

The Role of a University Senator

As an elected Senator, you are now a member of the Capilano University Senate, which is one half of a bicameral governance model that includes both the Senate and the Board of Governors.

Bicameral governance separates decision-making between two distinct governance bodies, one academic (normally referred to as a senate) and the other administrative (board of directors or governors). . . . The key principle underlying bicameralism is the notion of 'shared governance' (Jones, 2011, p.6). Governance is shared in that the responsibility for academic decisions is made by a senate composed of faculty, students, academic administrators and other relevant constituencies, while responsibility for administrative decisions is vested in and independent board composed of lay members with some representation from internal constituencies. For bicameralism to result in effective decision-making, clear communication between the academic and administrative decision-making bodies and clearly articulated roles and responsibilities for each governance body are required.¹

The Senate is established in conformity with the [University Act](#), and is responsible for policies concerning student evaluation, withdrawal, academic standing, appeals, grading, awards for excellence and curriculum content. The Board of Governors obtains advice from Senate on a variety of matters. Senate meets approximately monthly to fulfill its responsibilities. It is composed of 26 voting representatives, including the following:

Ten faculty, five deans, four students, two staff, Chancellor, President, one Academic Vice-President, University Librarian, and one alumni member appointed by the President.

In addition, the Senate has as non-voting members a Board member and representatives of the Faculty, Staff and Student Unions. Each Faculty has alternate member who becomes a voting member when one of the voting members of that Faculty is away. As a Senator you are voice on behalf of your area and bring a perspective from the people whom you represent. You are also both a conduit for the flow of information from Senate to your area and a channel of communication from your area to the Senate. However, your overarching responsibility is to serve the best interests of the university.

A good Senator

- Is informed and prepared;
- Attends and actively participates in all meetings;
- Understands the University Act, by-laws and relevant policies;
- Knows the Strategic mission, goals and values of the institution;
- Understands the governance structure of the university;
- Serves on Senate sub-committees as needed;
- Works in the interests of the institution as a whole

¹ Source: http://journey.sheridancollege.ca/assets/whitepapers/Governance_White_Paper.pdf

Schedule of Meetings

Frequency:

Senate meets on the first Tuesday of every month at 4:00 pm except for January, May, July, August and September when meeting dates may be adjusted.

Location:

Meetings are held in Room LB322 unless otherwise noted.

Agenda:

The Senate Agenda Package will be sent out by the Senate Administrative Assistant one week prior to the meeting. Agenda items must be submitted at least one week in advance of the meeting.

| 2023 – 2024 Academic Year | |
|---------------------------|---|
| Senate Meeting | Deadline for Submission of Agenda Items- Noon |
| August 15 | August 8 |
| September 5 | August 29 |
| October 3 | September 26 |
| November 7 | October 31 |
| December 5 | November 28 |
| January 9 | January 2 |
| February 6 | January 30 |
| March 5 | February 27 |
| April 2 | March 26 |
| May 14 | May 7 |
| June 4 | May 28 |
| July – No Meeting | |

Senate Bylaws (Approved at Senate on December 3, 2019)

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. 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 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;
- 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;
- 2.2.1.1 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 Procedure.

2.4 Duties of Members of the Senate 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, rather than the wishes of the constituency the member has been elected to represent on the Senate.

Article 3 Election of the Vice-Chair of the Senate

- 3.1** Election of the Vice-Chair will occur annually, as stated in the Senate Election Procedure.
- 3.2** All voting members and alternate non-voting faculty members of the Senate are eligible to nominate;
- 3.3** 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** In the absence of the Chair, the Registrar will assume the role of Chair to conduct the election of the Vice-Chair.
- 3.5** The election process will be as follows:
 - 3.5.1** The Nominating Committee, whose role is to submit a minimum of one nomination for Vice-Chair, will present its report.
 - 3.5.2** Nominee(s) accept or reject the nomination.
 - 3.5.3** The Chair calls for further nominations.
 - 3.5.4** Additional nominees accept or reject the nomination (if any).
 - 3.5.5** The Chair calls for further nominations twice.
 - 3.5.6** If there are no further nominations, the Chair declares nominations closed.
 - 3.5.7** Candidates may make short oral statements.
 - 3.5.8** If there is only one candidate, they are acclaimed.
 - 3.5.9** If there is more than one candidate:
 - 3.5.9.1** voting will be conducted confidentially by paper ballot cast in person by voting members of the Senate;
 - 3.5.9.2** a majority of ballots cast is required for election;
 - 3.5.9.3** 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 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 The Vice-Chair will assume office on a date determined by the Senate.

3.7 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 For a faculty Vice-Chair, the release time will not be less than one section per term.

3.7.2 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 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 For a student Vice-Chair, the remuneration will not be less than \$500 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.

Article 6 Attendance at the Senate Meetings

- 6.1 The Senate members are expected to attend all meetings. 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.
- 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. The Senate will determine the mandate and membership of each of these committees.
- 8.2** The Senate will ratify the membership of the Senate committees.
- 8.3** 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.
- 8.4** 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** 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 By-law, Policy and Procedure Committee;
 - c. Senate Curriculum Committee.
- 8.6** Release time is also subject to budgetary approval by the Board of Governors, and will be assigned as follows:
- 8.6.1 If a chair is a faculty member, the release time will be no fewer than 0.5 sections per term.
- 8.6.2 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 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 For a student chair, the remuneration of a monthly stipend would need to be arranged in advance of the first committee meeting.

8.7 The Chair of any Senate committee will notify the Senate at the next Senate meeting when a vacancy arises on the committee.

8.8 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 Committees

Academic Planning and Program Review Committee

MANDATE

- To review and make recommendations on program and course review.
- To review performance measure data and recommend needed actions.
- To review and make recommendations on matters of academic planning.

MEMBERSHIP

Voting: Chair of Senate, Vice-Chair of Senate, VP Academic & Provost, one Dean, eight Faculty members, two Staff, and two Students.

Non-Voting: Two Administrators, Manager Institutional Research or designate.

Budget Advisory Committee

MANDATE

- To review the University's annual budget with respect to its impact upon the University's programs and educational services.
- To make recommendations to the President sufficiently in advance of the adoption of each University budget as to allow SBAC's recommendations to be considered by the President in making budget decisions.
- To request, receive and review data and make recommendations in a timely manner to the President as deemed appropriate in relation to the University budget.
- To recommend to Senate a draft Senate operations budget, in accordance with Ministry guidelines and University policies.
- To report to Senate on its activities.

MEMBERSHIP

Voting: Chair of Senate, Vice-Chair of Senate, one Administrator, three Faculty members, one Staff, and one Student.

Non-Voting: VP Finance and Administration

By-Law, Policy and Procedure Committee

MANDATE

- To advise Senate on needed revisions to policy, by-laws and procedure.
- To advise Senate on matters of academic policy.

MEMBERSHIP

Voting: Chair of Senate, Vice Chair of Senate, one Administrator, three Faculty members, one Staff, two Students.

Non-Voting: One Administrator.

Curriculum Committee

MANDATE

To review all course and program proposals and revisions to ensure that programs are consistent with the mission and goals of the University.

To ensure that all programs and courses meet acceptable standards.

To ensure that courses and programs follow Senate policy.

MEMBERSHIP

Voting: Chair of Senate, eight Faculty members (at least one from each Faculty), two Staff, two Students, VP Academic & Provost, one dean.

Non-Voting: Two additional administrators and the Manager of Institutional Research or designate.

Naming Opportunities Committee

MANDATE

To act on behalf of Senate to fulfill its responsibilities regarding the advice for the naming of buildings, spaces and programs as outlined in B.301 and B.305, and in Section 27(2)(d) of the University Act.

MEMBERSHIP

Voting: Chair of Senate, Vice-Chair of Senate, one Administrator, three Faculty, one staff, and one student.

Non-Voting: Executive Director, Advancement

Nominating Committee

MANDATE

- To solicit interest for the Vice-Chair of Senate position at least one month prior to their election:
- To submit a minimum of one nomination for the Vice-Chair position to the Senate for an election to be held in accordance with the Senate by-Laws.

MEMBERSHIP

Voting: One Administrator, two Faculty members, one Staff, one Student.

Self-Evaluation Committee

MANDATE

- To design and administer measures by means of a survey or other instruments as deemed appropriate to collect information concerning the performance of Senate's duties as mandated by the University Act with regard to its efficiency, procedures and outcomes.
- To communicate this information to Senate and identify and make recommendations as appropriate.

MEMBERSHIP

Voting: One Administrator, three Faculty members, one Staff and one Student.

Teaching and Learning Committee Mandate and Structure

MANDATE

- To advise the Senate and provide institutional oversight on policies and practices related to teaching and learning.
- To advise the Senate on the evaluation of the quality of teaching and learning and the assessment and evaluation of student learning.
- To advise the Senate on educational technology and other resources that support teaching and learning, including open learning resources and practices.
- To consult with, and to be consulted by, the Centre for Teaching Excellence (CTE), the Teaching and Learning Council, Information Technology (IT), the Creative Activity, Research and Scholarship (CARS) Office, the Office of Indigenous Education and Affairs, Deans, and other areas of the university on initiatives that relate to teaching and learning.
- To establish such subcommittees as needed to fulfill the Committee's responsibilities.
- Other duties as assigned by the Senate.

MEMBERSHIP

Voting Members

The voting members consist of eleven members appointed by Senate and include the Chair of Senate, Vice-chair of Senate, one Administrator, five faculty members, one Librarian, one Staff, one Student.

Non-Voting Members

The non-voting members consist of the Administrator, Centre for Teaching Excellence (CTE), Administrator, Information Technology (IT), Administrator, Creative Activity, Research and Scholarship (CARS), Executive member, Capilano Student Union, Administrator, Indigenous Education and Affairs

Tributes Committee

MANDATE

- To develop and periodically review criteria and procedures for the recommendation of candidates for Honorary Degrees.
- To recommend to Senate candidates for Honorary Degrees.
- To recommend to Senate candidates for Faculty Emeritus following existing criteria and procedures (see [S1999-06](#)).
- To periodically review criteria and procedures for the recommendation of candidates for Faculty Emeritus.

MEMBERSHIP

Voting: Chair of Senate, one Administrator, three Faculty, one staff, one Student.

Non-Voting: Executive Director, Advancement.

Robert's Rules of Order - Summary Version

For fair and orderly meetings

Robert's Rules provides for a common set of rules and procedures to facilitate the decision-making process for deliberative bodies – including university boards and senates, non-profit and corporate boards, and professional associations. Robert's Rules is designed to provide for constructive and democratic meetings that respect the right of the majority to make decisions – it is designed to help, and not hinder, the work of the group. An unduly strict approach with Robert's Rules should never be used to create barriers to intimidate senators or to limit full participation.

Guidelines

- You can speak at a meeting by getting the chair's attention (at senate meetings, usually by raising your hand); the chair needs to "recognize" you (i.e., call upon you) to speak.
- Whoever moves the motion is generally entitled to speak to it before anyone else.
- Discussion on something does not begin until a motion has been moved and seconded.
- Remarks during discussions must be courteous and professional – debate ideas, not people.
- If no one else wants to participate in the debate, the chair then proceeds to the vote.
- The agenda is just recommended business; it belongs to, and can be changed by, the senate.

So how does it work?

1. The president (or the vice-chair) calls for an agenda item (e.g., "Approval of New Faculty").
2. A senator raises their hand, and the president (or vice-chair) calls on them to speak.
3. The senator, now having "the floor," moves a motion.
(For example: "I move that Senate approve the creation of the Faculty of Mathematics.")
4. A second senator announces that they "second" the motion.
5. The president (or the vice-chair) repeats the motion, and starts recognizing senators for debate.
(It might sound like an extra step – but having the chair repeat it out loud assists staff and helps to avoid confusion, especially when the original "motion" was not a fully articulated sentence.)
6. The senator who originally moved the motion gets to speak before any other senators.
7. Senators are then recognized to speak by the president (or vice-chair) in turn. When it's a senator's turn to speak, they can either speak to the motion under discussion, or move an amendment to it. (An amendment is a proposal to modify an original motion in some way. The steps for discussion and decision on an amendment are the same as for any other motion.)
8. Every senator gets to speak twice on any motion – but you can only speak a second time if there are no other senators waiting to speak who have not yet had the chance to participate.
9. Once there are no more senators who wish to speak to the motion, the president (or the vice-chair) repeats the motion out loud again (so that we can be 100% sure that senators know what is being decided – especially if the debate has been long or if amendments have been moved).
10. The president (or the vice-chair) calls for votes in favour and in opposition, and then declares to senators whether the motion has been carried or failed. If a senator strongly disagrees with the majority opinion, they can then request that their vote be noted in the minutes.

Motions commonly encountered at senate

- A **main motion** brings new business before the senate for a decision.
- An **amendment** changes a main motion currently being considered by senate.
- A motion to **postpone**, if carried, pushes an item of business to the next meeting.
- A motion to **refer** can be used to send a motion back to a committee for more study.
- A motion to **recess** allows the senate to take a break.
- A motion to **adjourn** terminates the meeting.

Special rules to ensure meaningful participation

Robert's Rules of Order provides a few special mechanisms to make sure that meetings are accessible and easy to follow. You can even interrupt another senator to use these mechanisms – but use a lens of courtesy, discretion, and professionalism when determining when an interruption would be appropriate.

- If you need advice from the chair on how to do something (for example, if you forget how to refer a motion to one of senate's committees for more study), simply raise your hand and say **point of parliamentary inquiry**! You can then ask your question, and get the advice you need.
- If you urgently need an additional piece of information in order to participate fully in the discussion, you can raise your hand and make a **request for information**. A good example of when to use this might be when someone is using an acronym that you don't understand.
- If something is happening to stop you from participating fully and meaningfully (for example, the temperature in the room is unreasonable, or there's loud noise or cross-conversation), you can raise a **point of personal privilege**. The chair would then make a decision about how to address the issue, and would make the appropriate decisions or orders – no vote required.
- If you think that the rules are not being followed, and you think that it should be brought to the attention of the chair and your colleagues, you can raise a **point of order**. Once you explain your concern, the chair would then make the appropriate decisions or orders – no vote required (although the chair's decision can be overturned by a vote of senate).

Senate Policies & Procedures

- **NOTE:** all university policies and procedures are posted on the main [policy page](#).

Academic Agreements - Senate Policy S2015-01

Guidelines for entering into academic agreements with other educational institutions, governments, Aboriginal organizations, community-based organizations, businesses or individuals to enhance the range and/or quality of educational opportunities available to students.

Academic Freedom: Senate Policy S2003-01

Defines Academic Freedom and the rights and responsibilities of Faculty members in relation to Academic Freedom.

Academic Honours: Senate Policy S1989-02

Differentiates between the different types of academic honours that exist at Capilano University.

Academic Standing: Senate Policy S2003-03

Provides direction regarding the assessment of student academic performance during their studies at Capilano University.

Access and Accommodation Policy for Students with Disabilities: Senate Policy S1999-09

Outlines eligibility and processes for identifying and supporting students with disabilities. First point of contact is the Accessibility Services office.

Attendance: Senate Policy S1990-01

Outlines minimum requirements regarding class attendance and notes that attendance expectations and penalties must be articulated on course outlines.

Academic Integrity: Senate Policy S2017-05

Provides definitions and outlines University policy and practices for responding to first and subsequent incidences of cheating and plagiarism.

Course Outlines of Record and Course Syllabi: Policy S2009-06

Provides direction regarding the development, components and the approval process for the course

Course Numbering and Credit Level: S2020-02

Outlines the specifications of academic course numbering level and credits

Definition of a Full Time Student: Senate Policy S2002-04

Provides guidance regarding the criteria used for Capilano University enrolment purposes.

Educational Qualifications: Senate Policy S2006-02

Outlines the education qualifications required to teach at Capilano University

Faculty Emeritus: Senate Policy S1999-06

Defines Emeritus designation for faculty retirees and sets the criteria for its bestowal.

Final Examinations: Senate Policy S2017-02

Outlines the principles that govern final examinations and their administration for the University's credit courses.

Final Grade Appeal: Senate Policy S2018-01

Offers recourse to a student who has material evidence to show that an inappropriate final grade has been assigned. This policy outlines the principles and governs the procedures for student appeals of final grades in credit courses at Capilano University.

Grade Assignment During an Academic Disruption: Senate Policy S2016-01

Outlines how grades will be assigned when normal learning and assessment are disrupted.

Grade Change Time Limit: Senate Policy S1990-02

Establishes four months as the casual time limit for an extension to course completion for students in extenuating circumstances.

Grading Profile: Senate Policy S2017-01

Provides direction regarding the grading of all credit courses at Capilano University

Graduation: Senate Policy S2017-04

This policy provides direction regarding the university requirements for graduation from credit-based programming.

Honorary Degrees – S2010-01

Defines the types of honorary degrees conferred, criteria for candidates, and selection process.

Posthumous Credential: Senate Policy S2011-02

Provides direction regarding the awarding of posthumous credentials at Capilano University.

Prior Learning Assessment Policy: Senate Policy S2002-03

Provides guidelines and parameters for assessing and granting credit for learning that a student has gained through prior life and work experience.

Repeated Courses: Senate Policy S2003-02

Defines parameters around students taking courses for a second or third time.

Research Ethic Policy Research with Human Participants: Senate Policy S2021-02

Outlines the ethics, expectations, and responsibilities for conducting research on human subjects.

Student Awards: Senate Policy 2018-02

This policy relates to the establishment, criteria development, definitions, equitable competition, and fair and wide distribution of funding for all Student Awards administered by the Registrar's Office at the University and for all Prizes administered by program and/or Faculty areas at the University.

Teaching Out Suspended or Discontinued Programs: Senate Policy S2013-02

Provides direction regarding the teaching out for students currently enrolled in programs that are discontinued.

Transfer Credit Policy: Senate Policy S2013-01

Provides definitions and guidelines for assessing and granting transfer credit, including the recommendation that, wherever possible, assigned credit shall be granted.

Other Useful Links

[Confidentiality - Freedom of Information and Protection of Privacy Act](#) - BC Government

[Degree Authorization](#) - Ministry of Advanced Education

[University Act - Special Teaching Universities](#) - BC Government

[CFA Collective Agreement \(log into Frontlines\)](#)

[MoveUP Collective Agreement \(log into Frontlines\)](#)

The University Act

Extractions from the University Act

Powers of board

- 27 (1) The management, administration and control of the property, revenue, business and affairs of the university are vested in the board.
- (2) Without limiting subsection (1) or the general powers conferred on the board by this Act, the board has the following powers:
- (a) to make rules for the meetings of the board and its Transactions;
 - (b) to elect from among its members appointed by the Lieutenant Governor in Council a chair, and, when necessary, an acting chair;
 - (c) to appoint a secretary and committees it considers necessary to carry out the board's functions, including joint committees with the senate, and to confer on the committees power and authority to act for the board;
 - (d) in consultation with the senate, to maintain and keep in proper order and condition the real property of the university, to erect and maintain the buildings and structures on it that in the opinion of the board are necessary and advisable, and to make rules respecting the management, government and control of the real property, buildings and structures;
 - (e) in consultation with the senate, to provide for conservation of the heritage sites of the university, including any heritage buildings, structures and land of the university;
 - (f) with the approval of the senate, to establish procedures for the recommendation and selection of candidates for president, deans, librarians, registrar and other senior academic administrators as the board may designate;

(g) subject to section 28, to appoint the president of the university, deans of all faculties, the librarian, the registrar, the bursar, the professors, associate professors, assistant professors, lecturers, instructors and other members of the teaching staff of the university, and the officers and employees the board considers necessary for the purpose of the university, and to set their salaries or remuneration, and to define their duties and their tenure of office or employment;

(h) if the president is absent or unable to act, or if there is a vacancy in that office, to appoint an acting president;

(i) to consider recommendations from the senate for the establishment of faculties and departments with suitable teaching staff and courses of instruction;

(j) subject to section 29 and with the approval of the senate, to provide for the establishment of faculties and departments the board considers necessary;

(k) to provide for chairs, institutes, fellowships, scholarships, exhibitions, bursaries and prizes the board and the senate consider advisable;

(l) to receive from the president and analyze and adopt with or without modifications the budgets for operating and capital expenditure for the university;

(m) to set, determine and collect the fees

(i) to be paid for instruction, research and all other activities in the university,

(ii) for extramural instruction,

(iii) for public lecturing, library fees, and laboratory fees, (iv) for examinations, degrees and certificates,

(v) for the use of any student or alumni organization in charge of student or alumni activities, and

- (vi) for the building and operation of a gymnasium or other athletic facilities;
- (n) to pay over
 - (i) the fees collected for a student or alumni organization that the organization may request, and
 - (ii) in accordance with section 27.1, the fees collected for a student society or a provincial or national student organization;
- (o) to administer funds, grants, fees, endowments and other assets;
- (p) to select a seal and arms for the university and have sole custody and use of the seal;
- (q) to provide for student loans;
- (r) with the approval of the senate, to determine the number of students that may in the opinion of the board, having regard to the resources available, be accommodated in the university or in any faculty of it, and to make rules considered advisable for limiting the admission or accommodation of students to the number so determined;
- (s) to enter into agreements on behalf of the university;
- (t) to regulate, prohibit and impose requirements in relation to the use of real property, buildings, structures and personal property of the university, including in respect of
 - (i) activities and events,
 - (ii) vehicle traffic and parking, including bicycles and other conveyances, and
 - (iii) pedestrian traffic;
- (t.1) to regulate, prohibit and impose requirements in relation to noise on or in real property, buildings and structures of the university;
- (t.2) for the purposes of paragraphs (t) and (t.1), to provide for

the removal, immobilization or impounding, and recovery, of any property associated with a contravention of a rule or other instrument made in the exercise of a power under this section;

(t.3) to set, determine and collect fees for the purposes of paragraphs (t) to (t.2), including in relation to approvals, permits, security, storage and administration, and expenses related to any of these;

(t.4) to regulate, prohibit and impose requirements in relation to nuisance on or in real property, buildings and structures of the university, including providing for remediation of a nuisance and recovery of the costs of remediation;

(u) to acquire and deal with

(i) an invention or any interest in it, or a licence to make, use or sell the product of an invention, and

(ii) a patent, copyright, trade mark, trade name or other proprietary right or any interest in it;

(v) to require, as a term of employment or assistance, that a person assign to the board an interest in an invention or an interest in a patent, copyright, trade mark, trade name or other proprietary right resulting from an invention

(i) made by that person using the facilities, equipment or financial aid provided by the board, or

(ii) made by that person while acting within the scope of the person's duties or employment, or resulting from or in connection with the person's duties or employment as an officer or employee of the university;

(w) to pay to a municipality incorporated under an Act a grant in a year not exceeding the lesser of

(i) the amount that would be payable as general municipal taxes in the year on property of the university within the municipality if the property were not exempt from these taxes, and

- (ii) the amount specified by the minister or calculated in the manner specified by the minister;
 - (x) to make rules consistent with the powers conferred on the board by this Act;
 - (x.1) to impose and collect penalties, including fines, in relation to a contravention of a rule or other instrument made in the exercise of a power under this section;
 - (x.2) to provide for the hearing and determination of disputes arising in relation to
 - (i) the contravention of a rule or other instrument made in the exercise of a power under this section, and
 - (ii) the imposition of a penalty under paragraph (x.1);
 - (y) to do and perform all other matters and things that may be necessary or advisable for carrying out and advancing, directly or indirectly, the purposes of the university and the performance of any duty by the board or its officers prescribed by this Act.
- (3) A person appointed under subsection (2) (h) has, during the period for which he or she is appointed, all the powers, rights and privileges of the president.
 - (4) The board may require a student to provide the university with
 - (a) the personal information that relates directly to and is necessary for an operating program or activity of the university, and
 - (b) the personal information necessary to obtain a personal education number for the student.
 - (5) The board must submit the personal information collected under subsection (4) (b) to the minister responsible for the administration of the *School Act* to obtain a personal education number for the student.
 - (6) The board may use the personal education number obtained under subsection (5) for the following purposes:
 - (a) carrying out its responsibilities in respect of an operating program or activity of the university;
 - (b) research and statistical analysis of personal information in the

possession of the board;

(c) facilitating the provision of personal information under sec 49.

(7) In subsections (4), (5) and (6):

"personal education number" means a unique identification number for a student obtained under section 170.2 of the *School Act*;

"student" includes a person applying to enrol in a credit course at a university.

[...]

Senate of a special purpose, teaching university

35.2 (1) A special purpose, teaching university must have a senate.

(2) The senate of a special purpose, teaching university is composed of the following:

(a) the chancellor;

(b) the president, who is its chair;

(c) the academic vice president or equivalent; (d)

the deans of faculties;

(e) the chief librarian;

(f) the registrar;

(g) two faculty members for each faculty, elected by faculty members of the faculty;

(h) four students elected by the students;

(i) one alumni member who is not a faculty member, appointed by the president on nomination by the alumni association;

(j) two support staff elected by the support staff;

(k) one non-voting member of the senate, if appointed to the senate by the board to serve for one year.

- (3) For the purposes of subsection (2) (j), "**support staff**" means employees of the special purpose, teaching university who are not
 - (a) officers of the special purpose, teaching university, or
 - (b) deans or faculty members.
- (4) The senate of a special purpose, teaching university must make bylaws for the conduct of the business of the senate, including bylaws specifying the duties of members of the senate in conflict of interest situations.
- (5) The senate of a special purpose, teaching university has the power and duty to do all of the following:
 - (a) regulate how its meetings and proceedings are conducted, including determining
 - (i) the quorum necessary for the transaction of its business, and
 - (ii) how a vice chair, who is to chair meetings in the absence of the president, is annually elected;
 - (b) set criteria for awarding certificates, diplomas and degrees, including honorary degrees;
 - (c) set curriculum content for courses leading to certificates, diplomas and degrees;
 - (d) set qualifications for admission;
 - (e) set policies concerning examinations and evaluation of student performance;
 - (f) set residency requirements for awarding credentials for courses and programs;
 - (g) set policies concerning student withdrawal from courses, programs or the special purpose, teaching university;
 - (h) set criteria for academic standing, academic standards and the grading system;
 - (i) set criteria for awards recognizing academic excellence;
 - (j) set policies and procedures for appeals by students on academic

matters and establish a final appeal tribunal for these appeals;

(k) set policies on curriculum evaluation for determining whether

(i) courses or programs, or course credit, from another university or body are equivalent to courses or programs, or course credit, at the special purpose, teaching university, or

(ii) courses or programs, or course credit, from one part of the special purpose, teaching university are equivalent to courses or programs, or course credit, in another part of the special purpose, teaching university.

(6) The senate of a special purpose, teaching university must advise the board, and the board must seek advice from the senate, on the development of educational policy for the following matters:

(a) the mission statement and the educational goals, objectives, strategies and priorities of the special purpose, teaching university;

(b) the establishment, revision or discontinuance of courses and programs at the special purpose, teaching university;

(c) the preparation and presentation of reports after implementation by the special purpose, teaching university without prior review by the senate of

(i) new non-credit programs, or

(ii) programs offered under service contract;

(d) the priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;

(e) the establishment or discontinuance of faculties at the special purpose, teaching university;

(f) the evaluation of programs and educational services; (g) the library and resource centres;

(h) the setting of the academic schedule; (i) the qualifications for faculty members;

- (j) the adjudication procedure for appealable matters of student discipline;
- (k) the terms for affiliation with other post-secondary bodies;
- (l) the consultation with community and program advisory groups concerning the special purpose, teaching university's educational programs;
- (m) other matters specified by the board.

The University Act can be found at this link:

http://www.bclaws.ca/Recon/document/ID/freeside/00_96468_01

Pronouns at Senate Meetings

As part of Capilano University's effort to ensure that students of all genders feel welcome and safe, senators – as academic leadership – lead by example by normalizing the exchange of pronouns at meetings. Being misgendered by someone can be hurtful, upsetting, and distracting. Respecting each person's pronouns is a form of mutual respect, courtesy, and safety in both meetings and in the classroom.

A simple way to introduce yourself with pronouns could be:

- “Hello, my name is *[name]*, and I use **they/them pronouns.**”

There are other pronouns that you might encounter at Senate and in the classroom; Senators are encouraged to engage in some self-education about gender neutral and gender diverse pronouns to support members of the University community who are trans, two-spirit, and gender non-binary or non-conforming.