



SENATE REGULAR MEETING

Tuesday, September 3, 2024 4:00 – 6:00 pm
Capilano University – Library Room 322

AGENDA

Land Acknowledgement

Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the territories of the Lílwat, xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwataʔ/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. **Senate Orientation** Stephen Williams
Deb Jamison
6. **Business Arising**
 - 6.1 Senate Subcommittee Vacancies – *Information* Kyle Vuorinen
Schedule 6.1
7. **New Business**
 - 7.1 Graduates - *Decision* Kyle Vuorinen
 - 7.2 Honorary Degree and Faculty Emeritus – *Information* Paul Dangerfield
8. **Committee Reports**
 - 8.1 Academic Planning and Program Review Committee – *Information* Alaa Al-Musalli
 - 8.2 Bylaw, Policy and Procedure Committee – *Decision* Corey Muench
 - 8.2.1 Faculty of Arts and Sciences Bylaws Schedule 8.2.1
 - 8.3 Curriculum Committee – *Decision*
 - 8.3.1 Resolution Memo Deb Jamison
[August 23 Agenda Package](#) / [August 23 Draft Minutes](#) Schedule 8.3.1



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- | | |
|--|-------------------|
| 8.4 Teaching and Learning Committee – <i>Information</i> | Diana Twiss |
| 8.5 Budget Advisory Committee – <i>Information</i> | Michael Thoma |
| 9. Other Reports | |
| 9.1 Chair of Senate – <i>Information</i> | Paul Dangerfield |
| 9.2 Vice Chair of Senate – <i>Information</i> | Deb Jamison |
| 9.3 VP Academic and Provost – <i>Information</i> | Tracy Penny Light |
| 9.4 Board Report – <i>Information</i> | Amina El Mantari |
| 9.5 Elder Report - <i>Information</i> | Elder Latash |
| 10. Discussion Items | |
| 11. Other Business | |
| 12. Information Items | |



SENATE MEETING

Tuesday, August 20, 2024 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Julia Black, John Brouwer, Jai Djwa, Graham Cook, Thomas Flower, Brian Ganter, Victor Gelano, Denise Gingrich, Deb Jamison, Alan Jenks, Laura Kinderman, Michael Laurence, Tracy Penny Light, Priya McMurtrie, Vedant Mehra, Corey Muench, Alaa Al-Musalli, Christina Neigel, Diogo Schwartzmann, Ramin Shadmehr, Amanjot Singh, Michael Thoma, Diana Twiss, Emily Walmsley, Recorder: Mary Jukich

Regrets: Brad Martin, Kolbe Peterson, Majid Raja, Sarang Deep Singh, Kyle Vuorinen

Guests: Elder Doctor Latash

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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:

- Dr. Tracy Penny Light, Interim Vice-President, Academic and Provost
- Graham Cook – Interim Dean for the Faculty of Arts and Sciences

- Michael Laurence, non-voting faculty, Faculty of Arts and Sciences
- Julia Black, non-voting faculty, Faculty of Education, Health and Human Development
- Alan Jenks, non-voting faculty, Faculty of Global and Community Studies

- Diogo Schwartzmann, voting staff
- Vedant Mehra, voting staff

- Amanjot Singh, voting student
- Priya McMurtrie, voting student

In the absence of Majid Raja, Alaa Al-Musalli assumed voting rights for the Faculty of Business and Professional Studies.



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2. Approval of the Agenda

Paul Dangerfield moved and Diana Twiss seconded:
 To adopt the agenda.

CARRIED

3. Approval of the Minutes

Paul Dangerfield moved and Brian Ganter seconded:
 To adopt the June 4, 2024 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Self-Evaluation Committee

Presented by: Christina Neigel

Senate members were informed that a full review of the survey results has not yet been completed.

5.2 Senate Subcommittee Vacancies

Presented by: Deb Jamison

The Registrar will be distributing a Constant Contact communication to the university community requesting volunteers to serve on the various Senate subcommittees.

6. New Business

6.1 Revision to 2025 Convocation Dates

Presented by: Deb Jamison

The Manager of Events and Ceremonies, after consultation with the University's executive, has requested changes to the dates for convocation for the 2025 calendar year. Convocation ceremonies that were initially scheduled for June 4th, 5th and 6th are being rescheduled to:

- Tuesday, June 10, 2025
- Wednesday, June 11, 2025
- Thursday, June 12, 2025



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This change will allow all teams who are involved in preparing for convocation crucial time to ensure the event is as successful as possible.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Alaa Al-Musalli

The Committee met on June 11 and Claire Carolan, Director of Academic Planning and Quality Assurance provided a Quality Assurance and Process Audit (QAPA) institutional response progress update.

At the August 27 committee meeting, work will begin on the review of the Committee's Terms of Reference.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The Committee met on June 11 and completed the remaining work on the student appeals policy and procedure. The committee also reviewed revisions to the Faculty of Arts and Sciences Bylaws mainly recognizing the creation of the associate dean position in the faculty as a non-voting member of the faculty and voting member of the faculty council. In addition, the committee provided feedback on the newly created Bylaws from the Faculty of Business and Professional Studies.

7.2.1 B.109 Student Appeals Policy B.109.1 Student Appeals Procedure

The Student Appeals Policy and its associated Procedure describe the University's approach to managing appeals of decisions and terminations made under both academic and non-academic policies, including S2018-01 Final Grade Appeal Policy, S2017-05 Academic Integrity Policy, B.701 Student Code of Conduct Policy, B.401 Sexual Violence and Misconduct Policy and any other University policies that impact a student's academic or non-academic standing.

On review and discussion of the proposed revisions, a question was raised regarding whether it was possible to split appeals into academic and non-academic, particularly because having Senate's duty covering academic student



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appeals could be beneficial. However, it was determined that from the policy side it was more efficient to have both academic and non-academic appeals in one document. As well, for academic appeals under this policy, such sanctions would have been determined under other Senate policies prior to this round of appeals, namely by either the Academic Integrity Policy (S2017-05) or the Final Grade Appeal Policy (S2018-01).

The current Student Appeals Policy and Procedures were provided to the Senate for reference.

Corey Muench moved and Tracy Penny Light seconded:

24/16 That the Senate approve and recommend to the Board of Governance and Planning Committee and to the Board of Governors the revised B.109 Student Appeals Policy and B109.1 Student Appeals Procedure.

CARRIED
1 Abstention

7.2.2 Designate for Vice President Academic and Provost on Senate Curriculum Committee (SCC) and Senate Academic Planning and Program Review Committee (SAPPRC)

Senate was requested to approve a change to the membership of the Senate Curriculum Committee and the Senate Academic Planning and Review Committee to allow the participation of a designate for the Vice President Academic and Provost (VPA), as determined by the VPA when deemed necessary or useful. The designate would typically be the Vice Provost and Associate Vice President Academic (AVPA) and would act as a voting member in the same way that the VPA acts as a voting member on these two committees.

However, after the submission of this item, it was brought to the attention of the Chair of the Bylaw, Policy and Procedure Committee that it may be beneficial to postpone this request because four of the Senate subcommittees will soon be updating their Terms of Reference, at which time discussion can be undertaken around this proposed change.

Corey Muench moved and Alaa Al-Musalli seconded:



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24/17 That the Senate approve the practice of the Provost and Vice President Academic (VPA) selecting a designate, normally the Vice Provost and Associate Vice President Academic, as needed, to attend meetings of both the Senate Academic Planning and Program Review Committee (SAPPRC) and the Senate Curriculum Committee (SCC). The designate would have voting privileges on both committees just as the VPA does. **DEFEATED**
2 Yes
10 No
1 Abstention

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the June 14, 2024 Senate Curriculum Committee meeting were presented to Senate for approval. Resolution 24/56 was removed from the approval as it related to a non-curriculum item.

Deb Jamison moved and Diana Twiss seconded:

24/18 Senate approve Resolutions 24/47 to 24/55. **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

The Committee met on June 11, 2024, and received the Integrated Planning Fiscal 2023/24 Top 10 Highlights from the draft Institutional Accountability Plan and Report (IAPR), the Final Fiscal 2023/24 Financial Results, and the Integrated Planning Fiscal 2025/26 Process and Timelines. Prior to the review, it was noted that the same information had been presented to the campus community the day before, which led to a discussion about process and timelines.



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In terms of the 2023/24 Final Financial Results, the final year-end operating surplus is \$11.63 million, which is \$14.7 million more than the originally budgeted deficit of \$3.34 million. It also includes the restriction of the Ministry operating grant of \$17 million; \$10 million for capital, which is reserved for digital transformation and the Squamish campus, and \$7 million for operating, reserved for renovations and deferred maintenance of the Squamish and North Van campuses.

The Committee was also presented with the Integrated Planning Fiscal 2025/26 Process and Timelines, which included priorities such as the full launch of the Squamish campus, DQAB exempt status, the new Childcare Centre, and student housing, 24/7 campus operations, graduate studies, and the implementation of foundational plans, such as Chenchenstway, the People Plan, and Digital Transformation.

8. Other Reports

8.1 Senate Chair

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

- Students will be arriving at campus and, in addition to the orientations over the next two weeks, there will also be the welcome back barbeque on September 3.
- The Senate orientation will take place during the regular Senate meeting on Tuesday, September 3.
- The Board orientation will take place on September 4 and the Board will also host a welcome event after the meeting for Board members, Senate, MoveUp, CFA, CSU and Alumni Association.
- The kick-off for the Capilano Blues' 50th Anniversary event will be on September 7, 2024.
- The campus field trip to visit the new Squamish campus will take place on September 13, 2024.



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- As a result of the work on the strategic enrollment management, domestic enrollment numbers for September in terms of those admitted is up 9% and course registration is up 13%. International student applications are down; however, registration is level.

8.2 Vice Chair

A report was not provided as this was Deb Jamison's first meeting in the role of Senate Vice Chair.

8.3 VP Academic and Provost

A report was not provided as this was Tracy Penny Light's first meeting in the role of interim VP Academic and Provost.

8.4 Board Report

A board report was not provided because the Board representative has not been determined.

8.5 Elder Report

Elder Doctor Latash was acknowledged for receiving his honorary doctorate degree at the June convocation.

Elder Doctor Latash reflected on his educational experience at the university, as well as his ancestors, particularly his uncle Chief Joe Capilano. In addition, Elder Doctor Latash spoke around the importance of having photographs and monuments of the leaders on the walls of the Indigenous Education and Affairs Centre to provide inspiration to students.

9. Discussion Items

No discussion items were presented.

10. Other Business

An issue was raised that although the need to support Indigenous students is being addressed with Chenchenstway, there is still a need to support students that are not



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exposed to Indigenous issues. Additional support may be required to bring in different ideas around Indigenous work, the history of Indigenous people, etc., in a way that could be textualized in a course. For example, in some courses there are international students and it would be beneficial to share the context of Indigenous People. This may be an important issue for consideration by Senate, particularly as work is underway towards Indigenization and decolonization involving the entire campus.

11. Information Items

No information items were presented.

The meeting was adjourned at 5:50 pm.

Next Meeting: Tuesday, September 3, 2024



CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2024 – June 2025

Academic Planning and Program Review Committee

Membership: Senators and non-Senators – Quorum = 8

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

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

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



CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2024 – June 2025

Budget Advisory Committee

Membership: Senators – Quorum = 4

Meetings: Schedule is determined at first meeting

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

*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

By-law, Policy and Procedure Committee

Membership: Senators and non-Senators – Quorum = 4

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

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

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CAPILANO
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SENATE SUBCOMMITTEES
August 2024 – June 2025

Teaching and Learning Committee

Membership: Senators and non-Senators – Quorum = 6

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

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

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CAPILANO
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SENATE SUBCOMMITTEES
August 2024 – June 2025

Vice-Chair Nominating Committee

Membership: Senators – Quorum = 3

Meetings: One or two meetings between March and April

Administrator	Christina Neigel
Faculty	Vacant
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
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SENATE SUBCOMMITTEES
August 2024 – June 2025

Tributes Committee

Membership: Senators – Quorum = 4

Meetings: Schedule is determined at first meeting

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

Naming Opportunities Committee

Membership: Senators – Quorum = 4

Meetings: As and When

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

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



CAPILANO
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SENATE SUBCOMMITTEES
August 2024 – June 2025

Curriculum Committee (Senators and non-Senators)

Quorum = 10 including Chair

DAC Recommends to Senate (2 Year Term)	
(Voting)	
Humanities	Cass Picken
Social Sciences	Sarah Yercich
Science, Technology, Engineering and Mathematics	Urmila Jangra
Motion Picture Arts	David Geary
Design	Dominique Walker
Performing Arts	Daniel Hersog
Business, International Programs, Projects and Partnerships	Danielle Wilson
Business, Legal Studies, Communications	Deb Jamison
Tourism and Outdoor Recreation Management	Mohna Baichoo
Education, Health and Human Development	Julia Black
Global Stewardship, Public Administration & Kinesiology	Caroline Soo
Access and Academic Preparation	Maggie Reagh
Library	Bethany Paul
Student Services	Chloe Miller
Students (1 Year Term)	Alisha Samnani
	Amisha Maini
	Laura Padilla
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
(Non-voting)	
Chair	Deb Jamison

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

SENATE REPORT

AGENDA ITEM:	Faculty of Arts and Sciences Bylaws
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	September 3, 2024
PRESENTERS:	Corey Muench, Chair, Senate Bylaw, Policy, and Procedure Committee Mark Vaughan, Chair, School of STEM

PURPOSE

To update the existing Faculty of Arts and Sciences (FAS) Bylaws.

BACKGROUND

The Faculty of Arts and Sciences approved two changes to their Bylaws at their Full-Faculty meeting on May 30, 2024. Faculty Bylaws are reviewed periodically (usually on a five-year schedule), and the FAS Bylaws are due for a full review in 2025. However, it was felt that the current changes were of enough significance to be brought forward and implemented this year.

APPROVALS & CONSULTATIONS:

Notice provided:

- Curriculum Office
- Registrar

Consultation and Approvals:

Date	Body
May 30, 2024	Faculty of Arts and Sciences, Full-Faculty meeting
June 11, 2024	Senate Bylaw, Policy, and Procedure Committee
September 3, 2024	Senate

HIGHLIGHTS OF PROPOSAL BROUGHT TO SENATE BYLAW, POLICY, AND PROCEDURE COMMITTEE:

- adds language which includes the Associate Dean of Arts and Sciences to be:
 - a non-voting member of the Faculty
 - a voting member of the FAS Faculty Council
- adds language to allow the Faculty's Governance and Elections Committee the flexibility to meet *as needed* in the Fall and Spring terms

DOCUMENTS FOR SENATE REVIEW

Faculty of Arts and Sciences Bylaws (proposed changes noted in yellow highlights and green text)

RECOMMENDATION

That the Senate approve the proposed revisions to the Faculty of Arts and Sciences Bylaws



Faculty of Arts and Sciences Bylaws

Approved by the Faculty on May 30, 2024
Ratified/Approved by Senate on [date]

PREAMBLE

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. "Faculty" (upper-case "F") refers to the Faculty of Arts and Sciences.
 - 1.2.2. "faculty" (lower-case "f") refers to instructional employees of the Faculty.
 - 1.2.3. "student" refers to a person currently enrolled in credit courses in the university and registered into one of the programs in the Faculty.
 - 1.2.4. "University" means Capilano University.

2. COMPOSITION OF THE FACULTY

For the purposes of All-Faculty meetings, the Faculty will be composed of the following:

- 2.1 The Dean of the Faculty of Arts and Sciences;
- 2.2 The President or delegate;
- 2.3 All faculty appointed in the Faculty of Arts and Sciences: including but not limited to instructors, lab supervisors, special appointees, librarians and instructional associates;
- 2.4 Such other members of the teaching or administrative staff (**including Associate Dean**) of the Faculty or University. The Faculty shall appoint in conformity with rules determined by the Faculty and approved by the Senate. Staff are non-voting members of the Faculty; and,
- 2.5 Two students as non-voting representatives.
- 2.6 The Registrar as a non-voting member.

3. POWERS AND DUTIES OF THE FACULTY

Section 40 of the Act sets the powers and duties, and limits to these powers and duties.
[See Appendix 1.]

4. CHAIR AND VICE CHAIR

- 4.1 The Dean is the Chair of the Faculty.

- 4.2 A Vice-Chair is elected from the faculty for a two-year term. The Vice-Chair serves as the Chair in the absence of the Dean or when the Dean steps outside of the role of the Chair in a regular meeting of the Faculty.

5. REGULAR ALL FACULTY MEETINGS

- 5.1 The Faculty will hold a minimum of two regular 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.
- 5.2 Agendas are prepared by the Chair and published and distributed to all faculty at least seven (7) days before the scheduled meeting.
- 5.3 Minutes of these regular Faculty meetings are taken, circulated, and archived by the Dean's Administrative Lead.
- 5.4 Quorum of regular All Faculty meetings consists of twenty-five percent (25%) or thirty (30) members of the Faculty of Arts and Sciences whichever is the lower number.
- 5.5 Minutes of each meeting are circulated at the subsequent meeting.

6. EXTRAORDINARY ALL FACULTY MEETINGS

- 6.1 In matters of urgency extraordinary meetings may be called by:
 - 6.1.1 the Chair;
 - 6.1.2 the Vice-Chair in combination with the School Chairs; or,
 - 6.1.3 written petition of at least 50% of voting members.
- 6.2 Notice of extraordinary meetings will be given seven (7) days prior to the meeting.
- 6.3 Minutes of extraordinary meetings will be taken and circulated at the subsequent regular meeting of the Faculty.
- 6.4 Extraordinary meetings of the Faculty will normally be closed to the University community.

7. CONDUCT OF BUSINESS

- 7.1 All Faculty meetings will normally be open to members of the University community. The Chair will recognise any non- members of the Faculty.
- 7.2 A meeting, or part thereof, may be held *in camera* subject to a majority vote by those present and eligible to vote.
- 7.3 Robert's Rules of Order will govern the conduct of all Faculty meetings.
- 7.4 Normal resolutions or motions require a simple majority of 50% plus one to pass. Amendments to these Bylaws require a two-thirds majority of voting members present to pass.
- 7.5 To conduct its ordinary business in a timely and efficient way, the Faculty will establish a Faculty Council and relevant standing sub-committees.
- 7.6 The powers and duties of the 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. ARTS AND SCIENCES FACULTY COUNCIL

8.1 The Faculty of Arts and Sciences Council is the working academic governance body for the Faculty of the Arts and Sciences 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 Composition of the Faculty Council

The Faculty Council will be composed of the following:

- The Dean of the Faculty of Arts and Sciences
- The Vice-Chair of the Faculty
- The Associate Dean of the Faculty of Arts and Sciences
- The Chairs of the Schools
- The coordinators and convenors of Faculty functional areas
- Degree and program coordinators and convenors

8.3 Chair and Vice-Chair

8.3.1 The Chair of the Faculty Council is the Dean.

8.3.2 The Vice-Chair of the Faculty Council is the Vice-Chair of the Faculty.

8.3.3 The Vice-Chair will serve as chair in the absence of the Chair.

8.4 Meetings of the Faculty Council and Conduct of Business

8.4.1 The Faculty Council will meet a minimum of once per month between August 15th and June 15th.

8.4.2 A schedule of meetings will be distributed at the beginning of the fall term.

8.4.3 Agendas are prepared by the Chair with the help of Administrative Lead, and distributed to the Faculty at least seven (7) days before the scheduled meeting.

8.4.4 Minutes are taken, produced, and archived by the Administrative Lead.

8.4.5 Draft minutes of each meeting are circulated with the agenda for the subsequent meeting.

8.4.6 Quorum for the Faculty Council meetings is set at 50% of voting members and must include the Chair or Vice-Chair in the absence of the Chair.

8.4.7 Resolutions or motions require a simple majority of 50% plus one to pass.

8.4.8 Elections for elected positions will be conducted concurrently with elections for other elected positions in the Faculty normally in the spring term in time for the next academic year's scheduling.

8.4.9 Members of the Faculty Council are expected to act in the interests of the entire 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 powers and duties of the Faculty Council are delegated to it by the Faculty.

In general, the Faculty Council will:

- 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 Form standing sub-committees to expedite the conduct of its business and delegate limited authority to these committees. Sub-committees will conduct their business in accordance with their prescribed terms of reference. The terms of reference for the sub-committees will be approved by the Faculty upon the recommendation of the Faculty Council.; 8.5.1.7 Form any *ad hoc* committees it deems necessary and expedient.

9. STANDING SUB-COMMITTEES OF THE FACULTY COUNCIL

9.1 Curriculum Committee

- 9.1.1 Meets monthly during the fall and spring terms. The meeting schedule is set by the Chair of the sub-committee and distributed by the Dean's office.
- 9.1.2 Duties and responsibilities are set in the Sub-Committee's Terms of Reference.

9.2 Strategic Planning Committee

- 9.2.1 Meets monthly during each fall and spring term. The meeting schedule is set by the Chair of the Sub-Committee and distributed by the Dean's office.
- 9.2.2 Duties and responsibilities are set in the Sub-Committee's Terms of Reference.

9.3 Governance and Elections Committee

- 9.3.1 Meets as needed in the Spring and Fall terms. The meeting schedule is set by the Chair of the Sub-Committee and distributed by the Dean's office.
- 9.3.2 Duties and responsibilities are set in the Sub-Committee's Terms of Reference.

9.4 Research and Scholarship Committee

- 9.4.1 Meets at least once during each fall and spring term. The meeting schedule is set by the Chair of the Sub-Committee and distributed by the Dean's office.
- 9.4.2 Duties and responsibilities are set in the Sub-Committee'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.

Version date: June, 2020

Review date: June, 2025

APPENDIX 1

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 they are 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 faculty;
- c) subject to this Act and to the approval of the senate, to make rules for the government, direction and management of the faculty 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: http://www.bclaws.ca/Recon/document/ID/freeside/00_96468_01#part8



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: August 26, 2024
TO: Paul Dangerfield, Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on August 23, 2024:

- 24/57** The revisions to the Bachelor of Environment and Society (Environmental Studies) Program Profile and Bachelor of Environment and Society (Environmental Sciences) Program Profile be recommended to Senate for approval.
- 24/58** The prerequisite revisions to BADM 102 – Introduction to Financial Mathematics and BMKT 262 – Event Marketing be recommended to Senate for approval.
- 24/59** The revisions to the continuation requirements for the Musical Theatre Diploma and Acting for Stage and Screen Diploma, and the revision to the program profile for Acting for Stage and Screen Certificate, be recommended to Senate for approval.

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

Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: August 26, 2024

Date:
