



SENATE REGULAR MEETING

Tuesday, January 14, 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 Lílwat, xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwataʔ/Selilwitulh (Tseil-Waututh) Nations.

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of Minutes - Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
None.
6. **New Business**
 - 6.1 Update on Senate Committee on Graduate Studies – *Information* Dawn Whitworth
Schedule 6.1
 - 6.2 Graduates – *Decision* Kyle Vuorinen
 - 6.3 Spring 2025 Senate Election Timeline - *Information* Kyle Vuorinen
Schedule 6.3
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Information* Alaa Al-Musalli
 - 7.2 Bylaw, Policy and Procedure Committee – *Information* Corey Muench
 - 7.3 Curriculum Committee – *Decision* Deb Jamison
7.3.1 Resolution Memo Schedule 7.3.1
[December 13 Agenda Package/ December 13 Draft Minutes](#)



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| 7.4 Teaching and Learning Committee – <i>Information</i> | Diana Twiss |
| 7.5 Budget Advisory Committee – <i>Information</i> | Michael Thoma |
| 8. Other Reports | |
| 8.1 Chair of Senate – Absent | |
| 8.2 Vice Chair of Senate – <i>Information</i> | Deb Jamison |
| 8.3 VP Academic and Provost – <i>Information</i> | Tracy Penny Light |
| 8.4 Board Report – <i>Information</i> | Amina El Mantari |
| 8.5 Elder Report - <i>Information</i> | Elder Latash |
| 9. Discussion Items | |
| 10. Other Business | |
| 11. Information Items | |



SENATE MEETING

Tuesday, December 3, 2024 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, Deb Jamison, Alan Jenks, Brad Martin, Priya McMurtrie, Vedant Mehra, Corey Muench, Alaa Al-Musalli, Christina Neigel, Farnoosh Sam, Ramin Shadmehr, Amanjot Singh, Michael Thoma, Diana Twiss, Emily Walmsley, Recorder: Mary Jukich
- Regrets:** Laura Kinderman, Michael Laurence, Tracy Penny Light, Amina El Mantari, Majid Raja, Sarang Deep Singh, Kyle Vuorinen
- Guests:** Elder Doctor Latash, Miranda Huron, Harb Jahal, Aurelea Mahood, Francisco Nogueira, Maria Valioux
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1. Welcome

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

Saksham Goyal, new voting student Senator, was introduced and welcomed to Senate.

The following guests were introduced:

- Aurelea Mahood, Associate Vice President, Academic and Provost attended on behalf of Tracy Penny Light;
- Francisco Nogueira, Acting Dean, attended on behalf of Laura Kinderman;
- Harb Johal, Associate Registrar, Registration, Student Information Services, Records, Financial Aid & Awards attended on behalf of Kyle Vuorinen.

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



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2. Approval of the Agenda

Paul Dangerfield moved and Maria Valiouk seconded:
 To adopt the agenda.

CARRIED

3. Approval of the Minutes

Paul Dangerfield moved and Brad Martin seconded:
 To adopt the November 5, 2024 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Senate Subcommittee Vacancies

Presented by: Harb Johal

Membership on Senate subcommittees is almost complete, with vacancies remaining on the following subcommittees:

- Vice Chair Nominating – 1 Student Senator
- Self-Evaluation – 1 Faculty and 1 Student
- Tributes – 1 Student Senator

6. New Business

None

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Alaa Al-Musalli

The committee met on November 12, 2024, and reviewed the 1-Year progress report from Jazz Studies, which covered the successful implementation of the recommendations from the 2021/22 review of three programs, namely, Jazz Studies Diploma; Bachelor of Music in Jazz studies – Performance/Composition, and Bachelor of Music in Jazz Studies – Education.

At the committee meeting, Claire Carolan, Aurelea Mahood and Maryam Babu provided an orientation from Academic Initiatives and Planning (AIP) and a cyclical review celebrating the important history of the work done over the years.



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The committee is still working on their Terms of Reference (TOR) and it is expected that a draft document will be sent shortly to the Bylaw, Policy and Procedure Committee for review.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The Committee did not meet in November as no policy items were submitted for review.

As a result of the new Ministry guidelines for Degree Quality Standards released in July, the committee is anticipating that the following items will be brought for review:

Senate Policies:

- [Course Numbering and Credit Level](#)
- [Course Outlines of Record and Course Syllabi for Credit Courses](#)
- [Teaching Out of Discontinued Programs](#)

Board Policies:

- [B.108 Credit and Non-Credit Courses](#)
- [B.104 Discontinuance of Programs or Courses](#)
- [B.106 Program and Course Review and Approval policies on academic review and course/POST approval/change](#)

In addition, it is expected that the following two additional policies, which are currently undergoing revisions, will soon be brought to the Committee:

- Faculty Emeritus Policy/Procedures
- Faculty Qualifications

The committee is also expecting to be reviewing the newly proposed Senate committee Terms of Reference (revisions of existing “Mandate and Structure” documents).



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7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the November 15, 2024 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Diana Twiss seconded:

24/30 That Senate approve Resolutions 24/65 to 24/79

CARRIED

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

The Committee met on November 19, 2024, and received several reports, including the following highlights:

- The Centre for Teaching Excellence is working on a renewal of their mission and vision.
- A report on the digital learning framework will be brought to the committee.
- The Faculty Research Symposium will take place on Friday, April 25, 2025, and the Student Research Symposium will take place on Saturday, April 26, 2025.
- Results will go out this week for the annual CARS Unified Grant and 24 faculty awards will be announced. Ten faculty will receive section release in addition to research assistant funding.
- The NSERC Mobilize Grant call has ended, and 15 applications were received for five grants.
- Academic Initiatives and Planning (AIP) are working on CIP (classification of instructional programs) code adjustments to make sure all Capilano programs align with government requirements.



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- A request for proposal (RFP) is being developed collaboratively with other institutions for a curriculum management system.
- Work on Masters' programs is ongoing and it is anticipated that it will be approximately two years before the three programs in progress are launched.

7.5 Budget Advisory Committee

Presented by: Michael Thoma

The Committee has not met since the last Senate meeting, and the next meeting is scheduled for December 13, 2024.

8. Other Reports

8.1 Senate Chair

Paul Dangerfield informed Senate members that he will be on vacation for the January 14, 2025 Senate meeting and Deb Jamison, Vice Chair of Senate, will be chairing the meeting.

8.2 Vice Chair

Deb Jamison provided the Vice Chair's report and noted that she continues to attend all the Senate subcommittee meetings. In addition, work continues on the Terms of Reference for the Senate Curriculum, Senate Academic Planning and Program Review, Budget Advisory and the Bylaw, Policy and Procedure Committees and it is anticipated that the Terms of Reference for these committees will be ready for review by the Bylaw, Policy and Procedure Committee by February.

8.3 VP Academic and Provost

On behalf of Tracy Penny Light, Aurelea Mahood, Associate Vice President Academic and Provost, provided the following report:

- Appreciation was provided to the Senate and the subcommittees for the work this past term.



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- There has been a range of feedback, including from students, with respect to Tracy's recent open coffee drop-in sessions.
- Appreciation was also provided to everyone who participated in the recent Explore Capilano event and to those who will be participating in the upcoming December 7 Open House in Squamish.

8.4 Board Report

Paul Dangerfield provided the Board report on behalf of Amina El Mantari, including the following highlights:

- An update was provided to the Board on Illuminating 2030.
- The CSU provided a presentation on their recent and upcoming work.
- The Board committees are also updating their Terms of Reference.
- The Board received the same brief that was recently provided to the Senate Budget Advisory Committee.

8.5 Elder Report

Elder Doctor Latash reflected on the history of the name "Capilano" and the process of taking a name. Elder Doctor Latash also shared that the First Nations have always been progressive about standing up and announcing their rights, and continue to work on finalizing the treaty between the Nations and Canada.

In addition, Elder Doctor Latash reflected on the power of words.

9. Discussion Items

Senate members were informed of the recent passing of Don Perro, program coordinator, 2D Animation & Visual Development.

10. Other Business

No other business was presented.



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11. Information Items

No information items were presented.

The meeting was adjourned at 4:55 pm.

Next Meeting: Tuesday, January 14, 2025

DRAFT

SENATE REPORT

AGENDA ITEM:	Graduate Studies Update
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	14th Jan 2025
PRESENTERS:	Dawn Whitworth, AVP of Creative Activity, Research & Scholarship and Graduate Studies

PURPOSE

To update Senate on progress made towards striking up a new Senate Committee in Graduate Studies

BACKGROUND

In November 2024 Senate Approved the striking of a new Senate Committee in Graduate Studies. On the recommendation of the Senate Bylaw, Policy and Procedure Committee, we have struck up a new Graduate Studies *Working Group* to develop a framework and draft Terms of Reference for this new Senate Committee in Graduate Studies.

APPROVALS & CONSULTATIONS – for information only

DOCUMENTS FOR SENATE REVIEW – no document(s) to review – verbal update will be provided by the AVP of CARS

RECOMMENDATION – for information only

MEMO

To: Paul Dangerfield, President and Senate Chair
From: Kyle Vuorinen, Registrar
Subject: Spring 2025 Election BOG and Senate timeline and seats up for election
Date: January 7, 2025
cc:

SPRING 2025 ELECTION TIMELINE

Date	Action	Duration
Thursday, Jan 30	Call for nominations	Two weeks
Wednesday, February 12, 4pm	Call for nominations CLOSED	Four weeks
Thursday, Feb 13 10 am	Orientation (by request)	
Thursday, March 13, 12:01 am	Voting OPEN	One week
Wednesday, March 19, 11:59pm	Voting CLOSED	
Friday, March 21	Election Results Announced	

BOARD OF GOVERNOR SEATS UP FOR ELECTION

Representative	Seats	Term start	Term Ends
Students	1	Immediately	July 31, 2026
	1	August 1, 2025	July 31, 2026

SENATE SEATS UP FOR ELECTION

Representatives	Seats	Non-voting term starts	Voting term starts	Term ends
Students	1	n/a	Immediately	July 31, 2026
	3	n/a	August 1, 2025	July 31, 2026
Faculty of Arts and Sciences	1	August 1, 2025	August 1, 2026	July 31, 2028

Faculty of Business & Professional Studies	1	August 1, 2025	August 1, 2026	July 31, 2028
Faculty of Education, Health and Human	1	August 1, 2025	August 1, 2026	July 31, 2028
Faculty of Fine and Applied Arts	1	August 1, 2025	August 1, 2026	July 31, 2028
Faculty of Global and Community Studies	1	August 1, 2025	August 1, 2026	July 31, 2028





**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: December 16, 2024
TO: Paul Dangerfield, Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on December 13, 2024:

- 24/80** The new course, BIOL 120 – Environmental Field Studies, as well as Cap Core designation under the heading *Science and Technology*, and Lab Science and Science designations be recommended to Senate for approval.

- 24/81** The prerequisite revisions to KINE 306 – Principles of Strength and Conditioning be recommended to Senate for approval.

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

Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: Dec. 16, 2024

Date:
