



SENATE REGULAR MEETING
Tuesday, January 10, 2023 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 December 6, 2022 Minutes – Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
6. **New Business**
 - 6.1 Course Discontinuances – Advice from Senate to the Board of Governors – *Decision* Laureen Styles
Schedule 6.1
 - 6.2 Indigenous Framework Update – *Information* Micki McCartney
Laureen Styles
Schedule 6.2
 - 6.3 Graduates – *Decision* Kyle Vuorinen
 - 6.4 Senate By-election - *Information* Kyle Vuorinen
Schedule 6.4
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 Senate Staggered Election Process Schedule 7.2.1
 - 7.3 Curriculum Committee – *Decision*
 - 7.3.1 Resolution Memo Deb Jamison
[December 9 Agenda Package/ December 9 Draft Minutes](#) Schedule 7.3.1



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| 7.4 Teaching and Learning Committee – <i>Information</i> | Diana Twiss |
| 7.5 Budget Advisory Committee – <i>Information</i> | Michael Thoma |
| 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 | |



SENATE MEETING

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

MINUTES

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

Regrets: John Brouwer, Sue Dritmanis, Victor Gelano Khwaish Kochhar, Maia Lomelino, Manpreet Kaur, Essya Nabbali, Jason Tam

Guests: 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 4:04 pm.

The follow new members of Senate were introduced and welcomed:

- Amina El Mantari, voting alumni representative.
- Manpreet Kaur, voting student representative.

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

The chair acknowledged that December 6 was the National Day of Remembrance and Action on Violence Against Women and Senators were invited to take a moment of silence to consider the work that was still required to make the campuses a safe place.

Senators were reminded that a student representative was still required for the Budget Advisory Committee and Tributes Committee.

2. Approval of the Agenda

Paul Dangerfield moved and Deb Jamison seconded:

To adopt the agenda.

CARRIED



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3. Approval of the Minutes

A typographical error was noted in the minutes.

Paul Dangerfield moved and Kyle Guay seconded:
 To adopt the amended November 1, 2022 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

None.

6. New Business

6.1 Results of Student Election

Presented by: Kyle Vuorinen

Senators were provided with the results of the recent student by-election wherein Manpreet Kaur was elected as a voting student representative.

6.2 Extension of Duolingo English Test Acceptance

Presented by: Kyle Vuorinen

As background the University has been accepting the Duolingo Test of English on a temporary basis since the spring of 2020. Currently, in some key overseas markets, IELTS centres are closing due to issues with test validity. Given this emergent problem, the Centre for International Experience 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 the university aligns with IELTS and other institutions requirements.

As per section 4.4 of the Admissions Policy, Senate was requested to 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:



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<u>IELTS/TOEFL</u>	<u>Duolingo</u>	<u>Sample program areas</u>
IELTS 6.5/iBT 83	125 or higher with no sub-score less than 115	Standard admissions (all degrees, diplomas—except those noted below, and certificates)
IELTS 6.0/iBT 75	115 or higher with no sub-score less than 105	Post-Baccalaureate Diploma in Global Tourism and Hospitality
IELTS 5.5/iBT 67	100 or higher with no sub-score less than 90	Tourism Management Diploma for International Students

In moving forward, discussions will continue in 2023 to determine the viability of adopting Duolingo on a permanent basis.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Robert Thomas

The committee met on November 8 and reviewed the program review from the School of Communication and from English for Academic Purposes (EAP), and approved the program cycle as complete for both programs.

At the committee meeting, Aurelea Mahood, Director, Academic Initiatives & Planning presented the final version of the Annual Report on Review and Development, and noted that the suggestions made by the committee were incorporated with respect to linking the content of the report to themes and related action items in Illuminating 2030.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The committee met on December 6 and continued their review of the proposed process for staggering Senate elections, as well as revisions to the Senate bylaws.



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In addition, the committee began their review of the Academic Affiliations Agreement Policy.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the November 18, 2022 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Diana Twiss seconded:

22/33 Senate approve SCC Resolutions 22/67 to 22/71.

CARRIED

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on November 15 and Micki McCartney, Acting Director of Indigenous Education and Affairs presented the Indigenous framework/plan, and will also attend the December committee meeting to provide an update.

Also at the committee meeting, Pouyan Mahboubi reported that the digital learning framework advisory group was in place, and discussions are underway with respect to the role of the advisory group.

The CARS Unified grant competition was in its sixth round and the Unified grants were awarded to 8 faculty.

University librarian Sabrina Wong, will be attending the January committee meeting to present on Research Data Management.

7.5 Budget Advisory Committee

Presented by: Michael Thoma

The committee met on October 20, and the next meeting is scheduled for December 15, at which time the committee will review the Fiscal 2022/23 Quarter 3 forecast and a first draft of the 2023/24 budget.



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8. Other Reports

8.1 Senate Chair

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

- Senate members were reminded of the joint Board and Senate social following the Senate meeting.
- The chair acknowledged the recent passing of Dr. Wendy Grant, and Dr. Grant's passion for teaching.
- With respect to Quarter 3 the university was tracking well towards the end of the year with slightly higher revenue than in previous years. Work is underway in reviewing the budget requests for the coming year as well as determining ways to increase revenue, and to better serve and support students and employees.
- Senate members were invited to attend the holiday breakfast on Thursday, December 8.

8.2 Senate Vice-Chair

Robert Thomson reported that he attended the Board meeting on November 29 and provided an update on Senate activities.

8.3 VP Academic and Provost

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

- As shared previously there are several provincial level framework and plans still in draft and anticipated in the Spring to be finalized and shared out: Internationalization; Digital Learning Strategy (including guidelines and digital literacy); Indigenous Post-secondary Education Policy Framework. With a new Premier and anticipated announcements of the cabinet forthcoming some of



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this work may well slow a bit but still hopeful that these will be finalized in Spring 2023.

- Indigenous Framework – dialogue continues this week, with input and insights to be worked with over the next several weeks and a ‘version 2’ anticipated in the near future. There is much valuing and appreciating the ideas and participation in the dialogue from the university community, and representatives from the Lílwat, xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.
- The university application for exempt status (undergraduate) is on the January DQAB meeting agenda and updates will be shared as available.
- A recent work integrated learning highlight was HUBBUB – showcasing projects for CityStudio North Vancouver. The range of projects was broad in topics and foci; many of them directly connected to Okanagan Charter commitments and actions.
- Recent notification has been received from DQAB that there are changes approved by the Minister (on DQABs recommendation) that certain proposals for new degrees will have exemption from Stage One (Indigenous Languages degrees and specific programs with student FTE funding aligned with government priorities).

8.4 Board Report

Rose Anza Burgess, Board Liaison, provided the Board report, and some of the highlights were as follows:

- The Board of Governors met on November 29 and received several reports, including a report from the Board Chair, the President and the Senate.
- The Board of Governors approved the following items:
 - Trans Canada Capital (TCC) as the Investment Manager of Alternative Investments for the Capilano University investment portfolio.



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- The discontinuation of GEOG 102 and GEOG 107.
- Renewal of B.209 Banking and Borrowing Policy (Capilano University) with revisions as presented.
- The Board of Governors referred the recommendation of course discontinuances for the Faculty of Business & Professional Studies - School of Business and School of Legal Studies, to the Senate for advice.

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

No information items were presented.

The meeting was adjourned at 5:05 pm.

Next Meeting: Tuesday, January 10, 2023

SENATE REPORT

To: Senate

From: Laureen Styles, VPA and Provost

Re: Request for course discontinuances – Advice from Senate to the Board of Governors

Date: December 19, 2023

BACKGROUND

As part of regular curriculum review at program or departmental levels, and in conjunction with a newly instituted review in the Registrar’s Office of courses that provide course data on the last time a course was offered, the Faculty of Business & Professional Studies is bringing forward a request to discontinue courses. Rationale is provided for each course that is recommended to be discontinued, and consultation has occurred through either a program chair and/or a department (as appropriate), and the Registrar’s Office.

Faculty of Business & Professional Studies

In consultation with Tammy Towill, Chair School of Business the courses presented have not been offered for at least four years and remain on the website making it difficult for students who are planning their academic pathways and thus are proposed to be discontinued. The Dean also recommends these courses be discontinued based on the review and consultation.

Subject Code	Course Number	Long Course Title	Rationale
BADM	103	Supervisory Skills	Course replaced/not offered
BADM	203	Introduction to Strategic Management Concepts	Course replaced/not offered
BADM	270	Business Administration Current Issues I	Course replaced/not offered
BADM	274	Business Administration Special Topics I	Course replaced/not offered
BCPT	220	Presentation and Advertising Graphics	Course replaced/not offered
BCPT	225	Managing Business Networks and Databases	Course replaced/not offered
BFIN	391	Contemporary Issues in Finance and Investment	Course replaced/not offered
BMKT	366	Professional Sales and Management	Course replaced/not offered

IBUS	231	Introduction to International Commerce	Course replaced/not offered
IBUS	234	Introduction to Cross Culture Communication	Course replaced/not offered
IBUS	243	Global Marketing and Advertising	Course replaced/not offered
RMCP	181	Strategic Retail Buying	Course replaced/not offered

In consultation with the co-Chairs Deb Jamison and Sara El Rayess School of Legal Studies, the courses recommended for discontinuance are online legal administrative courses connected to BC Campus (Applied Business Technology Online Collaboration) and historical offerings. CapU and the School of Legal Studies are currently not affiliated with LGAO (a program that no longer exists). These courses have not been offered at the university since 2017 – nor are they planned for future offerings – thus are proposed to be discontinued. The Dean also recommends these courses be discontinued based on the review and consultation.

Subject Code	Course Number	Long Course Title	Rationale
LGAO	100	Introduction to the Canadian Legal System	No longer offered at CapU
LGAO	115	Legal Office Procedures	No longer offered at CapU
LGAO	125	Litigation Procedures I	No longer offered at CapU
LGAO	130	Litigation Procedures II	No longer offered at CapU
LGAO	135	Family Litigation Procedures	No longer offered at CapU
LGAO	140	Corporate Procedures I	No longer offered at CapU
LGAO	145	Conveyancing Procedures I	No longer offered at CapU
LGAO	150	Conveyancing Procedures II	No longer offered at CapU
LGAO	155	Wills and Estates	No longer offered at CapU
LGAO	160	Corporate Procedures II	No longer offered at CapU
LGAO	165	Personal Injury	No longer offered at CapU

Policy Regarding Course/Program Discontinuance:

The recommendations from two Schools in the Faculty of Business and Professional Studies, and all courses listed, are put forward and aligned with the Board Policy [B.104: Discontinuance of Programs or Courses](#) and the related Senate policy [S2013-02: Teaching Out Suspended or Discontinued Programs](#). As per Section 2 of policy B. 104, the Board may approve discontinuance of any course or program after seeking the advice of the Senate.

Board of Governor's Review:

At the meeting of the Board of Governors on November 29, 2022 the above was considered and the following motion approved:

THAT the Board of Governors refer the recommendation of course discontinuances for the Faculty of Business & Professional Studies - School of Business and School of Legal Studies, to the Senate for advice.

RECOMMENDED MOTION

THAT Senate advise the Board of Governors that the above listed courses be discontinued.

SENATE REPORT

AGENDA ITEM: Indigenous Framework - Update	
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: January 3, 2022	
PRESENTER: Dr. Laureen Styles, Vice President, Academic & Provost & Dr. Micki McCartney, A/Director, Indigenous Education and Affairs	

PURPOSE

To update Senate on the development of an Indigenous Framework in the context of both goals and actions in Envisioning 2030 and Illuminating 2030.

The framework is intended to move forward to Senate for approval and then to the Board of Governors as information, and connected to both Envisioning 2030 and Illuminating 2030.

BACKGROUND

Commencing Fall (September, 2021), the director, Indigenous Education and Affairs (IEA) launched a process to develop an Indigenous framework at the university during Truth and Reconciliation Week, building on the positive work and progress over the last decade. Several activities were convened inviting university participation from both employees and students. The framework development is guided by important and significant provincial, national and international policy and reports such as:

- Truth and Reconciliation Calls to Action
- Murdered and Missing Indigenous Women and Girls Inquiry Report
- Declaration Act (BC)
- United Nations Declaration of the Rights of Indigenous Peoples
- In Plain Sight: Addressing Indigenous-specific Racism and Discrimination in BC Health Care
- Post-secondary Education and Training Policy Framework and Action Plan (BC) – draft revisions (2022)

The framework development was – and is – planned as iterative and participatory, with input being sought from the university faculty, staff and administrators; territorial rights holders on whose unceded lands the university has campuses/learning locations (primarily through education directors or managers); Indigenous students and Elders with established connection to the university.

PROGRESS TO DATE – THE FRAMEWORK

Over the Fall, 2021 and into early Spring 2022 input was sought from: territorial rights holder Nations through directors/managers of education; Faculties, academic units, and a range of units across the university with a specific request to Faculties for their aspirations and goals; Elders; and Indigenous students. Additional engagement occurred with a meeting with a subset of CFA executive, as well as an invited presentation to the chief and council of the Tsleil-Waututh Nation. Input was also invited through a group of faculty who participated in a university dialogue about a possible development of a land and water course/approach, convened by the then-dean, Faculty of Arts & Sciences (June, 2022).

With the leave of the director, an acting director (Dr. Micki McCartney) was appointed in early summer 2022 and the processes for continuing to evolve a framework have been activated over the mid-Fall. A draft framework has been circulated for dialogue with a wide range of constituents (as noted above) and a total of 16 sessions have been held to date. An additional talking circle is planned for January 24th; in collaboration with the Capilano University Faculty Association and the Capilano Students' Union inviting self-identifying Indigenous students and employees to a facilitated, Indigenous-only Talking Circle where we can mark a path to do "walk together". Elders-in-Residence and members of the Host Nations have also been invited to attend.

ANTICIPATED FORWARD STEPS

An Indigenous framework is intended to pull together foundational commitments and aspirations considering key perspectives, documents and policy, along with *Envisioning 2030* and *Illuminating 2030* and be a living document that affords a directional approach to our collective work, grounded in furthering reconciliation.

The input from the dialogue sessions and the talking circle will be developed into thematic areas (acting director, IEA and strategic planning faculty lead) to morph and evolve the draft framework into a "next version" of a framework (that may include changing or adding the format(s) of the 'representation' of the framework) for addition engagement and input.

From: [Yasuko Otsuka](#)
To: [Mary Jukich](#)
Subject: Spring 2023 Senate by-election timeline
Date: Tuesday, December 13, 2022 1:56:21 PM
Attachments: [image002.png](#)

Hi Mary,

Please see Spring 2023 by election timeline for Senate.
The website will be updated with this information.

Spring 2023 Senate By Election timeline:

Date	Action	Duration
Thursday, Jan 5	Call for nominations	Two weeks
Wednesday, Jan 18, 4pm	Call for nominations CLOSED	Four weeks
Thursday, Jan 19 (10am)	Orientation (by request)	
Thursday, Feb 16, 12:01 am	Voting OPEN	One week
Wednesday, Feb 22 11:59pm	Voting CLOSED	
Friday, Feb 24	Election Results Announced	

Spring 2023 Senate seats up for election:

Representatives	Seats	Term ends
Faculty of Arts and Sciences	1 Voting	July 31, 2024



Yasuko Otsuka (she/her) ([hear it](#))
Assistant to the Registrar, Registrar's Office
604.990.7846 ext. 7846 | yasukootsuka@capilanou.ca

North Vancouver Campus | 2055 Purcell Way, North Vancouver
British Columbia, Canada V7J 3H5 | capilanou.ca



SENATE REPORT

AGENDA ITEM:	Staggering of Faculty Senator Elections
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	January 10, 2023
PRESENTERS:	Corey Muench, Chair, Senate Bylaw, Policy, and Procedure Committee Kyle Vuorinen, Registrar and Secretary of Senate

PURPOSE

The review and approval of the proposed process for the staggering of elections for faculty Senators.

BACKGROUND

Faculty and staff Senators are elected to three-year terms; however, currently, the elections take place for all Senators in the same year. When all Senate elections are held in the same year, there exists the potential for a large amount of turnover and vacancies all at once. In addition, a large number of new Senators beginning their terms at the same time doesn't as easily allow for mentoring with continuing experienced Senators. The Vice-President Academic & Provost and the Registrar have drafted a proposal for a process to stagger Senate elections for faculty and possibly for staff.

APPROVALS & CONSULTATIONS:

The following approvals/consultations have occurred or are planned:

- Senate Bylaw, Policy, & Procedure Committee (completed)
- Senate
- Communication to deans and Faculties to determine timeline for the process (if passed by Senate)
- Ministry of Advanced Education and Training (if passed by Senate)

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

- Each of the five Faculties decides on a process to assign their three faculty Senators to one of three categories: early election, regular election, and later election.
- Continued review/analysis of the need for staggering of Staff elections with recommendation at a future date.
- Messaging to the Ministry of Advanced Education and Training about this "irregular" one-time procedure

DOCUMENTS FOR SENATE REVIEW

Two versions of the proposal are provided for Senate: a version with comments/questions by members of the Bylaw, Policy, and Procedure Committee with feedback from the proponent; and a finalized version.

RECOMMENDATION

Recommendation for Senate approval of the proposed process for staggering faculty Senator elections with further review of the possibility of staggering staff Senator elections.

MEMO

A PROPOSAL FOR TRANSITIONING TO STAGGERED SENATE ELECTIONS

To: Chair, Bylaw, Policy & Procedures Committee

From: Laureen Styles, Vice-President, Academic & Provost and Kyle Vuorinen, Registrar

Re: Your feedback on transitioning to staggered senate elections

Date: November 7, 2022

RATIONALE

The high turnover of senators every three years can detract from the functioning of the Senate. Valuable institutional knowledge can be lost, and without experienced peers to provide guidance, new senators face an unnecessarily steep learning curve. As a solution, we propose transitioning to staggered elections for faculty and possibly staff senators. This will provide an opportunity for more senior senators and new senators to partner to ensure there is adequate knowledge transfer. An environmental scan of peer institutions shows that they all have staggered senate elections. To accelerate this discussion, we have drafted a process for your consideration and feedback.

STAGGERING FACULTY ELECTIONS

THE CATEGORIES

Each of the five Faculties chooses a process for assigning their current slate of senators to one of these 'slots':

- Early Bird
- Status Quo
- Extension

EARLY BIRD:

- Member resigns in good standing in 2023.
- There is an election for the position for a 2023-26 term.

STATUS QUO:

- No change to the current process.
- In 2024 the term will end, setting up a 2024-2027 term.

EXTENSION:

- Each of the Faculties votes to extend this member's term by one year.
- The BPP committee recommends to Senate to approve the extension.

- The member's term ends in 2025, thus establishing a 2025-2028 term.

Going forward, there are annual faculty elections for 1/3 of the faculty senators.

FACULTY DETERMINATION OF PROCESS

- Each Faculty, in consultation with the Secretary of Senate, agrees upon a process for assigning Senators to the above three categories; for example, length of service, asking for volunteers, etc.
- Each Faculty follows this process to assign the three members to their respective categories.
- The results are given to the Secretary of the Senate and to the BPP Committee.
- The BPP Committee makes a recommendation to Senate to approve the results.

STAGGERING STAFF ELECTIONS

The Secretary of Senate could canvass for input on the following:

- The value of staggering the two positions.
- (If it is decided to stagger the staff positions) What the process should be.

The decision would then be brought to BPP for further discussion and a recommendation made to Senate.

MESSAGING TO GOVERNMENT

Because the transition means not complying fully with the *University Act of BC*, the Ministry will need to be informed of the change. The draft messaging is provided below for your comment.

Draft Messaging

In its work, the Capilano University Senate is committed to upholding the five foundational principles outlined in its Mandate Letter:

- Putting people first
- Lasting and meaningful reconciliation
- Equity and anti-Racism
- A better future through fighting climate change
- A strong, sustainable economy that works for everyone.

Through community consultation, we have identified a challenge that hinders the work of the Senate: not having staggered Senate elections. Every three years, the Senate loses its faculty and staff members all at once. An external environmental scan of the Senate election processes of peer institutions shows that they all have staggered elections.

We are ready to implement an action plan for transitioning to staggered elections, but before doing so, we request that from 2023-2025 Capilano University be exempted in part from Articles 36 (1) and 36 (5) of the *University Act of BC*, at which point Capilano University would comply fully with the *Act*.

The articles in question are:

Article 36 (1)

The term of office of a member of the senate, other than one elected under 35 (2) (h), 35.1 (2) (h) or (3) or 35.2 (2) (h) or appointed under section 35.2 (2) (k), is 3 years and after that until a successor is appointed or elected.

Article 36 (5)

A person appointed or elected to fill a vacancy holds office for the remainder of the term for which the person's predecessor was appointed or elected.

Over the next three years, one third of the faculty members would serve a two-year term and one third a four-year term. The remaining third would serve the standard three-year term. Further, when a vacancy was created, the new member would not serve the remainder of the predecessor's term. That is, there would be an election, not a by-election, for the position.

By 2025, Capilano University would have transitioned to a more effective election system and would comply fully with the *Act*.

NEXT STEPS

As outlined in the memo above, several steps will need to be taken, once the concept is endorsed by this committee:

- Seek approval of concept by Senate
- Communication out to deans and faculties to determine a timeline and process for determining which faculty members will be categorized as 'early bird', 'status quo', or 'extended'
- Communication of Senator categorization to the Secretary of Senate
- Once approved by Senate, request to the Ministry of Advanced Education and Training on our transition plan.

MEMO

A PROPOSAL FOR TRANSITIONING TO STAGGERED SENATE ELECTIONS

To: Chair, Bylaw, Policy & Procedures Committee

From: Lauren Styles, Vice-President, Academic & Provost and Kyle Vuorinen, Registrar

Re: Your feedback on transitioning to staggered senate elections

Date: November 7, 2022

RATIONALE

The high turnover of senators every three years can detract from the functioning of the Senate. Valuable institutional knowledge can be lost, and without experienced peers to provide guidance, new senators face an unnecessarily steep learning curve. As a solution, we propose transitioning to staggered elections for faculty and possibly staff senators. This will provide an opportunity for more senior senators and new senators to partner to ensure there is adequate knowledge transfer. An environmental scan of peer institutions shows that they all have staggered senate elections. To accelerate this discussion, we have drafted a process for your consideration and feedback.

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- o The BPP committee recommends to Senate to approve the extension.

Commented [SD1]: Can Kyle give us a rundown of how staggered elections currently work at some of our peer institutions? Can we see this environmental scan?

Commented [KV2R1]: I did an informal email ask out to other Registrars. All respondents stagger their elections. Looking at other university election procedures, you'll note that they state that elections will be held annually...which lends to staggering.

Commented [CM3]: I can't think of a good reason, but perhaps we should also consider how voting and non-voting members are placed into the three suggested categories.

Commented [SD4]: In order for an "early bird" departure from Senate to work, you would need at least 3 current senators to step down so that the staggering process can begin – how do we ensure no one feels unduly pressured to either step down as an early bird, or stay on as an extension?

Commented [KV5R4]: These conversations will take place in each faculty, with the ultimate goal being better Senate operations. I would imagine that there will be current senators who will step forward for the 'early bird' option.

- o The member's term ends in 2025, thus establishing a 2025-2028 term.

Going forward, there are annual faculty elections for 1/3 of the faculty senators.

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The decision would then be brought to BPP for further discussion and a recommendation made to Senate.

MESSAGING TO GOVERNMENT

Because the transition means not complying fully with the *University Act of BC*, the Ministry will need to be informed of the change. The draft messaging is provided below for your comment.

Draft Messaging

In its work, the Capilano University Senate is committed to upholding the five foundational principles outlined in its Mandate Letter:

- o Putting people first
- o Lasting and meaningful reconciliation
- o Equity and anti-Racism
- o A better future through fighting climate change
- o A strong, sustainable economy that works for everyone.

Through community consultation, we have identified a challenge that hinders the work of the Senate: not having staggered Senate elections. Every three years, the Senate loses its faculty and staff members all at once. An external environmental scan of the Senate election processes of peer institutions shows that they all have staggered elections.

We are ready to implement an action plan for transitioning to staggered elections, but before doing so, we request that from 2023-2025 Capilano University be exempted in part from Articles 36 (1) and 36 (5) of the *University Act of BC*, at which point Capilano University would comply fully with the Act.

The articles in question are:

Commented [CM6]: Where in the Faculty would this occur? Recommendations could be explained by the dean and then the Faculty Council or DAC could initially suggest something, but then would it be opened to a wide survey of all faculty in the big "F"? The process could be messy and awkward if faculty members have strong feelings.

Commented [CM7]: Wording "Secretary of Senate"? or "Registrar"

Commented [KV8R7]: Secretary of Senate is most appropriate here.

Commented [SD9]: A process for what, exactly? Why would faculty draw straws or compare lengths of service?

Commented [SD10]: Who is the Secretariat?

Commented [KV11R10]: The Universities Act states that the Registrar is the Secretary to Senate.

Commented [CM12]: Can you give us an idea of the time frame for this part?

Commented [KV13R12]: I would say in 6 months, after we implement for faculty.

Article 36 (1)

The term of office of a member of the senate, other than one elected under 35 (2) (h), 35.1 (2) (h) or (3) or 35.2 (2) (h) or appointed under section 35.2 (2) (k), is 3 years and after that until a successor is appointed or elected.

Article 36 (5)

A person appointed or elected to fill a vacancy holds office for the remainder of the term for which the person's predecessor was appointed or elected.

Over the next three years, one third of the faculty members would serve a two-year term and one third a four-year term. The remaining third would serve the standard three-year term. Further, when a vacancy was created, the new member would not serve the remainder of the predecessor's term. That is, there would be an election, not a by-election, for the position.

By 2025, Capilano University would have transitioned to a more effective election system and would comply fully with the *Act*.

DISCUSSION

- How can the faculty process be improved? What concerns need to be addressed?
- Is it a good idea to stagger staff elections, or maintain status quo?
- Is the committee ready to recommend to Senate that it move to staggered elections for faculty (and staff)?

NEXT STEPS

As outlined in the memo above, several steps will need to be taken, once the concept is endorsed by this committee:

- Seek approval of concept by Senate
- Communication out to deans and faculties to determine a timeline and process for determining which faculty members will be categorized as 'early bird', 'status quo', or 'extended'
- Communication of Senator categorization to the Registrar
- Once approved by Senate, request to the Ministry of Advanced Education and Training on our transition plan.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: December 13, 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 December 9, 2022:

- 22/72** The prerequisite revisions to BIOL 111 – General Biology II be recommended to Senate for approval.
- 22/73** The prerequisite revisions to KINE 499 – BKIN Capstone be recommended to Senate for approval.
- 22/74** The prerequisite revisions to BADM 204 – Introduction to Strategic Management, BMKT 315 – e-Business Analysis and Administration, BFIN 241 – Finance for Managers be recommended to Senate for approval.
- 22/75** The prerequisite revisions to IBUS 358 – Principles of Quality Management and the new course, BADM 313 – Case Competition Preparation, be recommended to Senate for approval.
- 22/76** The revisions to the Minor in Legal Studies program profile be recommended to Senate for approval.
- 22/77** To continue the online meeting format and revisit this item again in June 2023.

Deb Jamison, Chair
Senate Curriculum Committee

Date: Dec. 13, 2022

Paul Dangerfield
Chair, Senate

Date:
