



SENATE MEETING

Tuesday, February 6, 2024 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Deanna Baxter, John Brouwer, Sue Dritmanis, Brian Ganter, Raphael Gasc, Victor Gelano, Denise Gingrich, Kyle Guay, Patricia Heintzman, Deb Jamison, Laura Kinderman, Tracy Penny Light, Brad Martin, Alysha Monk, Corey Muench, Christina Neigel, Ramin Shadmehr, Laureen Styles, Natasha Mrkic-Subotic, Michael Thoma, Diana Twiss, Kyle Vuorinen, Emily Walmsley, Stephen Williams, Recorder: Mary Jukich

Regrets: Thomas Flower, Lesley Nelson

Guests: None

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 Səlílwataʔ/Selilwitulh (Tseil-Waututh) Nations.

1. Welcome

The Chair called the meeting to order at 4:00 pm.

Sue Dritmanis assumed voting rights for the Faculty of Business and Professional Studies.

2. Approval of the Agenda

Paul Dangerfield moved and Victor Gelano seconded:

To adopt the agenda.

CARRIED

3. Approval of the Minutes

Paul Dangerfield moved and Stephen Williams seconded:

To adopt the January 9, 2024 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

None.

6. New Business

6.1 Spring 2024 Election Timeline

Presented by: Kyle Vuorinen



SENATE MEETING

Tuesday, February 6, 2024 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

Senate members were presented with the 2024 Senate election timeline. It was noted that this will be the first election cycle using the staggered election process. In terms of faculty election, there will be one faculty Senator up for election each year, and the new faculty Senator will have the first year of the three year-term as a non-voting member, and the last two years as a voting member.

The call for nominations opened on February 1 and close on February 14 and results will be announced on Friday, March 22.

6.2 2025 Senate Meeting Schedule

Presented by: Paul Dangerfield

Senate was presented with the 2025 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 review and discussion, a concern was raised around the challenges with meeting schedules, particularly the August and September meeting dates. In this regard, it was suggested the August 19 date be shifted to August 26 and would be an orientation and social, and the September 2 date be shifted to September 9 for a regular meeting.

Paul Dangerfield moved and Kyle Guay seconded:

24/03 To approve the Capilano University Senate 2025 regular meeting schedule with the amendment that the August 19, 2025 and September 2, 2025 dates are moved to August 26, 2025 and September 9, 2025.

CARRIED

6.3 Vice-Chair Nominating Committee – Request to Convene

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.



SENATE MEETING

Tuesday, February 6, 2024 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

6.4 Self-Evaluation Committee

Presented by: Christina Neigel

An update was provided on the committee's work to date including the following recommendations from last year's survey:

- The Senate continues to develop ways of orienting members throughout the year on the scope of Senate's power, responsibilities, and role within the provincial legislation.
 - Area of responsibility: Senate Chair/Vice-Chair
 - Recommended Action: Put on Senate Agenda for discussion.
- Establish regular written reports from all Senate Committees to provide a written record of Committee activities, particularly decisions and action items. Area of responsibility: Senate Chair/Vice-Chair to work with Committee Chairs
 - Recommended Action: there is a need for Senate discussion.
- Continue plans to assess Senate Committee effectiveness.
 - Area of responsibility: Senate Self-Evaluation Committee
 - January 2024 – Action: The Senate Self-Evaluation Committee is working towards developing surveys for Senate sub-committees to understand the effectiveness of these groups to be deployed in March/April 2024.
 - Each committee will receive a survey, which will be answered by all senator and non-senator participants.

At the committee meeting, the committee members considered how decolonizing Senate might be explored. One approach could be establishing a working group of Senate that could investigate the opportunities and limits of the legislation and practices at Senate and presenting findings to Senate for reflection.

In terms of next steps, the Chair and Vice Chair will review the recommendations and bring each item as a specific agenda item to Senate in the coming months.

7. Committee Reports

7.1 Academic Planning and Program Review Committee



SENATE MEETING

Tuesday, February 6, 2024 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

Presented by: Sue Dritmanis

The committee met on January 16 and there were no concept papers, program reviews or one-year program reports to examine. However, the committee reviewed the revisions to the concept paper evaluation framework and appreciated the renewed emphasis on what the benefits would be to students of any proposed new program of study. Future concept papers will also have to show how a new program would fill a need within post-secondary and not duplicate existing programs. At the committee meeting, there was also discussion on how the new evaluation framework could be adapted to include criteria exclusive to the University's vision and mission.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The committee met to review the Academic Integrity policy and procedures on January 9 but did not make quorum. Despite this, some productive conversation occurred. After the meeting, the Policy Office took a closer look at the documents and recommended extensive changes. Because many of the suggested changes were beyond the committee's scope, the Chair cancelled the January 23 meeting to allow more time for the proponent and the Policy Office to consult and prepare more finalized documents for the committee. The committee is scheduled to meet on February 13, at which time the committee will review the documents.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

As the January 19, 2024 Senate Curriculum Committee was cancelled, a resolution memorandum was not brought to Senate.

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on January 16 and reflected on challenges in finding ways for the committee to be of service to Senate. Some of the highlights of work during the past year were participating in various reiterations of the Chen Chen Stway



SENATE MEETING

Tuesday, February 6, 2024 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

Framework, the Digital Framework which the committee will continue to have an ongoing role, and consulting at various stages of the review of the Academic Integrity policy and procedures. The committee also receives regular reports from the Director of Teaching and Learning, from Creative Activity Research and Scholarship and from Indigenous Education and Affairs. Some of the highlights of recent reports was that the annual symposium will take place on April 24 to 26, 2024. Indigenous Education and Affairs have been working with Elders and learning how to work with Elders and an Elders Protocol has been developed and posted to the [website](#).

7.5 Budget Advisory Committee

Presented by: Michael Thoma

The committee met on January 29, 2024 and there were two presentations, each requiring the following motions:

- That the Senate Budget Advisory Committee received for information the 2023/2024 January forecast.
- That the Senate Budget Advisory Committee had completed its mandate for the Fiscal 2024/25 University Budget.

The committee was provided with a presentation on the January forecast noting an operating surplus of \$15.7 million which is a \$19 million favourable variance compared to the Board-approved deficit budget of \$3.3 million. This surplus figure includes a capital restriction of \$10 million from the Ministry operating funding for digital transformation. The change between the Quarter 3 forecast of \$5.0 million surplus and January forecast of \$15.7 million is due primarily to the increase in international enrollment revenues, which were higher by \$5.3 million, and operating expenses which are forecast to be lower by \$5.4 million, hence the surplus forecast increased by \$10.7 million.

An overview was also provided on the final draft of the Fiscal 2024/25 Integrated Planning and Budget, and on the budget documents, including information on the budget development process, noting that the budget was not a rollover budget, that principles and assumptions used to make budget decisions were updated, and that it incorporated the new Faculty Collective Agreement rates.



SENATE MEETING

Tuesday, February 6, 2024 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

The committee was also presented with the summary on integrated planning noting that the University continues to focus on improvements and refining the integrated planning process. The Fiscal 2024/25 operating budget includes \$9 million of additional resource allocations to support university priorities of which \$1.1 million is inflationary cost pressure increases. Information was also provided that the surplus is important to meet long-term financial sustainability, to ensure the reserves are not depleted, that funding is available to support capital spending and that operating budgets can absorb the amortization expense for capital projects.

On completion of the presentation, committee members discussed the following three issues:

- On the decline of domestic students in January, domestic students take fewer courses than international students, because international students are required to take more courses to qualify for their student visas.
- In terms of enrollment for next year, there was a projected decrease in domestic students.
- Regarding the Squamish campus, information was provided that once student housing is secured, the University will be able to add programming and move to a positive position, anticipated around 2026/2027.

The next committee meeting is scheduled for June 11, 2024.

8. Other Reports

8.1 Senate Chair

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

- A brief update was provided on the January 22 announcement by the Federal government on the cap on international student intake across the country for the next two years.
- In terms of planning, the University is in a good position and had a large intake of international students last year and was planning for an expected decrease



SENATE MEETING

Tuesday, February 6, 2024 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

in the intake for the coming year. The recent change in international student intake will be an opportunity for the University to focus on diversifying its international partners. The University continues to plan well and conservatively, and the budget as is will be presented to the Board.

8.2 Vice-Chair

The Vice-Chair reported that she has attended at least one of every Senate subcommittee meeting and has observed robust discussions and tough questions from both committee members and Senators. Appreciation was given for the volume and the importance of work being undertaken at the subcommittees. In addition, Senators who participate in various subcommittees were recognized, and those who are not yet involved were encouraged to consider serving on a subcommittee.

8.3 VP Academic and Provost

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

- The proposed Bachelor of Arts with a Major in Writing and Literature had a positive site review and appreciation was provided to everyone involved in the substantive work that went into the degree proposal. The proposal will be going to the Degree Quality Assurance Board (DQAB) for the March meeting.
- Chen Chen Stway was previously at Senate and will be moving to the Board for information at the February meeting and continues to be a living document. The guidelines and protocols for Elders are posted on [Frontlines](#).
- The Digital Technology and Learning Environments recently had its first meeting, co-chaired by the director, teaching and learning and associate vice president digital technology services. Additional background can be found on Frontlines.

8.4 Board Report

A report was not provided as the Board has not met since the last Senate meeting. The next Board meeting is scheduled for February 27, 2024.



SENATE MEETING

Tuesday, February 6, 2024 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

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

Senate members were encouraged to participate in the various events across the campus during Black History month.

12. In Camera Session – Tributes Committee

Paul Dangerfield moved and Stephen Williams seconded:
 To move in camera.

CARRIED

Paul Dangerfield moved and Stephen Williams seconded:
 To move out of in camera.

CARRIED

The meeting was adjourned at 6:00 pm.

Next Meeting: Tuesday, March 5, 2024
