



SENATE REGULAR MEETING

Tuesday, April 1, 2025 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 Líl'wat, xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlíl'wataʔ/Selilwitulh (Tseil-Waututh) Nations.

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of Minutes - Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
 - 5.1 Self Evaluation Committee – *Information* Christina Neigel
 - 5.2 Vice-Chair Nominating Committee – *Decision* John Brouwer
6. **New Business**
None
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Information* Alaa Al-Musalli
 - 7.2 Bylaw, Policy and Procedure Committee – *Decision*
 - 7.2.1 Senate Graduate Studies Committee Terms of Reference Corey Muench
Schedule 7.2.1
 - 7.2.2 Grading Policy Schedule 7.2.2
 - 7.2.3 Attendance Policy Schedule 7.2.3
 - 7.3 Curriculum Committee – *Decision*
 - 7.3.1 Resolution Memo Deb Jamison
[March 21 Agenda Package](#) / [March 21 Draft Minutes](#) Schedule 7.3.1



SENATE REGULAR MEETING

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7.3.2 Committee Membership

Torin McLachlan – Humanities

Hilary Duke – Social Sciences

Urmila Jangra – Science, Technology, Engineering and
Mathematics

David Geary – Motion Picture Arts

Cindy Fairbank – Performing Arts

Vacant – Access and Academic Preparation

Alisha Samnani – Student

Student - Vacant

Student - Vacant

7.4 Teaching and Learning Committee – *Information*

Diana Twiss

7.5 Budget Advisory Committee – *Information*

Michael Thoma

8. Other Reports

8.1 Chair of Senate – *Information*

Paul Dangerfield

8.2 Vice Chair of Senate – *Information*

Deb Jamison

8.3 VP Academic and Provost – *Information*

No Report

8.4 Board Report – *Information*

Amina El Mantari

8.5 Elder Report - *Information*

Elder Latash

9. Discussion Items

10. Other Business

11. Information Items

12. In Camera Session – Tributes Committee Faculty Emeritus



SENATE MEETING

Tuesday, March 4, 2025 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Julia Black, John Brouwer, Jai Djwa, Graham Cook, Caroline Depatie, Thomas Flower, Brian Ganter, Victor Gelano, Denise Gingrich, Saksham Goyal, Harb Johal, Deb Jamison, Alan Jenks, Laura Kinderman, Tracy Penny Light, Amina El Mantari, Brad Martin, Priya McMurtrie, Vedant Mehra, Corey Muench, Alaa Al-Musali, Christina Neigel, Majid Raja, Farnoosh Sam, Ramin Shadmehr, Michael Thoma, Diana Twiss, Emily Walmsley, Recorder: Mary Jukich

Regrets: Michael Laurence

Guests: Eduardo Azmitia, Maria Valioux

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1. Welcome

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

2. Approval of the Agenda

*Paul Dangerfield moved and Corey Muench seconded:
To adopt the agenda.*

CARRIED

3. Approval of the Minutes

*Paul Dangerfield moved and Graham Cook seconded:
To adopt the February 4, 2025 minutes.*

CARRIED

4. Correspondence Received

5. Business Arising

5.1 Update on Indigenous Students Data

Presented by: Jordon Lovig



SENATE MEETING

Tuesday, March 4, 2025 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

At the January 2025 Senate meeting, information was requested regarding the number of Indigenous students who have graduated in recent years. In this regard, Senate members were presented with a list indicating that there were 89 Indigenous graduates between 2023 and January 2025 (and a breakdown was also provided regarding from which programs those students graduated).

5.2 Self-Evaluation Committee

Presented by: Christina Neigel

Work is underway in revising last year's questionnaire, and Institutional Research has been assisting in terms of streamlining and improving the surveys. It is expected that the surveys will be distributed in April and the results presented at the June Senate meeting.

5.3 Vice-Chair Nominating Committee

Presented by: Paul Dangerfield

A report was not presented as the committee will be meeting on March 13, 2025.

6. New Business

None.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Alaa Al-Musalli

The committee did not meet in February. At the March meeting, the committee will be reviewing Cohort A's self-study reports, which include four units:

- School of Humanities,
- Institute of Interdisciplinary Studies,
- Rehabilitation Assistant Diploma program, and
- Healthcare Assistant Certificate program.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench



SENATE MEETING

Tuesday, March 4, 2025 4:00 pm
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MINUTES

The committee met on February 25, 2025, and had a preliminary discussion on the Academic Qualifications Policy. Given that the policy will have a broad impact on departmental hiring and pedagogy, the committee submitted a list of detailed questions to the proponent and requested that the responses be provided before the March 11 committee meeting.

The committee also reviewed the Attendance Policy and Grading Policy as part of the usual cycle review and no major revisions were proposed. It is expected that the two policies will be brought to the April Senate meeting.

In terms of the Fine and Applied Arts Bylaws, it is expected that the document will be brought to May Senate meeting.

7.2.1 Terms of Reference

- Academic Planning and Program Review Committee
- Budget Advisory Committee
- Bylaw, Policy and Procedure Committee
- Curriculum Committee

During the recent review of the Senate Bylaws, it was determined that Senate committees are currently using policy-like "Mandate and Structure" documents, which use the University's standard policy template, but they are not policies. They should in fact be Terms of Reference. Once approved as Terms of Reference by the Senate, the corresponding Mandate and Structure documents will be rescinded.

On discussion, it was suggested that for clarity that any reference in the Terms of Reference to the Chair voting to make or break a tie be revised as follows: "the Chair is normally non-voting but may vote where their vote could change the result."

Corey Muench moved and Deb Jamison seconded:

25/06 That the Senate approve the proposed Terms of Reference for the following Senate committees:

CARRIED

- Senate Academic Planning and Review Committee (SAPRC; formerly SAPPRC)
- Senate Budget Advisory Committee (SBAC)



SENATE MEETING

Tuesday, March 4, 2025 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

- Senate Curriculum Committee (SCC)
- Senate Policy and Governance Committee (SPGC; formerly SBPPC)

7.2.2 Recission of Mandate and Structure Policies

Corey Muench moved and Diana Twiss seconded:

25/07 That the Senate rescind the current Mandate and Structure policy documents for the following Senate committees upon approval of the new Terms of Reference:

CARRIED

- Senate Academic Planning and Program Review Committee (SAPPRC)
- Senate Budget Advisory Committee (SBAC)
- Senate Bylaw, Policy, and Procedure Committee (SBPPC)
- Senate Curriculum Committee (SCC)

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the February 21, 2025 Senate Curriculum Committee meeting were presented to Senate for approval.

Resolutions 25/15 and 25/16 were not approved as those resolutions were procedural.

Deb Jamison moved and Graham Cook seconded:

25/08 That Senate approve Resolutions 25/08 to 25/14.

CARRIED

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on February 18, 2025, and continued their discussion on the Academic Qualifications Policy to ensure there was an opportunity to examine the questions and concerns raised.



SENATE MEETING

Tuesday, March 4, 2025 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

The committee also received various reports and some of the key highlights were that the CTE Annual Symposium is scheduled for April 30 and May 1, 2025. In addition, work is underway in developing a new land acknowledgement and everyone was reminded to connect first with Indigenous Education and Affairs when engaging Elders.

7.5 Budget Advisory Committee

Presented by: Michael Thoma

A report was not provided as the committee will be meeting on May 30, 2025.

8. Other Reports

8.1 Senate Chair

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

- Correspondence via email was recently received by Senate. However, given recent cyber breach events, the CSU was consulted, and they confirmed that the correspondence did not originate from them and accordingly, the correspondence was treated as not appropriate for Senate matters.
- The presidential search will re-commence in April, and a brief overview was provided regarding the hiring process for the interim Vice President Academic and Provost position.
- The provincial budget was recently released and included some acknowledgements to the University in terms of the capital projects underway, such as the Centre for Childhood Studies and the Housing project.
- The Board of Governors recently approved a \$6 million deficit budget. The university continues to take a conservative approach to budgeting and is anticipating that in terms of enrollment for next year, there will be approximately 20% fewer international students.
- The Chair also addressed questions from the CFA representative regarding the Presidential and Vice President, Academic and Provost search processes.



SENATE MEETING

Tuesday, March 4, 2025 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

8.2 Vice Chair

Deb Jamison acknowledged the Chairs of the Senate subcommittees and the work being completed at the subcommittees. She also mentioned that she will follow up with the Senate subcommittees that need to review their Terms of Reference next academic year.

8.3 VP Academic and Provost

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

- A Newsletter has been developed and will be distributed from the Vice President Academic and Provost's office so that the campus community is kept updated.
- The four new Squamish certificates were recently approved using the expedited review process and will enable the University to deliver new programming to students on a one-time basis in Squamish for the 2025/2026 academic year.
- The President and Vice President Academic and Provost were recently in Southeast Asia engaging in a variety of activities, including exchange and articulation agreements with various universities and exploring further opportunities for collaborations and partnerships.
- The Squamish Early Years Conference 2025 took place on February 21 and 22, 2025, and everyone involved was acknowledged for the successful event.
- Acknowledgement was provided to everyone involved in organizing and participating in the Black History Month activities.

8.4 Board Report

Presented by: Amina El Mantari

At its meeting on February 25, 2025, the Capilano University Board of Governors approved the Fiscal 2025/26 Operating and Capital Budget, which includes a 2%



SENATE MEETING

Tuesday, March 4, 2025 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

increase in tuition and mandatory fees for domestic students and a 5% increase for international students, with certain program exemptions.

The Board also received information on the integrated planning and resource allocation priorities for Fiscal 2025/26 that were communicated to the university community in Spring 2024. These include key initiatives like the Squamish campus launch, 24/7 operations, the Centre for Childcare Studies, and graduate studies development.

The Board also endorsed and approved four new expedited certificates to be offered at the Squamish campus: Outdoor Filmmaking, Communications for Professionals, Computing Systems, and Sustainable Economics.

Additionally, Laureen Styles, was appointed interim president and vice-chancellor, effective April 22, 2025, ensuring leadership continuity during the presidential search process.

8.5 Elder Report

A report was not provided as Elder Doctor Latash was absent from the 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.

12. In Camera – Tributes Committee

The meeting moved in camera at 5:22 pm.

*Paul Dangerfield moved and Thomas Flower seconded:
To move in camera.*

CARRIED

*Paul Dangerfield moved and Priya McMurtrie seconded:
To move out of in camera.*

CARRIED



SENATE MEETING

Tuesday, March 4, 2025 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

The meeting was adjourned at 6:10 pm.

Next Meeting: Tuesday, April 1, 2025

DRAFT

SENATE REPORT

AGENDA ITEM:	Senate Graduate Studies Committee Terms of Reference
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	April 1, 2025
PRESENTERS:	Corey Muench; Chair, Senate Policy and Governance Committee Dawn Whitworth, Associate VP, Creative Activity, Research, and Scholarship

PURPOSE

To propose new Terms of Reference (ToR) for the newly formed Senate Graduate Studies Committee (SGSC).

BACKGROUND

The Associate Vice-President of Creative Activity, Research, and Scholarship has submitted the following:

Rationale for creation

Envisioning 2030 articulates a vision for a community-engaged, responsive, and innovative institution. To act on its goals of fostering a Distinct University Experience, Illuminating 2030 proposes to grow capacity for creative activities, research and scholarship (CARS) that meet the needs of the community. These endeavours are staples of graduate education and have paved the way for Action 3: “Identify, develop and implement governance and operational requirements for the delivery of graduate-level credentials.” In its November 2025 meeting, Senate approved a proposal for a new Senate Committee in Graduate Studies. This new Committee will report and make recommendations to Senate, be composed of members with expertise required to support graduate-level programs and will adopt the proposed (attached) Terms of Reference (TOR).

Context

In preparation for the forming of a new Senate Committee in Graduate Studies, the Senate Policy and Governance Committee requested that the AVP of CARS strike an ad-hoc Graduate Studies Working Group, tasked to collectively develop a draft TOR for the new Senate Committee in Graduate Studies. The Graduate Studies Working Group, comprised of 13 members and a minute taker who met three times (Feb 1st, 11th and 19th), and drafted up the attached TOR.

APPROVALS & CONSULTATIONS

Consultation

The ad-hoc Graduate Studies Working Group (reference above) was comprised of 5 faculty members, a Dean, a student, the University Librarian, Registrar, Director of Academic Planning and Quality Assurance, Manager of Finance and the AVP CARS (acted as chair of Graduate Studies Working Group).

Review and approval process timelines

Date	Committee	Purpose
March 11	Senate Policy and Governance Committee	Review, propose improvements and determine if ready for Senate consideration.
March 12-19	Graduate Studies Working Group (online feedback)	To review and approve changes recommended by SPGC from the March 11 th meeting
April 1	Senate	Review, request amendments, vote on approval

HIGHLIGHTS OF CHANGES RECOMMENDED BY SPGC

- Suggestion to revise list of voting members to indicate a preference for faculty from areas with graduate programs or graduate programs in development. This would then not require resource members on the committee from graduate program areas as stated in the original ToR.
- Clarification that SGSC, not the Senate Curriculum Committee, would recommend curricular matters related to graduate programs to the Senate. However, the Senate Academic Planning and Review Committee as well as the Senate Policy and Governance Committee would continue as usual in their roles regarding program review and policy items related to graduate programs (respectively). The SGSC would bring forward such items to SAPRC and SPGC.
- Add term of office and duties for Vice-Chair of the committee
- Various non-content-related formatting revisions

DOCUMENTS FOR SENATE REVIEW

- Proposed Terms of Reference for the Senate Graduate Studies Committee—clean copy
- Proposed Terms of Reference for the Senate Graduate Studies Committee—marked copy

RECOMMENDATION

***THAT* the Senate approve the proposed Terms of Reference for the Senate Graduate Studies Committee.**



Senate Graduate Studies Committee Terms of Reference

Last review: April 2025	Next review: April 2026
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1. Reporting

The Senate Graduate Studies Committee (SGSC) is a standing committee of Senate that makes recommendations to the Senate.

2. Mandate

The SGSC provides leadership and oversight for the development, implementation, and continuous improvement of graduate-level programs and associated policies and procedures. The committee ensures that graduate education aligns with the University's academic mission, strategic priorities, and quality assurance standards.

The mandate of the committee is to:

- advise Senate on
 - all matters related to graduate educational programs of the University within Senate's jurisdiction;
 - policies, procedures, criteria, residency, and other requirements for the admission, evaluation, withdrawal, and promotion of graduate students;
 - the criteria for awarding graduate certificates, diplomas, and degrees in accordance with the requirements of external regulatory bodies, i.e. The Degree Quality Assessment Board (DQAB), in collaboration with Academic Initiatives and Planning (AIP);
 - policies and procedures for review and approval, of new and existing graduate programs, or other graduate curricular changes, and approve graduate curricular matters as delegated by Senate;
 - Academic Planning & Program Review in proposals for new graduate courses and programs and graduate curricular changes that require Senate approval;
 - the policy and requirements of the Degree Quality Assessment Board (DQAB) regarding the credentials and experience required of graduate program faculty members, i.e. doctorally prepared;
- verify that new graduate degree program proposals effectively meet degree quality

standards and quality curriculum principles and are aligned with the University's fiscal priorities;

- make recommendations to Senate on resolving concerns/aligning priorities between departments and other academic divisions related to graduate course and program development and delivery towards continuous improvement of graduate-level programs;
- establish such subcommittees as needed to fulfill the committee's responsibilities; and
- carry out other duties as assigned by Senate.

3. Membership

The composition of the membership of the Committee includes:

Members

Ten (10) voting members:

- The Chair or Vice-Chair of the Senate
- Seven (7) faculty members, at least one of which must be a Senator, preferably from schools, departments, or programs that offer a graduate program or have a graduate program in development
- Two (2) graduate students (or undergraduate students if the university does not have graduate students at the time of the committee approval)

The **non-voting resource/ex officio members** consisting of:

- Associate Vice-President, Creative Activity, Research & Graduate Studies (*ex officio*)
- Provost & Vice-President, Academic (or designate)
- Director (or designate) of Indigenous Education and Affairs (*ex officio*)
- Director, Academic Planning and Quality Assurance (*ex officio*)
- University Librarian (or designated librarian)

Terms of Office

Faculty and **student voting members** serve one-year terms between August 15 and June 15. Members may be reappointed for subsequent terms.

When a vacancy occurs, the Chair will follow the procedure outlined in the Senate Bylaws, section 8.7, to fill the vacancy.

The Chair

The Chair of the SGSC is a member of Senate elected by the SPGC from among its voting faculty members for a one-year term.

The Chair is normally non-voting but may vote where their vote could change the result.

In addition to the duties set out in Section 8 of the Senate Bylaws, the duties of the Chair are to:

- chair the meetings of SGSC;
- prepare agendas; and
- ensure that the recommendations of the SGSC are taken to Senate

The Vice-Chair

The Vice-Chair of SGSC is elected by the SGSC from among its voting members for a one-year term. The Vice-Chair will fulfill the duties of the Chair in their absence.

4. Conduct of Meetings

Schedule

Meetings of the committee are held monthly between August 15 and June 15, and preferably two weeks before the monthly Senate meeting.

Quorum

Six (6) voting members (including the Chair).

Decision Making

Decisions will be made by a 2/3 vote of members present.

Attendance

In accordance with Section 8.8 of the Senate Bylaws, to be fair to the committee's other members, members who are absent for three (3) committee meetings per appointment year, with or without notice, will be deemed to have resigned from the committee by the Chair.

Visitors to Meetings

Meetings are usually open to visitors of the Capilano University community whom the Chair may recognize to speak to specific issues.

5. Resources

[Quality Assessment Process and Criteria: BC Public Post-Secondary Institutions](#)
[Senate Bylaws](#)
[University Act](#)

6. Review of Terms of Reference

SGSC will review and update these Terms of Reference one year after they are initially approved by the Senate and as necessary at least every three (3) years thereafter (Senate Bylaws, section 8.4). Upon presentation of the committee's Terms of Reference to the Senate, a 2/3 vote of members present is required for approval. (*University Act*, Section 37(1)(a)).



Senate Graduate Studies Committee Terms of Reference

Last review: April 2025	Next review: April 2026
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 - on Academic Planning & Program Review in proposals for new graduate courses and programs and graduate curricular changes that require Senate approval;
 - on the policy and requirements of the Degree Quality Assessment Board (DQAB) regarding the credentials and experience required of graduate program faculty members, i.e. doctorally prepared;

- verify that new graduate degree program proposals effectively meet degree quality standards and quality curriculum principles and are aligned with the University's fiscal priorities;
- make recommendations to Senate on resolving concerns/aligning priorities between departments and other academic divisions related to graduate course and program development and delivery towards continuous improvement of graduate-level programs;
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- Provost & Vice-President, Academic (or designate)
- Director (or designate) of Indigenous Education and Affairs (*ex officio*)
- Director, Academic Planning and Quality Assurance (*ex officio*)
- University Librarian (or designated librarian)
- ~~One (1) representative from each school, department, or program that offers graduate degrees (and/or has had graduate degree development approved by the Senate)~~

~~The administrative support assistant for the committee is provided by the Office of Creative Activity, Research & Scholarship and Graduate Studies, and works closely with the Senate administrative assistant.~~

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SENATE REPORT

AGENDA ITEM:	Grading Profile Policy S2017-01
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	April 1, 2025
PRESENTER:	Brit Paris; Director, Teaching and Learning (Proponent)

PURPOSE

To request Senate's approval of the revised Grading Profile Policy, S2017-01, on its regular review schedule.

BACKGROUND

(the proponent has provided most of the following information)

Rationale for creation, revision or rescinding

Upon determination by the policy proponent that no content changes were needed to the policy, only formatting changes were completed in order to bring the policy in line with the current policy template.

Issues Identified

None

Changes

Slight reorganization of the policy; addition of designated officer (Section 5) as per the standard policy template

Risk, Benefits and Strategy alignment

This is a standard policy that all educational institutions have as it provides clear guidance for the academic calendar, which provides the basis for the course outline policy and official transcripts.

CONSULTATIONS

The following individuals were consulted:

- Harb Johal, Associate Registrar
- Claire Carolan, Director, Academic Planning & Quality Assurance

The following committees were consulted:


- Academic Leadership Council
- Senate Teaching and Learning Committee
- Senate Bylaw, Policy, and Procedure Committee

DOCUMENTS FOR SENATE REVIEW

- Current Grading Profile Policy S2017-01
- Proposed Grading Profile Policy S2017-01

RECOMMENDATION

THAT the Senate approve the revisions to the Grading Profile Policy, S2017-01.

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2017-01	Vice-President Academic and Provost		
Policy Name			
Grading Profile Policy			
Approved by	Replaces	Category	Next Review
Senate			
Date Issued	Date Revised	Date in effect	Related Policies
2017	2024		

1. PURPOSE

- 1.1 This policy is to provide direction regarding the grading of all credit courses at Capilano University.
- 1.2 Instructors will use the Grading Profile table to assign grades to students.

2. DEFINITIONS

“Audit Denied” (AD) is assigned when a student has not met the attendance requirements for an “Audit” course. “Audit Denied” standing does not have credit attached and is not calculated in the “GPA”.

“Aegrotat” (AEG) is assigned when a student has completed a minimum of 60% of their coursework but is then unable to complete the course as a result of significant and ongoing medical, emotional, or other difficulties. Distinct from a “Withdrawal for Extenuating Circumstances”, an “Aegrotat” grade is assigned when there is no expectation that the student will be able to complete the course at another time. This standing is awarded only if the course instructor or coordinator, and the Dean recommend such standing to the Vice-President Academic and Provost based on their agreement that the student has demonstrated the capacity to deal with the course material satisfactorily. When the “Aegrotat” standing is awarded, a grade is assigned and calculated in the “GPA” as per standard grading protocol.

“Audit” (AU) is assigned when a student has registered as “Audit” and met the attendance requirement for an “Audit” course without submitting any assessments. “Audit” status is not calculated in the “GPA”, does not have credit attached, and may not be used toward completion of a credential.

“In Progress. Continues in Next Term” (CON) is assigned to denote courses that continue from one term to the next.

“Credit Granted” (CR) is assigned when a student has reached the level of mastery required for successful course completion. “Credit Granted” status is not included in the “GPA” calculation.

“Incomplete” (I) is assigned in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student. The student is responsible to determine from the instructor the outstanding requirements of the course. If an “Incomplete” is not cleared by the grade deadline of the following term, the grade will be changed to the evaluation attained at the time the grade was originally assigned. If a new “Complete” grade is assigned, this grade replaces the “Incomplete” status and is calculated in the “GPA” as per standard grading protocol.

“No Credit Granted” (NC) is assigned when a student has not reached the level of mastery required for successful course completion. “No Credit Granted” status is not included in the “GPA” calculation.

“No Grade Reported” (NGR) is assigned automatically when no grade has been reported to the Registrar’s Office.

“Withdrawn” (W) is assigned when the student withdraws from the course during the defined “Withdrawal” period for the course.

“Withdrawn with Extenuating Circumstances” (WE) is assigned in exceptional circumstances after the end of the “Withdrawal” period and typically related to a medical situation.

3. SCOPE

This policy relates to all credit courses at Capilano University.

4. POLICY STATEMENT

The University will make the grading profile available in the official Capilano University Calendar and on the University website and provide a copy of the grading profile to all students as part of the official course outline.


Grading Profile

Grade	Numerical Range in % or Definition	Grade Point Equivalent
A+	90-100	4.33
A	85-89	4.00
A-	80-84	3.67
B+	77-79	3.33
B	73-76	3.00
B-	70-72	2.67
C+	67-69	2.33
C	63-66	2.00
C-	60-62	1.67
D	50-59	1.00
F	49 and below	0.00
AD	Audit Denied	Not Calculated

AEG	Aegrotat	Calculated
AU	Audit	Not Calculated
CON	In progress. Continues in next term.	Not Calculated
CR	Credit Granted	Not Calculated
I	Incomplete	Not Calculated
NC	No Credit Granted	Not Calculated
NGR	No Grade Reported	Not Calculated
W	Withdrawn	Not Calculated
WE	Withdrawn with Extenuating Circumstances	Not Calculated

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 Director, Teaching and Learning.

	Policy No.	Replaces	Policy
	S2017-01		Senate
	Policy Name		
	Grading Profile Policy		
Approved by	Responsibility		Category
Senate	Senate		
Date Issued	Date Revised	Next Review	Related Policies, Reference
2017		February 2022	

Purpose

This policy is to provide direction regarding the grading of all credit courses at Capilano University.

Scope


This policy relates to all credit courses at Capilano University.

Policy Statement

Capilano provides a copy of the grading profile to all students as part of their official course outlines as well as making the grading profile available in the official Capilano University Calendar and on the Capilano website.


Grading Profile

Grade	Numerical Range in % or Definition	Grade Point Equivalent
A+	90-100	4.33
A	85-89	4.00
A-	80-84	3.67
B+	77-79	3.33
B	73-76	3.00
B-	70-72	2.67
C+	67-69	2.33
C	63-66	2.00
C-	60-62	1.67
D	50-59	1.00
F	49 and below	0.00
AD	Audit Denied	Not Calculated
AEG	Aegrotat	Calculated
AU	Audit	Not Calculated
CON	In progress. Continues in next term.	Not Calculated
CR	Credit Granted	Not Calculated
I	Incomplete	Not Calculated
NC	No Credit Granted	Not Calculated
NGR	No Grade Reported	Not Calculated
W	Withdrawn	Not Calculated
WE	Withdrawn with Extenuating Circumstances	Not Calculated
NA	Not Attending. Use of NA was withdrawn as of September 1994.	Not Calculated

	Policy No.	Replaces	Policy
	S2017-01		Senate
	Policy Name		
	Grading Profile Policy		
Approved by	Responsibility		Category
Senate	Senate		
Date Issued	Date Revised	Next Review	Related Policies, Reference
2017		February 2022	

Definition

AD	Audit Denied	Assigned when a student has not met the attendance requirements for an Audit course. Audit Denied standing does not have credit attached, and is not calculated in the GPA.
AEG	Aegrotat	Assigned when a student has completed a minimum of 60% of their coursework but is then unable to complete the course as a result of significant and ongoing medical, emotional, or other difficulties. Distinct from a Withdrawal for Extenuating Circumstances, an Aegrotat grade is assigned when there is no expectation that the student will be able to complete the course at another time. This standing is awarded only if the course instructor or coordinator, and the Dean recommend such standing to the Vice-President Academic and Provost based on their agreement that the student has demonstrated the capacity to deal with the course material satisfactorily. When the AEG standing is awarded, a grade is assigned and calculated in the GPA as per standard grading protocol.
AU	Audit	Assigned when a student has registered as audit and met the attendance requirement for an audit course without submitting any assessments. Audit status is not calculated in the GPA, does not have credit attached, and may not be used toward completion of a credential.
CON	In Progress. Continues in next term.	Assigned to denote courses that continue from one term to the next.
CR	Credit Granted	Assigned when a student has reached the level of mastery required for successful course completion. Credit Granted status is not included in the GPA calculation.

	Policy No.	Replaces	Policy
	S2017-01		Senate
	Policy Name		
	Grading Profile Policy		
Approved by	Responsibility		Category
Senate	Senate		
Date Issued	Date Revised	Next Review	Related Policies, Reference
2017		February 2022	

I	Incomplete	Assigned in exceptional circumstances when a student requests extra time to complete his/her coursework. Such agreements are made only at the request of the student. The student is responsible to determine from the instructor the outstanding requirements of the course. If an Incomplete is not cleared by the grade deadline of the following term, the grade will be changed to the evaluation attained at the time the grade was originally assigned. If a new "complete" grade is assigned this grade replaces the "I" status and is calculated in the GPA as per standard grading protocol.
NC	No Credit Granted	Assigned when a student has not reached the level of mastery required for successful course completion. No Credit Granted status is not included in the GPA calculation.
NGR	No Grade Reported	Assigned automatically when no grade has been reported to the Registrar's Office.
W	Withdrawn	Assigned when the student withdraws from the course during the defined withdrawal period for the course.
WE	Withdrawn with Extenuating Circumstances	Assigned in exceptional circumstances after the end of the Withdrawal Period and typically related to a medical situation.
NA	Not Attending.	As of September 1994 "not attending" is no longer a grading option.

SENATE REPORT

AGENDA ITEM:	Attendance Policy S1990-01
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	April 1, 2025
PRESENTER:	Brit Paris; Director, Teaching and Learning (Proponent)

PURPOSE

To request Senate's approval of the revised Attendance Policy, S1990-01, on its regular review schedule.

BACKGROUND

(the proponent has provided most of the following information)

Changes

Based on reviewing other institutions and the consultations conducted, the recommendation is to make the following changes:

- Align with current policy template
- Clearly explain the scope of the policy
- Include information on the designated officer

Changes requested by Senate Bylaw, Policy, and Procedure Committee (SBPPC)

- Phrase "by all students" removed from 4.1
- Addition of language in 4.1 regarding required attendance because of external governing or accreditation bodies
- Removing section 4.2 (see marked version); clarification added to 4.1 meant that 4.2 was both redundant and created confusion. Regulation on how attendance and participation are graded are provided for in S2009-06 Course Outlines of Record and Course Syllabi Policy
- Clarification of language in 4.3 (now 4.2 in the clean version): "first class of semester" revised to "at the start of the term."

Risk, Benefits and Strategy alignment

University policy and procedure on course outlines refers to this policy and therefore it's important to ensure that it is regularly reviewed and up to date with current university templates and definitions.

Plan for associated training or awareness-raising

Communications will be directed through the deans, chairs, and coordinators to inform faculty members of the changes and the requirements of what to include in course outlines.

Plan for policy monitoring

University policy and procedure on course outlines refers to this policy and there are departmental processes for course outline approval to ensure policy compliance.

CONSULTATIONS

An environmental scan was conducted by the Policy Analyst, and the following individuals were consulted:

- Harb Johal, Associate Registrar
- Claire Carolan, Director, Academic Planning & Quality Assurance

The following committees were consulted:

- Academic Leadership Council
- Senate Teaching and Learning Committee
- Senate Bylaw, Policy and Procedure Committee

Review and approval process timelines


Date	Committee	Purpose
February 25, 2025	Senate Bylaws, Policy and Procedure Committee	Review and determine if ready for Senate consideration.
April 1, 2025	Senate	Approval of new policy and procedure Rescinding of existing policy and procedure

DOCUMENTS FOR SENATE REVIEW

- Current Attendance Policy S1990-01
- Proposed Attendance Policy S1990-01, marked with comments by SBPPC
- Proposed Attendance Policy S1990-01, clean final proposed

RECOMMENDATION

THAT the Senate approve the revisions to the Attendance Policy, S1990-01.

 CAPILANO UNIVERSITY		POLICY		
Policy No.		Officer Responsible		
S1990-01		Vice-President Academic and Provost		
Policy Name				
Attendance Policy				
Approved by	Replaces		Category	Next Review
Senate	EC1990-01		Academic	2030
Date Issued	Date Revised	Date in effect	Related Policies	
March 1990	2025		S2009-06 Course Outlines of Record and Course Syllabi Policy B.108 Credit and Non-Credit Courses	

1. PURPOSE

This policy is to ensure attendance requirements at Capilano University are fair, consistently applied, and clearly communicated to students.

2. DEFINITIONS

“Course Outline of Record” is the contract between Capilano University, its students, and other post-secondary institutions. It functions as the official record of the course, as approved by the University Senate, as delivered by this institution and is the outline of record for multi-section courses.

“Course Syllabus” is the section-specific contract between the instructor and the students. It develops and/or expands upon the framework of the course outline of record.

“Student” means an individual enrolled in any course (credit or non-credit) at the University.

3. SCOPE

This policy applies to student attendance in all credit courses at Capilano University as they are defined in Policy B.108.

4. POLICY STATEMENT


- 4.1 Students are expected to attend all scheduled course components including but not limited to lectures, laboratories, tutorials, seminars, field trips, practica, work experience, private lessons, and assessments. Attendance may be mandatory in cases where participation is essential for conducting the planned instructional activities or where attendance is required by an external or accreditation body.

- 4.2 In all cases, the attendance expectations will be clearly articulated on the course outline of record, the course syllabus, and reviewed with students at the start of the semester.

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 Director, Teaching and Learning.

Proposed

 CAPILANO UNIVERSITY		POLICY	
Policy No.		Officer Responsible	
S1990-01		Vice-President Academic and Provost	
Policy Name			
Attendance Policy			
Approved by	Replaces		Category
Senate	EC1990-01		Academic
			2030
Date Issued	Date Revised	Date in effect	Related Policies
March 1990	2025		S2009-06 Course Outlines of Record and Course Syllabi Policy B.108 Credit and Non-Credit Courses

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4. POLICY STATEMENT

- 4.1** Students are expected to attend all scheduled course components including but not limited to lectures, laboratories, tutorials, seminars, field trips, practica, work experience, private lessons, and assessments. Attendance may be mandatory in cases where participation ~~by all students~~ is essential for conducting the planned instructional activities **or where attendance is required by an external or accreditation body.**

~~4.2 Attendance may be considered as a component of assessment only where participation is a required component of a course.~~

4.3 In all cases, the attendance expectations will be clearly articulated on the course outline of record, the course syllabus, and reviewed **with students at the start of the semester.** ~~in the first class of the semester.~~

~~4.3~~


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 Director, Teaching and Learning.

Commented [SG1]: Why is there an "only" in this sentence. It implies that attending class may not be a required component. If attendance is NOT required, THAT should be made clear on the syllabus. On the other hand, if THAT is the case, the instructor ought to be required to explain why THAT is the case.
A more helpful clause might be something like "Attendance may comprise of no more than 10% of the assessment rubric."

Commented [CM2R1]: Just wondering about the following scenario: A course does not require participation (admittedly rare), so attendance is not counted as part of a grade. A student never attends the course (except on exam days) but gets notes from a friend and passes all exams and homework. Is there a case to be made for being able to penalize the student for never attending?

Commented [3R1]: How about: Attendance may be considered as a component of assessment when class attendance is considered an essential component of the course.

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S1990-01	Senate		
Policy Name			
Attendance			
Approved by	Replaces	Category	Next Review
Senate	EC1990-01		
Date Issued	Date Revised	Related Policies, Reference	
March 1990	May 2010		

Regular class attendance, and participation in course activities and assignments, is expected and likely essential to successfully achieving the course learning outcomes. Students are responsible for any and all content and instructions communicated during scheduled classes, in course handouts, and (if applicable) via course email and web sites. In cases where participation by all students is essential for conducting the planned instructional activities, attendance may be mandatory. In all cases, the attendance expectations and any penalties for missing instructional activities shall be clearly articulated on the course outline.



SENATE CURRICULUM COMMITTEE RESOLUTION MEMO

DATE: March 24, 2025
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 March 21, 2025:

- 25/17** The revisions to COMP 165 – Introduction to Multimedia and the Internet, as well as Cap Core designation under the headings *Science and Technology* and *Numeracy* (and Quantitative Analytical designation) be recommended to Senate for approval.
- 25/18** The new course, ANTH 203 – Medical Anthropology, as well as Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.
- 25/19** Cap Core designation under the heading *Self and Society* to POL 202 – Government and Politics of British Columbia and POL 204 – Canadian Public Policy be recommended to Senate for approval.
- 25/20** The new course, POL 210 – Politics of the United States, as well as Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.
- 25/21** The new course, SOC 360 – Sociology of Mental Health, as well as Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.
- 25/22** The new courses, CRIM 220 – Youth Justice and Injustice, CRIM 240 – Drugs and Society, CRIM 313 – Crimes of the Powerful: Corporate and State Wrongdoing (and prerequisite changes), CRIM 330 – Prisons and Penitentiaries and CRIM 430 – Punishment and Social Policy, as well as Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.
- 25/23** The revisions to the prerequisites of DOCS 122 – Documentary Production II and DOCS 131 – Documentary Producing be recommended to Senate for approval.
- 25/24** The revisions to:
- DSGN 440 – Professional Development II
 - DSGN 441 – Professional Development II: Illustration Concentration
 - DSGN 442 – Professional Development II: Branding Concentration
 - DSGN 443 – Professional Development II: Interactive Concentration
 - IDES 414 – Technology Intensive IV
- be recommended to Senate for approval.



SENATE CURRICULUM COMMITTEE RESOLUTION MEMO

- 25/25** The revisions to the concentration requirements in the Bachelor of Design in Visual Communication Program Profile (Illustration Concentration; Branding Concentration and Interactive Design Concentration) be recommended to Senate for approval.
- 25/26** The prerequisite revisions to FILM 250 – Story and Screenplay, FILM 251 – Film Crafts for Actors, and FILM 382 – Advanced Film Technique, and the contact hours change to FILM 382, be recommended to Senate for approval.
- 25/27** The following new courses:
- EAL 057 – Upper Beginner Listening & Speaking
 - EAL 058 – Upper Beginner Reading & Vocabulary
 - EAL 059 – Upper Beginner Grammar & Writing
 - EAL 067 – Lower Intermediate Listening & Speaking
 - EAL 068 – Lower Intermediate Reading & Vocabulary
 - EAL 069 – Lower Intermediate Grammar & Writing
 - EAL 077 – Intermediate Listening & Speaking
 - EAL 078 – Intermediate Reading & Vocabulary
 - EAL 079 – Intermediate Grammar & Writing
 - EAL 087 – Upper Intermediate Listening & Speaking
 - EAL 088 – Upper Intermediate Reading & Vocabulary
 - EAL 089 – Upper Intermediate Grammar & Writing
 - EAL 097 – Lower Advanced Listening & Speaking
 - EAL 098 – Lower Advanced Reading & Vocabulary
 - EAL 099 – Lower Advanced Grammar & Writing
- be recommended to Senate for approval.

A handwritten signature in dark ink, appearing to read "Deb Jamison", written over a horizontal line.

Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: March 24, 2025

Date: _____