



SENATE REGULAR MEETING

Tuesday, December 6, 2022 4:00 – 6:00 pm
Capilano University – Library Room 322

AGENDA

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 November 1, 2022 Minutes – Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
6. **New Business**
 - 6.1 Results of Student Election – *Information* Kyle Vuorinen
 - 6.2 Extension of Duolingo English Test Acceptance – *Information* Kyle Vuorinen
Schedule 6.2
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Information* Robert Thomson
 - 7.2 Bylaw, Policy and Procedure Committee – *Information* Corey Muench
 - 7.3 Curriculum Committee – *Decision*
 - 7.3.1 Resolution Memo Deb Jamison
Schedule 7.3.1
[November 18 Agenda Package](#) / [November 18 Draft Minutes](#)
 - 7.4 Teaching and Learning Committee – *Information* Diana Twiss
 - 7.5 Budget Advisory Committee – *Information* Michael Thoma



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8. Other Reports

- | | |
|--|-------------------|
| 8.1 Chair of Senate - <i>Information</i> | Paul Dangerfield |
| 8.2 Vice Chair of Senate – <i>Information</i> | Robert Thomson |
| 8.3 VP Academic and Provost – <i>Information</i> | Laureen Styles |
| 8.4 Board Report – <i>Information</i> | Rose Anza Burgess |
| 8.5 Elder Report - <i>Information</i> | Elder Latash |

9. Discussion Items

10. Other Business

11. Information Items



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- Present:** Paul Dangerfield (Chair), Deanna Baxter, John Brouwer, Rose Anza Burgess, Sue Dritmanis, Iana Dokuchaeva, Brian Ganter, Victor Gelano, Christy Goerzen, Kyle Guay, Deb Jamison, Anthea Mallinson, Brad Martin, Corey Muench, Lesley Nelson, Dennis Silvestrone, Lauren Styles, Jason Tam, Michael Thoma, Robert Thomson, Diana Twiss, Recorder: Mary Jukich
- Regrets:** Graham Cook, Lara Duke, Khwaish Kochhar, Maia Lomelino, Essya Nabbali, Christina Neigel, Ramin Shadmehr, Kyle Vuorinen
- Guests:** Eduardo Azmitia, Jordon Lovig, CSU staff and executives (Chris Girodat, Josh Thomas, Aryanna Chartrand, Marko Cosic, Manpreet)
-

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.

In the absence of Kyle Vuorinen, Jordon Lovig attended the meeting to present agenda item #6.1, Academic Schedule.

In the absence of Essya Nabbali, Deanna Baxter assumed voting rights for the Faculty of Arts and Sciences.

2. Approval of the Agenda

Paul Dangerfield moved and Kyle Guay seconded:

To adopt the agenda.

CARRIED

3. Approval of the Minutes

Paul Dangerfield moved and Diana Twiss seconded:

To adopt the October 4, 2022 minutes.

CARRIED

4. CSU Presentation

Representatives from the Capilano Students Union provided a presentation and overview of the work and activities that are underway at the CSU for this year.



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5. Correspondence Received

No correspondence was received.

6. Business Arising

6.1 Annual Academic Schedule

Presented by: Jordon Lovig

The 2023/2024 Academic Schedule was presented to Senate for information. It was noted that on the Schedule February 21 and February 22 have been identified for convocation however, the university was not planning for a winter convocation as convocation ceremonies are currently scheduled only for June.

On discussion, a concern was raised with respect to the fall study day, with a desire for a Fall reading/study week. It was suggested that the Bylaw, Policy and Procedure committee, in consultation with the Registrar's Office, explore options for a week long fall break. As the Academic Schedule was brought to Senate for information, the request will be brought to the Registrar's Office for their consideration, and subsequently to the Bylaw, Policy and Procedure committee.

A further concern was raised with starting classes on January 3 (2023) and the possible impact to the mental health and the wellbeing of students, faculty and staff. This item will also be brought to the Registrar's Office for review and consideration for future years for the start of Spring term classes in context of the Academic Schedule policy.

6.2 Volunteers for Senate Subcommittees

Presented by: Paul Dangerfield

Senators were requested to consider volunteering for the remaining vacancies on the subcommittees, particularly student representatives for the Budget Advisory committee and the Tributes committee.

7. New Business

None.

8. Committee Reports

8.1 Academic Planning and Program Review Committee



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Presented by: Sue Dritmanis

The committee met on October 11 and reviewed the 1-year progress report for the following:

- Local Government Administration Certificate
- Local Government Administration Certificate (Advanced)
- Local Government Administration Diploma
- Local Government Leadership Development Certificate

In addition, the committee approved the 2021-22 program review cycle as complete for the Education and Employment Access Certificate.

8.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The committee met on October 25 and reviewed the Privacy and Access to Information Policy, as well as the related Privacy Breach Procedure, Privacy Complaints Procedure and the Right to Request Correction Procedure. Although the policy was not a Senate or academic policy, at the request of the Policy and Privacy Office, the committee undertook a review of the documents and provided feedback.

The Policy and Privacy Office will be undertaking further consultation and the documents will be posted on Frontlines. Everyone was encouraged to provide any additional feedback through the open call on Frontlines.

8.3 Curriculum Committee

Presented by: Deb Jamison

8.3.1 Resolution Memorandum

The resolutions brought forward from the October 21, 2022 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Kyle Guay seconded:

22/32 Senate approve SCC Resolutions 22/65 to 22/66.

CARRIED



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8.4 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on October 18 and discussion was around preparing for the digital learning framework, and the importance of the ethics and value based approach.

The Office of Indigenous Education and Affairs will be attending the November 15 meeting for a presentation on the Indigenization framework.

8.5 Budget Advisory Committee

Deb Jamison, on behalf of the committee chair Michael Thoma, provided the following report:

The Senate Budget Advisory Committee (SBAC) met on October 20 and received the PSI (Post Secondary Institutions) Fiscal 2021-22 Final Year-end results, a Financial Update on the Fiscal 2022/23 Quarter 2 Forecast, and an update for Integrated Planning Fiscal 2023-24.

Tally Bains, VP Finance and Administration, presented the PSI Fiscal 2021-22 Final Year-end Results which highlighted the impacts of the pandemic on the sector by providing an overview of 25 post-secondary institutions. The majority, including Capilano University, budgeted a deficit position. However, the 2021/2022 actuals resulted in a surplus for most institutions, including Capilano University, although both actual revenue and expenses were below budgeted. The decrease in revenue was primarily due to lower international enrollment, and the decrease in expenses was primarily due to employees working at home.

The committee was also provided with a Financial Update on the Fiscal 2022/23 Quarter 2, which forecast an operating deficit of \$2 million. Although international enrollment is expected to increase, the forecast is still for a deficit budget for 2022/23. However, the University is expecting a balanced budget next year.

Toran Savjord (Vice President, Strategic Planning, Assessment and Institutional Effectiveness) provided an update on Integrated Planning Fiscal 2023-24. The 'roll over' budget remains in effect for another year to address the University deficit, and the ongoing uncertainty of the pandemic, but as we move forward budget



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assumptions will be informed by the theme for this year, which is 'Understanding and Improving the Full Student Lifecycle Experience'.

The committee will meet next on December 15.

9. Other Reports

9.1 Senate Chair

Paul Dangerfield provided the Senate Chair report, which included the following highlights.

During a recent trip to Ottawa, the Chair attended Universities Canada, and also had an opportunity to meet and work with government relations.

- At Universities Canada some of the discussions centered on internalization, and there were a series of presentations by senior officials from Immigration Canada on the challenges facing international students and the work being undertaken to improve the process for visas and study permits.
- There was also discussion around public discourse and some of the challenges globally, and as universities, how to ensure the truth was told and science and research was used. Universities Canada will be working collectively on getting the right tools and resources in order to move forward in the coming years.
- In addition, there were conversations with respect to the required work around climate action, and ensuring that smaller institutions have access to the same tools and resources as the larger institutions.
- The chair also had an opportunity to visit a number of Federal Ministries and discuss some of the key priorities at the federal level, including immigration, internalization, support for housing, employee and student housing, transportation, innovation and education as well as the funding envelopes available at the federal level.

8.2 Senate Vice-Chair



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Robert Thomson reported that as part of the Vice-Chair duties, he has completed one round of all subcommittee meetings, and acknowledged and appreciated the work of the Senators and contributions of students.

8.3 VP Academic and Provost

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

- BC Campus – a review as done over the last year and there is an expectation of recommendations coming out in the next few months. As a provincial resource, there are a range of activities that support effective teaching and scholarly teaching practice (e.g., offering faculty development, housing Open Education Resources, etc.) <https://bccampus.ca/about-us/>
- As communicated through Constant Contact to the university community and also with CSU, engagement on a draft Indigenous framework will be undertaken this month, intending that these sessions will be opportunities of dialogue and input. The draft will be shared as a preliminary set of commitments and possible actions.
- University digital learning framework planning is underway under the leadership of the vice-provost with an advisory committee to be formed over the next several weeks.
- Work-Integrated learning, as identified in the update with I2030, has seen positive development. 7 new courses have new WIL opportunities this Fall and continues under the good leadership of faculty who continue to take up this important approach to learning and collaborations with community partners.

8.4 Board Report

As the Board has not met since the last Senate meeting, a report was not provided. The next Board meeting is scheduled for Tuesday, November 29, 2022.

8.5 Elder Report

As 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

Eduardo Azmitia provided a brief summary of events at the campus, including a recent blanket and healing ceremony.

The meeting was adjourned at 5:09 pm.

Next Meeting: Tuesday, December 6, 2022

DRAFT

MEMO

To: Paul Dangerfield, President and Chair of Senate
Dr. Laureen Styles, Vice President, Academic & Provost
Toran Savjord, Vice President, Strategic Planning & Institutional Effectiveness

From: Kyle Vuorinen, Registrar

Subject: Acceptance of Duolingo English Test until Dec. 31, 2023

Date: November 29, 2022

cc: Chris Bottrill, AVP, Centre for International Experience
Brad Martin, Dean, Education, Health & Human Development
Corey Muench, Instructor and Workload Coordinator, EAP

DUOLINGO TEST OF ENGLISH

The University has been accepting the Duolingo Test of English on a temporary basis since the spring of 2020. The scores that we have been using are outlined in the chart below.

Currently, in some key overseas markets, IELTS centres are closing due to issues with test validity. Given this emergent problem CIE has requested that the University extend its temporary acceptance of the online Duolingo test.

A small sample of students who were admitted in Fall 2020 indicates that students admitted with Duolingo perform as well, or better, than students who have been admitted with traditional tests such as IELTS and TOEFL. Adjustments to the minimum acceptance score to 125 have been made to ensure we align with IELTS and other institutions requirements.

		ENG 100 final grade					CGPA			Total
		A	B	C	D	F	3 or higher	2 or higher	less than 2	
IELTS	number	87	208	198	112	84	211	354	173	738
	%	11.79%	28.18%	26.83%	15.18%	11.38%	28.59%	47.97%	23.44%	
DET	number	18	16	9	4	5	39	6	9	54
	%	33.33%	29.63%	16.67%	7.41%	9.26%	72.22%	11.11%	16.67%	

Conversations will continue in 2023 to determine the viability of adopting Duolingo on a permanent basis.

As per section 4.4 of the Admissions Policy, I ask that Senate accept as information an extension of the acceptance of the Duolingo Test of English on a temporary, emergency basis, through to the end of the Fall 2023 semester with the following scores:

IELTS/TOEFL	Duolingo	Sample program areas
IELTS 6.5/iBT 83	125 or higher w. no sub-score less than 115	Standard admissions (all degrees, diplomas – except those noted below), and certificates)
IELTS 6.0/iBT 75	100 or higher	Post-Baccalaureate Diploma in Global Tourism and Hospitality
IELTS 5.5/iBT 67	90 or higher	Tourism Management Diploma for International Students





**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: November 21, 2022
TO: Paul Dangerfield, Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on November 18, 2022:

- 22/67** The two new courses, LAW 375 – Data Protection & Cyber Security Law and LAW 380 – Tech Startup Law, as well as Cap Core designation under the heading *Science and Technology* for LAW 380 – Tech Startup Law, be recommended to Senate for approval.
- 22/68** The revisions to the Bachelor of Legal Studies (Paralegal) Degree and the Paralegal Certificate program profiles be recommended to Senate for approval.
- 22/69** The revisions to the admission requirements for the Paralegal Certificate be recommended to Senate for approval.
- 22/70** An increase in the amount of credits for CECP 051 – Community Education and Career Planning Provincial from one credit to two credits be recommended to Senate for approval.
- 22/71** The prerequisite revision to KINE 405 – Exercise Management in Symptomatic Populations be recommended to Senate for approval.

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

Deb Jamison
Chair, Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: Nov. 21, 2022

Date: