



SENATE MEETING

Tuesday, October 1, 2024 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Julia Black, John Brouwer, Graham Cook, Caroline Depatie, Thomas Flower, Brian Ganter, Denise Gingrich, Deb Jamison, Alan Jenks, Laura Kinderman, Tracy Penny Light, Brad Martin, Priya McMurtrie, Vedant Mehra, Corey Muench, Alaa Al-Musalli, Majid Raja (left at 5:00 p.m.), Ramin Shadmehr, Amanjot Singh, Sarang Deep Singh, Michael Thoma, Diana Twiss, Kyle Vuorinen, Emily Walmsley, Recorder: Mary Jukich

Regrets: Jai Djwa, Victor Gelano, Michael Laurence, Amina El Mantari, Christina Neigel, Diogo Schwartzmann

Guests: Eduardo Azmitia, Sara El Rayess, Miranda Huron, Brit Paris, Elder Doctor Latash, Elder Delhia

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, x̣m̄məðk̄w̄əȳəm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səl̓ílwataʔ/Selilwitulh (Tseil-Waututh) Nations.

1. Welcome

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

Senators were informed that on September 30, 2024, Capilano University signed a renewal partnership agreement with Lil'wat First Nation.

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

Majid Raja left the meeting at 5:00 pm and Alaa Al-Musalli assumed voting rights for the Faculty of Business and Professional Studies.

2. Approval of the Agenda

Thomas Flower moved and John Brouwer seconded:
 To adopt the agenda.

CARRIED

3. Approval of the Minutes

Thomas Flower moved and John Brouwer seconded:
 To adopt the September 3, 2024 minutes.

CARRIED



SENATE MEETING

Tuesday, October 1, 2024 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Senate Subcommittee Vacancies

Presented by: Kyle Vuorinen

Senators were encouraged to volunteer to serve on the remaining vacant seats on the Senate subcommittees, particularly the Tributes committee, which will be meeting shortly.

6. New Business

6.1 Academic Schedule 2025/2026

Presented by: Kyle Vuorinen

Senate members were presented with the Academic Schedule setting out the important dates and deadlines for the 2025 – 2026 academic year.

On review and discussion, the following comments were provided by Senate members:

- A concern was raised regarding the scheduled last day of exams and the deadline for submitting grades, and the requirement for faculty to work over the weekend to meet the deadline. The Registrar indicated that the schedule is somewhat inflexible, but it may be beneficial to meet with the Dean to explore some possible solutions.
- Regarding the withdrawal period, the 2025 withdrawal period ends in week 10, but in 2026 the withdrawal period ends in week 9. Concerted efforts have been made in the past to push the withdrawal date back to support students. The Registrar will take this back for a further review.

6.2 Senate By-Election Timeline

Presented by: Kyle Vuorinen

The Registrar provided the timeline for the by-election for the vacant voting student Senator position, noting that nominations opened September 26, 2024,



SENATE MEETING

Tuesday, October 1, 2024 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

and results will be announced on November 15, 2024. The term for the student Senator will be until July 31, 2025.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Alaa Al-Musalli

The committee met on September 10, 2024, and reviewed their current mandate and structure. Accordingly, a first draft of the terms of reference was completed, which includes the following two main changes:

- Committee name change – the committee will be changing its name by removing the word “Program” from its title to become “Academic Planning and Review Committee (SAPRC).”
- Vice-President Academic and Provost designate attendee – based on research of practices at other institutions and review of section 35.1 of the *University Act*, the committee agreed to support the invitation of the Assistant Vice President Academic and Provost (AVPAP) as the Vice President Academic and Provost (VPAP) designate. The AVPAP is best suited for this role as they are up to date on academic matters and can support the committee in the absence of the VPAP. This decision supports the proposal that the Bylaw, Policy and Procedure Committee proposed to Senate on August 20, 2024, pertaining a change in the terms of reference to include a VPAP designate.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The committee met on September 10 and September 24. At the September 10 meeting, the committee reviewed the Faculty of Business and Professional Studies Bylaws. At the September 24 meeting, the committee reviewed the S2018-02 Student Awards Policy and determined that it was not SBPPC’s purview to review changes to award amounts and criteria; however, the committee did recommend revisions mostly around wording, content, and bringing the policy into a more standard format.



SENATE MEETING

Tuesday, October 1, 2024 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

7.2.1 Graduate Studies Final Project/Capstone/Thesis Policy

Senate was presented with the Graduate Studies Final Project /Capstone/ Thesis Policy for approval and no concerns were raised with the proposed policy.

Corey Muench moved and Alan Jenks seconded:

24/22 That the Senate approve the proposed policy S2024-XX Graduate Studies, Final Project/Capstone/Thesis **CARRIED**

7.2.2 Graduate Supervision Policy

Senate was presented with the Graduate Supervision Policy for approval and no concerns were raised with the proposed policy.

Corey Muench moved and Tracy Penny Light seconded:

24/23 That the Senate approve the proposed policy S2024-XX Graduate Supervision. **CARRIED**

7.2.3 Faculty of Business and Professional Studies Bylaws

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, Business and Professional Studies would be the third Faculty at the University to move to this model.

On review and discussion, a concern was raised regarding the lack of student voting rights in the document particularly as this concern was previously discussed during the review of the Arts and Sciences Bylaws review, and that students had voting rights in the 2015 terms of reference for the Faculty.



SENATE MEETING

Tuesday, October 1, 2024 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

Information was provided that Faculty Council may not be the place for student voice particularly as discussion would be centered on policies that are faculty-directed where students' voices would not relate to the faculty experience. Some examples would be discussions around updating schools within a Faculty, regulating office hours for faculty, contact schedule, etc.

The proponent of the FBPS Bylaws also pointed out that Faculty Council subcommittees to allow for student voices to give input, which then filters upward through the Faculty Council and beyond.

In moving forward and addressing the concerns raised, it was suggested that as section 10.1 of the Bylaws states that a review will be undertaken after one year, the recommendation, and action item, will be to undertake the review with a specific look at the participation of voting students on Faculty Councils.

Corey Muench moved and Ramin Shadmehr seconded:

24/24 That the Senate approve the proposed Faculty of Business and Professional Studies Bylaws.

CARRIED
3 Opposed

7.3 Curriculum Committee

Presented by: Deb Jamison

At the September 20, 2024 meeting, the committee had its orientation along with the Robert's Rules presentation.

7.3.1 Resolution Memorandum

The resolution brought forward from the September 20, 2024 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Graham Cook seconded:

24/25 That Senate approve Resolution 24/60.

CARRIED



SENATE MEETING

Tuesday, October 1, 2024 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

At the September 17, 2024 committee meeting, the committee had its orientation and welcomed new members.

Various reports were received by the committee, and some of the highlights of the reports were that new Academic Integrity Policy and Procedures became effective on September 1, 2024, and the first annual Day of Academic Integrity will be held on October 17, 2024. In addition, a framework is being developed for the implementation of Chénchenstway, which will begin with the Elders steering committee. Input will also be provided from the First Nations regarding the format, as well as feedback from Indigenous students, staff and faculty, and all other faculty to ensure that goals are established and achievable.

7.4.1 Institutional Learning Outcomes

As background, Senate previously 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. However, the section (page 2) of B.101 that lists the institutional learning outcomes 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.

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.



SENATE MEETING

Tuesday, October 1, 2024 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

Diana Twiss moved and Vedant Mehra seconded:

24/26 That the Senate approve the revised institutional learning outcomes for immediate adoption and inclusion in future university calendars effective the 2025-26 academic year. **CARRIED**

7.5 Budget Advisory Committee

Presented by: Michael Thoma

A report was not provided as the committee has not yet met this academic year. The next meeting is scheduled for October 24, 2024.

8. Other Reports

8.1 Senate Chair

The Chair thanked and acknowledged everyone who was involved and participated in the recent field trip to the new Squamish campus. This was a successful event with approximately 300 employees attending.

The University is in the recruitment process for the 2025/26 academic year, and the first cycle to attract students to the new Squamish campus and programming.

8.2 Vice Chair

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

- The Self-Evaluation Committee met on September 10, 2024, and is transitioning to regular monthly meetings.
- The Vice Chair attended the Board of Governors meeting on September 24, 2024.
- The Budget Committee, Curriculum Committee, Bylaw, Policy and Procedure Committee and Academic Planning and Program Review Committee will be working on their Terms of Reference this academic year.
- Senators were encouraged to participate in the candidate interviews for the position of new president.



SENATE MEETING

Tuesday, October 1, 2024 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

8.3 VP Academic and Provost

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

- Women's History Month is underway, and Senators were encouraged to participate in the events. The organizing committee was acknowledged for their work in organizing the events.
- An update on Illuminating 20230 will be brought to the November Senate meeting.
- In terms of the role of students, the Vice President Academic and Provost Office is working with students and there will also be opportunities to work with students on a partnership model on a variety of initiatives.
- In terms of accessibility, the Vice President Academic and Provost will be hosting regular open coffee chats for the university community, with the first one scheduled for October 31, 2024.

8.4 Board Report

A report was not provided as the Board representative was absent.

8.5 Elder Report

Elder Doctor Latash participated in the recent candidate interviews for the position of new president.

Elder Delhia thanked Senators for all the work that is being completed. In addition, students were acknowledged for requesting that their voices be heard, and that this is particularly important as the University continues to appreciate students who are leaders and in leadership roles.

Elder Delhia also reflected on reconciliation and pointed out that when we hold each other up, we are decolonizing, which is the essence of Chénchenstway.

9. Discussion Items

No discussion items were presented.



SENATE MEETING

Tuesday, October 1, 2024 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

10. Other Business

No other business was presented.

11. Information Items

Acknowledgment was provided for the collaboration in organizing the Women's History Month events.

The meeting was adjourned at 6:00 pm.

Next Meeting: Tuesday, November 5, 2024
