



## SENATE MEETING

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

### MINUTES

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**Present:** Paul Dangerfield (Chair), Deanna Baxter, John Brouwer, Sue Dritmanis, Thomas Flower, Brian Ganter, Denise Gingrich, Kyle Guay, Patricia Heintzman, Deb Jamison, Laura Kinderman, Tracy Penny Light, Brad Martin, Priya McMurtrie, Alysha Monk, Corey Muench, Alaa Al-Musalli, Christina Neigel, Ramin Shadmehr, Amanjot Singh, Sarang Deep Singh, Laureen Styles, Natasha Mrkic-Subotic, Michael Thoma, Diana Twiss, Kyle Vuorinen, Stephen Williams, Emily Walmsley, Recorder: Mary Jukich

**Regrets:** Jai Djwa, Victor Gelano, Lesley Nelson

**Guests:** Louise Allison, Elder Latash, Elder Delhia

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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 Səlílwataʔ/Selilwitulh (Tseil-Waututh) Nations.*

#### **1. Welcome**

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

In the absence of Victor Gelano, John Brouwer assumed voting rights for the Faculty of Global and Community Studies.

#### **2. Approval of the Agenda**

*Laureen Styles moved and Brian Ganter seconded:*

To adopt the agenda.

**CARRIED**

#### **3. Approval of the Minutes**

*Paul Dangerfield moved and Stephen Williams seconded:*

To adopt the May 14, 2024 minutes.

**CARRIED**

#### **4. Correspondence Received**

No correspondence was received.

#### **5. Business Arising**

##### **5.1 Self-Evaluation Committee**

*Presented by: Christina Neigel*



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For this year, Senate subcommittee members were asked to complete a survey for each subcommittee in which they served. Surveys were available April 2 to April 12<sup>th</sup>, 2024 and members of subcommittees were emailed directly with a link to their respective committee survey(s). Questions were the same for all surveys.

Based on the results of the surveys, the following four recommendations were presented:

- Provide orientations to Senate sub-committees to familiarize members to mandates, operational processes (including document management), and address questions.
- Develop an orientation for Senate sub-committee *chairs* that includes discussion around the scope of sub-committee responsibilities, resources/supports available, documentation management processes (deadlines, templates, reports, etc.), and timelines.
- Self-evaluation committee in conjunction with the Chair, Vice Chair and sub-committee chairs, explore the possibility of developing regular committee check-ins to provide ongoing feedback on sub-committee operations and address emergent issues that could include membership, resource needs, engagement, leadership, etc.
- All members of Senate to continue to encourage their colleagues to participate in self-evaluation assessments to enable the Self-Evaluation sub-committee opportunities to refine its tools and provide meaningful feedback to Senate.

#### 5.2 Senate Subcommittee Vacancies

*Presented by: Kyle Vuorinen*

Senators were encouraged to volunteer to serve on the remaining vacancies on the Senate subcommittees. A call for volunteers will also be put out to the campus community.



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#### 6. New Business

##### 6.1 Graduates

*Presented by: Kyle Vuorinen*

The Registrar submitted a list of 10 additional graduates, verified by the Registrar's Office, who have met the graduation requirements of their programs.

*Kyle Vuorinen moved and Laureen Styles seconded:*

**24/13** Senate approve the students from the five Faculties for their respective credentials for graduation.

**CARRIED**

The Registrar noted that recent discussions with other post-secondary institutions indicated that Capilano follows the same practice as other institutions wherein the list of graduates is not included in the agenda package but the lists are made available on the day of the Senate meeting.

##### 6.2 Senate Orientation

*Presented by: Paul Dangerfield*

For this year, the August 20 Senate meeting will be a regular business meeting, and to ensure full attendance by students and new Senators, the orientation will take place at the September 3 Senate meeting.

The orientation will follow the format that has evolved over the last few years and recognizing ways to further support new, and returning, Senators, the following additional resources will be available:

- The Chair and Vice Chair will arrive approximately 30 minutes prior to Senate meetings to be available to answer any questions.
- Returning Senators are encouraged to partner up with the other Senators from their faculty and support their new Senate colleagues.
- Both the Chair and Vice Chair are available as resource members and as a "go-to-person" for matters relating to Senate.
- An ongoing list of FAQs will be developed.



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#### 7. Committee Reports

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

*Presented by: Sue Dritmanis*

The committee met on May 21 and reviewed the concept paper for the Diploma in Contemporary Musicianship. This is a two-year diploma for students coming directly from high school and wishing to pursue a career as a professional musician. The committee determined that there was information still required and accordingly the concept paper was sent back to the department for additional work.

The committee was also informed that the decision was made by the School of Public Administration to discontinue the submission of the Masters Concept Paper to the AIP Office.

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

*Presented by: Corey Muench*

The committee met on May 28 and reviewed suggested changes to the Graduate Studies Final Project/Capstone/Thesis Policy and the Graduate Supervision Policy and both policies were approved and will be brought to Senate in the fall.

The committee also considered, and approved, a proposal to allow a change in the terms of reference for the Curriculum Committee and the Academic Planning and Program Review Committee such that a designate attendee would be able to attend in place of the Vice President, Academic and Provost as at times it may be difficult for the VPA to attend all meetings.

At the June 11 meeting, the committee will be reviewing the Student Appeals Policy and Procedure and the Faculty of Business and Professional Studies Bylaws.

##### 7.2.1 President and Vice-Chancellor Search Process

Senate members were presented with the President and Vice-Chancellor Search Process. It was noted that under Section 27(2)(f) of the *University Act* the Board



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has the power, “with the approval of the senate, to establish procedures for the recommendation and selection of candidates for president...”.

On review and discussion, clarification was requested around the re-appointment process, if it was an internal Board of Governors decision and if there could be a broader consultation. It was noted that re-appointment was not a search process and additional information can be provided at a later date. (Note: although the re-appointment process was part of the original draft document of the President and Vice-Chancellor Search Process, it was decided at the May 14 Senate Bylaw, Policy, and Procedure Committee (SBPPC) that the re-appointment process section would be removed from the document since the overall focus of the document was the search for a new President and Vice-Chancellor. At that time, a request was made by SBPPC that further information be brought forward regarding broader consultation in the University Community regarding the Presidential re-appointment process.

*Corey Muench moved and Lauren Styles seconded:*

**CARRIED**

**24/14** That the Senate approve the proposed 2024 President and Vice-Chancellor Search Process.

### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

#### 7.3.1 Resolution Memorandum

The resolutions brought forward from the May 17, 2024 Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Lauren seconded:*

**24/15** Senate approve Resolutions 24/38 to 24/46.

**CARRIED**

### 7.4 Teaching and Learning Committee

*Presented by: Diana Twiss*

The committee met on May 21, and Diana Twiss was elected as chair. At the committee meeting, Magdalena Mot, Senior Manager, Work Integrated Learning



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provided a presentation on the work integrated learning committee (WIL) and requested that a representative from the Teaching and Learning committee serve on WIL.

At the committee meeting, Brit Paris led a session on the review of the institutional learning outcomes and requested the committee members to reflect on what was working and what may need to change. In terms of next steps, the learning outcomes will also be emailed to the committee members for additional feedback.

The committee also received reports from the Director, Teaching and Learning, Creative Activity, Research, Scholarship and Graduate Studies (CARS) and the Director, Indigenous Education and Affairs (IEA).

#### **7.5 Budget Advisory Committee**

*Presented by: Michael Thoma*

The next committee meeting is scheduled for June 11, 2024 and the committee will be reviewing the integrating planning and highlights from the final fiscal.

### **8. Other Reports**

#### **8.1 Senate Chair**

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

- In conjunction with the recent launch of the People Plan, the human resources department has been officially renamed People, Culture & Diversity (PCD).
- As part of the values and goals of envisioning 2030 and illuminating 2030, the University has recently indicated its commitment to the environment and sustainability through membership with the Association of the Advancement of Sustainability and Higher Education. The Association has a process of tracking progress, and the University has applied to the Association to begin the process. The University completed the baseline assessment over the spring and gathered data on everything already in place including work with the Howe Sound Biosphere, as well as work through City Studio. In addition,



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there are approximately 90 sustainability courses at the University dedicated to sustainability along with the new Bachelor of Environment and Society.

- June is Pride month and Senate members were encouraged to participate in the various events on campus.
- June is also Indigenous Heritage month and events are posted on Frontlines.
- Convocation will take place June 5 to June 7 and Senate members were encouraged to participate in the ceremonies.

#### 8.2 Vice Chair

Sue Dritmanis provided the Vice Chair report, including the following highlights:

- A memo to Senate committee chairs will go out this week regarding the setting up of a schedule that would see each committee bring its new or revised Terms of Reference to the Bylaw, Policy and Procedure committee for review, and then to Senate for approval. Two or three Senate committee chairs will be requested to volunteer to do this over the Fall/Spring term 2025/2025, so that the Terms of Reference can roll out gradually over the next couple of years. In addition, a Terms of Reference template will be maintained for any ad hoc committees that might be struck in future, since it is good practice for a committee (even a short-term one) to understand its scope and purpose.
- The Vice Chair acknowledged the support, during her term on Senate, provided by Stephen Williams, Corey Muench, Mary Jukich, Deb Jamison, Michael Thoma, Laureen Styles and Aurelea Mahood. The Vice Chair also indicated appreciation for the experience and that being on Senate is a chance to drive academic decision-making, connect with the university at large, and connect on a personal and individual level.

#### 8.3 VP Academic and Provost

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



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- Brit Paris, Director, Teaching and Learning and Claire Carolan, Director, Academic Planning & Quality Assurance will lead the institutional learning outcomes update. It is anticipated that both the Academic Planning and Program Review committee and Curriculum committee will be involved in this work.
- Senate members were reminded of the events taking place at campus to celebrate Indigenous Heritage month.
- In relation to the activity in Squamish, it is anticipated that as practices evolve with the opening of the campus there will be additional components with the Registrar's office that support process at SCC including more refinement of work around modes of delivery. New programs will be rolling out with January intakes, and everyone involved in this work was appreciated.
- Senators were encouraged to attend the presentation of candidates for dean of Global and Community Studies.

#### 8.4 Board Report

*Presented by: Patricia Heintzman*

A board report was not provided because the Board has not met since the last Senate meeting.

#### 8.5 Elder Report

Elder Latash reflected on the recent addition of the photograph of Chief Joe Capilano at the University and noted these types of changes will continue to attract Indigenous students to Capilano. Elder Latash reflected on the life of Chief Joe Capilano and some of his work and achievements.

#### 9. Discussion Items

No discussion items were presented.

#### 10. Other Business

The following outgoing Senators were acknowledged for their work and contributions at Senate:





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- Sue Dritmanis
- Deanna Baxter
- Stephen Williams
- Kyle Guay
- Lesley Nelson
- Alysha Monk
- Laureen Styles
- Patricia Heintzman
- Natasha Mrkic-Subotic

Tracy Penny Light was introduced as the new interim Vice President Academic and Provost, effective August 5.

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

No information items were presented.

The meeting was adjourned at 5:22 pm.

**Next Meeting: Tuesday, August 20, 2024**

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