



## SENATE REGULAR MEETING

Tuesday, October 1, 2024 4:00 – 6:00 pm  
Capilano University – Library Room 322

### AGENDA

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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 Líl'wat, 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**
  - 6.1 Academic Schedule 2025/2026 – *Information* Kyle Vuorinen  
Schedule 6.1
  - 6.2 Senate By-Election Timeline – *Information* Kyle Vuorinen  
Schedule 6.2
7. **Committee Reports**
  - 7.1 Academic Planning and Program Review Committee – *Information* Alaa Al-Musalli
  - 7.2 Bylaw, Policy and Procedure Committee – *Decision* Corey Muench
    - 7.2.1 Graduate Studies Final Project / Capstone/Thesis Policy Schedule 7.2.1
    - 7.2.2 Graduate Supervision Policy Schedule 7.2.2
    - 7.2.3 Faculty of Business and Professional Studies Bylaws Schedule 7.2.3
  - 7.3 Curriculum Committee – *Decision*
    - 7.3.1 Resolution Memo Deb Jamison  
[September 20 Agenda Package](#) / [September 20 Draft Minutes](#)  
Schedule 7.3.1



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|---|-------------------|
| 7.4 Teaching and Learning Committee – <i>Decision</i> | Diana Twiss       |
| 7.4.1 Institutional Learning Outcomes                 | Schedule 7.4.1    |
| 7.5 Budget Advisory Committee – <i>Information</i>    | Michael Thoma     |
| <b>8. Other Reports</b>                               |                   |
| 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      |
| <b>9. Discussion Items</b>                            |                   |
| <b>10. Other Business</b>                             |                   |
| <b>11. Information Items</b>                          |                   |



## SENATE MEETING

Tuesday, September 3, 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, Caroline Depatie, Thomas Flower, Victor Gelano, Denise Gingrich, Deb Jamison, Alan Jenks, Laura Kinderman, Michael Laurence, Amina El Mantari, Brad Martin, Priya McMurtrie, Vedant Mehra, Corey Muench, Alaa Al-Musalli, Majid Raja, Diogo Schwartzmann, Ramin Shadmehr, Amanjot Singh, Sarang Deep Singh, Michael Thoma, Diana Twiss, Kyle Vuorinen, Emily Walmsley, Recorder: Mary Jukich

**Regrets:** Brian Ganter, Tracy Penny Light, Christina Neigel, Kolbe Peterson

**Guests:** Tim Acton, Miranda Huron, Aurelea Mahood, Elder Doctor Latash, Elder Delhia, Stephen Williams

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#### **1. Welcome**

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

The following new Senate members were introduced and welcomed:

- Amina El Mantari, Board Representative
- Caroline Depatie, Dean Faculty of Global and Community Studies
- Majid Raja, voting faculty, Faculty of Business and Professional Studies
- Sarang Deep Singh, voting student

Aurelea Mahood, Associate Vice President Academic and Provost, attended on behalf of Tracy Penny Light.

In the absence of Brian Ganter, Michael Laurence assumed voting rights for the Faculty of Arts and Sciences.

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

*Paul Dangerfield moved and Thomas Flower seconded:*  
 To adopt the agenda.

**CARRIED**



## SENATE MEETING

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#### 3. Approval of the Minutes

*Paul Dangerfield moved and John Brouwer seconded:*

To adopt the August 20, 2024 minutes.

**CARRIED**

#### 4. Correspondence Received

No correspondence was received.

#### 5. Senate Orientation

Deb Jamison and Stephen Williams presented the Senate orientation for new and returning members. The orientation included a review of the Senate responsibilities, composition, bylaws, subcommittees and the University Act. In addition, Chris Girodat presented an overview of Robert's Rules. The orientation PowerPoint slides and handbook are posted on the [Senate Website](#).

#### 6. Business Arising

##### 6.1 Senate Subcommittee Vacancies

*Presented by: Kyle Vuorinen*

Senators were encouraged to volunteer to serve on the remaining vacant seats on the Senate subcommittees. A Constant Contact communication will be sent out to the campus community requesting volunteers.

#### 7. New Business

##### 7.1 Graduates

*Presented by: Kyle Vuorinen*

Senate was presented with a list of 379 students from the five Faculties, as verified by the Registrar's Office to have met the graduation requirements of their programs.

*Kyle Vuorinen moved and Brad Martin seconded:*

**24/19** That Senate approve the 379 students as graduates of the University and as having completed the program requirements for their respective credentials.

**CARRIED**



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#### 7.2 Honorary Degree and Faculty Emeritus

*Presented by: Paul Dangerfield*

Senate was informed that a call will be going out for nominations for Honorary Degrees and Faculty Emeritus on or about October 1, 2024, via Frontlines. Nominations should be submitted no later than December 1, 2024, to the Office of the President, Attention: Honorary Degrees / Faculty Emeritus.

#### 7. Committee Reports

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

*Presented by: Alaa Al-Musalli*

The committee met on August 27, 2024, and new members were welcomed.

At the committee meeting, there was a preliminary discussion regarding the Terms of Reference, including discussion around developing a template to support the review. In addition, two main issues were discussed, including a possible change to the committee's name to better reflect the focus of the committee's work, as well as the possibility of having a designate attendee attend the committee meeting in place of the Vice President, Academic and Provost.

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

*Presented by: Corey Muench*

The next committee meeting is scheduled for September 10, 2024, and the committee will be reviewing the Faculty of Business and Professional Studies Bylaws.

###### 7.2.1 Faculty of Arts and Sciences Bylaws

As background, the Faculty of Arts and Sciences approved two changes to their Bylaws at their Full-Faculty meeting on May 30, 2024. The two main revisions to the document were the addition of language, which includes the Associate Dean of Arts and Sciences to be a non-voting member of the Faculty and a voting member of the Faculty of Arts and Sciences Faculty Council.



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On discussion, a concern was raised regarding the rationale for students not having voting rights in this Faculty despite having voting rights in the Faculty of Education, Health and Human Development and the Faculty of Fine and Applied Arts. Information was provided that this is a “live” topic that will remain under consideration.

*Corey Muench moved and Emily Walmsley seconded:*

**24/20** That the Senate approve the proposed revisions to the Faculty of Arts and Sciences Bylaws. **CARRIED**

#### **7.3 Curriculum Committee**

*Presented by: Deb Jamison*

##### **7.3.1 Resolution Memorandum**

The resolutions brought forward from the August 23, 2024 Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Diana Twiss seconded:*

**24/21** That Senate approve Resolutions 24/57 to 24/59. **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*

A report was not provided as the next meeting is scheduled for October 24, 2024.



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#### 8. Other Reports

##### 8.1 Senate Chair

The Chair's report was provided during the September 3<sup>rd</sup> President's Perspective, which was held earlier in the day.

##### 8.2 Vice Chair

The Vice Chair reported that she is looking forward to attending the various Senate subcommittee meetings.

##### 8.3 VP Academic and Provost

On behalf of Tracy Penny Light, Aurelea Mahood provided the following highlights:

- Appreciation was provided for the foundational work done by Senators and Senate committee members as it relates to the academic programming at the University. In particular, the Curriculum Committee, Academic Planning and Program Review Committee and the Teaching and Learning Committee were acknowledged for their work in ensuring the ongoing quality and excellence of academic programming.
- The Degree Quality Assurance Board (DQAB) recently announced updates to the degree criteria assessment standards. This is the first fulsome update of the degree criteria to which all institutions are bound. In the fall, under the leadership of Claire Carolan, Director of Academic Planning and Quality Assurance, work will be undertaken to ensure that all degree proposal requirements are in line with the Ministry updates.
- Several academic policies that are within the Vice President Academic and Provost's responsibility are due for review, which will take into consideration the Ministry level changes.



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#### 8.4 Board Report

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

Senators were reminded of the social event with the Board scheduled for September 4, 2024, at 5:15 pm.

#### 8.5 Elder Report

Elder Doctor Latash reflected on the value of learning, studying and receiving a university education. Elder Doctor Latash requested statistical information on how many Indigenous students are currently at the University, how many Indigenous students graduate, recruitment efforts underway to recruit and encourage Indigenous students to attend the University, etc. In this regard, a report will be developed and provided at a future Senate meeting.

#### 9. Discussion Items

No discussion items were presented.

#### 10. Other Business

No other business was presented.

#### 11. Information Items

No information items were presented.

The meeting was adjourned at 6:00 pm.

**Next Meeting: Tuesday, October 1, 2024**

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**CAPILANO**  
UNIVERSITY  
**SENATE SUBCOMMITTEES**  
**August 2024 – June 2025**

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**Academic Planning and Program Review Committee**

Membership: Senators and non-Senators – Quorum = 8

Meetings: 2<sup>nd</sup> Tuesday of the Month - 4:00 - 6:00 pm

<b>(Voting)</b>	
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
<b>(Non-Voting) Resource Members</b>	
Administrator	Francisco Silva
Administrator	Claire Carolan
Administrator	Francisco Nogueira

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\*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**

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**Budget Advisory Committee**

Membership: Senators – Quorum = 4

Meetings: Schedule is determined at first meeting

<b>(Voting)</b>	
Vice-Chair of Senate	Deb Jamison
Administrator	Laura Kinderman
Administrator	Brad Martin
Faculty	Michael Thoma
Faculty	Denise Gingrich
Faculty	Victor Gelano
Faculty*	
Staff	Diogo Schwartzmann
Student	Vacant
<b>Ex-Officio Member (Non-Voting)</b>	
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**

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**By-law, Policy and Procedure Committee**

Membership: Senators and non-Senators – Quorum = 4

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

<b>(Voting)</b>	
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	Vacant
<b>(Non-Voting) Resource Members</b>	
Administrator	Jordan Lovig
Director, Risk Management	Jacquetta Goy

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**CAPILANO**  
UNIVERSITY  
**SENATE SUBCOMMITTEES**  
**August 2024 – June 2025**

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**Teaching and Learning Committee**

Membership: Senators and non-Senators – Quorum = 6

Meetings: 3<sup>rd</sup> Tuesday of the month – 1:00 – 3:00 pm

<b>(Voting)</b>	
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	Brendan Carrigan
Student	Panveer Grewal
<b>(Non-Voting)</b>	
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**

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**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	Vacant
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**

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**Tributes Committee**

Membership: Senators – Quorum = 4

Meetings: Schedule is determined at first meeting

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

**Naming Opportunities Committee**

Membership: Senators – Quorum = 4

Meetings: As and When

<b>(Voting)</b>	
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
<b>Ex-Officio Member (Non-Voting)</b>	
Executive Director, Advancement	Vacant

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**CAPILANO**  
UNIVERSITY  
**SENATE SUBCOMMITTEES**  
**August 2024 – June 2025**

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**Curriculum Committee (Senators and non-Senators)**

Quorum = 10 including Chair

<b>DAC Recommends to Senate (2 Year Term)</b>	
<b>(Voting)</b>	
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
<b>Students (1 Year Term)</b>	Alisha Samnani
	Amisha Maini
	Laura Padilla
Administrator	Tracy Penny Light
Dean	Graham Cook
Dean	Ramin Shadmehr
Dean	Caroline Depatie
Registrar	Kyle Vuorinen
One Academic Advisor	Shahnaz Darayan
Director of Continuing Studies	Vacant
Chair or Vice-Chair of Senate	Paul Dangerfield / Deb Jamison
<b>(Non-voting)</b>	
Chair	Deb Jamison

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<b>August 28, 2025</b>	<b>Fall 2025 New International Student Orientation</b> New International Student Orientation at the North Vancouver campus. The complete schedule can be found at <a href="https://capilanou.ca/student-services/new-students/orientation/international-student-orientation/">capilanou.ca/student-services/new-students/orientation/international-student-orientation/</a>
<b>September 1, 2025</b>	University Closed for <b>Labour Day</b>
<b>September 2, 2025</b>	<b>Fall 2025 Term Commences / New Student Orientation</b> Fall term commences with evening classes starting at 4:30 pm or later unless stated by a program representative. New Student Orientation at the North Vancouver campus. The complete Orientation schedule can be found at <a href="https://capilanou.ca/orientation">capilanou.ca/orientation</a> <i>Note: Courses/programs commence on various days. Consult your program for further information.</i>
<b>September 2 – 15, 2025*</b>	<b>Fall 2025 Add/Drop Period</b>
<b>September 16 – November 7, 2025*</b>	<b>Fall 2025 Withdrawal Period</b> <i>Note: During this period, withdrawals will be noted on the permanent student record as a “W”.</i>
<b>September 30, 2025</b>	University Closed for <b>National Day for Truth and Reconciliation</b>
<b>October 13, 2025</b>	University Closed for <b>Thanksgiving Day</b>
<b>November 10, 2025</b>	<b>Reading Break</b> Please check the Capilano University Library website for hours of operation.
<b>November 11, 2025</b>	University Closed for <b>Remembrance Day</b>
<b>November 12 – 21, 2025</b>	<b>Spring 2026 Registration and Waitlisting Opens</b> <i>Note: Students will be able to register in courses at the beginning of their specific registration date found in their <a href="#">myCapU Account</a> until the end of the Spring 2026 add/drop period.</i>
<b>December 1, 2025</b>	<b>Last Day of Classes for Fall 2025</b> <i>Note: Some courses/programs continue until the last day of the examination period.</i> <i>Consult your program for further information.</i>
<b>December 3 – 12, 2025</b>	<b>Fall 2025 Final Exam Period</b> (Includes Saturday, December 6, 2025)
<b>December 15, 2025 (4:00pm)</b>	<b>Fall 2025 Final Grade Submission Deadline for Faculty</b>
<b>December 15, 2025 (4:00pm)</b>	<b>Fee Payment Deadline – Spring 2026</b> Full payment must be received by the Cashier's Office to avoid deregistration. <b>Registration System Closed.</b> Students will not be able to add, drop, or waitlist for courses.
<b>December 16 – 17, 2025</b>	<b>Fall 2025 End-of-Term Processing</b> <b>Registration System Closed</b> for Fall 2025 End-of-Term Processing and Spring 2026 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
<b>December 18, 2025</b>	<b>Registration System Re-opens</b>



	Students can add, drop, and waitlist for courses. <i>Note: In-person registration will be unavailable from December 24, 2025 through January 1, 2026 due to University closure.</i>
<b>December 24, 2025 – January 1, 2026</b>	<b>University Closed for Christmas and New Years</b> <i>University closed December 24, 25, 26, and 31, 2025; and January 1, 2026. December 29 and 30, 2025 closed to the public. (departments may be open)</i>
<b>January 5, 2026</b>	<b>Spring 2026 Term Commences</b> <i>Note: Courses/programs commence on various days. Consult your program for further information.</i>
<b>January 5 – 16, 2026*</b>	<b>Spring 2026 Add/Drop Period</b>
<b>January 17 – March 13, 2026*</b>	<b>Spring 2026 Withdrawal Period</b> <i>Note: During this period, withdrawals will be noted on the permanent student record as a “W”.</i>
<b>February 16, 2026</b>	University Closed for <b>Family Day</b>
<b>February 17 – 20, 2026</b>	<b>Reading Break</b> <i>Note: Please check the Capilano University Library website for hours of operation.</i>
<b>March 2 - 6, 2026</b>	<b>Summer 2026 Registration and Waitlisting Opens</b> <i>Students will be able to register in courses at the beginning of their specific registration date found in their <a href="#">myCapU Account</a> until the end of the applicable Summer 2026 session(s) add/drop period(s).</i>
<b>April 3 – April 6, 2026</b>	<b>University Closed for Easter</b> <i>Please check the Capilano University Library website for hours of operation.</i>
<b>April 10, 2026</b>	<b>Last Day of Classes for Spring 2026</b> <i>Note: Some courses/programs continue until the last day of the examination period. Consult your program for further information.</i>
<b>April 14 – 23, 2026</b>	<b>Spring 2026 Final Exam Period</b> <i>(includes Saturday, April 18, 2026)</i>
<b>April 27, 2026 (4:00pm)</b>	<b>Spring 2026 Final Grade Submission Deadline for Faculty</b>
<b>April 27, 2026 (4:00pm)</b>	<b>Fee Payment Deadline – Summer 2026</b> <b>Registration System Closed.</b> Students will not be able to add, drop, or waitlist for courses. Full payment must be received by the Cashier's Office to avoid deregistration.
<b>April 28 – 29, 2026</b>	<b>Spring 2026 Grades and End-of-Term Processing</b> <b>Registration System Closed</b> for Spring 2026 End-of-Term processing and Summer 2026 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
<b>April 30, 2026</b>	<b>Registration System Re-opens</b> Students can add, drop, and waitlist for courses.
<b>May 11, 2026</b>	<b>Summer 2026 – Full Term Commences</b> <b>Summer 2026 – Session I Commences</b>
<b>May 11 - 15, 2026 *</b>	<b>Summer 2026 – Session I Add/Drop Period</b>

May 11 – 22, 2026 *	<b>Summer 2026 – Full Term Add/Drop Period</b>
May 16 – June 5, 2026 *	<b>Summer 2026 – Session I Withdrawal Period</b> <i>Note: During this period, withdrawals will be noted on the permanent student record as a “W”.</i>
May 18, 2026	University Closed for <b>Victoria Day</b>
May 23 – July 17, 2026 *	<b>Summer 2026 – Full Term Withdrawal Period</b> <i>Note: During this period, withdrawals will be noted on the permanent student record as a “W”.</i>
June 9-11, 2026	<b>Spring 2026 Convocation</b>
June 26, 2026	<b>Last Day of Classes for Summer 2026 – Session I</b>
June 29, 2026 (4:00pm)	<b>Summer 2026 - Session I Final Grade Submission Deadline for Faculty</b>
June 30, 2026	<b>Summer 2026 – Session I Grades and End-of-Term Processing</b> <b>Registration System Closed</b> for Summer 2026 - Session I grades processing. Students will not be able to add, drop, or waitlist for courses.
July 1, 2026	University Closed for <b>Canada Day</b>
July 2, 2026	<b>Registration System Re-opens</b> Students can add, drop, and waitlist for courses.
July 6 - 17, 2026	<b>Fall 2026 Registration and Waitlisting Opens</b> <i>Students will be able to register in courses at the beginning of their specific registration date found in their <a href="#">myCapU Account</a> until the end of the Fall 2026 add/drop period.</i>
July 6, 2026	<b>Summer 2026 – Session II Commences</b>
July 6 – 10, 2026 *	<b>Summer 2026 – Session II Add/Drop Period</b>
July 11 – 31, 2026 *	<b>Summer 2026 – Session II Withdrawal Period</b> <i>Note: During this period, withdrawals will be noted on the permanent student record as a “W”.</i>
August 3, 2026	University Closed for <b>BC Day</b>
August 21, 2026	<b>Last Day of Classes for Summer 2026 – Session II and Full Term</b>
August 24, 2026 (4:00 p.m.)	<b>Summer 2026 - Session II and Full Term Final Grade Submission Deadline for Faculty</b>
August 24, 2026 (4:00 p.m.)	<b>Fee Payment Deadline – Fall 2026</b> Full payment must be received by the Cashier's Office to avoid deregistration. <b>Registration System Closed.</b> Students will not be able to add, drop, or waitlist for courses.
August 25 - 26, 2026	<b>Summer 2026 - Session II and Full Term End-of-Term Processing</b> <b>Registration System Closed</b> for Summer End-of-Term processing and Fall 2026 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
August 27, 2026	<b>Registration System Re-opens</b> Students can add, drop, and waitlist for courses.
September 7, 2026	University Closed for <b>Labour Day</b>

*\* Please note: Add/drop and withdrawal dates vary for courses/programs that do not start in September and end in December (Fall term) or start in January and end in April (Spring term) or start in May and end in August (Summer term). Please check the University website or contact the Registrar's Office.*

# MEMO

## FALL 2024 SENATE BY-ELECTION TIMELINE

**To:** Paul Dangerfield, Chair of Senate  
**From:** Kyle Vuorinen, Registrar  
**Subject:** Senate By-Election timeline and seats up for election  
**Date:** September 23, 2024  
**cc:**

The timeline below outlining the upcoming by-election for a voting student Senator would like to ask that Senate accept this as information.

Date	Action	Duration
Thursday, Sept 26	Call for nominations	Two weeks
Wednesday, Oct 9, 4pm	Call for nominations CLOSED	Four weeks (campaign period)
Thursday, Oct 10, 10am	Orientation (by request)	
Thursday, Nov 7, 12:01 am	Voting OPEN	One week
Wednesday, Nov 13, 11:59pm	Voting CLOSED	
Friday, Nov 15	Election Results Announced	

## FALL 2024 SENATE SEATS UP FOR BY-ELECTION

Representatives	Seats	Term starts	Term ends
Student	1 Voting	Immediately	July 31, 2025

## SENATE REPORT

<b>AGENDA ITEM:</b>	<b>Graduate Studies, Final Project/Capstone/Thesis S2024-XX; Graduate Supervision S2024-XX</b>
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE:</b>	<b>Oct 1, 2024</b>
<b>PRESENTERS:</b>	<b>Corey Muench, Chair, Senate Bylaw, Policy, and Procedure Committee Dawn Whitworth, Associate Vice President, CARS &amp; Graduate Studies</b>

### PURPOSE

To propose two new policies relating to graduate studies: Final Project/Capstone/Thesis and Graduate Supervision

### BACKGROUND

*The proponent has submitted the following:*

Capilano University's academic plan, [Illuminating 2030](#), makes explicit the intent to develop and offer graduate programs in Action #3: "Identify, develop and implement governance and operational requirements for the delivery of graduate-level credentials." In 2022, faculty members Corey Muench and Bhuvinder Vaid undertook an analysis of five BC-based universities with similar mandates, structures, and origin stories. Their findings were presented in a report titled, *Graduate Program Implementation at Five Peer Institutions*. A roadmap for the development of graduate studies, this report provides 19 recommendations focused on **graduate studies governance, administrative structures and policy-level considerations** that will enable the successful development and ongoing delivery of graduate programs.

### Guiding Principles and Criteria for the Establishment of Graduates Programs

When developing new graduate program offerings, there are many factors to take into consideration that differ from what would be included for an undergraduate program. The overarching guiding principles in the development of graduate programs are to ensure that, reflective of *Illuminating 2030*, there is a focus on **quality assurance and that graduate programs reflect the goals of the institution and the five Faculties**. Graduate programs at CapU will be built on the University's existing academic and research strengths, and where possible, facilitate cross-disciplinary studies. Further, the establishment of graduate programs will align with ministerial regulations and the expectations of external professional and/or further academic credentials. Therefore, the successful development of graduate programs at CapU will be rooted in the following four principles:

- quality assurance
- institutional and Faculty goals
- leveraging of the University's current academic and research strengths
- ministry requirements

### Risk, Benefits and Strategy alignment

The University, under the CARS portfolio, is undertaking a strategic and phased approach to the development of Graduate Studies. The development of graduate studies is aligned with the curricular and co-curricular intentions referenced in *Envisioning 2030* and *Illuminating 2030*

## APPROVALS & CONSULTATIONS:

### Consultations:

- All five Faculties at their individual Faculty Councils (or equivalent)
- Academic Leadership Council – group meeting and 1:1 follow up with members
- Director of Risk Management and Privacy
- Director of Academic Initiatives and Planning
- Senate Bylaw, Policy, and Procedure Committee

### Approvals:

Date	Committee
April 9 and May 28, 2024	Senate Bylaw Policy and Procedure Committee
August 20, 2024	Senate

## HIGHLIGHTS OF QUESTIONS/RECOMMENDATIONS BY SBPPC:

### Graduate Final Project/Capstone/Thesis:

- General organizational content/structure
- Addition of references to other related policies
- Further description/definition of Graduate Studies Examining Committee

### Graduate Supervision

- General organizational content/structure
- References to other related policies
- Some explanation of the difference between the Graduate Studies Committee and the Graduate Examining Committee
- Caution around managing expectations around Graduate Supervisor workloads
- Question around the meaning of “timely feedback” by graduate faculty
- Question around the qualifications for faculty to be part of a Graduate Studies program

## DOCUMENTS FOR SENATE REVIEW

**S2024-XX Graduate Studies, Final Project/Capstone/Thesis (clean, finalized)**

**S2024-XX Graduate Studies, Final Project/Capstone/Thesis (marked, with SBPPC comments)**


**S2024-XX Graduate Supervision (clean, finalized)**

**S2024-XX Graduate Supervision (marked, with SBPPC comments)**

## RECOMMENDATION

A) That the Senate approve the proposed policy **S2024-XX Graduate Studies, Final Project/Capstone/Thesis**

B) That the Senate approve the proposed policy **S2024-XX Graduate Supervision**

 <b>CAPILANO UNIVERSITY</b>		POLICY	
Policy No.	Officer Responsible		
<b>S2024-XX</b>	<b>Vice President Academic and Provost</b>		
Policy Name			
<b>Graduate Studies, Final Project/Capstone/Thesis</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>		<b>Academic</b>	
Date Issued	Date Revised	Date in effect	Related Policies
	<b>NEW</b>		<b>S2021-02 Research Ethics Policy</b> <b>S2024-XX Graduate Supervision</b>

## 1. PURPOSE

The purpose of the Graduate Studies Final Project/Capstone/Thesis policy is to uphold the conformity to regulations and standards at Capilano University (“the University”) and provide direction to faculty and students in graduate level programs at the University regarding the completion of a final project that demonstrates a student’s advanced understanding of their field of study.

## 2. SCOPE

2.1 This policy applies to graduate students in graduate studies programs with a final project, capstone, and/or thesis.

## 3. POLICY STATEMENT

3.1 **Research and ethics.** Any research conducted involving human participants must have approval from the Capilano University Research Ethics Board (REB) prior to commencing research, as outlined in Research Ethics Policy S2021-02.

3.2 **Supervision.** The Graduate Studies Supervisory Committee will appoint a supervisor (see S2024-XX Graduate Supervision) to support the graduate student in their graduate program and final project, capstone and/or thesis. Depending on the graduate program, not all graduate students will have a supervisor.

3.3 **Review for authenticity.** All work submitted by graduate students may be reviewed for authenticity and originality. Reviews may include the use of software tools and third-party services.

3.4 **Continuous registration requirements.** All graduate students will remain continuously registered until their degrees are completed unless they are taking an approved leave of absence.

3.5 **Examination of final project, capstone, thesis.** The Graduate Studies Examining Committee will review and evaluate the final project, capstone, and/or thesis. The oral defense, if required, will take place after the student has successfully passed the evaluation of their project.

- 3.6 **Submission to the University's Institutional Digital Repository.** As part of the graduation requirements, the results of research conducted at the University should be available freely to the public. Accordingly, graduate students' final projects, capstones, or theses will be placed in the University's digital repository immediately following final revisions and subject to the supervisor or Chair of the Graduate Studies Supervisory Committee being in receipt of a signed Non-Exclusive Distribution License and notification from the library.
- 3.7 **Copyright.** Students hold copyright to their final project, capstone, or thesis regardless of the method of submission. Electronic versions are subject to the same copyright protection as paper documents.

#### **4. DESIGNATED OFFICER**

The Vice President, Academic and Provost is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Associate Vice President, Creative Activity, Research and Scholarship (CARS) & Graduate Studies.

#### **5. RELATED POLICIES AND GUIDANCE**


S2017-05 Academic Integrity

S2021-02 Research Ethics Policy: Research with Human Participants

S2017-04 Graduation

S2024-XX Graduate Studies Guidelines



 <b>CAPILANO UNIVERSITY</b>		POLICY	
Policy No.	Officer Responsible		
<b>S2024-XX</b>	<b>Vice President Academic and Provost</b>		
Policy Name			
<b>Graduate Studies, Final Project/Capstone/Thesis</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>		<b>Academic</b>	
Date Issued	Date Revised	Date in effect	Related Policies
	<b>NEW</b>		

**1. PURPOSE**

The purpose of the Graduate Studies Final Project/Capstone/Thesis policy is to uphold the conformity to regulations and standards at Capilano University ("the University").

**Commented [CM1]:** This statement could be more specific such as, "...is to provide guidance to faculty and students in graduate programs at Capilano University regarding the completion of a final research project that demonstrates a student's advanced understanding of their field of study."

**2. DEFINITIONS**

Refer to Graduate Studies Guidelines.

**Commented [JG2R1]:** Are the seven points in section 4 the relevant regulations and standards? I like Corey's suggestion but suggest 'direction' is used and not 'guidance'

**3. SCOPE**

3.1 This policy applies to graduate students in graduate studies programs with a final project, capstone, or thesis.

**Commented [CM3]:** Perhaps the definitions could generally lay out the differences between thesis, capstone, and final project.

**Commented [SD4R3]:** That would be helpful but ...

**4. POLICY STATEMENT**

4.1 **Research and Ethics.** Any research conducted involving human participants must have approval from the Capilano University Research Ethics Board (REB) prior to commencing research.

**Commented [JG5R3]:** Could there be a general ...

**Commented [CM6]:** Not sure this is needed.

4.2 **Supervision.** A supervisor will be appointed by the Graduate Studies Supervisory Committee to support the graduate student in their graduate program. Depending on the graduate program, not all graduate students will have a supervisor.

**Commented [JG7]:** The guidelines don't appear to ...

**Commented [CM8]:** Could make reference to RE policy ...

**Commented [CM9]:** Could make reference to the relat ...

**Commented [CM10R9]:** Include policy name and ...

4.3 **Review for Authenticity.** All work submitted by graduate students may be reviewed for authenticity and originality. Reviews may include the use of software tools and third-party services.

**Commented [CM11]:** To make this more specific to the ...

**Commented [CM12]:** Will admission policy create and ...

4.4 **Continuous Registration Requirements.** All graduate students will remain continuously registered until their degrees are completed unless they are taking an approved leave of absence.

**Commented [CM13]:** Add reference to related GSEC ...

**Commented [CM14R13]:** Add minimum requirements ...

4.5 **Examination of Final Project, Capstone, Thesis.** The Final Project, Capstone, and/or Thesis will be examined by a Graduate Studies Examining Committee. The oral defense, if required, will take place after the student has successfully passed the evaluation of their project.

**Commented [CM15]:** Will policy address how long ...

**Commented [CN16R15]:** I think that is program level, ...

**Commented [SD17R15]:** Agree with Christina. The pol ...

4.6 **Submission to the University's Institutional Digital Repository.** The results of research conducted at the University should be available freely to the public. As part of graduation requirements,

**Commented [CN18]:** I appreciate this here, very much ...

**Commented [CN19R18]:** Also, I think it should articula ...

**Commented [CM20R18]:** Should perhaps be part of th ...

graduate students' final project, capstone, or theses will be placed in the University's digital repository immediately following final revisions and subject to the supervisor or Chair of the Graduate Studies Committee being in receipt of notification from the library.

**4.7 Copyright.** Students hold copyright to their theses regardless of the method of submission. Electronic theses and dissertations are subject to the same copyright protection as paper documents.

## **5. DESIGNATED OFFICER**

The Vice President, Academic and Provost is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Associate Vice President, Creative Activity, Research and Scholarship (CARS) & Graduate Studies.


## **6. RELATED POLICIES AND GUIDANCE**

S2017-05 Academic Integrity

S2021-02 Research Ethics Policy: Research with Human Participants

S2017-04 Graduation

Graduate Studies Guidelines

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.		Officer Responsible	
<b>S2023-XX</b>		<b>Vice President Academic and Provost</b>	
Policy Name			
<b>Graduate Supervision</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>		<b>Academic</b>	
Date Issued	Date Revised	Date in effect	Related Policies
	<b>NEW</b>		

## 1. PURPOSE

This Graduate Supervision Policy outlines the roles and responsibilities of graduate students, supervisors, and graduate supervisory committees at Capilano University (the University).

## 2. SCOPE

- 2.1 This policy pertains to graduate students, supervisors, and supervisory committees at the University who are stakeholders in academic graduate studies and graduate student supervision.
- 2.2 This policy excludes graduate student internship or placement supervision.

## 3. POLICY STATEMENT

- 3.1 The University is committed to ensuring high-quality, effective supervision to support successful graduate level education and research within an inclusive and positive scholarly environment. As consistent high-quality graduate student supervision is essential for graduate student progress, success, and well-being, the University endorses the following principles for graduate supervision:
  - a) **Academic integrity** - To conduct creative activity, research, and scholarship in the search for knowledge; and to foster an environment of academic freedom, integrity, accountability, and public trust in a manner free from conflict of interest.
  - b) **Mutual respect** – To maintain a positive learning, research, and scholarly environment by exercising respect between the graduate student and supervisor, together with understanding and ongoing support for the achievement of milestones.
  - c) **Professionalism** – That the supervisor and student maintain respectful relationships in their interactions both inside and outside of their mentor/mentee relationship, including with university partners, and across the university community more broadly.
  - d) **Responsive and Timely Feedback** – That supervisory faculty must endeavor to provide timely and constructive feedback on the graduate student’s academic progress, and issues related to creative activity, research and scholarship, and for general guidance.

#### 4. ROLES AND RESPONSIBILITIES

- 4.1 A good working relationship between graduate student supervisors and graduate students is built on mutual respect and trust that encompasses principles of academic integrity, freedom of inquiry, and expression free of any form of discrimination, intimidation, or harassment.
- 4.2 **Supervisor** - The role of the graduate student supervisor is to serve as the primary academic mentor to the graduate student and provide oversight on their progress; guidance with ethics in creative activity, research and scholarship; and support in preparation for examination and/or final project, capstone or thesis through consistent and open communication. By agreeing to work with a graduate student, the supervisor will foster the intellectual and professional growth of their graduate student(s) so that the graduate student can become a competent contributor to their academic field of specialization.
- 4.3 **Graduate Student** – The role of the graduate student is to focus on their learning towards the completion of all academic requirements within the expected time frame, and to follow departmental, program, and university policies and procedures while adhering to the principles of academic integrity. By agreeing to work with a supervisor, a graduate student enters an academic partnership that will support the graduate student’s academic development and contributions to their field of specialization.
- 4.4 **Graduate Studies Supervisory Committee** – The primary role of the Supervisory Committee is to broaden and deepen the graduate student’s experience and range of expertise. The Supervisory Committee will appoint a supervisor. The Supervisory Committee assists the supervisor in providing guidance, consultation, and advice on the graduate student’s final project, capstone, or thesis requirement.
- 4.5 **Graduate Studies Program** – An important role of the Graduate Studies program, its faculty, and its students is to create a supportive, welcoming, and inclusive learning environment to facilitate effective supervision, graduate student learning, creative activity, research and scholarship.

#### 5. DESIGNATED OFFICER

The Vice President, Academic and Provost is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Associate Vice President, Creative Activity, Research and Scholarship (CARS) & Graduate Studies.

#### 6. RELATED POLICIES AND GUIDANCE

S2017-05 Academic Integrity


S2023-XX Graduate Studies Faculty Qualifications

Graduate Studies Guidelines

Graduate Student Handbook

S2021-02 Research Ethics Policy: Research with Human Participants

B.701 Student Code of Conduct

 <b>POLICY</b>			
Policy No.	Officer Responsible		
<b>S2023-XX</b>	<b>Vice President Academic and Provost</b>		
Policy Name			
<b>Graduate Supervision</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>		<b>Academic</b>	
Date Issued	Date Revised	Date in effect	Related Policies
	<b>NEW</b>		

### 1. PURPOSE

This Graduate Supervision Policy outlines the roles and responsibilities of graduate students, supervisors, graduate supervisory committees at Capilano University (the University).

### 2. DEFINITIONS

Refer to Graduate Studies Guidelines.

### 3. SCOPE

- 3.1 This policy pertains to graduate students, supervisors, and supervisory committees at the University who are stakeholders in academic graduate studies and graduate student supervision.
- 3.2 This policy excludes graduate student internship or placement supervision.

### 4. POLICY STATEMENT

4.1 The University is committed to ensuring high-quality, effective supervision to support successful graduate level education and research within an inclusive and positive scholarly environment. As consistent high-quality graduate student supervision is essential for graduate student progress, success, and wellbeing, the University endorses the following principles for graduate supervision:

- a) **Academic Integrity** - To conduct creative activity, research and scholarship in the search for knowledge, to foster an environment of academic freedom, integrity, accountability, and public trust, and in a manner free from conflict of interest.
- b) **Mutual Respect** – To maintain a positive learning, research, and scholarly environment by exercising respect between the graduate student and supervisor, together with understanding and ongoing support for the achievement of milestones.
- c) **Professionalism** – To maintain professional and respectful relationships with students, staff, faculty, the University community, and the general public.

**Commented [CM1]:** any specific definitions needed for the reader to understand this document should probably be provided here.

**Commented [CN2]:** I like the principles and wonder if they should be more far-reaching than just this policy? It manages student and faculty expectations.

**Commented [CM3]:** Perhaps include c) below here in a)

**Commented [CN4]:** I have been personally interrogating the use of the word "professionalism" and I wonder if an alternative or modifier could be used. For instance, this section is really about maintaining respectful conduct. For insight into my brain (<https://www.naspa.org/blog/professionalism-or-socialized-white-supremacy>)

**Commented [CM5]:** These concepts seem to be outside of the supervisor/student relationship, so may be considered for deletion

**Commented [CM6R5]:** Perhaps the intent is that the supervisor and student maintain respectful relationships in their interactions outside of their mentor/mentee relationship

- d) **Responsive and Timely Feedback** – Supervisory faculty must endeavor to provide timely and constructive feedback on the graduate student’s academic progress, and issues related to creative activity, research and scholarship, and for general guidance.

**Commented [CN7]:** Devil is in the details! What is timely and constructive and is this/needs to be reflected in grade appeal policy? It isn't framed in this way - just something to think about, maybe?

## 5. DESIGNATED OFFICER

The Vice President, Academic and Provost is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Associate Vice President, Creative Activity, Research and Scholarship (CARS) & Graduate Studies.

**Commented [CM8R7]:** If not in grade appeal policy, what mechanism exists for recourse here?

**Commented [CM9R7]:** Room for describing recourse if there is a breakdown in the relationship between the supervisor and student?

**Commented [CM10]:** This section should be at the end.

## 6. ROLES AND RESPONSIBILITIES

6.1 A good working relationship between graduate student supervisors and graduate students is built mutual respect and trust that encompasses principles of academic integrity, freedom of inquiry and expression free of any form of unjust discrimination, intimidation, or harassment.

**Commented [SD12]:** unjust discrimination... is unjust needed here?

6.2 **Supervisor** - The role of the graduate student supervisor is to serve as the primary academic mentor to the graduate student and provide oversight on their progress, guidance with ethics in creative activity, research and scholarship, and support in preparation for examination and/or final project or thesis through consistent and open communication. By agreeing to work with a graduate student, the supervisor will foster the intellectual and professional growth of their graduate student(s) so that the graduate student can become competent contributors to their academic field of specialization.

**Commented [CM11]:** Perhaps add "Graduate Examining Committee". If not, add to policy on final project, capstone, thesis

**Commented [CM13]:** I know it is probably assumed, but should this clarify that the Supervisor should be a graduate program faculty member?

**Commented [CM14]:** add "capstone" here?

**Commented [CM15R14]:** change to "a competent contributor"

**Commented [CM16]:** add "and to" here for clarity.

6.3 **Graduate Student** – The role of the graduate student is to focus on their learning towards the completion of all academic requirements within the expected time frame, follow departmental, program, and university policies and procedures while adhering to the principles of academic integrity. By agreeing to work with a supervisor, a graduate student enters an academic partnership that will support the graduate student’s academic development and contributions to their field of specialization.

**Commented [CN17]:** Side note on this -- having seen this play out elsewhere, I hope there is a conversation around how supervisor workloads are defined in terms of workload assignments and compensation.

**Commented [SD18R17]:** YES! Will the CFA and HR be informed about this policy?

6.4 **Graduate Studies Supervisory Committee** – The primary role of the Supervisory Committee is to broaden and deepen the graduate student’s experience and range of expertise. The Supervisory Committee assists the supervisor in providing guidance, consultation, and advice on the graduate student’s final project, capstone, or thesis requirement.

**Commented [CM19]:** Can specifics regarding type of membership, member qualifications, number of members, etc. be added, or is the idea that individual programs determine this? Should a minimum number of members at least be mentioned?

6.5 **Graduate Studies Program** - The role of the Graduate Studies program is to create a supportive, welcoming, and inclusive learning environment to facilitate effective supervision, graduate student learning, creative activity, research and scholarship.

**Commented [SD20R19]:** Yes, my understanding is that other universities have explicit policies about this, ensuring that supervisory committees are made up of faculty who are subject experts, and/or experienced in overseeing grad students' work

## 7. RELATED POLICIES AND GUIDANCE

S2017-05 Academic Integrity

S2023-XX Graduate Studies Faculty Qualifications

Graduate Studies Guidelines

Graduate Student Handbook

**Commented [CM21]:** Perhaps change the wording to "an important role of.." Also, perhaps we can add a human element to this as it is technically referring to a program but the meaning is about the people in the program.

**Commented [CN22]:** Hmm... it is interesting to identify the program in this policy context. Perhaps belongs in the preamble to contextualize supervision? I am not sure a "program" can be responsible, only its leaders/members? ...

S2021-02 Research Ethics Policy: Research with Human Participants

B.701 Student Code of Conduct



## SENATE REPORT

<b>AGENDA ITEM:</b>	<b>Faculty of Business and Professional Studies Bylaws</b>
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE:</b>	<b>October 1, 2024</b>
<b>PRESENTERS:</b>	<b>Corey Muench; Chair, Senate Bylaw, Policy, and Procedure Committee</b> <b>Sara El Rayess; Chair in Faculty of Business and Professional Studies</b> <b>Laura Kinderman, Dean, Faculty of Business and Professional Studies</b>

### **PURPOSE**

To propose new Bylaws for the Faculty of Business and Professional Studies (BPS) using the Faculty Council model.

### **BACKGROUND**

Two of the five Faculties at Capilano University, Arts and Sciences and Global and Community Studies, have implemented new bylaws which follow a Faculty Council model. Faculty Council usually consists of the dean, associate dean (where possible), chairs, and a number of coordinators, convenors, and staff to carry out the academic governance work of the Faculty (e.g. course development, management, and planning). Sub-committees established in the Faculty Bylaws report and make proposals to the Faculty Council. As usual, Full- (or “Regular-”) Faculty meetings are held at least twice during the academic year. In proposing the current Bylaws, BPS would be the third Faculty at the University to move to this model.

### **APPROVALS & CONSULTATIONS**

- Faculty of Business and Professional Studies, May 23, 2024
- Senate Bylaw, Policy, and Procedure Committee, June 11 and September 10, 2024

### **HIGHLIGHTS OF CHANGES SUGGESTED BY THE SENATE BYLAW, POLICY, AND PROCEDURE COMMITTEE**

- Refinement of some definitions; addition of “University community” in definitions; deletion of “*Ex officio*” since it does not appear in the document
- General formatting and wording suggestions

### **DOCUMENTS FOR SENATE REVIEW**

Accompanying documents include a “comments” version from the Senate Bylaw, Policy, and Procedure Committee and a clean version of the proposed bylaws.

### **RECOMMENDATION**

**THAT the Senate approve the proposed Faculty of Business and Professional Studies Bylaws**



# CAPILANO UNIVERSITY

## Business and Professional Studies Bylaws (BPS Bylaws)

Approved by the Faculty on May 23, 2024

Approved by Senate on MONTH, DAY, 2024

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## PREAMBLE

The Faculty of Business and Professional Studies (“**BPS Faculty**”) will conduct business according to these Bylaws. The Faculty includes faculty and staff in the following schools: School of Business, School of Communication, and School of Legal Studies (Collectively, “BPS Schools” or “BPS”).

The structure, composition, and powers and duties of the Faculty are established by Sections 39-42 of the *University Act* (the “*Act*”).

## 1. DEFINITIONS

- 1.1. Key terms in these bylaws follow definitions in the *Act*.
- 1.2. Other clarifications:
  - 1.2.1. **Ad hoc committee** refers to a temporary committee that reports to the Faculty Council. *Ad hoc* committees have written mandates and scopes.
  - 1.2.2. **Confidential** means information that could unfairly damage the University’s, BPS’s, or a person’s reputation, constitute an unjustified invasion of personal or institutional privacy or lead to lawsuits.
  - 1.2.3. **Eligible Voting Members** means faculty as defined in 1.2.6 of these BPS Bylaws.
  - 1.2.4. **Extraordinary Faculty Meetings** refers to an emergency meeting of the Members of the Faculty, taking place between Regular Faculty Meetings.
  - 1.2.5. **Faculty** (upper-case “F”) refers to the Faculty of Business and Professional Studies or BPS Faculty.
  - 1.2.6. **faculty** (lowercase “f”) refers to members of the bargaining unit who are appointed in any of the BPS Schools or who are assigned work in that year. The faculty may vote regardless of the nature and quantity of instructional or non-instructional work. For the purposes of these Bylaws, faculty excludes auxiliary hires in BPS.
  - 1.2.7. **Faculty Council** is the working academic governance body for BPS and is responsible for the Faculty’s academic governance, planning, and management and for making recommendations to the Faculty, the Senate, and the University administration where appropriate. Members of Faculty Council are appointed or elected to represent BPS Faculty.
  - 1.2.8. **Faculty Council Voting Members** refers to Members who are appointed or elected to represent BPS Faculty who may vote on resolutions or motions at Faculty Council Meetings.
  - 1.2.9. **Member(s)** refers to persons within the Faculty as defined in section 1.2.5 these BPS Bylaws.

- 1.2.10. **Quorum** refers to the number or percentage required to be present to conduct a meeting.
- 1.2.11. **Regular Faculty Meeting** refers to a regularly scheduled meeting of the Members of the Faculty. For clarity, a Regular Faculty Meeting is the same as an All-Faculty Meeting.
- 1.2.12. **School** refers to each separate school in BPS: the School of Business, the School of Legal Studies and the School of Communication. Functional area decisions reside with each School.
- 1.2.13. **Staff** refers to administrative support employees of the Faculty. For clarity, staff are non-voting Members of the Faculty.
- 1.2.14. **Student** refers to a person enrolled in credit course(s) and registered in one or more programs within BPS.
- 1.2.15. **Sub-committee** refers to a standing committee that reports to Faculty Council. Sub-committees have written Terms of Reference.
- 1.2.16. **University** means Capilano University.
- 1.2.17. **University community** means employees, students, and board members.

## 2. COMPOSITION OF THE BPS FACULTY

- 2.1. For the purposes of Regular Faculty Meetings, the Faculty will be composed of the following:
  - 2.1.1. The Dean of BPS;
  - 2.1.2. The Associate Dean of BPS;
  - 2.1.3. The President (or delegate) of the University;
  - 2.1.4. All faculty appointed in the Faculty, including but not limited to instructors, lab supervisors, special appointees, librarians, and instructional associates;
  - 2.1.5. Such other Members of the teaching or administrative staff of the BPS Faculty or University that the Faculty appoint in conformity with rules determined by the Faculty and approved by the Senate. Staff are non-voting Members of the Faculty;
  - 2.1.6. Four students as non-voting representatives (two from the School of Business and one from each of the School of Communication and School of Legal Studies); and
  - 2.1.7. The Registrar, as a non-voting Member.

## 3. POWERS AND DUTIES OF THE BPS FACULTY

- 3.1. The powers and duties of the Faculty are set out in Section 40 of the *Act* (see the excerpt of the *Act* in APPENDIX A). The Faculty may only effect or enforce general rules once the Senate receives and approves them, as per section 41 of the *Act*.

#### **4. CHAIR, ASSOCIATE VICE-CHAIR AND VICE-CHAIR-ELECT OF THE BPS FACULTY**

- 4.1. The Dean is the Chair of the Faculty.
- 4.2. The Associate Dean may be the Associate Vice-Chair of the Faculty if the Associate Dean is also faculty within BPS.
- 4.3. The Vice-Chair-Elect for BPS is a Faculty Council member elected for a two-year term. The Vice-Chair-Elect serves as the Chair in the absence of the Dean (or subject to section 4.2, in the absence of the Associate Dean) or when the Dean (or subject to section 4.2, the Associate Dean) steps outside their role in a Regular Faculty meeting.

#### **5. REGULAR FACULTY MEETINGS**

- 5.1. The Faculty will hold a minimum of two Regular Faculty Meetings per year, normally in the spring and the fall terms. A minimum of fourteen (14) days' notice will be given prior to these meetings.
  - 5.1.1. To remove barriers, BPS Faculty may attend Regular Faculty Meetings either face-to-face or remotely through a University-approved video conferencing tool.
  - 5.1.2. In extenuating circumstances, such as adverse weather conditions, face-to-face attendance may not be feasible; in such cases, Regular Faculty Meetings may continue remotely using a University-approved video conferencing tool.
- 5.2. Agendas are prepared by the Chair and published and distributed to all faculty at least seven (7) working days before the scheduled meeting.
- 5.3. Minutes of all Regular Faculty Meetings are taken and circulated at the subsequent Regular Faculty Meeting, and archived by the Chair's Office.
- 5.4. The Chair's Office will prepare and circulate approved Regular Faculty Meeting Minutes to the Faculty in electronic format in a timely manner before the subsequent Regular Faculty Meeting. The Chair's Office will make Regular Faculty Meeting Minutes available to the University community, except for any portions held *in camera*.
- 5.5. Quorum of Regular Faculty Meetings consists of twenty-five percent (25%) or thirty (30) BPS Faculty Members, whichever is the lower number.

#### **6. EXTRAORDINARY FACULTY MEETINGS**

- 6.1. In matters of urgency, an Extraordinary Faculty Meeting may be called by:
  - 6.1.1. The Chair;
  - 6.1.2. The Associate Vice-Chair;
  - 6.1.3. The Vice-Chair-Elect in conjunction with the School Chairs/Coordinatorsor,
  - 6.1.4. written petition of at least fifty percent (50%) of Eligible Voting Members.

- 6.2. Notice of Extraordinary Faculty Meetings will be given at least seven (7) working days prior to the meeting.
- 6.3. Minutes of every Extraordinary Faculty Meeting will be taken and circulated at the subsequent Regular Faculty Meeting.
- 6.4. Quorum of Extraordinary Faculty Meetings consists of twenty-five percent (25%) or thirty (30) BPS Faculty Members, whichever is the lower number.
- 6.5. Extraordinary Faculty Meetings will normally be closed to the University community.

## **7. CONDUCT OF BUSINESS**

- 7.1. All Regular Faculty Meetings will normally be open to members of the University community. The Chair will recognise any non-BPS Faculty.
- 7.2. A meeting, or part thereof, may be held *in camera* subject to a majority vote by Eligible Voting Members present (See section 7.4 for what constitutes a majority).
- 7.3. Robert's Rules of Order will govern the conduct of Regular Faculty Meetings and Extraordinary Faculty Meetings.
- 7.4. A normal resolution or motion requires approval by a simple majority of votes cast by Eligible Voting Members present (that is, not less than 50% +1 votes out of all votes cast). Amendments to the BPS Bylaws require approval by a two-third majority of votes cast by Eligible Voting Members present.
- 7.5. The powers and duties of Faculty Council and sub-committees are delegated to them by the Faculty but will not include matters on which the Senate requires a decision of the whole Faculty.

## **8. BPS FACULTY COUNCIL**

- 8.1. The Faculty Council is the working academic governance body for BPS and is responsible for the Faculty's academic governance, planning, and management and for making recommendations to the Faculty, the Senate, and the University administration where appropriate.
- 8.2. Faculty Council's Composition:
  - 8.2.1. The Dean of the BPS;
  - 8.2.2. The Associate Dean of the BPS;
  - 8.2.3. The Vice-Chair-Elect of BPS;
  - 8.2.4. The Chairs of the BPS Schools;
  - 8.2.5. The coordinators and convenors of Faculty functional areas, to a maximum of Two (2) per school as determined by each BPS School; and
  - 8.2.6. Two divisional supervisors employed within BPS.
- 8.3. Chair, Associate Vice-Chair (subject to section 4.2) and Vice-Chair-Elect:
  - 8.3.1. The Chair of the Faculty Council is the Dean of BPS.

- 8.3.2. The Associate Vice-Chair of Faculty Council is the Associate Dean of BPS, subject to section 4.2.
  - 8.3.3. The Vice-Chair-Elect of Faculty Council is the Vice-Chair-Elect of BPS.
  - 8.3.4. The Associate Vice-Chair (subject to section 4.2) or the Vice-Chair-Elect will serve as Chair of Faculty Council in the absence of the Dean.
- 8.4. Meetings of the Faculty Council and Conduct of Business
- 8.4.1. Robert's Rules of Order will govern the conduct of Faculty Council Meetings and its decision-making.
  - 8.4.2. Faculty Council will meet at least once monthly between August 15th and June 15th.
  - 8.4.3. A schedule of meetings will be distributed at the beginning of the fall term.
  - 8.4.4. Agendas are prepared by the Chair with the help of the Chair's Office, and distributed to the Faculty at least five (5) working days before the scheduled meeting. Any Faculty Council member can submit appropriate agenda items that are consistent with the scope, function, and duties of Faculty Council.
  - 8.4.5. The Chair's Office will prepare and circulate Faculty Council agendas with unapproved draft Faculty Council Meeting Minutes and any other attachments to Faculty Council at least five (5) working days before the scheduled meeting.
  - 8.4.6. Minutes are taken, produced, and archived by the Chair's Office.
  - 8.4.7. Faculty Council may decide at any time, by two-thirds of Faculty Council Voting Members present, that a whole meeting or any part of a Faculty Council meeting be held *in camera*.
  - 8.4.8. Except for documents presented during or relating to all or part of a Faculty Council Meeting held *in camera*, all documents presented to the Faculty Council will be made available to the University community. Notwithstanding these Bylaws, the Chair may declare a document Confidential, in which case the document will only be available to Faculty Council and, if appropriate, the Senate.
  - 8.4.9. Quorum for Faculty Council Meetings is set at 50% of Faculty Council Voting Members (set annually at the August Faculty Council Meeting) and must include the Chair or, in the absence of the Chair, the Associate Vice-Chair (subject to section 4.2) or Vice-Chair-Elect.
  - 8.4.10. Faculty Council Meetings are normally held face-to-face, with online options available to maximize participation. Electronic voting may be conducted as deemed necessary or appropriate by the Chair, Associate Vice-Chair (subject to section 4.2) and/or Vice-Chair-Elect.



- 8.4.11. Faculty Council resolutions or motions require approval of a simple majority of votes cast by Faculty Council Voting Members (that is, not less than 50% +1 votes out of all votes cast).
  - 8.4.12. Faculty Council may establish sub-committees or *ad hoc* committees as it determines necessary and may delegate authority to these subsidiaries. See sections 8.5.1.9 and 9.
  - 8.4.13. Faculty Council Members are expected to act in the interests of the entire BPS Faculty and to avoid conflicts of interest in accordance with University Policy B.506.
- 8.5. Powers and Duties of the Faculty Council:
- 8.5.1. The BPS Faculty delegate their powers and duties to the Faculty Council. Unless otherwise addressed in these Bylaws, the Faculty Council will have all the powers and duties ascribed to the faculty by the *Act*. In general, Faculty Council may:
    - 8.5.1.1. Develop and maintain a set of Faculty rules and procedures for the governance of the Faculty (in accordance with the *Act*, and subject to the approval of the Faculty and subsequent ratification by the Senate);
    - 8.5.1.2. Make recommendations to the Senate on relevant academic matters, including the addition of new courses and programs, discontinuance of existing courses, and revisions to existing courses and programs;
    - 8.5.1.3. Make recommendations to the Faculty regarding joint-curricular initiatives with other Faculties;
    - 8.5.1.4. Make recommendations to the Senate, Board, and University administration on relevant matters;
    - 8.5.1.5. Facilitate information sharing within the Faculty and both to and from other Faculties and the University;
    - 8.5.1.6. Provide advice and recommendations to the Dean and/or Associate Dean on annual integrated planning initiatives and priorities or on other strategic plans of the University (*i.e.*, Academic Plan).
    - 8.5.1.7. Provide input and advice on University policies, procedures and processes relating to academic matters, such as creative activity, research, and scholarship.
    - 8.5.1.8. Consider matters related to the governance, strategic direction and operations of the Faculty as may be referred to it by the Dean, Associate Dean, Provost and Vice-President (Academic) or other senior administrator, or be identified by the Faculty Council, including, but not limited to strategic plans and priorities, goals and

objectives, budget planning, policies and procedures, establishment and discontinuance of departments, centres and institutes.

8.5.1.9. Faculty Council may establish:

8.5.1.9.1. Sub-committees to facilitate efficient execution of Faculty Council's responsibilities. Each sub-committee will be endowed with specific authorities, contingent upon the Faculty Council's approval of the sub-committee's Terms of Reference. Compliance with these Terms of Reference is mandatory in the conduct of the sub-committee's affairs.

8.5.1.9.2. *Ad hoc* committees to further the Faculty's business and/or initiatives on the understanding that Faculty Council approve each *ad hoc* committee's mandate and scope and each *ad hoc* committee operates within its defined purpose.

## 9. COMMITTEES OF THE FACULTY COUNCIL

9.1. Extended Powers

9.1.1. As set out in section 8.4.12 above, Faculty Council may by resolution, establish sub- or *ad hoc* committees with such responsibilities, authorities, membership, and operational rules, as it considers appropriate.

9.1.2. Faculty Council may also dissolve an *ad hoc* or sub-committee as appropriate.

9.2. Rules and Procedures

9.2.1. Sub-committees

9.2.1.1. The responsibilities, authorities, membership and operation of any sub-committee will be set out in written Terms of Reference approved by Faculty Council or its delegate.

9.2.1.2. Sub-committees will report their activities and decisions to Faculty Council at such times and in such manner as required by the Faculty Council.

9.2.2. *Ad hoc* committees

9.2.2.1. *Ad hoc* committees are temporary committees that aim to carry out business and/or initiatives of the Faculty Council.

9.2.2.2. The responsibilities, authorities, membership and operation of any *ad hoc* committee will be set out in a written mandate along with scope of work approved by Faculty Council or its delegate.

9.2.2.3. *Ad hoc* committees will report their activities and decisions to Faculty Council at such times and in such manner as required by Faculty Council.

9.2.2.4. If at any point, an *ad hoc* committee's mandate requires a more permanent structure, members may seek approval from Faculty Council to transition to a sub-committee and comply with the requirements set out in sections 9.2.1.1 and 9.2.1.2.

9.3. Existing sub-committees

**Curriculum and Academic Planning Committee (CAPCOM)**

9.3.1. CAPCOM meets monthly during the Fall and Spring Terms or as needed.

9.3.2. The meeting schedule is set by CAPCOM's Chair and distributed by the Dean's Office.

9.3.3. Duties and responsibilities are subject to CAPCOM's Terms of Reference.

**Integrated Planning Committee (IPC)**

9.3.4. IPC meets in the Fall and Spring Terms or as needed. The meeting schedule is set by IPC's Chair and distributed by the Dean's Office.

9.3.5. Duties and responsibilities are subject to IPC's Terms of Reference.

**10. REVIEW**

10.1. These Bylaws will be reviewed one year after initial approval by the Senate and subsequently every five years.

**11. AMENDMENTS**

11.1. The Faculty may request amendments to these Bylaws by adding a proposed motion to any Regular or Extraordinary Faculty Meeting agenda and by providing a redline copy of suggested changes. As stated in 7.4, a motion for proposed amendments to these Bylaws requires approval by a two-thirds majority of votes cast by Eligible Voting Members present.

Version date: May 23, 2024

Review date: MONTH, DAY, 2024

## APPENDIX A

Excerpt from the *University Act*

### Part 8 — Faculties

**39** (1) The faculties of each university may be constituted by the board, on the recommendation of the senate.

(2) A dean of a faculty is the chair of the faculty of which he or she is the dean.

### Powers and duties of faculty

**40** A faculty has the following powers and duties:

- a) to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business;
- b) to provide for student representation in the meetings and proceedings of the [F]aculty;
- c) subject to this *Act* and to the approval of the senate, to make rules for the government, direction and management of the [F]aculty and its affairs and business;
- d) to determine, subject to the approval of the senate, the courses of instruction in the faculty;
- e) subject to an order of the president to the contrary, to prohibit lecturing and teaching in the faculty by persons other than appointed members of the teaching staff of the faculty and persons authorized by the faculty, and to prevent lecturing or teaching so prohibited;
- f) subject to the approval of the senate, to appoint for the examinations in each faculty examiners, who, subject to an appeal to the senate, must conduct examinations and determine the results;
- g) to deal with and, subject to an appeal to the senate, to decide on all applications and memorials by students and others in connection with their respective faculties;
- h) generally, to deal with all matters assigned to it by the board or the senate.

### Approval of rules

**41** A general rule made by a faculty is not effective or enforceable until a copy has been sent to the senate and the senate has given its approval.

### Advice to president

**42** Any of the faculties may advise the president in any matter affecting the interests of the university, whether academic or disciplinary, but that advice does not limit the powers and authority of the president.

*University Act*: [https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96468\\_01#part8](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96468_01#part8)<sup>1</sup>

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<sup>1</sup> Note: In this section of *The University Act*, references to faculty and/or Faculty have been intentionally modified to reflect the definitions used in these Bylaws.





**Business and Professional Studies Bylaws  
(BPS Bylaws)**

Approved by the Faculty on May 23, 2024  
Approved by Senate on MONTH, DAY, 2024

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## PREAMBLE

The Faculty of Business and Professional Studies (“BPS Faculty”) shall conduct business according to these Bylaws. The Faculty includes faculty and staff in the following schools: School of Business, School of Communication, and School of Legal Studies (Collectively, “BPS Schools” or “BPS”).

**Commented [DJ1]:** "shall" is archaic/old legalese - should be replaced by "will"

The structure, composition, and powers and duties of the Faculty are established by Sections 39-42 of the *University Act* (the “Act”).

**Commented [CM2]:** italicize throughout?

## 1. DEFINITIONS

1.1. Key terms in these bylaws follow definitions in the Act.

1.2. Other clarifications:

1.2.1. **Ad hoc Committee** refers to a temporary committee that reports to the Faculty Council. *Ad hoc* Committees have written mandates and scopes.

1.2.2. **Confidential** means information that could unfairly damage the University’s, BPS’s, or a person’s reputation, constitute an unjustified invasion of personal or institutional privacy or lead to lawsuits.

1.2.3. **Eligible Voting Members** means faculty as defined in these Bylaws.

1.3. **Ex Officio** refers to a person who holds an appointment by virtue of their position.

**Commented [CM3]:** Remove since it is not used in the document

1.3.1. **Extraordinary Faculty Meetings** refers to an emergency meeting of the Members of the Faculty, taking place between Regular Faculty Meetings.

1.3.2. **Faculty** (upper-case “F”) refers to the Faculty of Business and Professional Studies or BPS Faculty.

1.4. **faculty** (lowercase “f”) refers to members of the bargaining unit who are appointed in any of the BPS Schools or who are assigned work in that year. Faculty may vote regardless of the nature and quantity of instructional or non-instructional work. For the purposes of these Bylaws, faculty excludes auxiliary hires in BPS.

**Commented [DJ4]:** Should be 1.2.7, etc. The numbering is off.

**Commented [CM5]:** Check numbering of sections

**Commented [SG6]:** This needs a capital because it is at the beginning of the sentence. But if the point is to have a lowercase “f”, then perhaps “The faculty.”

1.5. **Faculty Council** is the working academic governance body for BPS and is responsible for the Faculty’s academic governance, planning, and management and for making recommendations to the Faculty, the Senate, and the University administration where appropriate. Members of Faculty Council are appointed or elected to represent BPS Faculty.

1.5.1. **Faculty Council Voting Members** refers to Members who are appointed or elected to represent BPS Faculty who may vote on resolutions or motions at Faculty Council Meetings.

1.6. **Member(s)** refers to persons within the Faculty as defined in these Bylaws.

**Commented [CD7]:** Should you specify where?

**Commented [CM8R7]:** Add a section number here to refer reader



- 1.6.1. **Quorum** refers to the number or percentage required to be present to conduct a meeting.
- 1.6.2. **Regular Faculty Meeting** refers to a regularly scheduled meeting of the Members of the Faculty. For clarity, a Regular Faculty Meeting is the same as an All-Faculty Meeting.
- 1.6.3. **School** refers to each separate school in BPS: the School of Business, the School of Legal Studies and the School of Communication. Functional area decisions reside with each School.
- 1.6.4. **staff** refers to administrative support employees of the Faculty. For clarity, staff are non-voting Members of the Faculty.
- 1.6.5. **student** refers to a person enrolled in credit course(s) and registered in one or more programs within BPS.
- 1.6.6. **Sub-Committee** refers to a standing committee that reports to Faculty Council. Sub-committees have written Terms of Reference.
- 1.6.7. **University** means Capilano University.

## 2. COMPOSITION OF THE BPS FACULTY

2.1 For the purposes of Regular Faculty Meetings, the Faculty will be composed of the following:

- 2.1.1 The Dean of BPS;
- 2.1.2 The Associate Dean of BPS;
- 2.1.3 The President or delegate of the University;

All faculty appointed in the Faculty, including but not limited to instructors, lab supervisors, special appointees, librarians, and instructional associates;

2.4.1 The Faculty will appoint such other members of the teaching or administrative staff of the Faculty or the University in conformity with rules determined by the Faculty and approved by the Senate. Staff are non-voting Members of the Faculty; and,

2.3 Four students as non-voting representatives (two from the School of Business and one from each of the School of Communication and School of Legal Studies); and

- 2.1. The Registrar, as a non-voting Member.

## 3. POWERS AND DUTIES OF THE BPS FACULTY

The powers and duties of the Faculty are set out in Section 40 of the Act (see the excerpt of the Act in APPENDIX A). The Faculty may only effect or enforce general rules once the Senate receives and approves them, as per Section 41 of the Act.

## 4. CHAIR, ASSOCIATE VICE-CHAIR AND VICE-CHAIR-ELECT OF THE BPS FACULTY

- 4.1. The Dean is the Chair of the Faculty.

Commented [CD9]: Does this also include non-regs?

Commented [CM10R9]: Yes

Commented [DJ11]: will

Commented [CM12]: "The Faculty shall appoint these members in conformity with..."?

The Associate Dean may be the Associate Vice-Chair of the Faculty if the Associate Dean is also faculty within BPS.

**Commented [CD13]:** What happened to 4.2 and 4.3? 4.2 is referred to in the document.

The Elected Faculty Council member is the Vice-Chair-Elect for a two-year term. The Vice-Chair-Elect serves as the Chair in the absence of the Dean (or subject to 0, in the absence of the Associate Dean) or when the Dean (or subject to 0, the Associate Dean) steps outside their role in a Regular Faculty meeting.

**Commented [CM14]:** How common is it for the Associate Dean to be a faculty member? Also, is the role of "Associate Vice-Chair" necessary?

**Commented [CM15]:** the FAS Bylaws only mention a Vice-Chair who is elected from among the faculty in general. Also, would the following wording be clearer: "The Vice-Chair is elected for a two-year term from among the Faculty Council members."?

**Commented [CM16R15]:** Accept

## 5. REGULAR FACULTY MEETINGS

- 5.1. The Faculty will hold a minimum of two Regular Faculty Meetings per year, normally in the spring and the fall terms. A minimum of fourteen (14) days' notice will be given prior to these meetings.

5.1.1 To remove barriers, BPS Faculty may attend Regular Faculty Meetings either face-to-face or remotely through a University-approved video conferencing tool.

**Commented [CM17]:** using capital "F" here for "Faculty" makes it seem that the institution is attending the meeting, not the members.

**Commented [SE18R17]:** Added BPS to clarity

5.1.2 In extenuating circumstances, such as adverse weather conditions, face-to-face attendance may not be feasible; in such cases, Regular Faculty Meetings may continue remotely using a University-approved video conferencing tool.

**Commented [CM19R17]:** but I still think it should be "BPS faculty" (lower case)

- 5.2. Agendas are prepared by the Chair and published and distributed to all faculty at least seven (7) working days before the scheduled meeting.
- 5.3. Minutes of all Regular Faculty Meetings are taken, circulated at the subsequent Regular Faculty Meeting, and archived by the Chair's Office.
- 5.4. The Chair's Office will prepare and circulate approved Regular Faculty Meeting Minutes to the Faculty in electronic format in a timely manner before the subsequent Regular Faculty Meeting. The Chair's Office shall make Regular Faculty Meeting Minutes available to the University community, except for any portions held *in-camera*.
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- 6.1. In matters of urgency, an Extraordinary Faculty Meeting may be called by:
  - 6.1.1. The Chair;
  - 6.1.2. The Associate Vice-Chair;
  - 6.1.3. The Vice-Chair-Elect in conjunction with the School Chairs/Coordinatorsor,
  - 6.1.4. written petition of at least fifty percent (50%) of Eligible Voting Members.
- 6.2. Notice of Extraordinary Faculty Meetings will be given at least seven (7) working days prior to the meeting.

**Commented [CM20]:** all of them?

- 6.3. Minutes of every Extraordinary Faculty Meeting will be taken and circulated at the subsequent Regular Faculty Meeting.
- 6.4. Quorum of Extraordinary Faculty Meetings consists of twenty-five percent (25%) or thirty (30) BPS Faculty Members, whichever is the lower number.
- 6.5. Extraordinary Faculty Meetings will normally be closed to the University community.

## 7. CONDUCT OF BUSINESS

All Regular Faculty Meetings will normally be open to members of the University community. The Chair will recognise any non-BPS Faculty.

- 7.1. A meeting, or part thereof, may be held *in camera* subject to a majority vote by Eligible Voting Members present (See section 0 for what constitutes a majority).
- 7.2. Robert's Rules of Order shall govern the conduct of Regular Faculty Meetings and Extraordinary Faculty Meetings.

A normal resolution or motion requires approval by a simple majority of votes cast by Eligible Voting Members present (that is, not less than 50% +1 votes out of all votes cast). Amendments to these (the BPS) Bylaws require approval by a two-third majority of votes cast by Eligible Voting Members present.

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The Faculty Council is the working academic governance body for BPS and is responsible for the Faculty's academic governance, planning, and management and for making recommendations to the Faculty, the Senate, and the University administration where appropriate.

- 8.1. Faculty Council's Composition:
  - 8.1.1. The Dean of the BPS Faculty.
  - 8.1.2. The Associate Dean of the BPS Faculty.
  - 8.1.3. The Vice-Chair-Elect of BPS Faculty.
  - 8.1.4. The Chairs of the BPS Schools.
  - 8.1.5. The coordinators and convenors of Faculty functional areas, to a maximum of Two (2) per school as determined by each School.
  - 8.1.6. Two divisional supervisors employed within the BPS Faculty.
- 8.2. Chair, Associate Vice Chair (subject to section 0) and Vice-Chair-Elect:
  - 8.2.1. The Chair of the Faculty Council is the Dean.
  - 8.2.2. The Associate Vice-Chair of Faculty Council is the Associate Dean, subject to section 0.

Commented [CM21]: Change to "Regular Faculty meetings"?

Commented [CM22R21]: change to "all"

Commented [CD23]: Should this be defined in the definitions, who is a member of the University community, example: alumni, industry, neighbors, etc.

Commented [CM24R23]: Add in definition of University Community

Commented [CM25]: Change go "Regular Faculty meetings"?

Commented [CD26]: need clarification on which bylaws (ie: the entire document?)

Commented [CM27]: What is the total number of coordinators and convenors per School?

Commented [SE28R27]: BPS Schools discussed this comment at Faculty Council retreat and agreed that this number is appropriate for FC. School of Business has many convenors, but the Chair and Vice Chair are appropriate persons to sit on FC.

- 8.2.3. The Vice-Chair-Elect of Faculty Council is the Vice-Chair-Elect of the Faculty.
- 8.2.4. The Associate Vice-Chair (subject to 0) or the Vice-Chair-Elect will serve as Chair of Faculty Council in the absence of the Dean.
- 8.3. Meetings of the Faculty Council and Conduct of Business
- 8.3.1. Robert's Rules of Order shall govern the conduct of Faculty Council Meetings and its decision-making.
- 8.3.2. Faculty Council will meet at least once monthly between August 15th and June 15th.
- 8.3.3. A schedule of meetings will be distributed at the beginning of the fall term.
- 8.3.4. Agendas are prepared by the Chair with the help of the Chair's Office, and distributed to the Faculty at least five (5) working days before the scheduled meeting. Any Faculty Council member can submit appropriate agenda items that are consistent with the scope, function, and duties of Faculty Council.
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- 8.3.7. Faculty Council may decide at any time, by two-thirds of Faculty Council Voting Members present, that a whole meeting or any part of a Faculty Council meeting be held *in camera*.
- 8.3.8. Except for documents presented during or relating to all or part of a Faculty Council Meeting held *in camera*, all documents presented to the Faculty Council shall be made available to the University community. Notwithstanding this Bylaw, the Chair may declare a document Confidential, in which case the document shall only be available to Faculty Council and, if appropriate, the Senate.
- 8.3.9. Quorum for Faculty Council Meetings is set at 50% of Faculty Council Voting Members (set annually at the August Faculty Council Meeting) and must include the Chair or, in the absence of the Chair, the Associate Vice-Chair (subject to section 0) or Vice-Chair-Elect.
- 8.3.10. Faculty Council Meetings are normally held face-to-face, with online options available to maximize participation. Electronic voting may be conducted as deemed necessary or appropriate by the Chair, Associate Vice-Chair (subject to section 0) and/or Vice-Chair-Elect.
- 8.3.11. Faculty Council resolutions or motions require approval of a simple majority of votes cast by Faculty Council Voting Members (that is, not less than 50% +1 votes out of all votes cast).

**Commented [CN29]:** It seems unusual to have vice chair elect? Seems to me that because the legislation requires dean to be chair, there is space for faculty to be closer to the locus of control by being elected vice chair -- there is no requirement to have it be an assoc dean.... just sayin'

**Commented [SE30R29]:** Added section 4.2 to make ensure associate chair is also faculty

**Commented [CN31]:** perhaps as defined somewhere? It could, otherwise be easy to be faced with pressure to make something "confidential" that is merely contentious or political?

**Commented [SE32R31]:** Definition added

8.3.12. Faculty Council may establish Sub-committees or *Ad hoc* committees as it determines necessary and may delegate authority to these subsidiaries. See sections 8.4.1.9 and 9.

Commented [CM33]: lower case "a" on "ad hoc"?

Commented [CM34R33]: *ad hoc*

8.3.13. Members of Faculty Council are expected to act in the interests of the entire BPS Faculty and to avoid conflicts of interest in accordance with University Policy B.506.

#### 8.4. Powers and Duties of the Faculty Council:

8.4.1. The BPS Faculty delegate their powers and duties to the Faculty Council. Unless otherwise addressed in these Bylaws, the Faculty Council shall have all the powers and duties ascribed to the faculty by the Act. In general, Faculty Council may:

Commented [CM35]: big F or small f?

Commented [SE36R35]: Big

Commented [CM37R35]: In that case, maybe the sentence should read "The BPS Faculty delegates its powers and duties..."

Commented [CM38]: Why bold type? Big F or small f?

Commented [SE39R38]: Should be small f

Commented [CM40]: abbreviate as "The Act"

Commented [SE41R40]: Yes

8.4.1.1. Develop and maintain a set of Faculty rules and procedures for the governance of the Faculty (in accordance with the Act, and subject to the approval of the Faculty and subsequent ratification by the Senate);

8.4.1.2. Make recommendations to the Senate on relevant academic matters, including the addition of new courses and programs, discontinuance of existing courses, and revisions to existing courses and programs;

8.4.1.3. Make recommendations to the Faculty regarding joint-curricular initiatives with other Faculties;

8.4.1.4. Make recommendations to the Senate, Board, and University administration on relevant matters;

8.4.1.5. Facilitate information sharing within the Faculty and both to and from other Faculties and the University;

8.4.1.6. Provide advice and recommendations to the Dean and/or Associate Dean on annual integrated planning initiatives and priorities or on other strategic plans of the University (*i.e.*, Academic Plan).

8.4.1.7. Provide input and advice on University policies, procedures and processes relating to academic matters, such as creative activity, research, and scholarship.

8.4.1.8. Consider matters related to the governance, strategic direction and operations of the Faculty as may be referred to it by the Dean, Associate Dean, Provost and Vice-President (Academic) or other senior administrator, or be identified by the Faculty Council, including, but not limited to strategic plans and priorities, goals and objectives, budget planning, policies and procedures, establishment and discontinuance of departments, centres and institutes.

8.4.1.9. Faculty Council may establish:

8.4.1.9.1. Sub-committees to facilitate efficient execution of Faculty Council's responsibilities. Each Sub-committee shall be endowed with specific authorities, contingent upon the Faculty Council's approval of the Sub-committee's Terms of Reference. Compliance with these Terms of Reference is mandatory in the conduct of the Sub-committee's affairs.

8.4.1.9.2. Ad-hoc committees to further the Faculty's business and/or initiatives on the understanding that Faculty Council approve each Ad-hoc Committee's mandate and scope and each Ad-hoc Committee operates within its defined purpose.

**Commented [CM42]:** make "ad hoc" consistent throughout document, perhaps in italics and lower case

## 9. COMMITTEES OF THE FACULTY COUNCIL

### 9.1. Extended Powers

9.1.1. As set out in section 8.3.12 above, Faculty Council may by resolution, establish sub or ad-hoc committees with such responsibilities, authorities, membership, and operational rules, as it considers appropriate.

**Commented [CM43]:** use hyphen? "sub-"

9.1.2. Faculty Council may also dissolve an *Ad hoc* or Sub-committee as appropriate.

**Commented [CM44]:** lower case?

### 9.2. Rules and Procedures

#### 9.2.1. Sub-committees

9.2.1.1. The responsibilities, authorities, membership and operation of any sub-committee shall be set out in written terms of reference approved by Faculty Council or its delegate.

9.2.1.2. Sub-committees shall report their activities and decisions to Faculty Council at such times and in such manner as required by the Faculty Council.

#### 9.2.2. *Ad hoc* Committees

9.2.2.1. Ad-hoc committees are temporary committees that aim to carry out business and/or initiatives of the Faculty Council.

9.2.2.2. The responsibilities, authorities, membership and operation of any *Ad hoc* Committee shall be set out in a written mandate along with scope of work approved by Faculty Council or its delegate.

9.2.2.3. *Ad hoc* Committees shall report their activities and decisions to Faculty Council at such times and in such manner as required by Faculty Council.

9.2.2.4. If at any point, an *Ad-hoc* Committee's mandate requires a more permanent structure, members may seek approval from Faculty

Council to transition to a Sub-committee and comply with the requirements set out in sections 9.2.1.1 and 9.2.1.2.

9.3. Existing Sub-Committees

**Curriculum and Academic Planning Committee (CAPCOM), as currently comprised.**

9.3.1. CAPCOM meets monthly during the Fall and Spring Terms or as needed.

9.3.2. The meeting schedule is set by CAPCOM's Chair and distributed by the Dean's Office.

9.3.3. Duties and responsibilities are subject to CAPCOM's Terms of Reference.

**Integrated Planning Committee (IPC)**

9.3.4. IPC meets in the Fall and Spring Terms or as needed. The meeting schedule is set by IPC's Chair and distributed by the Dean's Office.

9.3.5. Duties and responsibilities are subject to IPC's Terms of Reference.

**10. REVIEW**

These Bylaws will be reviewed one year after initial approval by the Senate and subsequently every five years.

**11. AMENDMENTS**

The Faculty may request amendments to these Bylaws by adding a proposed motion to any Regular or Extraordinary Faculty Meeting agenda and by providing a redline copy of suggested changes. As stated in 0, a motion for proposed amendments to these Bylaws requires approval by a two-thirds majority of votes cast by Eligible Voting Members present.

Version date: May 23, 2024

Review date: MONTH, DAY, 2024

## APPENDIX A

### Excerpt from the *University Act*

#### Part 8 — Faculties

**39** (1) The faculties of each university may be constituted by the board, on the recommendation of the senate.

(2) A dean of a faculty is the chair of the faculty of which he or she is the dean.

#### Powers and duties of faculty

**40** A faculty has the following powers and duties:

- a) to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business;
- b) to provide for student representation in the meetings and proceedings of the [F]aculty;
- c) subject to this Act and to the approval of the senate, to make rules for the government, direction and management of the [F]aculty and its affairs and business;
- d) to determine, subject to the approval of the senate, the courses of instruction in the faculty;
- e) subject to an order of the president to the contrary, to prohibit lecturing and teaching in the faculty by persons other than appointed members of the teaching staff of the faculty and persons authorized by the faculty, and to prevent lecturing or teaching so prohibited;
- f) subject to the approval of the senate, to appoint for the examinations in each faculty examiners, who, subject to an appeal to the senate, must conduct examinations and determine the results;
- g) to deal with and, subject to an appeal to the senate, to decide on all applications and memorials by students and others in connection with their respective faculties;
- h) generally, to deal with all matters assigned to it by the board or the senate.

#### Approval of rules

**41** A general rule made by a faculty is not effective or enforceable until a copy has been sent to the senate and the senate has given its approval.

#### Advice to president

**42** Any of the faculties may advise the president in any matter affecting the interests of the university, whether academic or disciplinary, but that advice does not limit the powers and authority of the president.

*University Act*: [https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96468\\_01#part8](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96468_01#part8)<sup>1</sup>

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<sup>1</sup> Note: In this section of *The University Act*, references to faculty and/or Faculty have been intentionally modified to reflect the definitions used in these Bylaws.







**SENATE CURRICULUM COMMITTEE  
RESOLUTION MEMO**

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**DATE:** September 23, 2024  
**TO:** Paul Dangerfield, Chair, Senate  
**FROM:** Deb Jamison, Chair, Senate Curriculum Committee

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The following motions were carried by the Senate Curriculum Committee at its meeting on September 20, 2024:

**24/60** The revisions to the Bachelor of Arts degree framework be recommended to Senate for approval.

A handwritten signature in blue ink that reads "Deb Jamison".

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Deb Jamison, Chair  
Senate Curriculum Committee

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Paul Dangerfield  
Chair, Senate

Date: Sep 23, 2024

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Date:

## SENATE REPORT

<b>AGENDA ITEM:</b>	<b>Institutional Learning Outcomes Refresh</b>
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE:</b>	<b>October 1, 2024</b>
<b>PRESENTERS:</b>	<b>Diana Twiss</b> , Chair, Senate Teaching and Learning Committee <b>Brit Paris</b> , Director of Teaching and Learning <b>Claire Carolan</b> , Director of Academic Planning and Quality Assurance

### PURPOSE

To publish the Institutional Learning Outcomes in the Capilano University Academic Calendar.

### BACKGROUND

On April 2, 2024, Senate endorsed the withdrawal of **B.101** *Vision, Values, Mission, Goals, and Strategic Directions* and the approval of the **B.111** *Strategy, Development and Review*, including the described ILO (institutional learning outcomes) renewal on page 12 of the April 2 Senate Agenda Package.

[From page 12 in italics]

*At the February 27, 2024 SBPPC meeting, AVP Academic, Aurelea Mahood, noted that the section (page 2) of B.101 which lists the institutional learning outcomes (ILOs) is the only university-approved document in which the outcomes are captured. As all program learning outcomes are mapped to CapU's ILOs, the AVP Academic made the following recommendations:*

- *As per Distinct University Experience Action 1, renew CapU ILOs for alignment with Illuminating 2030;*
- *Renewal initiative to be led by the Director of Academic Planning and Quality Assurance and the Director of Teaching and Learning in collaboration with the Senate Teaching and Learning Committee (STLC);*
- *Upon approval by the Senate, add renewed ILOs as an appendix to Illuminating 2030.*

*Recommended timeline: ILO renewal project - May/June 2024; consultations/approvals – fall 2024.*

This presented an opportunity to rewrite the existing institutional learning outcomes as actual learning outcomes and test for alignment with Illuminating 2030 and the CapCore Learning Outcome framework. The task was not to revise or rethink the spirit of the ILOs with the understanding they will be completely re-envisioned in coming years. The refreshed ILOs are the first step in creating more dynamic and relevant ILOs that demonstrate our commitment to *Chen Chen Stway* and the Digital Learning Framework.

### PROCESS

- With support from STLC, ILOs were mapped to CapCore Learning outcomes to ensure alignment. (May 2024)
- STLC reviewed Bloom's Taxonomy and LaFever (2016) as theoretical background (May 2024)
- Directors of Teaching and Learning, and Academic Planning & QA expanded ILOs to capture holistic framework and intentionality towards CapCore alignment

## APPROVALS & CONSULTATIONS

Consulted with Senate Teaching and Learning Committee (STL), Academic Leadership Council (ALC), Indigenous Education and Affairs (IEA)

- STLC provided feedback
- ALC reviewed proposed revised ILOs
- STLC reviewed and recommend revised ILOs to Senate (Sept 17)

## DOCUMENTS FOR SENATE REVIEW

Original	Proposed
Self-directed learning, awareness, and responsibility;	Demonstrate a commitment to reconciliation, community engagement, sustainability, and social justice.
Up-to-date information gathering and research skills;	Synthesize information from diverse sources, demonstrating proficiency in research methods and ethical use of information in multimodal platforms.
Communication skills;	Communicate effectively to convey ideas clearly and persuasively as individuals and as groups.
Quantitative reasoning ability;	Use data literacy skills to interpret and draw conclusions from quantitative and qualitative sources.
Group and social interaction skills;	Apply disciplinary knowledge, critical thinking skills and competencies to complex issues in real-world contexts and professional settings.
Creative, critical, and analytical thinking skills; and	Analyze and appreciate artistic expressions across various media, fostering creativity, imagination, and aesthetic awareness.
Community/global consciousness and responsibility.	Engage in critical examination of diverse cultural perspectives and global issues.

**Proposed Refreshed ILOs at-a-glance**

- Demonstrate a commitment to reconciliation, community engagement, sustainability, and social justice.
- Synthesize information from diverse sources, demonstrating proficiency in research methods and ethical use of information in multimodal platforms.
- Communicate effectively to convey ideas clearly and persuasively as individuals and as groups.
- Use data literacy skills to interpret and draw conclusions from quantitative and qualitative sources.
- Apply disciplinary knowledge, critical thinking skills and competencies to complex issues in real-world contexts and professional settings.
- Analyze and appreciate artistic expressions across various media, fostering creativity, imagination, and aesthetic awareness.
- Engage in critical examination of diverse cultural perspectives and global issues.

**RECOMMENDATION**

***That the Senate approve the revised institutional learning outcomes for immediate adoption and inclusion in future university calendars effective the 2025-26 academic year.***