



SENATE MEETING

Tuesday, February 7, 2023 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Deanna Baxter, John Brouwer, Sue Dritmanis, Lara Duke, Brian Ganter, Victor Gelano, Christy Goerzen, Kyle Guay, Deb Jamison, Tracy Penny Light, Maia Lomelino, Anthea Mallinson, Brad Martin, Corey Muench, Lesley Nelson, Christina Neigel, Ramin Shadmehr, Laureen Styles, Jason Tam, Michael Thoma, Robert Thomson, Diana Twiss, Stephen Williams, Recorder: Mary Jukich

Regrets: Rose Anza-Burgess, Iana Dokuchaeva, Manpreet Kaur, Amina El Mantari, Dennis Silvestrone, Kyle Vuorinen

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 4:00 pm.

Dr. Tracy Penny Light, new dean of the Faculty of Arts & Sciences was introduced and welcomed to Senate.

2. Approval of the Agenda

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

CARRIED

3. Approval of the Minutes

Laureen Styles moved and Deb Jamison seconded:
 To adopt the January 10, 2023 minutes.

CARRIED
1 abstention

4. Correspondence Received

No correspondence was received.

5. Business Arising

None.

6. New Business



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6.1 2024 Meeting Schedule

Presented by: Paul Dangerfield

Senate was presented with the 2024 Senate meeting schedule. The proposed meeting dates follow the schedule from prior years, the first Tuesday of the month, except for January and May (to accommodate the Registrar's Office), and August (to accommodate faculty returning from summer break). In addition, the proposed meeting dates were vetted to ensure no conflicts with significant religious or celebration dates.

On discussion, a suggestion was presented that in terms of inclusivity whether it may be beneficial to explore the possibility of shifting the meeting time block to an afternoon block. However, a concern was raised that the shift into the afternoon block may prevent student participation at the meetings due to course scheduling, and issues may also arise with faculty teaching schedules and for faculty who are in chairs or coordinator roles.

During a broader discussion, Senate members indicated that in terms of accessibility and being mindful of family and outside obligations it may be beneficial to offer meetings in a hybrid format. It was noted that there has been ongoing work and discussion around options and, if required, technology was available to offer remote access to the meetings.

Paul Dangerfield moved and Deb Jamison

23/05 The 2024 Senate meeting schedule be adopted as presented

CARRIED

6.2 Vice-Chair Nominating Committee

Presented by: Paul Dangerfield

The Vice-Chair Nominating Committee was requested to convene and assist in the process of identifying potential Senate Vice-Chair candidates and to bring the names forward to Senate.

6.3 Self-Evaluation Committee

Presented by: Christina Neigel



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The Senate self-evaluation survey is conducted every year in order to evaluate and assess the function of Senate. For this year, the survey questions are being revised in order to identify and better understand possible issues within Senate and to also create space for feedback on the operations and function of Senate. It is anticipated that the survey will be distributed at the end of March to Senate members.

In moving forward with continuous improvement, work is underway in determining a mechanism wherein Senate members have an opportunity to bring forward “on the floor” discussion, information or other business items. These items would be presented to Senate, then a decision would be made whether the item was relevant to Senate, be forwarded to a subcommittee, the Board, or to another area for consideration.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Sue Dritmanis

The committee met on January 17 and in addition to reviewing a concept paper, Aurelea Mahood, Director, Academic Initiatives Planning (AIP) provided a presentation on implementing concept paper consent timelines. At the committee meeting, discussion was around the time between when a concept paper was presented to the committee and when the development of phase 2 began. Based on input, the committee members determined that approximately two to three terms would be sufficient, and after three terms if the information within the concept paper was updated, the concept paper could move forward.

7.1.1 Concept Paper – Minor in Women’s, Gender, Sexuality and Equity Studies

The proposed 24-credit Minor in Women’s, Gender, Sexuality and Equity Studies will offer students a chance to focus on a range of critical approaches using an explicitly intersectional and decolonial feminist lens. The minor will emphasize application of intersectional and decolonial theory through scaffolded studio learning, work-integrated learning, and community-engaged research and activism. The minor will be housed in the Women’s and Gender Studies (WGST) department in the School of Social Sciences, Faculty of Arts and Sciences.

Christina Neigel moved and Lara Duke seconded:



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23/06 That Senate approve the Concept Paper for the Minor in Women's, Gender, Sexuality and Equity Studies. **CARRIED**

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The committee met on January 24 and reviewed the Academic Affiliations Agreement policy and completed revisions to the Senate Bylaws.

7.2.1 Academic Affiliation Agreements Policy

The current policy on Academic Agreements, S.2015-01, resides with the Senate and is thus not in alignment with the language of the *University Act* which implies that such a policy should fall under the purview of the Board of Governors. As requested by the Board, the committee reviewed the Board policy and provided their advice to Senate.

Corey Muench moved and Kyle Guay seconded:

23/07 The Academic Affiliation Agreements policy and procedure be recommended to the Board of Governors for approval. **CARRIED**

7.2.2 Senate Policy S2015-01 Academic Agreements

Once the Board approves the Academic Affiliations Agreement policy, the Senate policy, S2015-01, will be rescinded.

Paul Dangerfield moved and Jason Tam seconded:

23/08 Policy S.2015.01 "Academic Agreements" be rescinded once the Academic Affiliation Agreement policy is approved by the Board of Governors. **CARRIED**

7.2.3 Senate Bylaws – Notice of Motion

To ensure the efficient operation of the Senate, the Senate Bylaws are periodically reviewed by the Secretary of Senate (Registrar) with advice from the Senate



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Bylaw, Policy, and Procedure Committee. Section 11.1 of the Senate Bylaws requires that “a notice of a motion to amend the Bylaws be given at a regular meeting of the Senate.

The Secretary of Senate and the Bylaw, Policy and Procedure committee have completed work on the proposed revisions/amendments to the Senate Bylaws and will be bringing them forward to Senate for review at the next regular Senate meeting scheduled for March 7, 2023.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the January 20, 2023 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Lara Duke seconded:

23/09 Senate approve SCC Resolutions 23/01 to 23/14.

CARRIED

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on January 17 and Sabrina Wong from the Library provided a presentation on the data research management strategy which included information on the definition and scope, and the tri-agency policy requirements. Work is underway in preparing a draft report which is anticipated to be completed by mid-March.

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

- The Teaching and Learning Advisory committee (TLAC) has been rebranded with a new mandate and is now the Centre for Teaching Excellence Advisory committee.



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- The annual Professional Development Symposium is scheduled for May 2 – 4, and the main theme is “Centering Health and Well-Being”.
- Creative Activity, Research and Scholarship (CARS) reported that the annual Student Research Symposium will take place on April 15 with over 100 students presenting their research projects. In addition, CARS is working on the policy and procedures required in Phase 1 of the development and formalization of Graduate Studies.

At the February meeting, the committee will review and provide feedback on the Research Centre policy and procedures.

7.5 Budget Advisory Committee

Presented by: Michael Thoma

The Senate Budget Advisory Committee (SBAC) 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.

Tally Bains, VP Finance and Administration provided the updated 3rd quarter forecast which indicated an operating surplus of \$3.0 million which was an \$11.4 million favourable variance compared to the Board-approved deficit budget of \$8.4 million. The surplus was attributed to an increase in international students, as well as lower salary and operating expenses due to control of discretionary spending.

Toran Savjord, VP Strategic Planning, Assessment & Institutional Effectiveness provided a presentation on the integrated planning process and this year’s theme of Understanding and Improving the Full Student Lifecycle Experience. The committee had questions regarding diversification of the international recruitment plan. Information was provided that the institution is aware of the challenges of having a large population from one country, including that country’s form of learning. The increased number of international students is more pronounced in some departments, for example, international enrollment in the Bachelor of Business Administration is 60% international.

The committee also received the final draft budget for Fiscal 2023/24, which indicated a \$3.3 million deficit budget where expenses of \$139.6 million exceed



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revenues of \$136.2 million. It is anticipated another year will be required to return to a balanced budget for Fiscal 2024/25. The Ministry has indicated that they also expect that another year will be needed for post-secondary institutions to recover and will support the approval of deficit budgets. The committee members had questions regarding uncertainty around department budgets and spending now that this is the first year of being back to campus and in person. Information was given that the finance department is tracking each portfolio and looking at what was removed in 2020, and what has been added back, and there is an opportunity for ongoing conversations during the re-imagining of the budget process. Committee members also questioned funds for IT services and the digital transformation plan. A “deep dive” will be undertaken in IT to understand where funds are being spent, and the focus will first be on cybersecurity. As the components of the deep dive are completed, the results will be shared with the university community.

The committee carried a motion that the Senate Budget Advisory Committee completed its mandate for the 2023/2024 University Budget.

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:

- As mentioned at the recent President’s Perspective, two key items of focus for next year will be to better support students and understand the student life cycle and how to improve the student experience. As well, focus will be on understanding and improving retention of students, particularly domestic students, and to better support new and international students, and some solutions have been developed and included in the integrated plan. The second key item will be to support employees, and ensure the proper supports are in place in terms of skills, training, and resources.
- With respect to the budget amount, as in most institutions in BC, the university has an 8% vacancy rate in the employee group and the expectation is that this will not change next year. However, with the new People Plan in



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place which addresses employee retention and attracting new employees, the goal is for a 5% vacancy rate. In terms of planning, the university is anticipating that this will be the last year of a deficit budget; however various factors including the vacancy rate, international student enrolment, etc. may affect the budget. In moving forward, both the budget and integrated plan will be presented at the next Board meeting.

- At the end of the month, the provincial budget will be released and based on conversations with government, focus will be placed on the province's "future ready" work, housing, supporting inclusive growth and truth and reconciliation which also align with the university's initiatives.

8.2 Senate Vice-Chair

Robert Thomson acknowledged the excellent work and professionalism of the Senate subcommittees.

8.3 VP Academic and Provost

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

- At the March Senate meeting, an update will be provided on the university's application for exempt status for undergraduate programs.
- Appreciation was noted for the work undertaken by Aurelea Mahood, Director, Academic Initiatives Planning (AIP) and her team, as well as faculty for their feedback on the Version 2.0 of the program review process. This work is a positive direction institutionally and moves forward a number of action items from the university's quality assessment process audit.

8.4 Board Report

A report was not provided as the Board representative was not in attendance.

8.5 Elder Report

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

9. Discussion Items



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No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

February is Black History Month and Senate members were encouraged to attend the various events taking place on campus.

12. In Camera Session

The meeting moved to in camera at 5:00 pm.

*Paul Dangerfield moved and Deb Jamison seconded:
To move in camera.*

CARRIED

*Paul Dangerfield moved and Diana Twiss seconded:
To move out of in camera.*

CARRIED

The meeting was adjourned at 6:06 pm.

Next Meeting: Tuesday, March 7, 2023
