



SENATE REGULAR MEETING

Tuesday, May 14, 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 Self-Evaluation Committee - *Information* Christina Neigel
6. **New Business**
 - 6.1 Graduates – *Decision* Kyle Vuorinen
 - 6.2 Subcommittee List – *Information* Kyle Vuorinen
Schedule 6.2
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Decision* Sue Dritmanis
 - 7.1.1 Concept Paper –
Bachelor of Creative Industries – [Link to Proposal](#)
Concept Paper Evaluation Rubric – [Reference Document](#)
 - 7.2 Bylaw, Policy and Procedure Committee – *Information* Corey Muench
 - 7.3 Curriculum Committee – *Decision* Deb Jamison
 - 7.3.1 Resolution Memo
[April 19 Agenda Package](#) / [April 19 Draft Minutes](#)



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Tuesday, May 14, 2024 4:00 – 6:00 pm
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AGENDA

- | | | |
|------------|--|-------------------------------|
| 7.3.2 | Committee Membership – <i>Decision</i> | Deb Jamison
Schedule 7.3.2 |
| 7.4 | Teaching and Learning Committee – <i>Information</i> | Diana Twiss |
| 7.5 | Budget Advisory Committee – <i>Information</i> | Michael Thoma |
| 8. | Other Reports | |
| 8.1 | Chair of Senate – <i>Information</i> | Paul Dangerfield |
| 8.2 | Vice Chair of Senate – <i>Information</i> | Sue Dritmanis |
| 8.3 | VP Academic and Provost – <i>Information</i> | Laureen Styles |
| 8.4 | Board Report – <i>Information</i> | Patricia Heintzman |
| 8.5 | Elder Report - <i>Information</i> | Elder Latash |
| 9. | Discussion Items | |
| 10. | Other Business | |
| 11. | Information Items | |



SENATE MEETING

Tuesday, April 2, 2024 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Deanna Baxter, John Brouwer, Sue Dritmanis, Thomas Flower, Brian Ganter, Victor Gelano, Denise Gingrich, Kyle Guay, Deb Jamison, Laura Kinderman, Tracy Penny Light, Brad Martin, Priya McMurtrie, Alysha Monk, Corey Muency, Lesley Nelson, Christina Neigel, Ramin Shadmehr, Amanjot Singh, Laureen Styles, Michael Thoma, Diana Twiss, Kyle Vuorinen, Stephen Williams, Emily Walmsley, Recorder: Mary Jukich

Regrets: Jai Djwa, Patricia Heintzman, Sarang Deep Singh, Natasha Mrkic-Subotic

Guests: Elder Latash, Aurelea Mahood

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1. Welcome

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

Elder Latash was introduced and welcomed to Senate.

Senate members were informed that Raphael Gasc, student Senator, has resigned from Senate.

Amanjot Singh and Priya McMurtrie, voting student Senators were introduced and welcomed to Senate.

As a result of the vacancy, Sue Dritmanis assumed voting rights for the Faculty of Business and Professional Studies.

2. Approval of the Agenda

Paul Dangerfield moved and Kyle Guay seconded:

To adopt the agenda.

CARRIED

3. Approval of the Minutes

Paul Dangerfield moved and Stephen Williams seconded:

To adopt the March 5, 2024 minutes.

CARRIED



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4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Vice-Chair Nominating Committee

Presented by: Brad Martin

Senate members were informed that a call for nominations for the position of Senate Vice Chair was previously sent out, as well as a reminder, and one nomination was received for Deb Jamison.

A further three calls were made at Senate and no further nominations were received. Accordingly, Deb Jamison was acclaimed for Senate Vice Chair for a one-year term, August 2024 to June 2025.

5.2 Self-Evaluation Committee

Presented by: Christina Neigel

For this year, a survey was developed to assess the function of the Senate subcommittees. The results of the surveys will help inform the orientation process for the next academic year and identify how to support the subcommittee work. The deadline to complete the surveys is April 12 and it is anticipated that a report with the results will be brought to the June Senate meeting.

6. New Business

None

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Sue Dritmanis

The committee met on March 12 and reviewed 1-year progress report for the Indigenous Digital Filmmaking Certificate and Diploma.

The committee also reviewed the Bachelor of Creative Industries concept paper using the new evaluation framework created by Academic Initiatives and Planning (AIP). During the review of the proposed concept paper, the committee



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requested stronger evidence of market demand and more differentiation of this degree from its competitors.

At the committee meeting, there was also a presentation from the three Cohort A groups of faculty who are working on the new model of cyclical academic review.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The committee met on March 18 and March 26 and at both meetings reviewed and discussed B.109 Student Appeals Policy and Procedure. The committee raised several questions regarding both the documents and as such, the documents were sent back to the proponent for further consideration.

At the March 26 meeting, Corey Muench was acclaimed as chair of the committee.

7.2.1 B.111 Strategy Development and Review

The proposed Board policy B.111 establishes the University's approach to developing, reviewing, updating, and redeveloping its statements of purpose, vision and values and the Strategic and Academic Plans. The policy affirms the University's commitment to embed consultation in the strategy development process and the primacy of the Strategic and Academic Plans. This provides assurance to the university community and assists with the strategic planning process.

B.101, the existing policy recommended to be rescinded, includes statements of the institution's mission, values, vision, institutional goals, learning outcomes, and strategic directions as formulated prior to *Illuminating 2030*, and *Envisioning 2030*. The proponent explained to the Senate Bylaw, Policy, and Procedure Committee that such content is not typical for policies, and it is enshrined in other multiple ways throughout the institution.

Corey Muench moved and Kyle Guay seconded:

24/06 That the Senate approve the proposed Board policy, B.111 Strategy Development and Review with the understanding that: **CARRIED**



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- Upon approval of B.111 by the Senate and the Board of Governors, the Board will rescind the existing policy, B.101 Vision, Values, Mission, Goals, and Strategic Directions.
- The Vice President, Academic and Provost will initiate a review of the ILOs from page 2 of policy B.101 for possible future revision and inclusion in the academic plan.

B.101 Vision, Values, Mission, Goals, and Strategic Directions
 The document was provided for reference.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the March 15, 2024 Senate Curriculum Committee meeting were presented to Senate for approval.

During the discussion, it was suggested it may be worthwhile for ABE to explore the possibility of establishing some sort of formal English requirements for their courses. In addition, members of the Senate Curriculum Committee were requested to remind their areas to consult on proposed changes to curriculum.

Deb Jamison moved and Alysha Monk seconded:

24/07 Senate approve Resolutions 24/09 to 24/23.

CARRIED

7.3.2 Committee Membership

Deb Jamison moved and Kyle Guay seconded:

24/08 That the following members be endorsed to serve on the Senate Curriculum Committee for a two-year term ending July 31, 2026:
 Dominique Walker – Design
 Deb Jamison – Business, Legal Studies, Communications
 Mohna Baichoo – Tourism and Outdoor Recreation Management
 Vacant – Education, Health & Human Development

CARRIED



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Caroline Soo – Global Stewardship, Public Administration
 Kinesiology
 Bethany Paul – Library
 Vacant – Student Services
 Alisha Samnani – Student Representative

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on March 19 and the election of committee chair was postponed to the April meeting. The committee was provided with several reports including a report from the Director of Teaching and Learning, Creative Activity, Research and Scholarship (CARS) and Indigenous Education and Affairs (IEA).

7.5 Budget Advisory Committee

Presented by: Michael Thoma

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:

- The Squamish Open House was held on March 14th in preparation for the opening of the campus in September. The event was successful with a good turnout from the community including the Mayor of Squamish and the Mayor of Whistler.
- The Alumni Awards of Excellence ceremony took place on March 27th and five alumni were highlighted and acknowledged for their work in a variety of fields.
- The Blues athletic awards banquet will be taking place on April 3rd, and an alumni will also be nominated into the Blues Hall of Fame inductees.
- The employee long service awards event will be taking place on April 11th.



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- The Chair will be attending a digital technology service envisioning exercise and looking at how a university of the future would look like in terms of digital services.
- The University will be launching the People Plan on April 15th, and further information will be provided at a future Senate meeting.

8.2 Vice-Chair

The Vice-Chair reported that she continues to attend all Senate subcommittee meetings.

The Vice-Chair acknowledged the work of the Self-Evaluation Committee and encouraged Senators to complete the survey. In addition, the Vice-Chair will be sending the subcommittee chairs correspondence regarding how the recently approved Senate Bylaws will impact how subcommittees are formally populated and how the terms of reference are run. Each subcommittee will need to bring its terms of reference forward to Senate for approval.

Per the Senate Bylaws, the Secretary of the Senate (the Registrar) will request that Senate faculty members submit their preferences for subcommittees, and this list will be brought forward to Senate for information. Non-senators (faculty or staff) are also invited to express interest in open committee seats and those names are sent to the Chairs of the committees.

Dr. Aurelea Mahood was acknowledged for her work and contributions in her time as Director of Academic Initiatives & Planning. Her replacement in this role is Dr. Claire Carolan, who starts April 16 as Director of Academic Planning and Quality Assurance.

8.3 VP Academic and Provost

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

- Members of the selection committee were acknowledged for their work in the hiring process of the new academic leaders, Dr. Claire Carolan, Director of



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Academic Planning and Quality Assurance and Dr. Brian Storey, Associate Vice-President, Squamish.

- The University will be moving forward with the strategic enrollment management plan. Aurelea Mahood in her role as Associate Vice-President Academic and Joyce Ip, Associate Vice-President Strategy, Analytics Transformation will be working with executive members and focusing on key elements of the student experience particularly on student retention.

8.4 Board Report

A board report was not provided as the presenter was absent.

8.5 Elder Report

Elder Latash reflected on his time at the University and spoke about his learning experience at Capilano and encouraged all students to pursue a post-secondary education.

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

The following information items were noted:

- Senate members were acknowledged for their work and participation in the recent learning symposium.
- The campus community was encouraged to visit the Black Lives Matter Memorial Project exhibit at the main campus from March 26 - April 15, 2024.
- The University will be well represented at the Coast Mountain Film festival running from March 29 - April 18, 2024.



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The meeting was adjourned at 5:25 pm.

Next Meeting: Tuesday, May 14, 2024

DRAFT



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	Laureen Styles
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	Vacant
Student	Priya McMurtrie
Student	Panveer Grewal
(Non-Voting) Resource Members	
Administrator	Francisco Silva
Administrator	Claire Carolan
Administrator	Vacant

*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	Tracy Penny Light
Faculty	Michael Thoma
Faculty	Denise Gingrich
Faculty	Victor Gelano
Faculty*	
Staff	Vacant
Student	Vacant
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	Christina Neigel
Faculty	Corey Muench
Faculty	Susan Gardner
Faculty	Vacant
Faculty*	
Staff	Trula Fontaine
Student	Vacant
(Non-Voting) Resource Members	
Administrator	Jordan Lovig
Director, Risk Management	Jacquetta Goy

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CAPILANO
UNIVERSITY
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	Natasha Mrkic-Subotic
Faculty	Diana Twiss
Faculty	Lily Yen
Faculty	Vacant
Faculty	Christine Jackson
Faculty	Lydia Watson/Blake Rowsell
Faculty*	
Librarian	Krystyna Nowak
Staff	Brendan Carrigan
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	
Administrator, Indigenous Education and Affairs	Miranda Huron

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CAPILANO
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SENATE SUBCOMMITTEES
August 2024 – June 2025

Vice-Chair Nominating Committee

Membership: Senators – Quorum = 3

Meetings: One or two meetings between March and April

Administrator	Brad Martin
Faculty	Vacant
Faculty	Vacant
Staff	Vacant
Student	Vacant

Self-Evaluation Committee

Membership: Senators – Quorum = 4

Meetings: TBD

Administrator	Christina Neigel
Faculty	Vacant
Faculty	Vacant
Faculty	Diana Twiss
Staff	Vacant
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	Laura Kinderman
Faculty	Corey Muench
Faculty	Vacant
Faculty	Vacant
Faculty*	
Staff	Vacant
Student	Vacant
Ex-Officio Member (Non-voting)	
Vice President, University Relations	Kari Wharton (Acting)
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	Vacant
Student	Vacant
Ex-Officio Member (Non-Voting)	
Executive Director, Advancement	Vacant

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CAPILANO
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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	Mohna Baichoo
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
	Amisha Maini
	Laura Padilla
Administrators (VP)	Laureen Styles
Dean	Tracy Penny Light
Dean	Ramin Shadmehr
Dean	Natasha Mrkic-Subotic
Registrar	Kyle Vuorinen
One Academic Advisor	Shahnaz Darayan
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: April 24, 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 April 19, 2024:

24/24 The revision to the admission requirements for the Bachelor of Science – General be recommended to Senate for approval.

24/25 The prerequisite revisions to SCI 400 – Research Project be recommended to Senate for approval.

24/26 The new courses:

ENSJ 116 – African Drumming and Dance I
ENSJ 117 – African Drumming and Dance II
ENSJ 216 – African Drumming and Dance III
ENSJ 217 – African Drumming and Dance IV
ENSJ 316 – African Drumming and Dance V
ENSJ 317 – African Drumming and Dance VI
ENSJ 416 – African Drumming and Dance VII
ENSJ 417 – African Drumming and Dance VIII

be recommended to Senate for approval.

24/27 The prerequisite revisions to JAZZ 303 – Jazz Arranging I and JAZZ 304 – Jazz Arranging II be recommended to Senate for approval.

24/28 The revisions to the Bachelor of Music in Jazz Studies – Education program profile, Bachelor of Music in Jazz Studies – Performance/ Composition program profile and Jazz Studies Diploma program profile be recommended to Senate for approval.

24/29 The two new courses, HIST 370 – Sex and Drugs and HIST 410 – Citizenship and Belonging in Canadian History, be recommended to Senate for approval.

24/30 The new course, FILM 349 – Cinema Arts Field School, as well as Cap Core designation under the heading *Culture and Creative Expression*, be recommended to Senate for approval.

24/31 The prerequisite revisions to CMNS 209 – History of Media and CMNS 353 – Technology and Everyday Life be recommended to Senate for approval.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

- 24/32** The new course, PHIL 105 – Philosophy and Current Events, as well as Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.
- 24/33** The Minor in Applied Behaviour Analysis be recommended to Senate for approval.
- 24/34** The prerequisite revisions to BADM 202 – People Management, BADM 305 – Leadership and BADM 395 – Business and Society, as well as removal of Cap Core designation from BADM 395 – Business and Society, be recommended to Senate for approval.
- 24/35** The new courses:
- LAW 302 – Introduction to Construction Law
 - LAW 304 – Digital Art Law for Creators
 - LAW 309 – Outdoor Adventure Law
 - LAW 319 – Arbitration Procedures for Legal Professionals
 - LAW 329 – Canadian Human and 2SLGBTQI+ Rights
 - LAW 332 – Colonization, Indigenous Rights and Reconciliation
 - LAW 349 – Estate Litigation for Legal Professionals
 - LAW 350 – The Law of Trusts
 - LAW 374 – Digital Forensics for Legal
 - LAW 376 – Cybersecurity for Legal Professionals,
- as well as Cap Core designation under the heading *Self and Society* to LAW 329 – Canada Human and 2SLGBTQI+ Rights and LAW 332 – Colonization, Indigenous Rights and Reconciliation, be recommended to Senate for approval.
- 24/36** The revisions to LAW 342 – Corporate Procedures and LAW 442 – Conveyancing Procedures from 1.5 credits to 3.0 credits be recommended to Senate for approval.
- 24/37** The revisions to the following program profiles:
- Minor in Legal Studies
 - Paralegal Certificate
 - Paralegal Diploma
 - Bachelor of Legal Studies (Paralegal) Degree
- be recommended to Senate for approval.



Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: April 24, 2024

Date:

SENATE REPORT

AGENDA ITEM:	Curriculum Committee Membership
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	May 14, 2024
PRESENTERS:	Deb Jamison

BACKGROUND

The following are the SCC Terms of Office for faculty and student members:

Faculty members

Each Faculty member appointed by Senate serves a two-year term, beginning and ending on August 15th. In order to assure that faculty members have teaching schedules allowing them to attend SCC meetings, appointments to SCC will be made at the March Senate meeting in the year that the current member's term expires. Faculty members may serve consecutive terms.

Student members

Student members serve a one-year term beginning and ending on August 15th. Student members may be reappointed for subsequent terms.

Eight of the current SCC members' terms are expiring on August 15, 2024. Some have decided to serve another term on the Committee and others have elected to step down, in which case, they have consulted with their respective Deans regarding replacements. Five of the SCC members' terms were approved at the April 2, 2024 Senate meeting. Since the last meeting, Lydia Watson has stepped down from the Committee as a result of her appointment to the CTE.

Three of four remaining terms need to be approved at the current Senate meeting, as referenced below. We have not yet received confirmation of a replacement for Education, Health & Human Development. If we are not informed of that replacement in time for the May 14, 2024 Senate meeting, that name will be brought to the June 2024 Senate meeting for endorsement.

RECOMMENDATION

That the following members be endorsed to serve on the Senate Curriculum Committee as follows:

Two-year term ending August 15, 2026:

Danielle Wilson – Business, International Programs,
 Projects and Partnerships
 Chloe Miller – Student Services
 _____ – Education, Health & Human
 Development

One-year term ending August 15, 2025:

Laura Padilla – Student