



## SENATE MEETING

Tuesday, January 10, 2023 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

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**Present:** Robert Thomson (Vice-Chair), Deanna Baxter, John Brouwer, Rose Anza Burgess, Graham Cook, Sue Dritmanis, Iana Dokuchaeva, Lara Duke, Brian Ganter, Christy Goerzen, Kyle Guay, Deb Jamison, Manpreet Kaur, Anthea Mallinson, Amina El Mantari, Brad Martin, Corey Muench, Lesley Nelson, Christina Neigel, Ramin Shadmehr, Dennis Silvestrone, Laureen Styles, Jason Tam, Michael Thoma, Diana Twiss, Kyle Vuorinen, Stephen Williams, Recorder: Mary Jukich

**Regrets:** Paul Dangerfield, Victor Gelano, Maia Lomelino

**Guests:** Eduardo Azmitia, Manpreet, Micki McCartney

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

As a result of Essya Nabbali's resignation, Deanna Baxter assumed the voting seat for the Faculty of Arts & Sciences.

Khwaish Kochhar, voting student, has resigned from Senate.

Graham Cook was acknowledged for serving as the Acting Dean for the Faculty of Arts and Sciences.

Senators were reminded of the vacancies on the subcommittees, and encouraged to canvass their areas for volunteers.

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

*Robert Thomson moved and Diana Twiss seconded:*

To adopt the agenda.

**CARRIED**

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

*Laureen Styles moved and Dennis Silvestrone seconded:*

To adopt the December 6, 2022 minutes.

**CARRIED**



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#### 4. Correspondence Received

No correspondence was received.

#### 5. Business Arising

None.

#### 6. New Business

##### 6.1 Course Discontinuances – Advice from Senate to the Board of Governors

*Presented by: Laureen Styles*

As part of regular curriculum review at program or departmental levels, and in conjunction with the regular review in the Registrar's Office that provides course data on the last time a course was offered, the Faculty of Business & Professional Studies brought forward a request to discontinue courses. Accordingly, at the meeting of the Board of Governors on November 29, 2022, the request for discontinuance of the list of courses was considered and the Board referred the recommendation of course discontinuances to Senate for advice. The recommendations from the two Schools in the Faculty of Business & Professional Studies, and all courses listed, were put forward and align with Board Policy [B.104: Discontinuance of Programs or Courses](#) and the related Senate policy [S2013-02: Teaching Out Suspended or Discontinued Programs](#).

*Laureen Styles moved and Dennis Silvestrone seconded:*

**23/01** Senate advise the Board of Governors that the courses listed in the January 10, 2023 Senate agenda package be discontinued.

**CARRIED**

##### 6.2 Indigenous Framework Update

*Presented by: Laureen Styles and Micki McCartney*

Micki McCartney, Acting Director, Indigenous Education and Affairs provided an update to Senate on the processes to date, highlighting the dialogue sessions that have taken place over the last two months within the University; with the local five territorial rights holder nations and Metis Nation; Indigenous students and the CSU, and representatives from the CFA. Beginning themes from the dialogues, as well as the significant input from September 2021 – April 2022 are being developed for addition dialogue, perspectives and input. Overall appreciation was



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shared for working being undertaken and the adjusting of pace in order to ensure fulsome processes.

#### 6.3 Graduates

*Presented by: Kyle Vuorinen*

The Registrar submitted a list of 421 graduates, verified by the Registrar's Office, to have met the graduation requirements of their program.

*Kyle Vuorinen moved and Kyle Guay seconded:*

**23/02** Senate approve the students from the five Faculties for their respective credentials for graduation.

**CARRIED**

#### 6.4 Senate By-election

*Presented by: Kyle Vuorinen*

As a result of Essya Nabbali's resignation from Senate, Deanna Baxter assumed the second voting seat from the Faculty of Arts and Sciences. In this regard, the call for nominations for the non-voting seat opened on January 5 and the election results will be announced on February 24.

### 7. Committee Reports

#### 7.1 Academic Planning and Program Review Committee

*Presented by: Sue Dritmanis*

The committee met on December 13, 2022 and approved the 2019/2020 program review cycle as complete for the following programs:

- Bachelor of Early Childhood Care and Education Degree
- Early Childhood Care and Education Diploma
- Early Childhood Care and Education Certificate
- Early Childhood Care and Education – Infant and Toddler Certificate
- Early Childhood Care and Education – Special Needs Certificate
- Early Childhood Care and Education Post Baccalaureate Diploma



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At the committee meeting, Aurelea Mahood, Director, Academic Initiatives Planning (AIP) also provided a presentation on proposed revisions and refinements to the program review process.

#### 7.2 Bylaw, Policy and Procedure Committee

*Presented by: Corey Muench*

The committee met on December 6, 2022 and continued work on the Academic Affiliations and Agreements policy as well as on the revisions to the Senate Bylaws.

##### 7.2.1 Senate Staggered Election Process

As background, faculty and staff Senators are elected to three-year terms on Senate; however, currently, the elections take place for all Senators in the same year. When all Senate elections are held in the same year, there is the possibility for a large amount of turnover and vacancies all at once – a challenge for good governance. Valuable institutional knowledge can be lost, and without experienced peers to provide guidance, new Senators can have a unnecessarily steep learning curve. In addition, an environmental scan of peer institutions shows that they all have staggered Senate elections.

Senate was presented with the proposed process to transition to staggered elections for faculty. The process would enable each of the five Faculties to decide on a process to assign their three faculty Senators to one of three categories: early election, regular election, and later election. Once completed, a report will be brought back to Senate on what each Faculty decides and moving forward the University will also undertake necessary communication with the Ministry of Post-secondary Education and Future Skills.

Senate was also informed that there will be further review of the possibility of also staggering staff Senator elections.

*Corey Muench moved and Deb Jamison seconded:*

**23/03** Senate approve the proposed process for staggering faculty Senator elections with further review of the possibility of staggering staff Senator elections.

**CARRIED**



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#### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

##### 7.3.1 Resolution Memorandum

The resolutions brought forward from the December 9, 2022 Senate Curriculum Committee meeting were presented to Senate for approval.

Resolution #22/77 was removed from the approval as the resolution was with respect to the meeting format of the committee.

*Deb Jamison moved and Lara Duke seconded:*

**23/04** Senate approve SCC Resolutions 22/72 to 22/76.

**CARRIED**

#### 7.4 Teaching and Learning Committee

*Presented by: Diana Twiss*

The committee met on December 13, 2022 and Micki McCartney, Regional Director, Kálah-ay Sunshine Coast Campus and Acting Director, Indigenous Education and Affairs Office provided a progress report on the Indigenous framework as well as seeking input and perspectives.

Various reports were presented at the committee meeting, and some key highlights included the announcement that Brit Paris was appointed as the new Director, Teaching and Learning, and that the policy and procedures for Research Centres has undergone considerable cross-campus consultation, and will be posted on Frontlines for further feedback.

#### 7.5 Budget Advisory Committee

*Presented by: Michael Thoma*

The committee met on December 15, at which time the committee received two reports: the quarter 3 forecast and the draft budget version 1 for Fiscal 2023/24.

The quarter 3 forecast is a deficit of \$2 million, which is similar to the quarter 2 forecast. As in previous years, a forecast will be done in January to take into



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consideration Spring 2023 term actual enrollments and update the forecast on expenses based on December actuals compared to quarter 3 forecast.

The draft budget version 1 for Fiscal 2023/24 has an annual deficit of \$6.7 million which includes the enrollment assumption of maintaining enrollments achieved in this fiscal year. The goal was to have a balanced budget for Fiscal 2023/24; however, it will take an additional year for the university to recover from the international enrollment declines. The Ministry has communicated that this their expectation as well and thus they will support approvals on deficit budgets.

The next steps on the budget will be to estimate what increases in international enrollment can be achieved next year and to incorporate this into the final budget. It is anticipated that the final budget will be a deficit budget but the deficit will come down from the version 1 deficit of \$6.7 million. A note that the Ministry's forecast report requires forecast information for the current fiscal year plus three future years.

The next committee meeting is scheduled for February 2, 2023.

#### 8. Other Reports

##### 8.1 Senate Chair

A report was not provided as Paul Dangerfield was not in attendance.

##### 8.2 Senate Vice-Chair

Robert Thomson reported that on December 19<sup>th</sup>, he served on the selection committee for the Alumni Awards of Excellence.

##### 8.3 VP Academic and Provost

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

- For the spring 2023 term, there is noticeably more students on campus compared to last Spring with approximately 85% of courses in person and the remainder in mixed mode or online, as compared to spring 2022 wherein 65%



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of courses were in person. International student numbers have increased; however, domestic student numbers are relatively flat.

- Graham Cook was acknowledged for serving as the acting Dean for the Faculty of Arts and Sciences. The new dean, Dr. Tracy Penny Light will be joining the university as of February 1<sup>st</sup>.

#### 8.4 Board Report

A report was not provided as the Board has not met since the last Senate meeting.

#### 8.5 Elder Report

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

#### 9. Discussion Items

No discussion items were presented.

#### 10. Other Business

No other business was presented.

#### 11. Information Items

Eduardo Azmitia, guest, President of the CFA, provided a brief summary of past events at the campus, including the Asian Heritage month, the Women's History month, and upcoming events some of which will include Black History month in February.

The meeting was adjourned at 5:20 pm.

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

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