



SENATE REGULAR MEETING

Tuesday, April 4, 2023 4:00 – 6:00 pm
Capilano University – Library Room 322

AGENDA

Land Acknowledgement

Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the territories of the Lílwat, xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of the March 7, 2023 Minutes – Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
 - 5.1 Self-Evaluation Committee – *Information* Christina Neigel
 - 5.2 2023 faculty Senate Election Results – *Information* Kyle Vuorinen
Schedule 5.2
6. **New Business**
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Information* Sue Dritmanis
 - 7.2 Bylaw, Policy and Procedure Committee – *Information* Corey Muench
 - 7.3 Curriculum Committee – *Decision* Deb Jamison
Schedule 7.3.1
 - 7.3.1 Resolution Memo
[March 17 Agenda Package](#) / [March 17 Draft Minutes](#)
 - 7.3.2 Curriculum Committee Membership - Motion to Endorse
Cass Picken – Humanities
Sarah Yercich – Social Sciences
Urmila Jangra – Science, Technology, Engineering and
Mathematics



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David Geary – Motion Picture Arts
Daniel Hersog – Performing Arts
Lydia Watson – Business, International Programs, Projects and
Partnerships
Maggie Reagh – Access and Academic Preparation
Alisha Samnani – Student Representative

7.4 Teaching and Learning Committee – *Information*

Diana Twiss

7.5 Budget Advisory Committee – *Information*

Michael Thoma

8. Other Reports

8.1 Chair of Senate - *Information*

Paul Dangerfield

8.2 Vice Chair of Senate – *Information*

Robert Thomson

8.3 VP Academic and Provost – *Information*

Laureen Styles

8.4 Board Report – *Information*

Rose Anza Burgess

8.5 Elder Report - *Information*

Elder Latash

9. Discussion Items

10. Other Business

11. Information Items



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MINUTES

Present: Paul Dangerfield (Chair), Deanna Baxter, John Brouwer, Rose Anza Burgess, Sue Dritmanis, Lara Duke, Brian Ganter, Kyle Guay, Deb Jamison, Manpreet Kaur, Tracy Penny Light, Maia Lomelino, Anthea Mallinson, Amina El Mantari, Brad Martin, Corey Muench, Lesley Nelson, Christina Neigel, Ramin Shadmehr, Karandeep Sanghera, Dennis Silvestrone, Laureen Styles, Jason Tam, Michael Thoma, Robert Thomson, Diana Twiss, Kyle Vuorinen, Stephen Williams, Recorder: Mary Jukich

Regrets: Christy Goerzen, Victor Gelano

Guests: Eduardo Azmita, 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.

2. Approval of the Agenda

Paul Dangerfield moved and Kyle Guay seconded:
 To adopt the agenda.

CARRIED

3. Approval of the Minutes

Paul Dangerfield moved and Diana Twiss seconded:
 To adopt the January 10, 2023 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Vice-Chair Nominating Committee

Presented by: Brad Martin



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Senate was informed that a call for nominations for the position of Senate Vice Chair was previously sent out, as well as a reminder, and one nomination was received for Robert Thomson.

A further three calls were made at Senate and no further nominations were received. Accordingly, Robert Thomson was acclaimed for Senate Vice Chair for a one year term, August 2023 to June 2024.

5.2 Self-Evaluation Committee

Presented by: Christina Neigel

Senate was informed that the Senate self-evaluation survey will be released on March 30th.

6. New Business

6.1 Academic Unit Review Schedule

Presented by: Lauren Styles

Senate was presented with the Academic Review Schedule for information. The Review 2.0 follows a seven-year schedule organized by academic units. Academic unit review will encompass all programs of study offered by the unit. In Review 2.0, the primary academic unit of analysis will typically be schools. The associated review elements (e.g., self-study report, external review committee site visit, unit response and action plan, and progress reports) will be comparable to those which were in place during Review 1.0 and comply with DQAB requirements for the review of programs/academic units.

The Academic Unit Review: 7-Year Schedule retains the cohort model that was established during Review 1.0. This has been done with the objective of continuing to create opportunities for dialogue amongst schools and across the five faculties throughout the academic review process. The 7-year academic unit review schedule will also be posted to AIP's Frontlines site. Later this spring, in accordance with QAPA and DQAB program/academic unit review requirements, review schedule and future academic review summary reports will be shared on the CapU website alongside with the CapU QAPA Summary Report prepared by the DQAB.



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Laureen Styles moved and Deanna Baxter seconded:

23/10 Senate accept as information the Academic Review Schedule included in the March 7, 2023 Senate agenda package. **CARRIED**

6.2 2023 Faculty Senate Election

Presented by: Kyle Vuorinen

The Registrar presented the 2023 faculty Senate election timeline. The call for nominations opened on February 28 and voting will close on April 3. The election results will be announced on April 5.

Kyle Vuorinen moved and Lara Duke seconded:

23/11 Senate accept the 2023 faculty Senate election timeline. **CARRIED**

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Sue Dritmanis

The committee met on February 14 and approved the 2019/20 program review cycle as complete, for the following programs:

- Bachelor of Motion Picture Arts
- Diploma of Motion Picture Arts
- Certificate of Motion Picture Arts
- Certificate of Documentary
- Citations in Film Fundamentals

The committee also approved the 2019/20 program review cycle as complete, for the following programs:

- Certificate in Indigenous Digital Filmmaking
- Diploma in Indigenous Digital Filmmaking

Also at the committee meeting, Aurelea Mahood, Director, Academic Initiatives Planning (AIP) provided an update on the Resource Review 2.0 Principals and the Academic Unit Review: 7-Year Schedule.

7.2 Bylaw, Policy and Procedure Committee



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Presented by: Corey Muench

The committee met on February 28 and reviewed the Senate election procedures.

7.2.1 Staggered Election Process

Senate members were presented with the staggered election process. As background, the Senate currently elects all of its faculty members on the same three-year cycle. This means that many first-time senators could be elected in the same year thus reducing mentoring opportunities from experienced members. It also places a burden on Senate to have to recruit for many positions that become vacant at once.

At the January 2023 Senate meeting, a proposal was approved for the University to transition to staggered Senate elections to allow for more efficient operation of Senate. Decisions at the Faculty were made about which senator would end their term one year earlier than scheduled, which would serve their regular term until 2024, and which would extend their terms by one year.

Corey Muench moved and Jason Tam seconded:

23/12 That Senate approve the recommendation for the proposed staggered elections procedure.

CARRIED

7.2.2 Senate Bylaws

As background, an external reviewer worked with the Registrar's Office and undertook a scan of similar documents for other senates and suggested proposed changes. The proposed changes were taken to the Registrar's office for feedback and subsequently brought to the Bylaw, Policy and Procedure Committee.

On review and discussion of the proposed revisions to the Bylaws, a concern was raised around Article 8.4 with respect to election of subcommittee chairs in May. This would be problematic because faculty workload planning was completed in March and it was suggested to change the date of the election of chairs from May to March. However, a further concern was raised that if the date was changed to March, students, whose term begin in August, would not have an opportunity to serve as chair of the subcommittees.



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Deb Jamison moved and Kyle Guay seconded:
 To change the date in Article 8.4 from May to March.

DEFEATED
6 Yes
11 Opposed

Senate members raised several other questions and concerns with respect to the proposed revisions to the Bylaws and accordingly, it was suggested that the document be brought back to the committee for further work.

Prior to the vote, Senate members were informed that a two-thirds majority vote of Senate was required for the motion to pass.

Corey Muench moved and Dennis Silvestrone seconded:
 That Senate approve the proposed revisions to the Senate Bylaws.

DEFEATED

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the February 17, 2023 Senate Curriculum Committee meeting were presented to Senate for approval.

- 7.3.2 Post-Baccalaureate Diploma in Financial Planning
- Post-Baccalaureate Certificate in Financial Planning
- Post-Baccalaureate Certificate in Financial Planning Professional

Senate members were informed that the approval of the new credentials was included in the motion. In addition, once approved by Senate, the credentials will move to the 30-day peer review with the university's counterparts, and then to the Board.

Deb Jamison moved and Lara Duke seconded:

23/09 Senate approve SCC Resolutions 23/15 to 23/18

CARRIED

7.4 Teaching and Learning Committee

Presented by: Diana Twiss



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The committee met on February 21 and Dawn Whitworth attended the committee meeting and provided a review of the new Establishment, Review and Closure of Research Centres policy and procedures and committee members provided preliminary feedback on the documents.

Various reports were presented at the committee meeting, and some key highlights were as follows:

- The teaching and learning symposium will take place May 2 – 4. The theme for this year is Centering Health and Well-Being in Teaching and Learning, and new for this year will be roundtable discussions.
- Nominations are open for the Teaching Excellence awards.
- A report was presented from Creative Activity, Research and Scholarship (CARS) wherein it was noted that there are six section releases available for faculty for the next three years including this year, and that there are 16 applications which have gone out to peer adjudicators.
- In terms of the process for the Indigenous Plan, a meeting was recently held with Indigenous employees, Elders, students, invited guests and territorial holders and the next steps will include a healing ceremony and documenting the conversations.

7.5 Budget Advisory Committee

Presented by: Michael Thoma

The Senate Budget Advisory Committee met on February 2, at which time the committee received an updated quarter 3 forecast, a presentation on the Integrated Planning Report, and the final draft budget for Fiscal 2023/24.

The next committee meeting is scheduled for June 1, 2023.

8. Other Reports

8.1 Senate Chair

Paul Dangerfield provided the Chair's report, including the following highlights:



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- The Board recently approved the Integrated Plan and budget and the focus for the coming year 2023/2024 will be to better understand and improve the student experience, and to better understand and improve the employee experience.
- The province has also moved forward with their budget which includes significant investments and resources to support the province as well as resources for higher education particularly one-time activities and infrastructure. The university is anticipating that in the next month, the province will be unveiling the Future Ready Plan and within the plan there was a significant investment for training and education with a focus on micro-credentials.
- The Chair recently attended the Universities Canada Asia Pacific Foundation conference in Asia which was centered around better understanding of the new federal government plan. During the conference, the Chair also had an opportunity to work with the international team and look at possible partnerships that would support diversifying the university's international strategy.

8.2 Senate Vice-Chair

Robert Thomson, Vice-Chair, did not provide a report.

8.3 VP Academic and Provost

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

- In terms of the university's application for exempt status with the Degree Quality Assessment Board (DQAB) at the under-graduate level, the external site reviewers will be on campus on April 20. Over the next few weeks, the external reviewers will indicate who they wish to meet with, and it is anticipated that the agenda will be finalized by the end of March.
- With respect to the Academic Plan, Illuminating 2030 and work integrated learning, the following highlights were provided by Lara Duke:



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- Acknowledge the dedicated work of Mohna Baichoo (Work-Integrated Learning[WIL] Faculty Lead) and Nancy Wang (WIL Project Liaison) to uplift WIL activities across CapU through the WIL Hub Co-Lab.
- Establishing CapU WIL Hub Committee of internal CapU members and a CapU WIL Advisory Committee.
- In person CapU WIL Advisory committee in April 2023 to award the inaugural WIL Community Partner of the Year award, which aligns with [ACE-WIL Awards](#).
- This semester, there are six projects with the [North Vancouver Chamber of Commerce GrowthHub](#), two are with the CEO Patrick Stafford-Smith.
- Academic leadership council continues to meet monthly to work on the academic policy review process.

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 February 28 and received several reports, including a report from the Board Chair, the President and the Senate.
- The Board of Governors approved several items, policies, and the following key items:
 - Risk Management Framework and Risk Assessment Criteria
 - The following courses be discontinued based on advice of Senate: BADM 103, 203, 270, 274; BCPT 220, 225; BFIN 391; BMKT 366; IBUS 231, 234, 243; RMCP 181; and LGAO 100, 115, 125, 130, 135, 140, 145, 150, 155, 160, 165.



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- Approved a 2 percent increase in tuition and mandatory fees for domestic and international tuition for the 2023/24 academic year. The 2% increase will not be applied to the 2D, 3D and VFX programs.
- Approved the 2023/24 operating and capital budget.

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

Jason Tam, student Senator, and Eduardo Azmitia, guest, President of the CFA, provided a brief summary of events at the campus, including the Asian Heritage month.

The meeting was adjourned at 6:00 pm.

Next Meeting: Tuesday, April 4, 2023

MEMO

To: Mary Jukich, Senate Administrative Assistant

From: Kyle Vuorinen, Registrar

Subject: Senate Election Results

Date: March 23, 2022

cc:

Faculty of Business & Professional Studies

Acclaimed	Non-voting term starts	Voting term starts	Term ends
Susan Dritmanis	August 1, 2023	August 1, 2024	July 31, 2026

Faculty of Arts & Sciences

Acclaimed	Non-voting term starts	Voting term starts	Term ends
Thomas Flower	August 1, 2023	August 1, 2024	July 31, 2026

Faculty of Global & Community

Acclaimed	Non-voting term starts	Voting term starts	Term ends
John Brouwer	August 1, 2023	August 1, 2024	July 31, 2026

Faculty of Fine and Applied Arts

Acclaimed	Non-voting term starts	Voting term starts	Term ends
Denise Gingrich		August 1, 2023	July 31, 2026

Faculty of Education, Health & Human Development

Acclaimed	Non-voting term starts	Voting term starts	Term ends
Diana Twiss	August 1, 2023	August 1, 2024	July 31, 2026



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: March 20, 2023
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 March 17, 2023:

- 23/19** The two new courses, PHIL 410 – Justice and Equality and PHIL 411 – Philosophy, Governance, and Public Policy, as well as Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.

- 23/20** The prerequisite revisions to CMNS 220 – Advanced Business Writing and Editing, and the contact hour revisions for CMNS 295 – The Culture of Advertising, as well as Cap Core designation under the heading of *Culture and Creative Expression*, be recommended to Senate for approval.

- 23/21** The revisions to the Bachelor of Communication Studies Degree program profile be recommended to Senate for approval.

- 23/22** The prerequisite revisions to BFIN 249 – Accounting Microcomputer Applications and BMKT 263 – Professional Selling Skills be recommended to Senate for approval.

- 23/23** The new course, BADM 380 – Community Empowerment and Development through Enactus, be recommended to Senate for approval.

- 23/24** The removal of the lab science designation from KINE 306 – Principles of Strength and Conditioning be recommended to Senate for approval.

- 23/25** The three new courses, POL 301 – Comparative Public Policy, POL 302 – Canadian Law and Politics, and POL 310 – Issues in Transnational Politics, as well as Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.

- 23/26** The prerequisite revisions to JAZZ 131 – Theory of Tonal Music Jazz II, JAZZ 230 – Theory of Tonal Music and Jazz III and JAZZ 231 – Theory of Tonal Music and Jazz IV be recommended to Senate for approval.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

23/27 Deb Jamison is to serve as Chair of SCC for a two-year term from August 2023 to July 2025.

23/28 Lydia Watson serve as Vice-Chair of SCC for a two-year term from August 2023 to July 2025.

Deb Jamison

Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: *March 20, 2023*

Date: