

SENATE REGULAR MEETING

Tuesday, February 4, 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 Update on Indigenous Students Data – *Information* Kyle Vuorinen
- 6. New Business**
 - 6.1 2026 Senate Meeting Schedule – *Decision* Paul Dangerfield
Schedule 6.1
 - 6.2 Vice-Chair Nominating Committee – Request to Convene Paul Dangerfield
- 7. Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Information* Alaa Al-Musalli
 - 7.2 Bylaw, Policy and Procedure Committee – *Decision* Corey Muench
 - 7.2.1 Academic Emeritus Policy and Procedure Schedule 7.2.1
 - 7.3 Curriculum Committee – *Decision*
 - 7.3.1 Resolution Memo Deb Jamison
[January 17 Agenda Package](#) / [January 17 Draft Minutes](#) Schedule 7.3.1
 - 7.3.2 [Squamish Certificates – Cover Memo](#)
 - 7.3.3 [Outdoor Filmmaking Certificate](#)



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7.3.4 [Communication for Professionals Certificate](#)

7.3.5 [Computing Systems Certificate](#)

7.3.6 [Sustainable Economics Certificate](#)

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*

Tracy Penny Light

8.4 Board Report – *Information*

Amina El Mantari

8.5 Elder Report - *Information*

Elder Latash

9. Discussion Items

10. Other Business

11. Information Items



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MINUTES

Present: Deb Jamison (Acting Chair), Julia Black, John Brouwer, Jai Djwa, Graham Cook, Caroline Depatie, Thomas Flower, Brian Ganer, Victor Gelano, Denise Gingrich, Alan Jenks, Laura Kinderman, Michael Laurence, Tracy Penny light, Amina El Mantari, Priya McMurtrie, Vedant Mehra, Corey Muench, Alaa Al-Musalli, Christina Neigel, Majid Raja, Michael Thoma, Diana Twiss, Kyle Vuorinen, Emily Walmsley, Recorder: Mary Jukich

Regrets: Paul Dangerfield, Saksham Goyal, Brad Martin, Ramin Shadmehr

Guests: Miranda Huron, Elder Doctor Latash, Elder Delhia, Maria Valioux, Dawn Whitworth

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1. Welcome

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

2. Approval of the Agenda

Deb Jamison moved and Emily Walmsley seconded:
To adopt the agenda.

CARRIED

3. Approval of the Minutes

Deb Jamison moved and Denise Gingrich seconded:
To adopt the December 3, 2024 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

None.



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6. New Business

6.1 Update on Senate Committee on Graduate Studies

Presented by: Dawn Whitworth

In November 2024 Senate approved striking a new Senate Committee on Graduate Studies. On the recommendation of the Senate Bylaw, Policy and Procedure Committee, a Graduate Studies working group was created to develop a framework and draft Terms of Reference for the new committee.

6.2 Graduates

Presented by: Kyle Vuorinen

The Registrar submitted a list of 610 graduates, verified by the Registrar's Office, who have met the graduation requirements of their programs.

During the discussion, the Registrar was requested to provide information on the number of Indigenous students included in the list of graduates.

Kyle Vuorinen moved and Priya McMurtrie seconded:

25/01 That Senate approve the students from the five Faculties for their respective credentials for graduation.

CARRIED

6.3 Spring 2025 Senate Election Timeline

Presented by: Kyle Vuorinen

Senate members were provided with this year's Senate election timeline. As Senate now operates under staggered elections, the positions up for election include four voting student representatives and one faculty representative from each area whose non-voting term will start on August 1, 2025 and their two-year voting term will start on August 1, 2026.

Nominations will open on January 30, 2025, and election results will be announced on March 21, 2025.



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7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Alaa Al-Musalli

The committee met on December 10, 2024, and reviewed the second draft of their Terms of Reference, which were approved for submission to the Senate Bylaw, Policy and Procedure Committee for feedback.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The committee met on January 14, 2025, and reviewed the Faculty Emeritus policy and procedure and began review of the Faculty of Fine and Applied Arts Bylaws proposal.

Based on the advice from the Policy Office and the number of proposed revisions, the Faculty Emeritus policy and procedure proposal will become a new policy and procedure titled "Academic Emeritus" and will replace the previous Policy and Procedure S1999-06.

At the next committee meeting on January 28, 2025, the committee will continue its review of the Faculty of Fine and Applied Arts Bylaws proposal, and it is anticipated that the document will be presented at the March Senate meeting.

There was a meeting of the Chairs of the Curriculum Committee, Academic Planning and Review Committee, Budget Advisory Committee and Bylaw, Policy, and Procedure Committee to review the Terms of Reference for each committee to ensure standardization and the documents will be brought to the committee for review at its January 28, 2025 meeting.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the December 13, 2024 Senate Curriculum Committee meeting were presented to Senate for approval.



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Deb Jamison moved and John Brouwer seconded:

25/02 That Senate approve Resolutions 24/80 to 24/81.

CARRIED

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on November 19, 2024, and received several reports, including the Illuminating 2030 Three-year Update report.

At the January 21, 2025 meeting, the committee will be engaged in consultation on the proposed revisions to the Academic Qualifications for Instructors Policy and will also provide feedback on the proposed revisions to the Attendance Policy and the Grading Profile Policy.

In February, the committee will be reviewing updates on the initiatives related to the digital framework.

7.5 Budget Advisory Committee

Presented by: Michael Thoma

The committee met on December 13, 2024, and was presented with two presentations. The first was the fiscal 2024/25 Quarter 3 Forecast. A surplus of \$11.2 million is forecast, which is \$8.1 million favourable compared to the Board approved budget of \$3.1 million. Favourable variances include: Enrollment – \$2.6 million due to tuition revenue (22% increase in domestic and 6% international). (As a result of higher enrollment, Teaching Salaries are forecast to increase by \$4.5m.); Staffing – \$2.1 million, mainly due to budgeted vacant positions in 2024/25; Capital – \$2.8 million, mainly due to the delay in opening of Children's Centre and Student Housing. Unfavourable variances include Squamish – \$1.45 million, mainly due to unbudgeted student housing operating expenses and higher-than-budgeted Squamish campus costs.

The second presentation was the Fiscal 2025/26 Budget Update, which is an overview of the development of the budget through the various versions, each version responding to changes in the expectations for the coming year. Currently,



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Version 1.7 of the budget has a \$6.4 million deficit, largely due to the declining international student enrollment as a result of the new Ministry guidelines.

In addition to restricting \$5 million for digital transformation, last year's surplus of \$11.2 million will have \$4 million used to support the \$6 million of the budget deficit, and \$7 million restricted for operating purposes and categorized for the Squamish and North Vancouver campus. Committee members were also provided with a tuition rate analysis undertaken between Capilano and other post-secondary institutions, most of whom have been raising their tuition by more than the standard 2%. This puts Capilano at a lower rate per credit in comparison. As a result of the analysis, and due to the budget challenges for next year, the recommendation made to the Finance Committee was for an increase to domestic tuition to remain at 2%, and international tuition would increase by 5%.

The next committee meeting is scheduled for February 3, 2025.

In terms of the 5% international tuition increase, a question was raised with respect to whether it was possible that international students who were already committed to the university get a lower increase in their tuition. Information was provided that current university systems do not allow a differentiation between new and returning students and part of the digital transformation will be to enable more flexible systems. In addition, the per-credit tuition is still the lowest across the sector, even with the proposed increase.

8. Other Reports

8.1 Senate Chair

A report was not provided as the Chair was absent from the meeting.

8.2 Vice Chair

The Chairs of the various Senate subcommittees were commended for the work being undertaken at the subcommittee level.

The Curriculum Committee, Budget Committee, Academic Planning and Program Review Committee and the Bylaw, Policy and Procedure Committee have been working on their Terms of Reference and the finalized documents will be brought



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to the January 28, 2025 Bylaw, Policy and Procedure Committee meeting for review.

8.3 VP Academic and Provost

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

- Everyone was acknowledged for their work in response to the recent Immigration, Refugees and Citizenship Canada (IRCC) announcements.
- In terms of recognizing the best ways of communicating to the university community on the academic portfolio, the regular monthly coffee hour will continue for this term. In response to feedback, the format of the coffee hour will alternate so that one month will take place in-person and the next month will be online, and guests will also be invited to address specific topics.
- A regular Provost Office Newsletter will be developed and distributed approximately twice per term for information-sharing and also to celebrate the good work that is being done across the campus.
- Work is underway in developing a 2030 e-portfolio to document the work and progress made toward achieving the goals of Illuminating 2030.
- As information, the link to the Capilano University International page with the IRCC PGWP-eligible list of programs of study (and applicable CIP codes) is as follows:
<https://www.capilanou.ca/programs--courses/capu-for-you/international-students/international-agents--counsellors/international-program-availability-status/>
- As announced at the January President's Perspective, the presidential search process will be restarted, and further information will be provided to the campus community in the next several weeks.

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8.4 Board Report

Presented by: Amina El Mantari

The Board representative indicated that a report was not available.

8.5 Elder Report

Elder Doctor Latash reflected on his ancestors, the history of the name "Capilano" and the importance of names. Elder Doctor Latash also spoke on the importance of students developing leadership skills and the ability to be a leader, as well as the benefit of an Indigenous Studies course for students to appreciate how people arrived on this land.

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

The following information items were presented:

- There will be a two-day ECCE conference on February 21 and 22 at the Squamish campus.
- The high school counsellors and career advisors event will take place on January 17, 2025. Representatives from various high schools will be on campus learning about Capilano's programming. Further information is on the university website.

The meeting was adjourned at 5:37 pm.

Next Meeting: Tuesday, February 4, 2025



CAPILANO UNIVERSITY SENATE 2026 REGULAR MEETING SCHEDULE

Meeting Date		Deadline for Submission of Agenda Items – 12:00 Noon
January 13	4:00 pm	January 6
February 3	4:00 pm	January 27
March 3	4:00 pm	February 24
April 7	4:00 pm	March 31
May 12	4:00 pm	May 5
June 2	4:00 pm	May 26
July – No Meeting		
August 25 (Orientation)	4:00 pm	August 18
September 8	4:00 pm	September 1
October 6	4:00 pm	September 29
November 3	4:00 pm	October 27
December 1	4:00 pm	November 24

Late Additions - Late additions deny Senate members the opportunity to consider the matter prior to the meeting and are therefore discouraged. In general, they are approved only in unusual circumstances and require the approval of the Chair of Senate. The Senate Administrative Assistant may not approve late additions to the Agenda.

SENATE REPORT

AGENDA ITEM:	(New) Academic Emeritus Policy and Procedure (S2025-01 & S2025-01-01 if approved)
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	February 4, 2025
PRESENTER:	Dr. Laureen Styles, Special Advisor, President's Office (Proponent)

PURPOSE

To provide Senate with the background information to consider approval of a new policy: Academic Emeritus and the related procedure, and rescinding of the current policy and procedure: Faculty Emeritus.

BACKGROUND

(the proponent has provided the following information)

Rationale for creation, revision or rescinding

The current Faculty Emeritus policy (2019) is available [here](#) and the procedure (2015) [here](#) (also provided in the agenda package).

The policy and procedure are due for regular review given the policy was last reviewed in 2019. Additionally, with the formalization of the university's People Plan, recognition of faculty is an identified area of action. The emeritus policy is one such policy that contributes to recognition of exceptional faculty for their sustained professional achievements in teaching and at least one of either service or creative activity/scholarship/research.

After consultation with the Policy Office, it was determined that due to the extent of changes required, the existing Faculty Emeritus Policy would be best rescinded and replaced with a new policy. Once approved by Senate, the new policy and procedure "*Academic Emeritus*" will be given a new number and any related policies and procedures that identify this one will be updated accordingly through the Policy Office.

Issues Identified

- (1) Policy jurisdiction: The University Act does not clearly identify that this policy is under Senate jurisdiction. A scan of other universities show that similar policies sit under various jurisdictions. There is merit in keeping it with Senate given that operationally, the Tributes Committee is a body that can review nominations, and this is viewed as an honour/award;
- (2) The current policy is a significant outlier compared to other universities with the three years post-retirement inclusion, though with the current policy this can be waived by the Senate Tributes Committee.

Changes

Informed by consultations with a range of constituents (individuals and groups), a scan of existing policy and procedure in a select number of universities across the country, and insights from previous processes with Senate review of nominations, what follows are highlights of proposed changes.

- Enhancing the focus on the mutuality and reciprocity between the faculty and the university with this honour;
- Focusing the eligibility to instructional faculty and librarians considering the history of this honour with the professoriate and the foundation of excellence in teaching along with other elements of the faculty role and removing counsellors;
- Retitle from “Faculty Emeritus” to “Academic Emeritus” to allow for distinction in title use for faculty (instructors) and librarians and reflect the academic nature of this honour (faculty is a broad term used at the university that is inclusive of several categories of faculty);
- Providing more fulsome descriptions of potential involvement at the university, inclusive of research, scholarly activity and research, as well as the clarity of nomination criteria in the procedure;
- Including specific sections in the procedure on conflict of interest;
- Removing the criteria for eligibility of three years post-retirement.
- Requirement that a nominee be employed by the University for at least ten years.

Risk, Benefits and Strategy alignment

Review and the resulting new proposed policy and procedure addresses two risks: inclusion of conflict of interest language in the procedure and a section on the process of revoking emeritus status to ensure that the reputation of the university remains strong. As noted in the introductory paragraph, the proposed new policy and procedure are strategically aligned with the People Plan in particular, through formal recognition of instructors and librarians.

Plan for policy monitoring

As this policy and procedure relate to annual activity (e.g., an annual call for nominations and then subsequent awarding of the honour) assessment of the updated procedure and the related forms/tools can be undertaken at that time, to gather input for future revisions as well as to improve on any of the processes related to the procedure.

CONSULTATIONS

Consultation

Consultation has been extensive with the proposed revisions over the late October to December 2024 time period. Overall input has been positive with the proposed changes, and valuable input has been received with regards to: (a) clarity of who is eligible to nominate, (b) desire for descriptors of teaching excellence (this will be developed through the nomination form/s), (c) support for removing the three-year post-retirement eligibility criteria, (d) support for the enhanced of benefits and examples of participation for emeritus faculty, and (e) inclusion of the ability to nominate a faculty posthumously.

Note: Counsellors have been consulted and wish to remain included in the policy.

The following (in no particular order) identifies individuals and groups consulted:

- Faculty Councils
- Deans
- Counsellors

- University Librarian
- Academic Leadership Council
- Director Philanthropy and Alumni Relations
- Vice President University Relations
- Associate Vice President, Student Affairs
- Senate Tributes Committee
- Vice President Academic & Provost
- Vice Provost & Associate Vice President Academic

DOCUMENTS FOR SENATE REVIEW


- Current Faculty Emeritus Policy S1999-06 Faculty Emeritus Policy
- Current Faculty Emeritus Procedure S1998-06-01 Procedure for Selecting Faculty Emeritus Recipients
- Proposed (new) Academic Emeritus Policy (clean)
- Proposed (new) Academic Emeritus Policy (marked up post-SBPPC)
- Proposed (new) Academic Emeritus Procedure (clean)
- Proposed (new) Academic Emeritus Procedure (marked up post-SBPPC)

RECOMMENDATION

THAT the new policy Academic Emeritus and its related procedure be approved, effective Sept. 1, 2025.

THAT S1999-06 Faculty Emeritus and S1998-06-01 Procedure for Selecting Faculty Emeritus Recipients be rescinded, effective Sept. 1, 2025.

Current Policy

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S1999-06	Vice-President Academic and Provost		
Policy Name			
Faculty Emeritus			
Approved by	Replaces	Category	Next Review
Senate	EC1999-06 / 9023	B	2020
Date Issued	Date Revised	Related Policies, Reference	
May 1999	August 2019		

1. OVERVIEW

This policy creates the Emeritus designation for faculty retirees and sets the criteria for its bestowal.

2. POLICY

The Faculty Emeritus designation is awarded to faculty retirees who have provided outstanding service to the University and their discipline, as per the criteria below. The designation honours exceptional faculty retirees and allows the University to continue its relationship with them. The University reserves the right to revoke the designation in exceptional circumstances, at the discretion of the Senate Tributes Committee.

3. CRITERIA

To be considered for Faculty Emeritus designation, a nominee must be retired for a minimum of three years (or at the discretion of the Tributes Committee), in addition to providing outstanding service to both the University and discipline as measured by the following, both before and through retirement:

- a. Excellence in faculty work;
- b. Contributions made to the discipline;
- c. Contributions made to the University;
- d. Contributions made to the community.


Current Policy

4. HONOURS

The Faculty Emeritus designation provides general access to University facilities and access to the resources of the retiree's department to the extent approved by the department's Coordinator in consultation with the department.

The specific honours of Faculty Emeritus designation are:

- a. Inclusion of name in University Calendar, accompanied by "Instructor Emeritus", "Librarian Emeritus", "Counsellor Emeritus", or other designation as appropriate.
- b. Provision of access to office space (subject to availability and the approval of the division) for periods of scholarly or professional activity by the Faculty Emeritus.
- c. A university library card and email address.
- d. Appropriate courtesies such as invitations to graduation and awards ceremonies and other University events.

 CAPILANO UNIVERSITY		POLICY		
Policy No.	Officer Responsible			
S2025-01	Vice-President Academic and Provost			
Policy Name				
Academic Emeritus				
Approved by	Replaces		Category	Next Review
Senate	EC1999-06 / 9023; S1999-06		Academic	2030
Date Issued	Date Revised	Date in effect	Related Policies	
May 1999				

1. PURPOSE

The purpose of this policy is to establish the criteria, set out benefits, and together with the supporting procedure, determine the approach to the awarding of academic emeritus honours at Capilano University (the “University”).

2. SCOPE

This policy applies to the nomination and recognition of instructional faculty and librarians for the award of academic emeritus at the University.

3. POLICY STATEMENT

- 3.1 The Academic Emeritus designation is an award that recognizes the outstanding, distinguished contributions of instructional faculty or librarians (“faculty”) to the academic life of the University. It further seeks to encourage and foster an ongoing relationship between faculty after retirement and the University so that both the faculty and University may benefit from the continuing relationship.
- 3.2 Faculty who have left the employment of the University, generally through retirement, and who have served the University for a minimum of ten years may be nominated¹. The designation recognizes outstanding achievement in teaching and at least one of either (a) research/creative activity/scholarship or (b) service
- 3.3 Emeritus status recognizes outstanding academic service and provides the University with the opportunity to keep highly productive members of the academic community engaged and contributing to the University and to academia. Some ways in which there are mutual benefits to the emeritus faculty and the University include:
 - a) sharing skills, knowledge, and expertise as a resource for colleagues and students;
 - b) undertaking or continuing with research or other scholarly/creative projects that may involve or employ students and faculty, and may bring in additional outside funding;

¹ To be eligible for nomination, a faculty must be retired prior to May 31 of any year.

- c) mentoring faculty colleagues and students;
- d) providing disciplinary expertise and advice with curriculum development or revision; or
- e) presenting as a guest speaker, facilitating seminars or other colloquia at the departmental, school, Faculty or university.

3.4 Nominations may be made posthumously.

4. BENEFITS

4.1 The title Academic Emeritus is bestowed in perpetuity by the Senate on the recommendation of the Tributes Committee, unless revoked. There are no formal duties, and there is no remuneration associated with the title of Emeritus.

4.2 Benefits related to the academic emeritus recognition include:

- a) name and designation included in the University directory;
- b) name included on all departmental and University mailing lists and invitation lists;
- c) use of a University email account;
- d) faculty library privileges, including interlibrary loans;
- e) use of business cards with the emeritus title;
- f) use of University letterhead for academic purposes;
- g) eligibility to apply for Tri-Agency funding and other types of external research funding;
- h) participation in campus seminars, colloquia, lectures, and special events as a member of the University community; and
- i) eligibility for tuition waiver(s) of credit courses offered by the university as set out from time to time in the faculty collective agreement.

4.3 Additional benefits related to specific academic activities, for a designated period of time, may be made available at the discretion of the Vice President Academic & Provost on the recommendation of the Dean of the relevant Faculty or their designate. As available and linked with a specific department, such support may include access to office space, the use of specialized facilities for research, and the use of office supplies/other University supplies. These are not automatic benefits of the title.

4.4 Those awarded the emeritus honour are expected to abide by relevant university policy and procedures particularly, but not limited to, those identified in section 6 below.

4.5 The University reserves the right to revoke the award of an emeritus who brings the University into disrepute in which case the title and its privileges will be revoked by the Board of Governors, on the recommendation of Senate. The decision of the Board of Governors will be final.

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 and subsequent revisions to the Policy are the responsibility of the Vice President Academic and Provost. Operationalization of any associated procedures is the responsibility of the Director, University Relations.

6. RELATED POLICIES AND GUIDANCE

- B.213 Travel, Business and Hospitality Expenses
- B.511 Discrimination, Bullying and Harassment Policy
- B.512 Human Rights, Diversity, Inclusion and Equity Policy
- B.506 Standards of Conduct Policy
- B.517 Conflict of Interest Policy
- OP.604 Acceptable Use and Security of Digital Technology Policy
- E.603 Employee Email
- S2021-02 Research Ethics Policy: Research with Human Participants

7. REFERENCES

This policy was adapted from Vancouver Island University with permission.

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2025-01	Vice-President Academic and Provost		
Policy Name			
Academic Emeritus			
Approved by	Replaces	Category	Next Review
Senate	EC1999-06 / 9023; S1999-06	Academic	2030
Date Issued	Date Revised	Date in effect	Related Policies
May 1999			

1. PURPOSE

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2. SCOPE

This policy applies to the nomination and recognition of instructional faculty and librarians for the award of academic emeritus at the University.

3. POLICY STATEMENT

- 3.1 The Academic Emeritus designation is an award that recognizes the outstanding, distinguished contributions of ~~(normally) retired~~ instructional faculty or librarians ("faculty") to the academic life of the University. It further seeks to encourage and foster an ongoing relationship between faculty after retirement and the University so that both the faculty and University may benefit from the continuing relationship.
- 3.2 Faculty who have left the employment of the University, ~~normally~~ **generally** through retirement, and who have served the University for a minimum of ten years may be nominated. The designation recognizes outstanding achievement in teaching, and at least one of either research/creative activity/scholarship or service.
- 3.3 ~~Nominations may be made posthumously.~~ **(moved to become 3.4 in final draft)**
- 3.4 Emeritus status recognizes outstanding academic service and provides the University with the opportunity to keep highly productive members of the academic community engaged and contributing to the University and to academia. Some ways in which there are mutual benefits to the emeritus faculty and the University include:
 - a) sharing skills, knowledge, and expertise as a resource for colleagues and students;
 - b) undertaking or continuing with research or other scholarly/creative projects that may involve or employ students and faculty, and may bring in additional outside funding;

Commented [DJ1]: Why is "(normally)" necessary? Emeritus implies that the person has retired, i.e. "it is an honorary title granted to someone who retires from a position of distinction, most commonly an academic faculty position."

Commented [CM2]: Did the Counsellors have any feedback?

Commented [DJ3]: Same question, i.e. why include "normally"?

Commented [CM4]: I'm happy to see this requirement added; just wanted to make sure the rest of the committee is okay with it.

Commented [CM5]: Clarify that there are two options here.

Commented [CM6R5]:

Commented [DJ7]: This should be the last paragraph of section 3.

Commented [CM8R7]: Yes

Commented [SG9]: There doesn't seem to be list of faculty who have received the designation of Emeritus on the website hence it would be difficult for present faculty to contact them and to benefit from their expertise.

Commented [SG10R9]: Nor are their names on the departments that they served, e.g., Jenny Penberthy of the English Department.

Commented [TF11R9]: The list is in the pdf on this page. <https://www.capilanou.ca/about-capu/governance/senate/faculty-emeritus/>

To add them to the campus directory, there needs to be a request sent to PCD to enter them.

- c) mentoring faculty colleagues and students;
- d) providing disciplinary expertise and advice with curriculum development or revision; or
- e) presenting as a guest speaker, facilitating seminars or other colloquial colloquia at the departmental, school, Faculty or university.

Commented [CM12]: I think this should be "colloquia"

4. BENEFITS

4.1 The title Academic Emeritus is bestowed in perpetuity, on an ongoing basis with no term by the Senate on the recommendation of the Tributes Committee, unless revoked. There are no formal duties, and there is no remuneration associated with the title of Emeritus.

Commented [DJ13]: Better: The title Academic Emeritus is bestowed by the Senate on the recommendation of the Tributes Committee on an ongoing basis with no term. But what does "with no term" mean?

4.2 Benefits related to the academic emeritus recognition include:

Commented [CM14R13]: in perpetuity unless revoked.

- a) name and designation included in the University directory;
- b) name included on all departmental and University mailing lists and invitation lists;
- c) use of a University email account;
- d) faculty library privileges, including interlibrary loans;
- e) use of business cards with the emeritus title;
- f) use of University letterhead for academic purposes;
- g) eligibility to apply for Tri-Agency funding and other types of external research funding;
- h) participation in campus seminars, colloquia, lectures, and special events as a member of the University community; and
- i) eligibility for tuition waiver(s) of credit courses offered by the university as set out from time to time in the faculty collective agreement.

Commented [SG15]: Jenny's name is not in the directory.

Commented [SG16]: it would be difficult to find her email address if it is not in the directory.

Commented [TF17R16]: As far as I know, when people leave the university they no longer have a listing in the campus directory. This could possibly be a request to PCD. Personal email addresses cannot be used. The system only accepts CapU-assigned email addresses. We can discuss this further.

4.3 Additional benefits related to specific academic activities, for a designated period of time, may be made available at the discretion of the Vice President Academic & Provost on the recommendation of the Dean of the relevant Faculty or their designate. As available and linked with a specific department, such support may include access to office space, the use of specialized facilities for research, and the use of office supplies/other University supplies. These are not automatic benefits of the title.

Commented [TF18]: Do we need "of time"?

4.4 Those awarded the emeritus honour are expected to abide by relevant university policy and procedures particularly, but not limited to, those identified in section 6 below.

Commented [DJ19]: Get rid of ", but limited to" - redundant

4.5 The University reserves the right to revoke the award of an emeritus who brings the University into disrepute in which case the title and its privileges will be revoked by the Board of Governors, on the recommendation of Senate. The decision of the Board of Governors will be final.

Commented [CM20]: In the current policy, this responsibility falls to the Tributes Committee. I understand why this is probably better placed with the Board. I'm wondering how you envision the recommendation would come to Senate.

Commented [CM21R20]: would go directly to Senate; not STC

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 and subsequent revisions to the Policy are

the responsibility of the Vice President Academic and Provost. Operationalization of any associated procedures is the responsibility of the Director, University Relations.

6. RELATED POLICIES AND GUIDANCE


- B.213 Travel, Business and Hospitality Expenses
- B.511 Discrimination, Bullying and Harassment Policy
- B.512 Human Rights, Diversity, Inclusion and Equity Policy
- B.506 Standards of Conduct Policy
- B.517 Conflict of Interest Policy
- OP.604 Acceptable Use and Security of Digital Technology Policy
- E.603 Employee Email
- S2021-02 Research Ethics Policy: Research with Human Participants

7. REFERENCES

This policy was adapted from Vancouver Island University with permission.

Commented [DJ22]: I have been on the Tributes Committee since 2018 and every year we agreed that potential candidates must be retired for a minimum of three years (or at the discretion of the Committee). I really feel that it is important that post-retirement contributions be at least a consideration in the policy, if not a requirement. Contributing to/giving back to the relevant industry (or just society in general) after retirement is also worthy of applause/celebration.

Current Procedure


 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.		Officer Responsible	
S1999-06-1			
Procedure Name			
Procedure for Selecting Faculty Emeritus Recipients			
Policy This Procedure is Under		Date of Next Policy Review	
S1999-6 Faculty Emeritus		2020	
Date Issued	Date Revised	Related Policies, Reference	
September 2015			

1. The Senate Tributes Committee will call for nominations on or about October 1, via Frontlines and will report the matter as an information item at the September Senate meeting.
2. Nominations must be submitted no later than December 1. Nominations received after that time will be considered for the next Convocation.
3. Nominations will be submitted in writing to the Office of the President, Attention: Faculty Emeritus.
4. The nomination will include:
 - 4.1 A letter explaining why the nominee is deserving of the recognition, with specific reference to the criteria in Faculty Emeritus Policy S1999-06;
 - 4.2 A short biographical summary outlining the nominee's accomplishments; and
 - 4.3 Contact information for the nominee and the nominator.

These items should not exceed three (3) pages. The Tributes Committee reserves the right to request further information.
5. The Office of the President will send all submitted nominations to the Chair of the Tributes Committee as soon as the December 1 deadline has passed.
6. The Tributes Committee will meet and decide whether the specific designation will be Instructor Emeritus, Counselor Emeritus, Librarian Emeritus, or other designation as appropriate.
7. The Tributes Committee will finalize its recommendations in time for the Chair of the Tributes Committee to present the name(s) and nomination information of recommended recipient(s) to Senate for approval at its March meeting.

Current Procedure

- 8 Senate will send a list of successful nominees to the Office of the President immediately so that candidates can be contacted. The Office of the President will send the list to the Board Chair for information prior to Convocation.
- 9 The Office of the President will personally communicate with the successful nominees. When they have confirmed their acceptance of the honour, announcements of the Faculty Emeritus recipients will be made via the Capilano University website.
- 10 The President's Office will send the final list of recipients to Special Events by April 1.

 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.		Officer Responsible	
S2025-01-01		Vice President Academic and Provost	
Procedure Name			
Academic Emeritus			
Policy This Procedure is Under		Category	Next Review
S2025-01 Academic Emeritus		Academic	2030
Date Issued	Date Revised	Date in effect	Related Policies
September 2015			

1. PURPOSE

The processes set out in this document are designed to support S2025-01 Academic Emeritus Policy (the “Policy”) and govern the awarding of the Academic Emeritus honour at Capilano University (the “University”).

2. PROCEDURE

Nominations

- 2.1 A call for nominations for awarding of the academic emeritus recognition will be done annually through the President’s Office on or about October 1 and communicated through usual internal University channels.
- 2.2 Nominations must be submitted to the Office of the President no later than December 1.
- 2.3 Nominations may be made by departments or the organizational unit most closely associated with the work of the nominee. They may also be made by groups of individuals.
- 2.4 Nominations must be in writing (using the applicable forms) and must include the supporting signature of at least three faculty and/or academic administrators (which could include up to two retired faculty or administrators), inclusive of the nominator. The supporting signatures can be inclusive of faculty beyond the nominee’s department/unit. The nomination is to be submitted in confidence; information must only be shared only between the nominator, those providing supporting signatures, and the nominee.
- 2.5 Required information from the nominators include:
 - a) full name of the nominee;
 - b) department/unit of the nominee;
 - c) university email of the nominee, if current employee;
 - d) email and phone numbers of the nominator and two additional faculty/academic administrators supporting the nomination.

- 2.6 Nominations will set out, through completion of applicable form(s), in detail, the reasons for recommending the award of this honour. Because the award recognizes outstanding achievement in teaching and/or the support of teaching/learning (librarians), and at least one other of either scholarship/creative activity/research or service, evidence is to be provided of those accomplishments. Such evidence might include, but is not limited to:
- a) documentation of awards or other formal methods of recognition for excellence in teaching and/or research, scholarly or creative activity;
 - b) documentation of contributions to the nominee's department/unit or to the university;
 - c) assessment by colleagues of excellence in teaching, services, or research/scholarly activity/creative activity;
 - d) record or course and curriculum development supported with innovations in teaching;
 - e) lists of scholarly publication or other forms of knowledge sharing/mobilizing, invited lectures or presentation;
 - f) evidence of recognition from disciplinary agencies/organizations or bodies;
 - g) record of participation in provincial, national or international committees, forums or collaborations that advance post-secondary teaching and learning or their field of study; or
 - h) recognition of service to community external to the university, preferably associated with the nominee's responsibilities at the university or discipline.

Adjudication and Awarding

- 2.7 Completed nomination packages will be provided to the Senate Tributes Committee as soon after the December 1 deadline as possible for consideration and recommendation to Senate.
- 2.8 The Tributes Committee deliberations will be in-camera, and all information will remain confidential.
- 2.9 The Tributes Committee, through the chair or designate, may request additional information of the nominee from the nominator and/or those who have provided supporting signatures to clarify or gather additional input related to the nomination. Any additional information gathered will be shared with the Tributes Committee and kept confidential.
- 2.10 The adjudication of nominations will take place in such a way as to minimize perceived conflict of interest and prevent real conflict of interest, and the following will apply:
- a) Any member of the Tributes Committee, or of Senate, who has an interest (real or perceived) in a particular nomination must declare that interest before deliberations commence.
 - b) The Chair of the Tributes Committee and/or the Chair of Senate (as appropriate) will rule on whether a member with a perceived interest is in a real conflict of interest. If so, the member must be absent from all deliberations concerning the nomination and must not vote on any recommendation bearing on the nomination.
 - c) A nominator, or faculty/academic administrator supporting a nomination, who is also a member of the Tributes Committee or Senate must recuse themselves from all deliberations and not be present for or participate in the voting.

- 2.11 The Tributes Committee will forward its recommendations, along with a summary of supporting material to the Senate for approval. Along with its recommendations, the Tributes Committee will also report to the Senate the number of nominations that were not recommended.
- 2.12 Senate may approve candidates following recommendations from the Tributes Committee, normally no later than the March meeting. This will be an in-camera meeting.
- 2.13 Senate, through the administrative support role, will send a list of successful nominees to the Office of the President immediately after the meeting and including University Relations (director).
- 2.14 The Vice President Academic and Provost will personally communicate with the successful nominees. When they have confirmed their acceptance of the honor, announcements of recipients will be made via the university website with recognition at the June convocation.

3. ADMINISTRATIVE RESPONSIBILITY FOR THIS PROCEDURE

The Director, University Relations is responsible for managing and administering this procedure.

4. RELATED POLICIES AND GUIDANCE

B.213 Travel, Business and Hospitality Expenses

B.511 Discrimination, Bullying and Harassment Policy

B.512 Human Rights, Diversity, Inclusion and Equity Policy

B.506 Standards of Conduct Policy

B.517 Conflict of Interest Policy


OP.604 Acceptable Use and Security of Digital Technology Policy

E.603 Employee Email

2021-02 Research Ethics Policy: Research with Human Participants

5. REFERENCES

This policy was adapted from Vancouver Island University with permission.

 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.		Officer Responsible	
S2025-01-01		Vice President Academic and Provost	
Procedure Name			
Academic Emeritus			
Policy This Procedure is Under		Category	Next Review
S2025-01 Academic Emeritus		Academic	2030
Date Issued	Date Revised	Date in effect	Related Policies
September 2015			

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- 2.5 Required information from the nominators include:
 - a) full name of the nominee;
 - b) department/unit of the nominee;
 - c) university email of the nominee, if current employee;

Commented [CM1]: Current policy says that this is the role of the Tributes Committee. Having served on the Tributes Committee, I don't think this is how things have been done in recent history, so is this an update reflecting actual practice?

Commented [DJ2]: What if the nominee worked in more than one department, as well as being involved in voluntary positions, such as Senate?

Commented [SG3]: Since this might happen some time after the faculty has retired during which time many others might have retired, might the supporting signatures include retired faculty and retired administrators?

Commented [DJ4]: What is the reasoning behind requiring three signatures? A lot of baby boomers are retiring and those left may not all know the nominee. Also, three signatures seems like overkill. I think two should be the maximum (one would be better).

Commented [SG5]: Should the nominee not give permission?

Commented [SG6R5]: Also, contact with the candidate would be necessary in order to know the full extent of the candidate's contribution to the university, to the discipline and to the community.

Commented [DJ7]: Why would a current employee be nomination for an emeritus award??? By definition, emeritus means retired.

Commented [CM8R7]: ADD FOOTNOTE to define timelines of eligibility Must be retired by the June award date (convocation)

- d) email and phone numbers of the nominator and two additional faculty/academic administrators supporting the nomination.

Commented [DJ9]: Again, why is this being required?
Two should be sufficient.

- 2.6 Nominations will set out, through completion of applicable form(s), in detail, the reasons for recommending the award of this honour. Because the award recognizes outstanding achievement in teaching and/or the support of teaching/learning (librarians), and at least one other of either scholarship/creative activity/research or service, evidence is to be provided of those accomplishments. Such evidence might include, but is not limited to:

Commented [SG10]: Should we see the application form?

- a) documentation of awards or other formal methods of recognition for excellence in teaching and/or research, scholarly or creative activity;
- b) documentation of contributions to the nominee's department/unit or to the university;
- c) assessment by colleagues of excellence in teaching, services, or research/scholarly activity/creative activity;
- d) record or course and curriculum development supported with innovations in teaching;
- e) lists of scholarly publication or other forms of knowledge sharing/mobilizing, invited lectures or presentation;
- f) evidence of recognition from disciplinary agencies/organizations or bodies;
- g) record of participation in provincial, national or international committees, forums or collaborations that advance post-secondary teaching and learning or their field of study; or
- h) recognition of service to community external to the university, preferably associated with the nominee's responsibilities at the university or discipline.

Commented [CM11]: Just curious on your thoughts about a faculty member performing a lot of community service that may not be connected to their discipline.

Adjudication and Awarding

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Commented [SG12]: Is there a number limit?

3. ADMINISTRATIVE RESPONSIBILITY FOR THIS PROCEDURE

The Director, University Relations is responsible for managing and administering this procedure.

4. RELATED POLICIES AND GUIDANCE

- B.213 Travel, Business and Hospitality Expenses
- B.511 Discrimination, Bullying and Harassment Policy
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- 2021-02 Research Ethics Policy: Research with Human Participants

5. REFERENCES

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**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: January 23, 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 January 17, 2025:

- 25/01** It be recommended to Senate for approval that the residency requirement for the Bachelor of Arts Degree – Applied Behaviour Analysis (Autism) continue to be reduced from 50% to 25% for distance students on a further interim basis, to be reviewed again in one year.
- 25/02** SCC recommends the Outdoor Filmmaking Certificate for approval as presented in accordance with Procedure No. B.106-2 Program Approval, Section 4.
- 25/03** SCC recommends the Communication for Professionals Certificate for approval as presented in accordance with Procedure No. B.106-2 Program Approval, Section 4.
- 25/04** SCC recommends the Computing Systems Certificate for approval as presented in accordance with Procedure No. B.106-2 Program Approval, Section 4.
- 25/05** SCC recommends the Sustainable Economics Certificate for approval as presented in accordance with Procedure No. B.106-2 Program Approval, Section 4.
- 25/06** The revisions to the Music Diploma program profile be recommended to Senate for approval.
- 25/07** The revisions to the Bachelor of Arts with a Major in Writing and Literature – Literature and Culture Concentration Program Profile and Minor in Literature and Culture Program Profile be recommended to Senate for approval.



Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: Jan 23, 2025

Date: _____