will then follow the *Senate Election Procedures* for appointing non-senator members to committees. Once the position has been filled, the Secretary of the Senate will bring forward the names of the appointees to the Senate and the committee Chairs for ratification.

**8.4** Each May, the Senate committees will elect a chair from among the voting members of the committee. Chairs of all standing committees must be members of the Senate. Committee Chairs will report deliberations and make recommendations to the Senate. Such reports will occur regularly, as required, and at least annually.

**8.5** Committee Chairs will review the committee Terms of Reference at least every three (3) years and submit proposed revisions to the Senate's Bylaw, Policy and Procedures Committee for approval by Senate. The Secretary of the Senate will determine the schedule for the review of committee Terms of Reference in consultation with the Vice-Chair of Senate.

**8.6** The Chairs of the following Senate committees will receive release time to fulfill their role as Chair, subject to these bylaws and to special needs as the University may, from time to time, determine:

- a. Senate Academic Planning and Program Review Committee;
- b. Senate Bylaw, Policy and Procedure Committee;
- c. Senate Curriculum Committee
- d. Teaching and Learning Committee.

**8.7** Release time is also subject to budgetary approval by the Board of Governors, and will be assigned as follows:

8.7.1 If a chair is a faculty member, the release time will be no fewer than 0.5 sections per term.

8.7.2 If a chair is a staff member other than an administrative position, the workload will be equivalent to 12.5% of the employee full-time position and will be allocated under the

direction of the appropriate administrator. If the staff member is part-time, the release time will be prorated based on a full-time position and will be allocated under the direction of the appropriate administrator.

8.7.3 If a chair is a staff member in an administrative position, the appropriate workload will be adjusted by the nominee and the President.

8.7.4 For a student chair, the remuneration of a monthly stipend would need to be arranged in advance of the first committee meeting.

**8.8** The Chair of any Senate committee will notify the Senate at the next Senate meeting when a committee seat needs to be filled.

**8.9** To be fair to the committee's other members, elected members who are absent for three (3) committee meetings per appointment year, with or without notice, will be deemed to have resigned from the committee by the committee Chair, who will inform the Secretary of the Senate.

## **Article 9 Conflict of Interest**

**9.1** A conflict of interest arises when a Senate member uses, or has the potential to use, their position on the Senate to benefit themselves, friends, family, their business or professional interests, or otherwise compromise their dedication to the interests of the University. A conflict of interest can be actual, potential, or apparent, and may be financial or otherwise. For this purpose:

9.1.1 An "**actual conflict of interest**" is a situation where the personal interest actually conflicts with the Senate member's obligations to the University.

9.1.2 A "**potential conflict of interest**" is a situation where the personal interest has not yet conflicted with the Senate member's obligations to the University but might be expected to.

9.1.3 An "**apparent conflict of interest**" is a situation where a real or potential conflict of interest may or may not exist, but it would appear to a reasonable person that the member is in a conflict of interest.

**9.2** The Senate members must arrange their private affairs and conduct themselves in a manner to avoid a conflict of interest.

**9.3** In cases where a conflict of interest exists, or cannot be avoided, a Senate member must disclose the nature and extent of the conflict prior to discussion or decision about a matter. A member who has a

conflict of interest will not vote on any matter involving the conflict and may be required to withdraw from any meetings at which the matter is discussed.

- 9.4** Any Senate member who perceives another member to be in a conflict of interest in a matter under consideration must identify the perceived conflict to the Senate at the first opportunity. The Senate should determine by majority vote whether or not a conflict of interest exists, and the member perceived to be in conflict should refrain from voting.
- 9.5** Where a conflict of interest is discovered or disclosed after consideration of a matter, the Senate will decide whether or not the involvement of the member with the conflict influenced that decision. If the Senate determines that involvement of said member influenced the decision of the matter, the Senate will reconsider the decision and may confirm it, rescind it, or vary it.
- 9.6** The Senate will have the power to take action directed toward a Senate member deemed to have failed to declare a conflict of interest.
- 9.7** Any decision by the Senate as to whether or not a conflict of interest exists with respect to any person, or as to the interpretation or application of these bylaws, is final and binding.

**Article 10 Senate Finances**

- 10.1** The Chair and the Vice-Chair will authorize expenditures for the Senate, including expenses incurred by members and the Senate committees in carrying out the Senate functions.

**Article 11 Amendment of Bylaws**

- 11.1** By giving notice of a motion at a regular meeting of the Senate these bylaws may be amended at a subsequent regular meeting of the Senate, subject to the *Act*. Resolutions for amendments to the bylaws require a two-thirds majority vote.

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- President (Chair)
- Vice-President Academic and Provost
- Deans of Faculties
- University Librarian
- Alumni Member

Appointed Members (non-voting):

- University Board Member
- Registrar

**1.2**      In addition to the two voting faculty members for each of five Faculties, one alternate non-voting faculty member will be elected by each Faculty, for a total of five alternate non-voting members. *As elected representatives of their respective Faculties, alternate non-voting faculty members participate fully in all Senate meetings, with two exceptions: their presence cannot establish quorum, and they cannot vote. In the absence of either of the voting members, the alternate non-voting members contribute to establishing quorum and assume voting responsibility. ~~The alternate non-voting members assume voting responsibility in the absence of either of the voting members.~~*

**1.3**      The Senate will invite the faculty union, support staff union, and student union to each choose one non-voting permanent guest from their respective constituencies to attend the Senate meetings. The Senate will invite *an Indigenous representative* and the Associate Vice-President, Student Success *and a First Nations representative* to be non-voting permanent guests.

**Article 2      Duties of the Chair, Vice-Chair, Registrar, and Members of the Senate**

**2.1**      Duties of the Chair include:

- 2.1.1 calling meetings of the Senate as provided in these bylaws and in the *Act*;
- 2.1.2 ensuring that an agenda is prepared and distributed for each meeting as provided in these bylaws;
- 2.1.3 presiding over all meetings of the Senate;
- 2.1.4 establishing that a quorum of voting members of the Senate is present before conducting the business of the Senate;
- 2.1.5 executing documents as authorized by the Senate;
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**2.2** Duties of the Vice-Chair include:

- 2.2.1 fulfilling the duties of the Chair in their absence, and assisting the Chair in the performance of their duties;
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**2.3** Duties of the Registrar include:

- 2.3.1 being the Secretary of the Senate in accordance with the *Act*;
- 2.3.2 developing and maintaining a system of recording all proceedings of the Senate with the assistance of the Senate Administrative Assistant;
- 2.3.3 conducting elections and by-elections in accordance with the *Act* and the approved *Senate Election Procedures*.

**2.4** Duties of all Members of the Senate, *irrespective of voting status*, include:

- 2.4.1 consulting with their constituency and communicating to such constituency the matters dealt with at the Senate that are relevant to that constituency;

- 2.4.2 acting in what the member considers to be the best interests of the University, **even if that conflicts with the wishes of the constituency** rather than the wishes of the constituency the member has been elected to represent on the Senate.

**Article 3 Elections ~~Election of the Vice-Chair of the Senate~~**

**3.1 Election of Members**

- 3.1.1 Senate elections will be conducted annually by the Secretary of Senate.

- 3.1.2 Elections of members to Senate will be in accordance with the procedures set out in the **Senate Elections Procedures**.

~~3.1~~ **3.2 Election of the Vice-Chair ~~will occur annually, as stated in the Senate Election Procedure.~~**

- 3.2.1 The election of the Vice-Chair will occur annually.

~~3.2~~ **3.2.2 All voting members and alternate non-voting faculty members of the Senate are eligible to nominate;**

- ~~3.3~~ **3.2.3 All voting faculty, staff, students and administrator members and alternate non-voting faculty members whose term aligns with the term of the Vice-Chair are eligible to be nominated for the position of Vice-Chair.**

~~3.4~~ **3.2.4 In the absence of the Chair, the Registrar will assume the role of Chair to conduct the election of the Vice-Chair.**

~~3.5~~ **3.2.5 The election process will be as follows:**

- ~~3.5.1~~ **3.2.5.1 The Nominating Committee, whose role is to submit a minimum of one nomination for Vice-Chair, will present its report.**

- ~~3.5.2~~ **3.2.5.2 Nominee(s) accept or reject the nomination.**

- ~~3.5.3~~ **3.2.5.3 The Chair calls for further nominations.**

- ~~3.5.4~~ **3.2.5.4 Additional nominees accept or reject the nomination (if any).**

- ~~3.5.5~~ **3.2.5.5 The Chair calls for further nominations twice.**

- ~~3.5.6~~ **3.2.5.6 If there are no further nominations, the Chair declares nominations closed.**

- ~~3.5.7~~ **3.2.5.7 Candidates may make short oral statements.**

**Commented [CM1]:** The Senate Election Procedures are currently under review by the Bylaws Committee.

**Commented [CM2R1]:**

**Commented [CM3]:** Spacing and alignment in Section 3 have been corrected in the clean copy version of the document.



- ~~3.5.8~~ 3.2.5.8 If there is only one candidate, they are acclaimed.
- ~~3.5.9~~ 3.2.5.9 If there is more than one candidate:
- ~~3.5.9.1~~ 3.2.5.9.1 voting will be conducted confidentially by paper ballot cast in person by voting members of the Senate;
- ~~3.5.9.2~~ 3.2.5.9.2 a majority of ballots cast is required for election;
- ~~3.5.9.3~~ 3.2.5.9.3 if there are more than two candidates and none obtains a majority vote on the first ballot, the candidate with the fewest votes is removed from the ballot, and balloting continues in like manner until one candidate receives a simple majority vote.
- ~~3.5.10~~ 3.2.5.9.4 The Registrar and the Senate Administrative Assistant will count the ballots and the Chair will announce the results. The final tallies may be released at the discretion of the Chair.
- ~~3.6~~ 3.2.6 The Vice-Chair will assume office on a date determined by the Senate.
- ~~3.7~~ 3.2.7 The Vice-Chair will receive release time subject to these bylaws and to special needs as the University may, from time to time, determine. Release time is also subject to budgetary approval by the Board of Governors, and will be assigned as follows:
- ~~3.7.1~~ 3.2.7.1 For a faculty Vice-Chair, the release time will not be less than one section per term.
- ~~3.7.2~~ 3.2.7.2 For a Vice-Chair who is employed by the University in a staff position, the workload will be equivalent to 25% of the staff employee full-time position and will be allocated under the direction of the appropriate administrator. For a part-time employee, this 25% will be calculated on the basis of a full-time position and will be allocated under the direction of the appropriate administrator.
- ~~3.7.3~~ 3.2.7.3 For a Vice-Chair who is employed by the University in an administrative position, the appropriate workload will be adjusted by the nominee and the President.
- ~~3.7.4~~ 3.2.7.4 For a student Vice-Chair, the remuneration will not be less than ~~\$500~~ \$1,000 per month for 12 months.

**Article 4     Agenda and Minutes for the Senate Meetings**

- 4.1**     Agenda items and schedules will be submitted to the Senate Administrative Assistant not less than one week before the scheduled meeting.
- 4.2**     The proposed agenda and supporting material will be circulated to the Senate members prior to the meeting date.

4.3 The Senate Administrative Assistant will distribute the minutes in the agenda package.

**Article 5 Meetings**

5.1 The University will make every reasonable effort to ensure that members of the Senate are freed from their normal duties to attend the Senate meetings.

5.2 Regular meetings of the Senate will be held as determined by the Senate.

5.3 The Senate will annually and in advance make public its schedule of meetings.

5.4 The Senate may, at its discretion or the discretion of the Chair, hold additional meetings provided that at least one week's notice is given to the Senate members.

5.5 Quorum is a majority of voting members of the Senate.

5.6 Members of the Capilano University community will be encouraged to attend and observe meetings of the Senate. Observers will have no speaking privileges or voting privileges.

**Article 6 Attendance at the Senate Meetings**

6.1 The Senate members are expected to attend all meetings. **To be fair to their constituents, elected members of the Senate who are absent for three (3) meetings with or without notice per appointment year will be deemed to have resigned from the Senate by the Secretary of the Senate (Registrar). The seat of any elected member who fails to attend three (3) meetings with or without notice per appointment year will be declared vacant by the Registrar.**

**Commented [CM4]:** SBPP had extensive discussion about modifying the Senate attendance policy, but we landed on approving this modification in language.

6.2 When a seat is declared vacant for insufficient attendance pursuant to article 6.1, the vacancy must be filled:

6.2.1 in the case of an appointed member, by the body possessing the power of appointment; or

6.2.2 in the case of an elected member, the Chair will request the Registrar to fill the vacant seat as stated in the *Senate Election Procedures*.

**Article 7 Operating Procedures**

7.1 Unless otherwise stated in these bylaws, proceedings of the Senate will be governed by the most recent edition of Robert's Rules of Order.

7.2 The Chair may choose to vote to break or create a tie vote.

7.3 The Senate meetings will be open to the University community and members of the public as guests. At the discretion of the Chair, guests may address the Senate.

**Commented [CM5]:** SBPP extensively discussed the use of Robert's Rules in relation to colonial practices. We recommend keeping Robert's Rules as we know no other viable alternatives. We are exploring/researching supplemental practices to prevent Robert's Rules from becoming a barrier.

**7.4** Notwithstanding article 7.3, the Chair will ask guests to leave so that the meeting may move *in camera* for material deemed private or confidential.

**Article 8 The Senate Committees**

**8.1** The Senate may establish and dissolve such standing and ad hoc committees as it, from time to time, determines necessary. On the recommendation of the Senate Bylaw, Policy and Procedure Committee, in consultation with the standing/ad hoc committee in question, the Senate will determine for each committee the mandate, the membership, the method of appointment or electing its members, the number of voting members, and its Terms of Reference. ~~The Senate will determine the mandate and membership of each of these committees.~~

**Commented [CM6]:** Would require a modification to the SBPP Terms of Reference

**8.2** The Senate will ratify the membership of the Senate committees.

**8.3** The membership of the Senate committees will be reviewed by the Secretary of the Senate and vacancies announced at a regularly scheduled Senate meeting. ~~Membership of the Senate committees will be reviewed and vacancies filled at a regularly scheduled Senate meeting. Voting members of the Senate and alternate non-voting faculty members of the Senate may stand for election to the Senate's committees where the members are required to be the Senate members. Subject to the restrictions of particular committees, the Senate may appoint non-members of Senate to committees.~~

**8.3.1 Appointment of Senator Members to Committees**

Both voting members of the Senate and alternate non-voting faculty members of the Senate may be appointed to the Senate's committees where the members are required to be Senate members. Following annual elections, the Registrar, as Secretary of the Senate, will request that Senate members submit their preferences for committees. The Secretary of Senate will bring forward the nominations to the Senate and the committee Chairs for ratification.

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**8.5** Committee Chairs will review the committee Terms of Reference at least every three (3) years and submit proposed revisions to the Senate's Bylaw, Policy and Procedures Committee for approval by Senate. The Secretary of the Senate will determine the schedule for the review of committee Terms

**Commented [CM7]:** Would require a modification to SBPP's Terms of Reference

of Reference in consultation with the Vice-Chair of Senate.

~~8.5~~ 8.6 The Chairs of the following Senate committees will receive release time to fulfill their role as Chair, subject to these bylaws and to special needs as the University may, from time to time, determine:

- a. Senate Academic Planning and Program Review Committee;
- b. Senate Bylaw, Policy and Procedure Committee;
- c. Senate Curriculum Committee
- d. Teaching and Learning Committee.

~~8.6~~ 8.7 Release time is also subject to budgetary approval by the Board of Governors, and will be assigned as follows:

~~8.6.1~~ 8.7.1 If a chair is a faculty member, the release time will be no fewer than 0.5 sections per term.

~~8.6.2~~ 8.7.2 If a chair is a staff member other than an administrative position, the workload will be equivalent to 12.5% of the employee full-time position and will be allocated under the direction of the appropriate administrator. If the staff member is part-time, the release time will be prorated based on a full-time position and will be allocated under the direction of the appropriate administrator.

~~8.6.3~~ 8.7.3 If a chair is a staff member in an administrative position, the appropriate workload will be adjusted by the nominee and the President.

~~8.6.4~~ 8.7.4 For a student chair, the remuneration of a monthly stipend would need to be arranged in advance of the first committee meeting.

~~8.7~~ 8.8 The Chair of any Senate committee will notify the Senate at the next Senate meeting when a committee seat needs to be filled. ~~vacancy arises on the committee.~~

~~8.8~~ 8.9 To be fair to the committee's other members, elected members who are absent for three (3) committee meetings per appointment year, with or without notice, will be deemed to have resigned from the committee by the committee Chair, who will inform the Secretary of the Senate. ~~The seat of any committee member who fails to attend three (3) meetings per appointment year, with or without notice, will be declared vacant by the Chair of the committee as per the Senate Election Procedures.~~

## Article 9 Conflict of Interest

9.1 A conflict of interest arises when a Senate member uses, or has the potential to use, their position on the Senate to benefit themselves, friends, family, their business or professional interests, or otherwise compromise their dedication to the interests of the University. A conflict of interest can be actual, potential, or apparent, and may be financial or otherwise. For this purpose:

9.1.1 An “**actual conflict of interest**” is a situation where the personal interest actually conflicts with the Senate member’s obligations to the University.

9.1.2 A “**potential conflict of interest**” is a situation where the personal interest has not yet conflicted with the Senate member’s obligations to the University but might be expected to.

9.1.3 An “**apparent conflict of interest**” is a situation where a real or potential conflict of interest may or may not exist, but it would appear to a reasonable person that the member is in a conflict of interest.

**9.2** The Senate members must arrange their private affairs and conduct themselves in a manner to avoid a conflict of interest.

**9.3** In cases where a conflict of interest exists, or cannot be avoided, a Senate member must disclose the nature and extent of the conflict prior to discussion or decision about a matter. A member who has a conflict of interest will not vote on any matter involving the conflict and may be required to withdraw from any meetings at which the matter is discussed.

**9.4** Any Senate member who perceives another member to be in a conflict of interest in a matter under consideration must identify the perceived conflict to the Senate at the first opportunity. The Senate should determine by majority vote whether or not a conflict of interest exists, and the member perceived to be in conflict should refrain from voting.

**9.5** Where a conflict of interest is discovered or disclosed after consideration of a matter, the Senate will decide whether or not the involvement of the member with the conflict influenced that decision. If the Senate determines that involvement of said member influenced the decision of the matter, the Senate will reconsider the decision and may confirm it, rescind it, or vary it.

**9.6** The Senate will have the power to take action directed toward a Senate member deemed to have failed to declare a conflict of interest.

**9.7** Any decision by the Senate as to whether or not a conflict of interest exists with respect to any person, or as to the interpretation or application of these bylaws, is final and binding.

**Article 10** ~~The~~ **Senate Finances**

**10.1** The Chair and the Vice-Chair will authorize expenditures for the Senate, including expenses incurred by members and the Senate committees in carrying out the Senate functions.

**Article 11** **Amendment of Bylaws**

**11.1** By giving notice of a motion at a regular meeting of the Senate these bylaws may be amended at a subsequent regular meeting of the Senate, subject to the Act. Resolutions for amendments to the bylaws require a two-thirds majority vote



**SENATE CURRICULUM COMMITTEE  
RESOLUTION MEMO**

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**DATE:** February 23, 2023  
**TO:** Paul Dangerfield, Chair, Senate  
**FROM:** Deb Jamison, Chair, Senate Curriculum Committee

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The following motions were carried by the Senate Curriculum Committee at its meeting on February 17, 2023:

- 23/15** Cap Core designation under the heading *Numeracy*, as well as Quantitative/Analytical designation, to COST 200 – Costume Cutting and Construction III be recommended to Senate for approval.
- 23/16** The revisions to the Accounting Assistant Certificate be recommended to Senate for approval.
- 23/17** The new programs, Post-Baccalaureate Diploma in Financial Planning, Post-Baccalaureate Certificate in Financial Planning, and Post-Baccalaureate Certificate in Financial Planning Professional, be recommended to Senate for approval.
- 23/18** The revisions to the Bachelor of Motion Picture Arts Degree program profile be recommended to Senate for approval.

A handwritten signature in blue ink that reads "Deb Jamison".

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Deb Jamison, Chair  
Senate Curriculum Committee

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Paul Dangerfield  
Chair, Senate

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Date: Feb 23, 2023

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Date: