



SENATE REGULAR MEETING

Tuesday, November 1, 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 October 4, 2022 Minutes – Decision** Senate Members
Schedule 3
4. **CSU Presentation** Josh Thomas
Schedule 4
5. **Correspondence Received**
6. **Business Arising**
 - 6.1 Annual Academic Schedule – *Information* Kyle Vuorinen
Schedule 6.1
 - 6.2 Volunteers for Senate Subcommittees – *Information* Paul Dangerfield
7. **New Business**
None.
8. **Committee Reports**
 - 8.1 Academic Planning and Program Review Committee – *Information* Sue Dritmanis
 - 8.2 Bylaw, Policy and Procedure Committee – *Information* Corey Muench
 - 8.3 Curriculum Committee – *Decision*
 - 8.3.1 Resolution Memo Deb Jamison
Schedule 8.3.1
[October 21 Agenda Package](#) / [October 21 Draft Minutes](#)
 - 8.4 Teaching and Learning Committee – *Information* Diana Twiss
 - 8.5 Budget Advisory Committee – *Information* Michael Thoma



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9. Other Reports

9.1 Chair of Senate - *Information*

Paul Dangerfield

9.2 Vice Chair of Senate – *Information*

Robert Thomson

9.3 VP Academic and Provost – *Information*

Laureen Styles

9.4 Board Report – *Information*

Rose Anza Burgess

9.5 Elder Report - *Information*

Elder Latash

10. Discussion Items

11. Other Business

12. Information Items



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MINUTES

Present: Paul Dangerfield (Chair), Deanna Baxter, Rose Anza Burgess, John Brouwer, Graham Cook, Iana Dokuchaeva Sue Dritmanis, Lara Duke, Brian Ganter, Victor Gelano, Kyle Guay, Deb Jamison, Khwaish Kochhar, Maia Lomelino, Anthea Mallinson, Brad Martin Corey Muench, Essya Nabbali, Christina Neigel, Lesley Nelson Ramin Shadmehr, Dennis Silvestrone, Lauren Styles, Michael Thoma, Robert Thomson, Diana Twiss, Kyle Vuorinen, Recorder: Mary Jukich

Regrets: Christy Goerzen, Jason Tam

Guests: Eduardo Azmitia, 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 Christy Goerzen, Anthea Mallinson assumed voting rights for the Faculty of Fine and Applied Arts.

The Chair noted that the Kéxwusm-áyakn Student Centre is open, and Senators were invited to visit the centre to engage and learn from the Elders.

The Chair also acknowledged Truth and Reconciliation week, concluding with the national day for recognition of Indigenous communities and for the loss of children from residential institutions.

2. Approval of the Agenda

Item #6.2 - Annual Academic Schedule was removed from the agenda.

*Paul Dangerfield moved and Lara Duke seconded:
 To adopt the amended agenda.*

CARRIED

3. Approval of the Minutes

Paul Dangerfield moved and Diana Twiss seconded:



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To adopt the September 6, 2022 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Volunteers for Subcommittees

Presented by: Paul Dangerfield

Senators were requested to consider volunteering for the remaining vacancies on the subcommittees, and to also canvass volunteers from their areas.

6. New Business

6.1 Fall Schedule of Dates (September 19)

Presented by: Kyle Vuorinen

As background, September 19, 2022 was declared a holiday for the public sector (including schools and public post-secondary institutions) by the premier of the province in order to acknowledge the death of Queen Elizabeth II.

The university schedule of dates is set on an annual basis based on [Policy B.107](#) that identifies a range of instructional days per semester. With this unexpected holiday, the number of instruction days was reduced by one day below the minimum as set out by policy.

In this regard, Senate was requested to approve creating an additional voluntary option for faculty to hold an additional class on December 6 in support of student learning.

On discussion, a suggestion was presented that because the Monday schedule was lost as a result of the unexpected holiday, an additional Monday class for students and faculty be scheduled for December 6, 2022.

Kyle Vuorinen moved and John Brouwer seconded:

22/57 Senate, recognizing that the number of instructional days in the semester has fallen below the minimum by policy, endorses

CARRIED



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creating a voluntary optional additional "Monday class" for students and faculty to be on December 6, 2022.

6.2 Annual Academic Schedule

This item was removed from the agenda.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Sue Dritmanis

The committee met on September 13 and reviewed the one-year progress report from IDEA for the Bachelor of Design in Visual Communication.

The committee also reviewed a concept paper for the Certificate in Starting Your Own Business. This is a 15-credit certificate proposed by the School of Business intended to provide already highly skilled individuals across all disciplines who have marketable skills and competencies with the essential entrepreneurial skills, competitive strategies, and confidence to launch and manage their own businesses.

Deb Jamison moved and Dennis Silvestrone seconded:

22/58 Senate approve the Concept Paper for the Certificate in Starting Your Own Business.

CARRIED

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

Senators were informed that as there were no agenda items, the October 11 meeting was cancelled, and the next meeting is scheduled for October 25.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the September 16, 2022 Senate Curriculum Committee meeting were presented to Senate for approval.



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Deb Jamison moved and Lara Duke seconded:

22/59 Senate approve SCC Resolutions 22/62 to 22/64.

CARRIED

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on September 20 and received several reports, including Creative Activity, Research and IT.

At the committee meeting, there was also a discussion around goals and ideas for the year ahead. Some of the committee's work will include preparing for a review of a digital learning framework, as well as a possible framework for land school and water school learning.

In addition, the committee discussed meeting format and the committee will continue meeting online, with one in-person meeting this term.

7.5 Budget Advisory Committee

Presented by: Michael Thoma

The Committee has not met since the last Senate meeting, and is scheduled to meet on October 20.

8. Other Reports

8.1 Senate Chair

Paul Dangerfield provided the Senate Chair report, that included the following highlights:

- The chair acknowledged everyone who was involved with Truth and Reconciliation week, including all the activities as we continue as a university, on the journey to better understand the work that is still required towards Truth and Reconciliation.



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- October 3 – 7 is “Experience Well-Being Week” with numerous wellness events taking place throughout the university.
- Student Affairs recently held an open house and Senators were encouraged to continue to engage and learn about the many resources that are available to students.
- The university recently celebrated the new Centre for Student and Alumni Services. The new centre encompasses Student Success and Affairs work, the Registrar’s Office and Alumni Services.
- Senators were also encouraged to participate in the numerous events underway in the Centre for Sports and Wellness.
- Work is underway in beginning the process to plan for 2023/2024, and the official planning will begin on October 5 with Senior Leadership Council. The focus going forward into the planning cycle will be to create and cultivate life enhancing experiences for students and improving student experience and engagement, and to also improve engagement and support for employees in order to better serve students.
- It is anticipated that this year’s budget will be similar to the budget prior to the pandemic, and that some items paused because of the pandemic will be resumed.

8.2 Senate Vice-Chair

Robert Thomson reported that, as part of the Vice-Chair duties, he has attended several Senate committee meetings, as well as the recent Board meeting.

8.3 VP Academic and Provost

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

- An update was provided on work to date with respect to the Indigenous framework. Last fall, units and Faculties were invited to begin discussions around aspirations related to Indigenization and Decolonization approaches at



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the university. There was also engagement with Indigenous students, territorial rights holders and other stakeholders, as well as conversations on potential land and water schools in order to provide feedback on possible elements of a framework. In moving forward, the ideas generated to date will be reviewed along with re-engagement with territorial rights holders, Elders, Indigenous faculty and Indigenous students. It is anticipated that the framework will be developed towards the end of February, and communication in this regard will be distributed shortly.

- Christina Neigel, University Librarian, reported that a new librarian is at the university to provide curriculum support and to review Indigenizing and Decolonizing with faculty. There is also a new librarian focusing on teaching and learning initiatives.
- There are a number of policy revisions and new policy development moving forward in the next few weeks and months.
- Work provincially with the digital learning framework is not yet finalized but is expected to be approved in the near future.

8.4 Board Report

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

- The Board met on September 27, 2022 and received several reports, including a report from the President and Senate. In addition, the Board received the following items:
- A presentation on Creative Activity, Research & Scholarship Framework / Strategic Research Plan.
- Information with respect to the Indigenous Framework from Micki McCartney, Sunshine Coast Regional Director.
- Information, and an update on the process and timeliness for developing the Enterprise Risk Management Framework.



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- The Board approved the Five-Year Capital Plan from 2023/24 – 2027/28.

8.5 Elder Report

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

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented

11. Information Items

Eduardo Azmitia provided a brief summary of several events and a series of discussions taking place at the university, including events around Women's History Month.

The meeting was adjourned at 5:15 pm.

Next Meeting: Tuesday, November 1, 2022



CAPILANO

STUDENTS' UNION



Report of the Board

Capilano Students' Union

Presented at the Annual General Meeting (October 20, 2022)

Members of the Capilano Students' Union,

Welcome to the 2022 annual general meeting!

I'm excited to welcome you back to the university this term. There are more people on the campuses right now than there has been for years, so I welcome all of you – both those returning after years of online learning and also those students who have just arrived. The Capilano Students' Union is looking forward to engaging with you!

Your input and involvement is important to guiding the work and priorities of the students' union. We exist to help students and advocate for your issues. We would love to hear from you, and there are plenty of ways to do it. You can [book an appointment](#) with the executive team (me, for example!), visit our friendly staff at Member Services inside the Library Lounge (in LB195), or even [sign up to speak](#) at a board meeting.

There are plenty of ways to get involved, too – you can [volunteer with us](#), [join a committee](#), or even consider running to be a future board member when nominations for the general election open in the new year for the 2023–2024 board term.

The CSU is a place for all student voices and experiences, and we look forward to collaborating with you and building back a vibrant student life at Capilano University. Thank you for joining us today – I'm looking forward to working with you.

Karandeep Sanghera

President

People

The work of the Capilano Students' Union would not be possible without the people who make up our team. As a student association, the Capilano Students' Union is led by a board of passionate student leaders who provide leadership, oversight, and who determine the direction of the organization; they're supported by a team of professionals who carry out the board's decisions and policies.

Board

Karandeep Sanghera	President
Aryanna Chartrand	Vice-President External
Marko Cosic	Vice-President Finance & Services
Manpreet	Vice-President Student Affairs
Austin Cove	Accessibility Justice Coordinator (acting)
Kelechi Ibom	Black Students Liaison
Mayumi Izumi	Mature & Parent Students Liaison
Riya Luthra	International Students Liaison
Niko Williamson	Women Students Liaison
Sudhanshu Jasuja	Arts & Sciences Representative
Aayush Verma	Business & Professional Studies Representative
Itsuki Yokoyama	At-large Representative
Sasya Dwiputri	At-large Representative
Waqas Rahman	At-large Representative
Ikjyot Singh Sethi	At-large Representative
Khwaish Kochhar	Senator (Capilano University)
Maia Lomelino	Senator (Capilano University)
Jason Tam	Senator (Capilano University)
Harmanjot Kaur	Board of Governors Representative (Capilano University)
Sophia Kara	Board of Governors Representative (Capilano University)

Staff

Asive Cebani	Director, Student Associations
Donna Cole	Director, Indigenous Initiatives
Jessica De Gaust	Executive Assistant
Allan de Jesus	Director, Technical Services
Saulo Ferreira	Financial Controller
Christopher Girodat	Executive Director
Kate Jarman	Director, Advocacy
Prabhnoor Kaur	Director, Student Spaces
Ayda Kharvaran	Event Assistant
Lori Kosciuw	Director, Advocacy (on leave)
Ann Luo	Director, Programs
Rakeli Maina	Research Assistant
Kevin McMullin	Office Coordinator
John Morrison	Director, Communications
Victor Muwonge	Frontline Operations Assistant
Vy Nguyen	Outreach Assistant
Valerie Pham	Communications Assistant
Zofia Rodriguez	Recreation & Wellness Coordinator
Joshua Thomas	Director, Policy & Campaigns

Update on Advocacy

Introduction

The Capilano Students' Union advocates to the university, all levels of government, and other agencies (such as TransLink and BC Transit) to improve learning and living conditions for students. This work happens through action and awareness campaigns, and also through direct advocacy with university and government decision-makers.

Affordability Campaigns

Make the Switch



The Capilano Students' Union continues to push instructors to "Make the Switch" to open educational resources, to ensure that students spend less on expensive textbooks.

Since the Make the Switch campaign was launched in January 2020, over 4,900 students have saved \$700,000, by instructors making the switch to open educational resources. In the Spring and Summer 2022 terms alone, 60 courses used open education resources, meaning **1,700+ students have saved over \$235,000** already this year!

A new issue on the Make the Switch radar is instructors who run assignments or exams behind paywalls (for example, using exclusively textbook publishers' assignments or exams as a substantial part of a student's graded assessments), as this is a practice that further penalizes students who cannot afford textbooks or online subscriptions.

International Students

The Capilano Students' Union continues to push the university and provincial and federal governments to recognize **financial challenges facing international students**, who currently pay nearly 4.5 times as much as domestic students for per-credit tuition.

Our advocacy includes:

- Calling on Capilano University to commit in policy to only increasing international student tuition by the same percentage increases as for domestic students (something that the university has voluntarily done at its discretion for the last decade, but this practice could change if university leadership changes), and for the provincial government to update its tuition limit policy to require the same.

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- Eliminating the International Student Health Fee, which unfairly replaced Medical Services Plan premiums when they are eliminated for all other B.C. residents.
- Eliminating differences in how administrative international fees are handled (for example, situations where international students lose deposits when a domestic student in the same circumstances would receive a full refund).

Student Renters

The Capilano Students' Union is lobbying the provincial and municipal governments to build **more affordable housing in the region** to ensure that students are not priced out of market rentals. We are bringing your voice to the provincial government in Victoria to ensure that the province understands that rents are out of control and more needs to be done to ensure students have a place to live while they pursue their education.

We are also advocating for Capilano University to construct **more on-campus housing** that is accessible and affordable, including family-friendly housing so that student-parents are not excluded from on-campus housing options. This is urgent given the temporary nature of the current off-campus student housing arrangement.

To support student renters, we have also **created a group for roommate matching**. We know how tough it can be to find safe and affordable housing – [click here](#) to meet other Capilano University students in a private group to look for CapU roommates.

Students with Children

The Capilano Students' Union knows that childcare can be a considerable cost burden for students who are also parents and need childcare while they pursue their education. We are asking the provincial and federal governments to continue working together and **investing further to create and strengthen a \$10-a-day childcare system** that supports the needs of children, parents, and early years educators.

Relations with Government

Every year the Capilano Students' Union meets with federal, provincial, and local policy-makers to ensure that the interests of Capilano University students are front-and-centre when making decisions affecting post-secondary educational policy.

Provincial

The Capilano Students' Union meets regularly with provincial officials to influence post-secondary educational policy and other provincial issues affecting students. Much of our work on the provincial stage is undertaken in partnership with the Alliance of British Columbia Students, our provincial student advocacy partner.

Affordable Housing: The Capilano Students' Union supports the construction of affordable housing and advocates to the provincial government to make it easier for new homes to be built to ensure that students can affordably live near where they learn.

Sexual Violence Campaign: The Capilano Students' Union has been participating in consultations on how British Columbia can modernize the sexual violence prevention and awareness campaign that it runs on an annual basis, and our lobbying with the Alliance of British Columbia Students on this file has included demands that the province provides additional guidance and resources to post-secondary institutions to more effectively prevent and address sexual violence on- and off-campus.

Public Transportation: The Capilano Students' Union has been pushing for the construction of a new rapid transit line to the North Shore for several years. While the province continues to acknowledge support for this project it is still unfunded and unplanned. We are asking that the province works with municipalities and the federal government to ensure that a new rapid transit line to the North Shore opens by 2025.

Host Nations

As we continue to work on our **relationship-building strategy with host nations**, staff have been meeting with education staff from the Skwxwú7mesh Úxwumixw and səlilil' wətaʔt about how the Capilano Students' Union can support the efforts of local Indigenous governments in the advocacy work that we do. This has included opening recent channels of new communication in supporting students sponsored by the Skwxwú7mesh Úxwumixw in navigating our health and dental plan.

Federal

While universities and advanced education themselves are within the province's constitutional jurisdiction, there are a number of issues that interface with student

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Annual General Meeting: October 20, 2022

interests that are the responsibility of the federal government, and so the Capilano Students' Union meets regularly with federal officials on student issues.

Most recently, we have been communicating with Sean Fraser, Minister of Immigration, Refugees and Citizenship demanding that the government address long **study permit processing times** that are creating barriers for international students.

After years of lobbying from student unions across the country, including lobbying by the Capilano Students' Union, the federal government has announced a temporary policy change **allowing international students to work off-campus for more than 20 hours** until December 31, 2023; given that international students can pay up to five times the tuition that domestic students pay, until that changes, the Capilano Students' Union is planning to communicate the importance of making this policy change permanent.

Local

The Capilano Students' Union meets with Indigenous governments on the North Shore as well as local mayors and councillors to ensure that students' needs are being considered at the local level. These discussions include public transit, feedback on the development of student housing projects, and relationship-building.

Transit: We're also actively looking at how we can support the Mayors' Council on Regional Transportation and North Shore governments, including the Skwxwú7mesh Úxwumixw and the səłilwətaʔł, to build and fund new rapid transit on the North Shore.

Living Wage: In partnership with the Living Wage for Families campaign, and advancing our own priority to ensure livable wages for students employed in the region, we continue to advocate for local governments on the North Shore to become living wage employers, and to encourage their local businesses and organizations to do the same. As the Living Wage for Families campaign was recently sunset by its host organization, we are looking at new ways of advancing this work independently.

Transit Authorities

The Capilano Students' Union meets regularly with officials from TransLink, and with our colleagues from other student societies and post-secondary institutions in the region, to ensure that students have access to adequate and affordable public transit services.

Service Frequency: As TransLink continues to restore and rebuild service levels as ridership begins recovering in this stage of the pandemic, we are lobbying for improved frequency for the 245 shuttle route between Phibbs Exchange and Capilano University, and for the 212 route servicing the CapU Residence. This recently contributed to the bolstering of the 245 route with articulated (double-length) buses during peak times.

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U-Pass BC Program: Understanding that students who are in online and practicum programs still ride public transportation, the Capilano Students' Union is conducting consultations to look at the inclusion of these students into the U-Pass BC program. To provide your opinion on this change, [head over to this survey](#).

Relations with Capilano University

Senior Administration

The Capilano Students' Union meets regularly with the university administration to advocate for students. Our discussions continue to be centred on the concerns of students during the university's management of remote service delivery and learning.

University Executive: Our executive team meets with the entire university executive monthly to discuss student issues. We have used this forum to continue conveying students' concerns about how they are being supported during the pandemic and, in particular, the importance of clear and open communication with students and flexible and compassionate approaches to decisions affecting students.

Food Services: We are working with the administration and Chartwells to move the dial regarding affordable food options and food security. While the pandemic and staffing changes at Compass Group (the umbrella organization that operates Chartwells) have caused some challenges, this remains a priority for us to continue pushing.

Gender Diversity Audit: We continue to hold the university accountable for implementing recommendations arising from the gender diversity audit conducted in 2018 to make CapU a safer and more inclusive place for trans, non-binary, and Two-Spirit students. We have also continued our series of programming to give students the knowledge and skills that they need to start making a difference themselves.

Student Union Building: Our student union building committee is up and running, bringing together student executives, board members, and even some of our former student leaders to provide continuity and leadership for this important project. The committee has already overseen some important advancements in the project:

- We recently made some significant progress refreshing our assessment of **students' and the organization's needs in the building** (we were able to downsize the building's administrative spaces and repurpose them for more student-centred spaces due to the quickly changing future of hybrid work).
- We have started **assessments of the utility and underground connections** necessary beneath the new site of the student union building (where the current

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Dogwood building is) and are then going to be recosting the project to make sure we're confident on the impact that the pandemic has had on construction costs.

Board of Governors

The university board of governors is the senior governing body for the business of Capilano University. Select executives and staff of the Capilano Students' Union attend meetings of the board to stay informed on critical decisions that might affect students. Student members of the board of governors are also invited to serve on the Capilano Students' Union board of directors in an *ex officio* capacity.

Equity, Diversity, and Inclusion: When we last reported to you, we let you know that we had joined forces with the faculty association and the non-academic staff union here at Capilano University to request that the board of governors order an audit of the university's equity, diversity, and inclusion practices – they agreed!

A consultant has been named, board co-liaisons have been appointed, and the students' union expects to be consulted throughout the audit process. We are hopeful that the audit will conclude with an implementation plan that will create a safer and more inclusive university environment for students, faculty, and staff.

Senate & Academic Issues

The university senate is the senior academic governing body of Capilano University, setting curriculum, grading profiles, and other academic matters. The four student senators also serve on the Capilano Students' Union board *ex officio*, and the Capilano Students' Union also sends a permanent guest to speak at the senate table.

Student Leadership Summit: After successfully hosting our first summit in early 2022, we are planning to host a second, larger summit to provide support to student leaders on the university senate and to learn from and implement best practices from other special purpose teaching universities (non-research focused institutions, like CapU). We are also considering inviting faculty senators to the summit to increase our reach and create a more dynamic discussion around student academic advocacy.

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Update on Services

Introduction

The Capilano Students' Union provides a number of services to make students' post-secondary experience more fun, affordable, and meaningful. This report summarizes the key services that we deliver to support students.

Major Services

EmpowerMe

EmpowerMe combines progressive counselling methods and technology to provide an assistance platform available 24/7 for students anywhere in North America. It connects students with consultants, counsellors, and life coaches to provide them with appropriate, multilingual support in over 180 languages. Plan members are entitled to sessions delivered in person, by telephone, video-counselling, or e-counselling. Support is available for several issues, including:

- Academic issues
- Adjustment to post-secondary life
- Anxiety and depression
- Bullying
- Career development
- Crisis
- Discrimination
- Drugs, alcohol, gaming, smoking

The EmpowerMe services help fill the void often left by campus resources to offer support after hours, over the weekend, during holidays, and when on-campus services are booked up. In addition, with the costs of the service prepaid, you don't have to pay any additional usage fees!

Health & Dental Plan

Capilano Students' Union continues to facilitate an extended student health & dental plan for our members to ensure everyone has access to affordable medical care. This year, we are able to decrease the cost for part-time students who choose to self-enroll in the plan. With information on how to claim on [Studentcare's website](#), this service continues to be administered entirely online. Additionally, students can reach out regarding the plan through email, social media messages, or telephone.

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Device Doctor

Device Doctor offers personal electronics repair and technical support for free or just the cost of parts. This service is available in person in the CSU Library Lounge (Library 195), and you can also access the Device Doctor remotely. For remote hardware repair, devices are shipped back and forth without direct contact between students and staff. Services include diagnostics, screen replacements, data recovery, hardware upgrade installation, and general mobile/tablet/computer repair.

Reboot

Our newest addition to our services is Reboot, an electronics recycling and refurbishing program. Operated as part of the Device Doctor service, Reboot is committed to minimizing e-waste by extending the life cycles of personal electronics through refurbishment. Once devices have been refurbished, they will be available to students in need. To apply for a device, visit the [Capilano Students' Union website](#).

Internet for Good

Access to technology is more critical than ever for your academic success while learning and accessing support services remotely, which is why the Capilano Students' Union has partnered with Telus to provide access to the Internet for Good program for Capilano University students. This program offers a basic Internet plan to CapU students experiencing financial hardship for \$9.95 per month. To access the program, [apply through the Capilano Students' Union website](#).

Renters Insurance

The Capilano Students' Union has a partnership with Apollo to offer students rental insurance designed with students in mind. Students can insure their personal belongings, protecting them from costs associated with break-ins, fires, floods or more. Learn more about Apollo's low rates [through the Capilano Students' Union website](#).

Volunteer Program

Volunteering with the CSU is a great way to add to your resume, co-curricular record and get involved on campus. Our volunteer options range from working special events to building your business skills with the Capilano Business and Professional Studies. Check out our volunteer registry to view the complete list of current opportunities.

Student Rights Office

Our team in the [Student Rights Office](#) is here to help you understand Capilano University's policies and procedures so that you can protect your rights as a student.

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Disputes and conflicts with the administration and faculty can be confusing, frustrating, and stressful – but we’re here to help you understand your rights and your options.

We’re on your side – the Capilano Students’ Union is an independent non-profit organization. Our staff are not university employees, so you can feel safer being honest with us about your experiences with the university. If you run into problems at CapU and need support, we encourage you to contact us. If you just need us to listen, we’ll never advance a complaint on your behalf without your consent.

Here are some of the ways we can help:

- Provide a confidential and non-judgmental support system during disputes
- Explain university policies and procedures in an accessible way
- Help you understand your rights – and responsibilities – as a CapU student
- Discuss your options, including possible avenues for appeal
- Accompany you to university meetings as an observer and support person
- Connect you with appropriate CSU and Capilano University resources
- Assist in preparing materials to support your appeal

Recreation Program

The recreation program has been busy over the summer as our in-person programming has resumed. Some of our highlights over the last semester have been our hiking series, kayaking, and Bowen Island walking tours! Watch our socials for more opportunities to get active.

Student Spaces

The Capilano Students’ Union has many spaces around campus for you to relax or socialize with your friends between classes, some of which are also designed as intentional safer spaces for communities of students who are marginalized.

- **CSU Library Lounge** (Library 195)
- **CSU Maple Lounge** (Maple 115)
- **Black Resource Centre** (Library 115)
- **Queer Resource Centre** (Birch 313)
- **Women’s Centre** (Birch 310)

If you are interested in booking either of our main student lounge spaces (the CSU Library Lounge or the CSU Maple Lounge) at the CSU for a student event, submit your request through the [Capilano Students’ Union website](#).

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Clubs & Student Groups

Are you looking to get involved in campus life, and meet other like-minded students? Learn more about creating a club or joining an existing group on our [website](#). With access to grant funding (including \$200 of core funding), event planning, and administrative support, starting a club is a way to build a community.

Supporting Services

Community Cupboard

Food insecurity is a significant issue for students. The Community Cupboard is a program established to support students with one of their essential needs – food. The program connects students who are experiencing a food access emergency with immediate food assistance either on-campus or online. Please visit our CSU Library Lounge (Library 195) to access our physical community cupboard. To apply for an electronic grocery gift card, visit the [community cupboard page](#) on our website.

This year, we are continuing to expand our capacity with the addition of Pop-up Produce events, where we are able to also give out fresh produce to students on a first come first serve basis. We are delighted to be partnering with Capilano University's student affairs department to expand our capacity to provide students with this support.

The Capilano Student's Union is also a referral partner for Quest Food Exchange. Quest partners with local wholesalers, supermarkets and farmers for a typical shopping experience at a reduced rate, far below retail value. To request a referral, please visit Member Services in the Library Lounge (Library 195) or DM us on social media.

Community Closet

The Community Closet is located in the CSU Library Lounge (Library 195). Students can participate in this free clothing exchange to be a part of a more sustainable shopping experience and to create additional affordability support for other students in need. Last semester, we expanded this service to include space for small household items!

Student Price Cards

The Capilano Students' Union offers SPC memberships at a discounted cost. The membership is for a full calendar year and gives students access to a variety of over 450+ businesses, including restaurants, retail, electronics, travel, and more. These discounted cards can be purchased at the member services desk in the CSU Library Lounge (Library 195) or online at the [CSU Green Store](#).

Report of the Board

Annual General Meeting: October 20, 2022

Locker Rentals

Carrying all of your textbooks around campus can be heavy, but our locker rental service is available for students to use. Rentals can be for the full academic year or by the semester. You can rent your locker either in person at the member services desk in the CSU Library Lounge (Library 195) or online at the [CSU Green Store](#).

Community Building

Captivate

Our annual welcome back party, Captivate, returned for its fourth time after a two-year hiatus. Over 600 students participated in the festivities, featuring a live DJ and a dance area. Thank you for joining us, and we hope to see you at future events!

Catalyst

Starting on November 1 (with a pre-conference day on October 31), we are delighted to be offering our **third annual Catalyst conference on equity, diversity, and inclusion**. This year's theme is all about "Art as Activism," discussing and experiences the way in which art is used as a form of anti-oppression and advocacy. Watch our socials closely for your opportunity to participate in performances, art, and workshops.

Report of the Board

Annual General Meeting: October 20, 2022

MEMO

To: Mary Jukich, Senate Administrative Assistant

From:

Subject: Academic Schedule 2023-2024

Date: October 25, 2022

cc:

ACADEMIC SCHEDULE 2023-2024

The attached is the proposed academic schedule for 2023-2024 which covers the period of September 1, 2023 to September 2, 2024. A few changes to highlight:

- Spring 2024 registration begins on Tuesday, November 14, 2023 to accommodate the stat day in lieu for Remembrance day (the registration period usually opens on a Monday)
- Cashiers are now referred to as Student Financial Accounts

All other dates and deadlines have been updated within the attachment.

I ask that Senate accept this schedule as information.

September 1, 2023	Fall 2023 New International Student Orientation New International Student Orientation at the North Vancouver campus. The complete schedule can be found at capilano.ca/student-life/campus-community/new-student-orientation/new-international-student-orientation/
September 4, 2023	University Closed for Labour Day
September 5, 2023	Fall 2023 Term Commences / New Student Orientation Fall term commences with evening classes starting at 4:30 pm or later unless stated by a program representative. New Student Orientation at the North Vancouver campus. The complete Orientation schedule can be found at capilano.ca/orientation <i>Note: Courses/programs commence on various days. Consult your program for further information.</i>
September 5 – 18, 2023 *	Fall 2023 Add/Drop Period
September 19 – November 10, 2023 *	Fall 2023 Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a “W”.</i>
September 29, 2023	University Closed for National Day for Truth and Reconciliation (in lieu)
October 9, 2023	University Closed for Thanksgiving Day
November 10, 2023	Reading Break Please check the Capilano University Library website for hours of operation.
November 13, 2023	University Closed for Remembrance Day (in lieu)
November 14 – 23, 2023	Spring 2024 Registration and Waitlisting
December 4, 2023	Last Day of Classes for Fall 2023 <i>Note: Some courses/programs continue until the last day of the examination period.</i> <i>Consult your program for further information.</i>
December 6 – 15, 2023	Fall 2023 Final Exam Period (Includes Saturday, December 9, 2023)
December 18, 2023 (4:00pm)	Fall 2023 Final Grade Submission Deadline for Faculty
December 18, 2023 (4:00pm)	Fee Payment Deadline – Spring 2024 Full payment must be received by Student Financial Accounts to avoid deregistration. Registration System Closed. Students will not be able to add, drop, or waitlist for courses.
December 19 – 20, 2023	Fall 2023 End-of-Term Processing Registration System Closed for Fall 2023 End-of-Term Processing and Spring 2024 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
December 21, 2023	Registration System Re-opens

	Students can add, drop, and waitlist for courses. <i>Note: In-person registration will be unavailable from December 25, 2023 through January 1, 2024 due to University closure.</i>
December 24, 2023 – January 1, 2024	University Closed <i>University closed December 25, 26, 28, and 29, 2023; and January 1, 2024. December 27 closed to the public. (departments may be open)</i>
January 3, 2024	Spring 2024 Term Commences <i>Note: Courses/programs commence on various days. Consult your program for further information.</i>
January 3 – 16, 2024*	Spring 2024 Add/Drop Period
January 17 – March 19, 2024*	Spring 2024 Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a “W”.</i>
February 19, 2024	University Closed for Family Day
February 20 – 23, 2024	Reading Break <i>Note: Please check the Capilano University Library website for hours of operation.</i>
February 21 – 22, 2024	Winter 2024 Convocation
March 4 - 8, 2024	Summer 2024 Registration and Waitlisting
March 29 – April 1, 2024	University Closed <i>Please check the Capilano University Library website for hours of operation.</i>
April 9, 2024	Last Day of Classes for Spring 2024 <i>Note: Some courses/programs continue until the last day of the examination period. Consult your program for further information.</i>
April 11 – 19, 2024	Spring 2024 Final Exam Period (includes Saturday, April 13, 2024)
April 22, 2024 (4:00pm)	Spring 2024 Final Grade Submission Deadline for Faculty
April 22, 2024 (4:00pm)	Fee Payment Deadline – Summer 2024 Registration System Closed. Students will not be able to add, drop, or waitlist for courses. Full payment must be received by Student Financial Accounts to avoid deregistration.
April 23 - 24, 2024	Spring 2024 Grades and End-of-Term Processing Registration System Closed for Spring 2024 End-of-Term processing and Summer 2024 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
April 25, 2024	Registration System Re-opens Students can add, drop, and waitlist for courses.
May 6, 2024	Summer 2024 – Full Term Commences Summer 2024 – Session I Commences
May 6 - 10, 2024 *	Summer 2024– Session I Add/Drop Period
May 6 – 17, 2024 *	Summer 2024– Full Term Add/Drop Period
May 11 – 31, 2024 *	Summer 2024 – Session I Withdrawal Period

	<i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
May 18 – July 12, 2024 *	Summer 2024 – Full Term Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
May 20, 2024	University Closed for Victoria Day
June 5 – 7, 2024	Spring 2024 Convocation
June 21, 2024	Last Day of Classes for Summer 2024 – Session I
June 24, 2024 (4:00pm)	Summer 2024 - Session I Final Grade Submission Deadline for Faculty
June 25, 2024	Summer 2024 – Session I Grades and End-of-Term Processing Registration System Closed for Summer 2024 - Session I grades processing. Students will not be able to add, drop, or waitlist for courses.
June 26, 2024	Registration System Re-opens Students can add, drop, and waitlist for courses.
July 1, 2024	University Closed for Canada Day
July 2, 2024	Summer 2024 – Session II Commences
July 2 – 8, 2024 *	Summer 2024 – Session II Add/Drop Period
July 2 – 12, 2024	Fall 2024 Registration and Waitlisting
July 9 – 26, 2024 *	Summer 2024 – Session II Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
August 5, 2024	University Closed for BC Day
August 16, 2024	Last Day of Classes for Summer 2024 – Session II and Full Term
August 19, 2024 (4:00 p.m.)	Summer 2024 - Session II and Full Term Final Grade Submission Deadline for Faculty
August 19, 2024 (4:00 p.m.)	Fee Payment Deadline – Fall 2024 Full payment must be received by Student Financial Accounts to avoid deregistration. Registration System Closed. Students will not be able to add, drop, or waitlist for courses.
August 20 - 21, 2024	Summer 2024 - Session II and Full Term End-of-Term Processing Registration System Closed for Summer End-of-Term processing and Fall 2024 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
August 22, 2024	Registration System Re-opens Students can add, drop, and waitlist for courses.
September 2, 2024	University Closed for Labour Day

* Please note: Add/drop and withdrawal dates vary for courses/programs that do not start in September and end in December (Fall term) or start in January and end in April (Spring term) or start in May and end in August (Summer term). Please check the University website or contact the Registrar's Office.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: October 24, 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 October 21, 2022:

- 22/65** The prerequisite revisions to BADM 206 – Directed Study I, BADM 306 – Directed Study II, and BADM 406 – Directed Study III be recommended to Senate for approval.

- 22/66** The prerequisite revisions to IBUS 434 – Advanced Topics in Cross-Cultural Business be recommended to Senate for approval.

Deb Jamison, Chair
Senate Curriculum Committee

Date: Oct 24, 2022

Paul Dangerfield
Chair, Senate

Date:
