



## SENATE MEETING

Tuesday, August 20, 2024 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

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**Present:** Paul Dangerfield (Chair), Julia Black, John Brouwer, Jai Djwa, Graham Cook, Thomas Flower, Brian Ganter, Victor Gelano, Denise Gingrich, Deb Jamison, Alan Jenks, Laura Kinderman, Michael Laurence, Tracy Penny Light, Priya McMurtrie, Vedant Mehra, Corey Muench, Alaa Al-Musalli, Christina Neigel, Diogo Schwartzmann, Ramin Shadmehr, Amanjot Singh, Michael Thoma, Diana Twiss, Emily Walmsley, Recorder: Mary Jukich

**Regrets:** Brad Martin, Kolbe Peterson, Majid Raja, Sarang Deep Singh, Kyle Vuorinen

**Guests:** Elder Doctor Latash

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#### ***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 Səl̓ílwata?/Selilwitulh (Tseil-Waututh) Nations.*

#### **1. Welcome**

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

The following new Senate members were introduced and welcomed:

- Dr. Tracy Penny Light, Interim Vice-President, Academic and Provost
- Graham Cook – Interim Dean for the Faculty of Arts and Sciences
  
- Michael Laurence, non-voting faculty, Faculty of Arts and Sciences
- Julia Black, non-voting faculty, Faculty of Education, Health and Human Development
- Alan Jenks, non-voting faculty, Faculty of Global and Community Studies
  
- Diogo Schwartzmann, voting staff
- Vedant Mehra, voting staff
  
- Amanjot Singh, voting student
- Priya McMurtrie, voting student

In the absence of Majid Raja, Alaa Al-Musalli assumed voting rights for the Faculty of Business and Professional Studies.



## SENATE MEETING

Tuesday, August 20, 2024 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

#### 2. Approval of the Agenda

*Paul Dangerfield moved and Diana Twiss seconded:*  
 To adopt the agenda.

**CARRIED**

#### 3. Approval of the Minutes

*Paul Dangerfield moved and Brian Ganter seconded:*  
 To adopt the June 4, 2024 minutes.

**CARRIED**

#### 4. Correspondence Received

No correspondence was received.

#### 5. Business Arising

##### 5.1 Self-Evaluation Committee

*Presented by: Christina Neigel*

Senate members were informed that a full review of the survey results has not yet been completed.

##### 5.2 Senate Subcommittee Vacancies

*Presented by: Deb Jamison*

The Registrar will be distributing a Constant Contact communication to the university community requesting volunteers to serve on the various Senate subcommittees.

#### 6. New Business

##### 6.1 Revision to 2025 Convocation Dates

*Presented by: Deb Jamison*

The Manager of Events and Ceremonies, after consultation with the University's executive, has requested changes to the dates for convocation for the 2025 calendar year. Convocation ceremonies that were initially scheduled for June 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> are being rescheduled to:

- Tuesday, June 10, 2025
- Wednesday, June 11, 2025
- Thursday, June 12, 2025



## SENATE MEETING

Tuesday, August 20, 2024 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

This change will allow all teams who are involved in preparing for convocation crucial time to ensure the event is as successful as possible.

#### 7. Committee Reports

##### 7.1 Academic Planning and Program Review Committee

*Presented by: Alaa Al-Musalli*

The Committee met on June 11 and Claire Carolan, Director of Academic Planning and Quality Assurance provided a Quality Assurance and Process Audit (QAPA) institutional response progress update.

At the August 27 committee meeting, work will begin on the review of the Committee's Terms of Reference.

##### 7.2 Bylaw, Policy and Procedure Committee

*Presented by: Corey Muench*

The Committee met on June 11 and completed the remaining work on the student appeals policy and procedure. The committee also reviewed revisions to the Faculty of Arts and Sciences Bylaws mainly recognizing the creation of the associate dean position in the faculty as a non-voting member of the faculty and voting member of the faculty council. In addition, the committee provided feedback on the newly created Bylaws from the Faculty of Business and Professional Studies.

###### 7.2.1 B.109 Student Appeals Policy B.109.1 Student Appeals Procedure

The Student Appeals Policy and its associated Procedure describe the University's approach to managing appeals of decisions and terminations made under both academic and non-academic policies, including S2018-01 Final Grade Appeal Policy, S2017-05 Academic Integrity Policy, B.701 Student Code of Conduct Policy, B.401 Sexual Violence and Misconduct Policy and any other University policies that impact a student's academic or non-academic standing.

On review and discussion of the proposed revisions, a question was raised regarding whether it was possible to split appeals into academic and non-academic, particularly because having Senate's duty covering academic student



## SENATE MEETING

Tuesday, August 20, 2024 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

appeals could be beneficial. However, it was determined that from the policy side it was more efficient to have both academic and non-academic appeals in one document. As well, for academic appeals under this policy, such sanctions would have been determined under other Senate policies prior to this round of appeals, namely by either the Academic Integrity Policy (S2017-05) or the Final Grade Appeal Policy (S2018-01).

The current Student Appeals Policy and Procedures were provided to the Senate for reference.

*Corey Muench moved and Tracy Penny Light seconded:*

**24/16** That the Senate approve and recommend to the Board Governance and Planning Committee and to the Board of Governors the revised B.109 Student Appeals Policy and B109.1 Student Appeals Procedure.

**CARRIED**  
**1 Abstention**

7.2.2 Designate for Vice President Academic and Provost on Senate Curriculum Committee (SCC) and Senate Academic Planning and Program Review Committee (SAPPRC)

Senate was requested to approve a change to the membership of the Senate Curriculum Committee and the Senate Academic Planning and Review Committee to allow the participation of a designate for the Vice President Academic and Provost (VPA), as determined by the VPA when deemed necessary or useful. The designate would typically be the Vice Provost and Associate Vice President Academic (AVPA) and would act as a voting member in the same way that the VPA acts as a voting member on these two committees.

However, after the submission of this item, it was brought to the attention of the Chair of the Bylaw, Policy and Procedure Committee that it may be beneficial to postpone this request because four of the Senate subcommittees will soon be updating their Terms of Reference, at which time discussion can be undertaken around this proposed change.

*Corey Muench moved and Alaa Al-Musalli seconded:*



## SENATE MEETING

Tuesday, August 20, 2024 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

**24/17** That the Senate approve the practice of the Provost and Vice President Academic (VPA) selecting a designate, normally the Vice Provost and Associate Vice President Academic, as needed, to attend meetings of both the Senate Academic Planning and Program Review Committee (SAPPRC) and the Senate Curriculum Committee (SCC). The designate would have voting privileges on both committees just as the VPA does. **DEFEATED**  
**2 Yes**  
**10 No**  
**1 Abstention**

#### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

##### 7.3.1 Resolution Memorandum

The resolutions brought forward from the June 14, 2024 Senate Curriculum Committee meeting were presented to Senate for approval. Resolution 24/56 was removed from the approval as it related to a non-curriculum item.

*Deb Jamison moved and Diana Twiss seconded:*

**24/18** Senate approve Resolutions 24/47 to 24/55.

**CARRIED**

#### 7.4 Teaching and Learning Committee

*Presented by: Diana Twiss*

A report was not provided as the next meeting is scheduled for September 17, 2024.

#### 7.5 Budget Advisory Committee

*Presented by: Michael Thoma*

The Committee met on June 11, 2024, and received the Integrated Planning Fiscal 2023/24 Top 10 Highlights from the draft Institutional Accountability Plan and Report (IAPR), the Final Fiscal 2023/24 Financial Results, and the Integrated Planning Fiscal 2025/26 Process and Timelines. Prior to the review, it was noted that the same information had been presented to the campus community the day before, which led to a discussion about process and timelines.



## SENATE MEETING

Tuesday, August 20, 2024 4:00 pm  
Capilano University, Library Building, Room LB 322

### MINUTES

---

In terms of the 2023/24 Final Financial Results, the final year-end operating surplus is \$11.63 million, which is \$14.7 million more than the originally budgeted deficit of \$3.34 million. It also includes the restriction of the Ministry operating grant of \$17 million; \$10 million for capital, which is reserved for digital transformation and the Squamish campus, and \$7 million for operating, reserved for renovations and deferred maintenance of the Squamish and North Van campuses.

The Committee was also presented with the Integrated Planning Fiscal 2025/26 Process and Timelines, which included priorities such as the full launch of the Squamish campus, DQAB exempt status, the new Childcare Centre, and student housing, 24/7 campus operations, graduate studies, and the implementation of foundational plans, such as Chenchenstway, the People Plan, and Digital Transformation.

#### 8. Other Reports

##### 8.1 Senate Chair

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

- Students will be arriving at campus and, in addition to the orientations over the next two weeks, there will also be the welcome back barbeque on September 3.
- The Senate orientation will take place during the regular Senate meeting on Tuesday, September 3.
- The Board orientation will take place on September 4 and the Board will also host a welcome event after the meeting for Board members, Senate, MoveUp, CFA, CSU and Alumni Association.
- The kick-off for the Capilano Blues' 50<sup>th</sup> Anniversary event will be on September 7, 2024.
- The campus field trip to visit the new Squamish campus will take place on September 13, 2024.



## SENATE MEETING

Tuesday, August 20, 2024 4:00 pm  
Capilano University, Library Building, Room LB 322

### MINUTES

---

- As a result of the work on the strategic enrollment management, domestic enrollment numbers for September in terms of those admitted is up 9% and course registration is up 13%. International student applications are down; however, registration is level.

#### 8.2 Vice Chair

A report was not provided as this was Deb Jamison's first meeting in the role of Senate Vice Chair.

#### 8.3 VP Academic and Provost

A report was not provided as this was Tracy Penny Light's first meeting in the role of interim VP Academic and Provost.

#### 8.4 Board Report

A board report was not provided because the Board representative has not been determined.

#### 8.5 Elder Report

Elder Doctor Latash was acknowledged for receiving his honorary doctorate degree at the June convocation.

Elder Doctor Latash reflected on his educational experience at the university, as well as his ancestors, particularly his uncle Chief Joe Capilano. In addition, Elder Doctor Latash spoke around the importance of having photographs and monuments of the leaders on the walls of the Indigenous Education and Affairs Centre to provide inspiration to students.

#### 9. Discussion Items

No discussion items were presented.

#### 10. Other Business

An issue was raised that although the need to support Indigenous students is being addressed with Chenchenstway, there is still a need to support students that are not



## SENATE MEETING

Tuesday, August 20, 2024 4:00 pm  
Capilano University, Library Building, Room LB 322

### MINUTES

---

exposed to Indigenous issues. Additional support may be required to bring in different ideas around Indigenous work, the history of Indigenous people, etc., in a way that could be textualized in a course. For example, in some courses there are international students and it would be beneficial to share the context of Indigenous People. This may be an important issue for consideration by Senate, particularly as work is underway towards Indigenization and decolonization involving the entire campus.

#### **11. Information Items**

No information items were presented.

The meeting was adjourned at 5:50 pm.

**Next Meeting: Tuesday, September 3, 2024**

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