



SENATE REGULAR MEETING

Tuesday, December 3, 2024 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 (Tseil-Waututh) Nations.

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of Minutes - Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
 - 5.1 Senate Subcommittee Vacancies – *Information* Kyle Vuorinen
Schedule 5.1
6. **New Business**
None
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Information* Alaa Al-Musalli
 - 7.2 Bylaw, Policy and Procedure Committee – *Information* Corey Muench
 - 7.3 Curriculum Committee – *Decision* Deb Jamison
 - 7.3.1 Resolution Memo Schedule 7.3.1
[November 15 Agenda Package](#) / [November 15 Draft Minutes](#)
 - 7.4 Teaching and Learning Committee – *Information* Diana Twiss
 - 7.5 Budget Advisory Committee – *Information* Michael Thoma



SENATE REGULAR MEETING

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8. Other Reports

- | | |
|--|-------------------|
| 8.1 Chair of Senate – <i>Information</i> | Paul Dangerfield |
| 8.2 Vice Chair of Senate – <i>Information</i> | Deb Jamison |
| 8.3 VP Academic and Provost – <i>Information</i> | Tracy Penny Light |
| 8.4 Board Report – <i>Information</i> | Amina El Mantari |
| 8.5 Elder Report - <i>Information</i> | Elder Latash |

9. Discussion Items

10. Other Business

11. Information Items



SENATE MEETING

Tuesday, November 5, 2024 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Julia Black, John Brouwer, Jai Djwa, Graham Cook, Caroline Depatie, Thomas Flower, Brian Ganter, Victor Gelano, Denise Gingrich, Deb Jamison, Alan Jenks, Laura Kinderman, Michael Laurence, Tracy Penny Light, Amina El Mantari, Brad Martin, Priya McMurtrie, Corey Muench, Alaa Al-Musalli, Christina Neigel, Majid Raja, Farnoosh Sam, Sarang Deep Singh, Michael Thoma, Diana Twiss, Emily Walmsley, Recorder: Mary Jukich

Regrets: Vedant Mehra, Ramin Shadmehr, Amanjot Singh

Guests: Elder Doctor Latash, Elder Delhia, Eduardo Azmitia, Harb Jahal, Jordon Lovig, Maria Valioux, Dawn Whitworth

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1. Welcome

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

The following new members were introduced and welcomed:

- Farnoosh Sam, voting staff representative;
- Maria Valioux, non-voting MoveUp permanent guest;
- Ekam Sandhu, non-voting CSU permanent guest.

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 Majid Raja seconded:
 To adopt the October 1, 2024 minutes.

CARRIED

4. CSU Presentation

Representatives from the Capilano Students Union provided a presentation and overview of the work and activities that are underway at the CSU this year.



SENATE MEETING

Tuesday, November 5, 2024 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

5. Correspondence Received

No correspondence was received.

6. Business Arising

6.1 Senate Subcommittee Vacancies

Presented by: Jordon Lovig

Senators were encouraged to volunteer to serve on the remaining vacant seats on the Senate subcommittees, particularly the Tributes committee, which will be meeting shortly. The Registrar's Office will be putting out a call for volunteers for the remaining vacancies.

6.2 Self-Evaluation Survey Results

Presented by: Christina Neigel

This year, work will be focussed on collecting year-over-year data and surveying subcommittees for correlational data.

7. New Business

7.1 Illuminating 2030 Update

Presented by: Tracy Penny Light

As background, when Illuminating 2030 was approved, one of the commitments was to provide a regular update. As such, Senate was provided with an overview of some key activities underway in each area of focus, with an emphasis on the 2023/2024 academic year.

Moving forward, an update will be presented to Senate each September to celebrate notable activities completed in the previous academic year.

7.2 Proposal for New Senate Subcommittee on Graduate Studies

Presented by: Dawn Whitworth

Senate was presented with a proposal to create a new Graduate Studies Senate Subcommittee. The proposed new subcommittee would report and make recommendations to Senate, be composed of members with expertise required to support graduate-level programs and would have terms of reference



SENATE MEETING

Tuesday, November 5, 2024 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

resembling those of the Senate Curriculum Committee, but specialized for graduate studies.

During the discussion, concern was raised regarding the proposed composition, which allows for two graduate students once graduate programs are offered and it was suggested that consideration be given to reflect upper-level student representation. It was also suggested that a library representative be included in the membership.

Corey Muench moved and Tracy Penny Light seconded:

24/27 That Senate approve the creation of a Graduate Studies Subcommittee. **CARRIED**

7.3 Senate By-Election Timeline (Support Staff)

Presented by: Jordon Lovig

Senate was presented with the by-election timeline for the support staff vacancy. Nominations opened October 10 and closed on October 23 and one candidate put their name forward. The position was filled by acclamation by Farnoosh Sam, whose term begins immediately and ends July 31, 2027.

8. Committee Reports

8.1 Academic Planning and Program Review Committee

Presented by: Alaa Al-Musalli

The October 8, 2024 committee meeting was cancelled; however, the committee continues to work on their Terms of Reference. The current draft document captures the feedback provided by the committee members and will be reviewed and discussed at the November 12, 2024 committee meeting.

8.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The committee met on October 8 and October 22 and work focussed on developing the terms of reference document. At the October 8 meeting, the committee provided feedback on a new name for the committee, references to



SENATE MEETING

Tuesday, November 5, 2024 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

the Senate Bylaws within the terms of reference and expanding the list of committee tasks to better describe the work of the committee.

On October 22, the committee reviewed a draft terms of reference and discussed the importance of ensuring there is consistency within the terms of reference of all committees but also looking across committees' terms of reference to get ideas from each other.

8.2.1 S2018-02 Student Awards Policy

This policy sets out the different categories of student awards that are administrated by the Registrar's Office. It describes the general terms and conditions for student awards, and outlines the nomination, information, distribution, acceptance, payment and renewal, retention audit and reversal processes.

The policy was brought to the committee on the normal review schedule. The revisions to the policy were mostly around changes to award amounts and criteria which was not part of the committee purview; however, the committee did recommend revisions mostly around wording, content, and bringing the policy into a more standard format.

During the discussion, a concern was raised that the wording in the policy was not clear on whether students receive the awarded funds, or whether the funds go into their student accounts, and that it may be beneficial to include some language in the policy around the process.

Corey Muench moved and Deb Jamison seconded:

24/28 That the Senate approve the revised Student Awards Policy (S2018-02).

**CARRIED
2 Opposed**

8.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum



SENATE MEETING

Tuesday, November 5, 2024 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

The resolutions brought forward from the October 18, 2024 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Tracy Penny Light seconded:

CARRIED

24/29 That Senate approve Resolutions 24/61 to 24/64.

The Committee is reviewing its Terms of Reference and the goal is to continue review and discussion at the next couple of meetings.

8.4 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on October 15, 2024, and received several reports, some of the highlights of which were as follows:

- Work is underway on an update to the Digital Learning Framework and action plan.
- The annual call for Faculty Unified Grant applications received double the amount of faculty applications this round.
- Work is also underway in determining the impact of the changes from Immigration, Refugees, and Citizenship Canada (IRCC) to international student visas and Post Graduate Work Permit eligibility.

As the refresh of the institutional learning outcomes has been completed, the committee also discussed next steps in reparation for developing new institutional learning outcomes.

8.5 Budget Advisory Committee

Presented by: Michael Thoma

The Senate Budget Advisory Committee met on October 24, 2024. At the committee meeting, Tally Bains, VP Finance and Administration, provided an overview of the 2025/2026 Preliminary Draft Budget I, which included timelines, process and priorities being set for the next fiscal year. Resource allocation priorities include the Squamish campus, student housing construction due to be



SENATE MEETING

Tuesday, November 5, 2024 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

completed Fall 2025, graduate studies programs, the new Childcare Centre due to be completed Spring 2025, the People Plan, digital transformation, and Chénchenstway.

The draft budget is in process due to updating enrolment following the federal government announcement regarding international students. The goal is to complete the draft budget, the Q2 forecast and the PSI Fiscal Year End results by the end of November and present it to the Committee at the next meeting on December 13, 2024. The preliminary budget indicates an operating deficit of approximately \$7.1 million and does not include mitigation actions that are being considered or additional 2025-2026 resource requests of \$8.3 million. The final budget will be going to the Board in February 2025 and work continues on both the plans and the budget.

The Committee is reviewing its Terms of Reference and the goal is to have a draft for review at the December committee meeting.

9. Other Reports

9.1 Senate Chair

Paul Dangerfield provided an update regarding Immigration, Refugees and Citizenship Canada (IRCC) changes to international education and the impact to post-secondary institutions across the country. Information was also provided regarding the work that is underway to address the implications to the University and mitigate the impact to the University.

9.2 Vice Chair

Deb Jamison provided the Vice Chair report, including the following highlights:

- Senate members were reminded to consider joining the subcommittees with vacant seats, particularly the Tributes Committee, as the committee will be meeting in January.
- The subcommittees currently working on their terms of reference are the Senate Curriculum, Senate Academic Planning and Program Review, Budget Advisory and the Bylaw, Policy and Procedure Committees. In moving forward, it is expected that the finalized draft Terms of Reference will be



SENATE MEETING

Tuesday, November 5, 2024 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

brought to the Bylaw, Policy and Procedure Committee for review and then to Senate for approval and be in place by the next academic year.

- In terms of student voice on Faculty Councils and subcommittees of Faculty Councils, a meeting recently took place with Priya McMurtrie and Sarangdeep Singh and Priya will undertake research regarding practices at other teaching and learning post-secondary institutions. A further meeting will take place on November 14, 2024, to determine further steps. The plan is to eventually collaborate with reps from all five Faculties.
- On November 20, 2024, the CapU Alumni Association will be hosting a social event at North Point Brewing in North Vancouver, and all alumni were encouraged to attend.

CARRIED

Paul Dangerfield moved and Tracy Penny Light seconded:
 To extend the meeting to 6:30 pm.

9.3 VP Academic and Provost

Tracy Penny Light provided the Vice President Academic and Provost report, including the following highlights:

- Acknowledgement was given to everyone involved in organizing the events during Women's History Month, as well as the CARS and Graduate Studies Office, which hosted a joint research event with Capilano University and Langara College students.
- A communication was recently distributed to the campus community with an update on the IRCC changes to international education and some of the actions being taken by the University.
- The first Coffee Hour was held on October 31, 2024, and was attended by approximately 15 attendees. The next event is scheduled for November 26, 2024, at 2:00 pm.

9.4 Board Report

The Board has not met since the October Senate meeting. The next Board meeting is scheduled on November 26, 2024.



SENATE MEETING

Tuesday, November 5, 2024 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

9.5 Elder Report

Elder Doctor Latash spoke about Chief Joe Capilano, who once had an audience with the King of England. Elder Doctor Latash also reflected on Chief Capilano's leadership skills and the importance of students developing the same kind of leadership skills so that they can speak up for themselves and have the strength to stand up for others.

10. Discussion Items

No discussion items were presented.

11. Other Business

No other business was presented.

12. Information Items

Communication regarding the student holiday hampers will be sent out to the campus community.

The meeting was adjourned at 6:00 pm.

Next Meeting: Tuesday, December 3, 2024



CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2024 – June 2025

Academic Planning and Program Review Committee

Membership: Senators and non-Senators – Quorum = 8

Meetings: 2nd Tuesday of the Month - 4:00 - 6:00 pm

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Deb Jamison
VP Academic & Provost	Tracy Penny Light
Dean	Brad Martin
Faculty	Brian Ganter
Faculty	Alaa Al-Musalli (Chair)
Faculty	Jane Ince
Faculty	Lauren Moffatt
Faculty	Stephen Williams
Faculty	Jennifer Nesselroad
Faculty	John Brouwer
Faculty*	
Staff	Carley Dyer
Staff	Marjorie Smales
Student	Priya McMurtrie
Student	Panveer Grewal
(Non-Voting) Resource Members	
Administrator	Francisco Silva
Administrator	Claire Carolan
Administrator	Francisco Nogueira

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.



CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2024 – June 2025

Budget Advisory Committee

Membership: Senators – Quorum = 4

Meetings: Schedule is determined at first meeting

(Voting)	
Vice-Chair of Senate	Deb Jamison
Administrator	Laura Kinderman
Administrator	Brad Martin
Faculty	Michael Thoma
Faculty	Denise Gingrich
Faculty	Victor Gelano
Faculty*	
Staff	Vacant
Student	Sarang Deep Singh
Ex-Officio Member (Non-Voting)	
President	Paul Dangerfield
VP Finance and Administration	Tally Bains
	Toran Savjord
Director, Financial Operations	Holly Hunter
Director, Financial Planning and Analysis	Narisha Jessani

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CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2024 – June 2025

By-law, Policy and Procedure Committee

Membership: Senators and non-Senators – Quorum = 4

Meetings: 2nd and 4th Tuesday of the month – 1:00 – 2:30 pm.

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Deb Jamison
Administrator	Caroline Depatie
Faculty	Corey Muench
Faculty	Susan Gardner
Faculty	Julia Black
Faculty*	
Staff	Trula Fontaine
Student	Kunwar Singh
(Non-Voting) Resource Members	
Administrator	Jordan Lovig
Director, Risk Management	Jacquetta Goy

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CAPILANO
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SENATE SUBCOMMITTEES
August 2024 – June 2025

Teaching and Learning Committee

Membership: Senators and non-Senators – Quorum = 6

Meetings: 3rd Tuesday of the month – 1:00 – 3:00 pm

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Deb Jamison
Administrator	Laura Kinderman
Faculty	Diana Twiss (Chair)
Faculty	Lily Yen
Faculty	Jai Djwa
Faculty	Christine Jackson
Faculty	Alan Jenks
Faculty*	
Librarian	Krystyna Nowak
Staff	Vacant
Student	Panveer Grewal
(Non-Voting)	
Administrator, Centre for Teaching Excellence (CTE)	Brit Paris
Administrator, Information Technology (IT)	Chris Jacques
Administrator, Creative Activity, Research and Scholarship (CARS)	Dawn Whitworth
Executive Member, Capilano Student Union	Vacant
Administrator, Indigenous Education and Affairs	Miranda Huron
Administrator, Academic Planning and Quality Assurance	Claire Carolan

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CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2024 – June 2025

Vice-Chair Nominating Committee

Membership: Senators – Quorum = 3

Meetings: One or two meetings between March and April

Administrator	Christina Neigel
Faculty	Majid Raja
Faculty	Vacant
Staff	Farnoosh Sam
Student	Vacant

Self-Evaluation Committee

Membership: Senators – Quorum = 4

Meetings: TBD

Administrator	Christina Neigel
Faculty	Deb Jamison
Faculty	Diana Twiss
Faculty	Vacant
Staff	Vedant Mehra
Student	Vacant

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CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2024 – June 2025

Tributes Committee

Membership: Senators – Quorum = 4

Meetings: Schedule is determined at first meeting

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Deb Jamison
Administrator	Christina Neigel
Faculty	Corey Muench
Faculty	Alan Jenks
Faculty	Vacant
Faculty*	
Staff	Vedant Mehra
Student	Vacant
Ex-Officio Member (Non-voting)	
Vice President, University Relations	Kari Wharton
Director, Philanthropy Alumni Relations	Cary Gaymond

Naming Opportunities Committee

Membership: Senators – Quorum = 4

Meetings: As and When

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Deb Jamison
Administrator	Ramin Shadmehr
Faculty	Corey Muench
Faculty	Vacant
Faculty	Vacant
Faculty*	
Staff	Farnoosh Sam
Student	Vacant
Ex-Officio Member (Non-Voting)	
Executive Director, Advancement	Vacant

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CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2024 – June 2025

Curriculum Committee (Senators and non-Senators)

Quorum = 10 including Chair

DAC Recommends to Senate (2 Year Term)	
(Voting)	
Humanities	Cass Picken
Social Sciences	Sarah Yercich
Science, Technology, Engineering and Mathematics	Urmila Jangra
Motion Picture Arts	David Geary
Design	Dominique Walker
Performing Arts	Daniel Hersog
Business, International Programs, Projects and Partnerships	Danielle Wilson
Business, Legal Studies, Communications	Deb Jamison
Tourism and Outdoor Recreation Management	John Brouwer
Education, Health and Human Development	Julia Black
Global Stewardship, Public Administration & Kinesiology	Caroline Soo
Access and Academic Preparation	Maggie Reagh
Library	Bethany Paul
Student Services	Chloe Miller
Students (1 Year Term)	Alisha Samnani
	Amrinder Singh Dehal
	Laura Padilla
Administrator	Tracy Penny Light
Dean	Graham Cook
Dean	Ramin Shadmehr
Dean	Caroline Depatie
Registrar	Kyle Vuorinen
One Academic Advisor	Shahnaz Darayan
TBD (formerly Director of Continuing Studies)	Vacant
Chair or Vice-Chair of Senate	Paul Dangerfield / Deb Jamison
(Non-voting)	
Chair	Deb Jamison

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**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: November 19, 2024
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 November 15, 2024:

- 24/65** The new courses, MOPA 317 – Affective Sound Design and MOPA 417 – Advanced Post Sound, and the revisions to the Bachelor of Motion Picture Arts Degree program profile be recommended to Senate for approval.
- 24/66** Cap Core designation under the heading *Self and Society* to POL 110 – An Introduction to Western Political Thought and POL 207 – Selected Issues in Contemporary Social and Political Thought, as well as the prerequisite revisions to POL 207 – Selected Issues in Contemporary Social and Political Thought, be recommended to Senate for approval.
- 24/67** The revisions to the contact hours of DSGN 325 – Design Thinking and Research be recommended to Senate for approval.
- 24/68** The revisions to the contact hours of IDES 490 – Industry Practicum be recommended to Senate for approval.
- 24/69** The prerequisite revisions to IXD 205 – Interaction Design Capstone and IXD 206 – Professional Development be recommended to Senate for approval.
- 24/70** The revisions to the Interaction Design Diploma admission requirements be recommended to Senate for approval.
- 24/71** The revisions to the Bachelor of Design in Visual Communication admission requirements be recommended to Senate for approval.
- 24/72** The revisions to the Visual Effects for Film, Streaming & Immersive Media Diploma admission requirements be recommended to Senate for approval.
- 24/73** The revisions to the Music Diploma admission requirements be recommended to Senate for approval.
- 24/74** The prerequisite revisions to CAPS 499 – Degree Portfolio be recommended to Senate for approval.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

- 24/75** The revisions to the prerequisites of ENGL 290 – Creative Writing: Letter and Line, ENGL 291 – Creative Writing: Narrative Fictions, ENGL 292 – Creative Writing: Children’s Literature and ENGL 297 – Introduction to Screenwriting in Fiction, as well as the revisions to the course note, be recommended to Senate for approval.
- 24/76** The two new courses, ENGL 298 – Writing Lives I and ENGL 299 – Writing Lives II, as well as Cap Core designation under the headings *Culture and Creative Expression* and *Experiential*, be recommended to Senate for approval.
- 24/77** The two new courses, ENGL 496 – Literary Publishing I and ENGL 497 – Literary Publishing II, as well as Cap Core designation under the headings *Culture and Creative Expression* and *Experiential*, be recommended to Senate for approval.
- 24/78** The revisions to the Bachelor of Arts with a Major in Writing and Literature – Critical and Creative Writing Concentration Program Profile and the Bachelor of Arts with a Major in Writing and Literature – Literature and Culture Concentration Program Profile be recommended to Senate for approval.
- 24/79** The revisions to the Minor in Critical and Creative Writing Concentration Profile and Minor in Literature and Culture Concentration Profile be recommended to Senate for approval.

Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date:

Date: NOV. 19, 2024