



SENATE REGULAR MEETING

Tuesday, March 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* Jordon Lovig
Schedule 5.1
 - 5.2 Self Evaluation Committee – *Information* Christina Neigel
 - 5.3 Vice-Chair Nominating Committee – *Information* Paul Dangerfield
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* Corey Muench
Schedule 7.2.1
 - 7.2.1 Terms of Reference - Memo
 - Academic Planning and Program Review Committee
 - Budget Advisory Committee
 - Bylaw, Policy and Procedure Committee
 - Curriculum Committee
 - 7.2.2 Recission of Mandate and Structure Policies – *Decision* Schedule 7.2.2



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7.3 Curriculum Committee – *Decision*

Deb Jamison

7.3.1 Resolution Memo

Schedule 7.3.1

[February 21 Agenda Package](#) / [February 21 Draft Minutes](#)

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

12. In Camera Session – Tributes Committee



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

Regrets: Julia Black, Saksham Goyal, Michael Laurence, Kyle Vuorinen

Guests: Laureen Styles, Claire Carolan

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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 Diana Twiss seconded:
To adopt the agenda.

CARRIED

3. Approval of the Minutes

Deb Jamison moved and Christina Neigel seconded:
To adopt the January 14, 2025 minutes.

CARRIED

4. Correspondence Received

Correspondence from students was received and will be addressed at the March Senate meeting.

5. Business Arising

5.1 Update on Indigenous Students Data

This item was not addressed as the Registrar was absent from the meeting.



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6. New Business

6.1 2026 Senate Meeting Schedule

Presented by: Paul Dangerfield

Senate was presented with the 2026 Senate meeting schedule. The proposed meeting dates follow the schedule from prior years, the first Tuesday of the month, except for January and May (to accommodate the Registrar's Office timelines for graduates) and August (to accommodate faculty returning from summer break). In addition, the proposed meeting dates were vetted to ensure no conflicts with significant religious or celebration dates.

Also, based on the discussion last year regarding the August meeting date and faculty returning on August 15, the proposed meeting date for August 2026 would be August 25, 2026. Following normal scheduling with Senate on the first Tuesday, this would mean that the September meeting would be scheduled on September 1, 2026 but given the quick turnaround between August and September, the September meeting was moved to the second Tuesday (September 8, 2026).

Paul Dangerfield moved and Laura Kinderman seconded:

25/03 To approve the Capilano University Senate 2026 regular meeting schedule. **CARRIED**

6.2 Vice-Chair Nominating Committee – Request to Convene

Presented by: Paul Dangerfield

The Vice-Chair Nominating Committee was requested to convene and assist in the process of identifying potential Senate Vice-Chair candidates and to bring the name(s) forward to Senate.



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7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Alaa Al-Musalli

The committee did not meet in January. However, the committee's Terms of Reference were brought to the Bylaw, Policy and Procedure committee on January 28, 2025 for review, at which time some additional minor revisions were suggested. The feedback was incorporated into the document and subsequently approved by the members of the Academic Planning and Program Review committee. The Terms of Reference will be brought to the March meeting for Senate approval.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The committee met on January 14 and January 28, 2025. At the January 14 meeting, the committee completed the review of the Academic Emeritus Policy and Procedure and began work on the Faculty of Fine and Applied Arts Bylaws. At the January 28 meeting, the committee members completed the work on the Fine and Applied Arts Faculty Bylaws and reviewed the Terms of Reference for the Senate Academic Planning and Program Review Committee, Senate Budget Advisory Committee, Senate Curriculum Committee and the Bylaw, Policy and Procedure Committee.

7.2.1 Academic Emeritus Policy and Procedure

The Faculty Emeritus policy and procedure were last reviewed in 2019. Consultation on the proposed changes was extensive, including Faculty Councils, Deans, Academic Leadership Council, etc. Overall input received from the consultation was positive regarding the proposed changes to: (a) clarity regarding 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 benefits and examples of participation for faculty emeritus and (e) inclusion of the ability to nominate faculty posthumously. In addition, counsellors were consulted and indicated they wish to remain included in the policy; however,



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the policy, as written and presented does not include them given that the focus of the honour is mainly on excellence in teaching.

On review and discussion by Senate members, no major concerns or issues were raised with the new Academic Emeritus Policy and Procedure.

Corey Muench moved and Tracy Penny Light seconded:

25/04 The new Academic Emeritus policy and its related procedure be approved, effective September 1, 2025, and that S1999-06 Faculty Emeritus and S1998-06-01 Procedure for Selecting Faculty Emeritus Recipients be rescinded, also effective September 1, 2025.

CARRIED

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the January 17, 2025 Senate Curriculum Committee meeting were presented to Senate for approval and no concerns were raised.

7.3.2 Squamish Certificates – Cover Memo was for information only.

7.3.3 Outdoor Filmmaking Certificate

7.3.4 Communication for Professionals Certificate

7.3.5 Computing Systems Certificate

7.3.6 Sustainable Economics Certificate

The proposed certificates were developed in accordance with policy B. 106, Program and Course Review and Approval Section 4. *Expedited Approval of Non-Degree Programs*. Under this section, expedited approval of new non-degree programs is permitted if “there is an opportunity for revenue generation to meet a specific demand and where there are time constraints.” Under this section, “[...] the program [is] to be offered on a one-time exceptional basis only. Before each of the programs are offered a second time, they must be approved through the normal approval process.” On review and discussion by Senate members, no issues or concerns were raised regarding the Certificates.



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Deb Jamison moved and John Brouwer seconded:

25/05 That Senate approve the motions approved by the Senate Curriculum Committee at its meeting on January 17, 2025, Resolutions 25/01 to 25/07, which include the motions for the Squamish Certificates.

CARRIED

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on January 21, 2025, and was provided with an opportunity for consultation on the proposed revisions to the Academic Qualifications for Faculty (Instructors) Policy, Attendance Policy and Grading Profile Policy.

In addition, the committee received reports from various Directors and one of the key highlights was that the call for proposals for the 2025 Symposium has been distributed and will close on February 28, 2025.

7.5 Budget Advisory Committee

Presented by: Michael Thoma

The Senate Budget Advisory Committee (SBAC) met on February 3, 2025, and was presented with two presentations.

The first presentation was on the Fiscal 2025/26 Final Budget, which began with an update on Integrated Planning. The integrated planning and budget process has been moved up to March from September to allow additional time to develop plans and budgets.

An overview of the operating budget was also provided to the committee, which indicated that the fiscal 2025/26 operating budget has a deficit of \$6.4 million, which is a \$9.5 million change compared to the Board-approved surplus budget of \$3.1 million from 2024/25. The \$6.4 million deficit addresses federal government policy changes and lower estimations around international tuition, as well as \$10.1 million in committed priorities, which include a full launch of the Squamish campus, preparing for 24/7 campus operations with the addition of the Student Housing residences in North Vancouver and Squamish, operations of the



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new Centre for Childcare Studies, development of graduate studies/school and implementation of foundational plans such as PeoplePlan, Digital Transformation, and Chénchenstway.

The second presentation provided an overview of the fiscal 2024/25 January forecast with an operating surplus of \$6.7 million, which is a \$3.6 million favourable variance compared to the Board approved budget of \$3.1 million. The surplus figure includes a capital restriction of \$5 million from the Ministry's operating funding for digital transformation.

The next committee meeting is scheduled for May 30, 2025.

8. Other Reports

8.1 Senate Chair

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

- Minister Anne Kang has returned to the position of Minister of Post-Secondary Education and Future Skills and part of her mandate letter includes four key priorities, which include reviewing programs to ensure they are supporting the economy; identifying shortages in terms of skilled professionals and ways to deliver training to address the shortages; working with the sector to evaluate and advocate with respect to the financial burden as a result of the international student restrictions and identifying opportunities to deliver housing initiatives for students. The University continues to align with these priorities.
- The University budget will be going to the Board for approval. For this year, there has been a reduction of approximately 20% in first year international students and the expectation is that there will be the same reduction next year. However, in the past few years, there has been a good flow through of international students which will allow the University to work with a deficit of approximately 2 – 3% of the total budget.



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8.2 Vice Chair

Deb Jamison acknowledged the chairs of the Senate subcommittees and the work that is being completed. In terms of student involvement, Deb Jamison and Corey Muench will be attending the Deans Council Meeting on February 13, 2025, and a report will be brought back to Senate.

The Tributes Committee met on January 27, 2025, and the recommendations for honorary degrees will be brought to either the March or April Senate meeting for approval.

8.3 VP Academic and Provost

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

- Work is underway around integrated academic planning, which includes work on a five-year curriculum plan in the Faculties and engagement with both faculty and students, examining quality learning experiences and efficiencies, as well as creating systems and processes and providing space for innovation. The first presentation was recently held on academic section planning principles.
- The next coffee hour will be online on February 11, 2025.
- Roy Jantzen's recent book launch was acknowledged.

8.4 Board Report

Presented by: Amina El Mantari

As the Board did not meet in January, a report was not provided. The next meeting is scheduled for February 25, 2025.

8.5 Elder Report

A report was not presented as Elder Doctor Latash did not attend the meeting.

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9. Discussion Items

Senators were encouraged to attend the Capilano University Alumni Awards of Excellence event on March 26, 2025, and to participate in events during Black History month.

10. Other Business

No other business was presented.

11. Information Items

No information items were presented.

The meeting was adjourned at 5:35 pm.

Next Meeting: Tuesday, March 4, 2025

Memo

To: Paul Dangerfield, Chair of Senate
From: Kyle Vuorinen, Registrar
Subject: Indigenous Graduates Data
Date: January 31, 2025
cc:

At the January 2025 Senate meeting, the question was raised about how many of our graduates approved at that meeting were Indigenous. The data below is being presented to Senate as information and provides the number of Indigenous graduates from 2023 up to January 2025. The Registrar's Office can provide further historical data on request.

Number of Indigenous Student Graduates 2023 to January 2025

Senate Graduation Approval	Graduates
January 2023	7
May 2023	23
September 2023	8
January 2024	4
May 2024	39
September 2024	6
January 2025	2
TOTAL	89

This group of learners achieved the following credentials:

- 2D Animation & Visual Development Diploma 2
- Adult Education Provincial Diploma 2
- Arts and Entertainment Management Diploma 3
- Associate of Arts Degree - Psychology 1
- Associate of Science Degree - Biology 1
- Bachelor of Arts (Honours) with a Major in Psychology 2
- Bachelor of Arts with a Major in Interdisciplinary Studies 1
- Bachelor of Arts with a Major in Psychology 1

• Bachelor of Business Administration	5
• Bachelor of Design in Visual Communication	1
• Bachelor of Early Childhood Care and Education	2
• Bachelor of Kinesiology	2
• Bachelor of Legal Studies (Paralegal)	1
• Bachelor of Motion Picture Arts	7
• Bachelor of Music in Jazz Studies - Education	2
• Bachelor of Music in Jazz Studies - Performance/Composition	1
• Bachelor of Tourism Management	3
• Business Administration Certificate	1
• Business Administration Diploma	1
• Community Capacity Building Citation	1
• Diploma in Kinesiology	1
• Early Childhood Care and Education Certificate	1
• Early Childhood Care and Education Diploma	2
• Engineering Certificate	1
• Health Care Assistant Certificate	2
• Indigenous Digital Filmmaking Diploma	6
• Indigenous Independent Digital Filmmaking Diploma	1
• Legal Administrative Assistant Certificate	7
• Lil'wat Nation Language and Culture Certificate	1
• Local Government Administration Certificate	1
• Local Government Leadership Development Certificate	1
• Motion Picture Arts Diploma	1
• Outdoor Recreation Management Diploma	4
• Paralegal Certificate	2
• Rehabilitation Assistant Diploma	3
• Sechelt Nation Language and Culture Certificate	2
• Technical Theatre Diploma	1
• University One for Indigenous Learners Certificate	11
• Visual Communication Advanced Diploma	1



SENATE REPORT

AGENDA ITEM:	Senate Committee Terms of Reference: SAPRC, SBAC, SBPPC, SCC
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	March 4, 2025
PRESENTERS:	Corey Muench; Chair, Senate Bylaw, Policy, and Procedure Committee Alaa Al-Musalli; Chair, Senate Academic Planning and Review Committee Michael Thoma; Chair, Senate Budget Advisory Committee Deb Jamison; Chair, Senate Curriculum Committee

PURPOSE

To propose new Terms of Reference (ToR) and rescind the existing committee mandate documents for the following Senate committees:

- Senate Academic Planning and Review Committee (formerly Senate Academic Planning and Program Review Committee)
- Senate Budget Advisory Committee
- Senate Curriculum Committee
- Senate Policy and Governance Committee (formerly Senate, Bylaw, Policy, and Procedure Committee)

BACKGROUND

Section 8.4 of the Senate Bylaws, approved in 2023, stipulates that all Senate subcommittees review their Terms of Reference at least every three years. Given that there are currently nine Senate committees with one additional committee, Graduate Studies, to soon be added, it was felt that a staggered approach in reviewing the Terms of Reference was more manageable; therefore, four key Senate committees volunteered for this first round of review: the Senate Academic Planning and Review Committee (SAPRC), the Senate Budget Advisory Committee (SBAC), the Senate Bylaw, Policy and Procedure Committee (SBPPC), and the Senate Curriculum Committee (SCC). Currently, all Senate committees are currently using policy-like “Mandate and Structure” documents which are found under the Governance section of the University’s Policy webpage. These documents use the University’s standard policy template, but they are not policies; they are, in reality, Terms of Reference. Once approved as Terms of Reference by the Senate, the corresponding Mandate and Structure documents will be rescinded and removed from the Policy webpage. Each new ToR will be visible on the webpage of the corresponding Senate committee.

APPROVALS & CONSULTATIONS

Item/Body	Dates
SAPRC ToR / Senate Academic Planning and Review Committee	Fall 2024

SBAC ToR / Senate Budget Advisory Committee	Fall 2024
SCC ToR / Senate Curriculum Committee	Fall 2024
SPGC ToR / Senate Bylaw, Policy, and Procedure Committee	Fall 2024
All ToRs / Senate Bylaw, Policy, and Procedure Committee	January 28, 2025

HIGHLIGHTS OF CHANGES

- Revised template
- Updated mandate items for each committee
- Updated membership list, terms of office, and duties of Chairs
- References to the *University Act* and the Senate Bylaws where useful and relevant
- Reference section added to each ToR

DOCUMENTS FOR SENATE REVIEW

- Current, in-use Mandate and Structure documents for each of the committees.
- Proposed Terms of Reference documents for each of the committees.

RECOMMENDATION

- **THAT the Senate approve the proposed Terms of Reference for the following Senate committees:**
 - Senate Academic Planning and Review Committee (SAPRC; formerly SAPPRC)
 - Senate Budget Advisory Committee (SBAC)
 - Senate Curriculum Committee (SCC)
 - Senate Policy and Governance Committee (SPGC; formerly SBPPC)
- **THAT the Senate rescind the current Mandate and Structure policy documents for the following Senate committees upon approval of the new Terms of Reference:**
 - Senate Academic Planning and Program Review Committee (SAPPRC)
 - Senate Budget Advisory Committee (SBAC)
 - Senate Bylaw, Policy, and Procedure Committee (SBPPC)
 - Senate Curriculum Committee (SCC)



Senate Academic Planning and Review Committee (SAPRC)

Terms of Reference

Last review: January 2025	Next review: January 2028
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1. Reporting

The Senate Academic Planning and Review Committee (SAPRC) is a standing Committee of Senate that makes recommendations to Senate.

2. Mandate

The mandate of the committee is to:

- review and make recommendations with respect to academic units;
- review performance measure data and recommend actions; and
- review and make recommendations on matters of academic planning.

3. Membership

The composition of the membership of the Committee includes:

Members

Twenty (20) members including the Chair and Vice-Chair of Senate.

The **voting members** consist of:

- Chair of Senate
- Vice-Chair of Senate
- Fourteen (14) additional members:
 - Eight (8) faculty members, including at least one faculty member from each faculty
 - Two (2) Staff Members

- Two (2) Students
- Vice-President, Academic & Provost (or Associate Vice-President, Academic & Vice-Provost as a designate, voting member)
- One (1) Dean

The **non-voting members** consist of:

- One (1) Resource/Ex Officio Member
- Two (2) Academic Administrators
- The Director of Academic Planning & Quality Assurance

Terms of Office

Each member is appointed for a one-year term, renewable, beginning and ending on August 15th.

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 will be a member of the Senate who is elected by SAPRC from among its members for a one-year term.

The Chair is normally non-voting but may vote to create or break a tie.

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

- chair the monthly meetings of SAPRC;
- prepare agendas;
- ensure that the recommendations of SAPRC are taken to Senate.

4. Conduct of Meetings

Schedule

Meetings of the committee are held monthly in the period from August 15 and June 15 excluding convocation dates.

Quorum

Eight (8) voting members (including the Chair).

Decision Making

Decisions will be made by a 2/3 vote of members present. The Chair may vote only to create or break a tie.

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. Members are encouraged to inform the meeting organizers and Chair of possible absences ahead of the meetings.

Visitors to Meetings

Meetings will be open to visitors from within the Capilano University community whom the Chair may recognize to speak to specific issues.

5. Resources

[Senate Bylaws](#)
[University Act](#)

6. Review of Terms of Reference

SAPRC will review and update these Terms of Reference as necessary at least every three (3) years (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 Budget Advisory Committee

Terms of Reference

Last review: January 2025	Next review: January 2028
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1. Reporting

The Senate Budget Advisory Committee (SBAC) is a standing committee of Senate that advises the President on the preparation of the annual budget. SBAC's mandate arises from Section 62(2) of the *University Act*: "The president must prepare and submit to the board an annual budget in consultation with the appropriate standing committee of the senate."

2. Mandate

The mandate of the committee is to:

- review the University's annual budget with respect to its impact upon the University's programs and educational services;
- make recommendations to the President sufficiently in advance of the adoption of each University budget as to allow SBAC's recommendations to be considered by the President in making budget decisions;
- request, receive, and review data and make recommendations in a timely manner to the President as deemed appropriate in relation to the University budget;
- recommend to Senate a draft Senate operations budget, in accordance with Ministry guidelines and University policies;
- report to Senate on its activities.

3. Membership

The composition of the membership of the Committee includes:

Members

The **voting members** consist of **eight (8) members** appointed by Senate from the Senate voting (or alternate voting) members as follows:

- Vice-Chair of Senate
- Seven additional members

The committee membership must include four (4) faculty members, one (1) staff member, one (1) student and two (2) administrators.

Resource Members

The **non-voting members** consist of the President and the Vice President Finance and Administration, who are invited to attend all meetings *ex officio*.

Terms of Office

Each member is appointed annually for a term of one (1) year.

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 will be a member of Senate who is elected by SBAC from among its members for a one-year term.

The Chair is normally non-voting but may vote to create or break a tie.

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

- prepare agendas and chair the meetings of SBAC;
- ensure that the recommendations of the SBAC are provided to the President;
- present committee recommendations to the Senate.

The Vice-Chair

If a Vice-Chair is required, they will be elected by and from the members of the Committee for a one-year term. The duties of the Vice-Chair may include reporting to Senate on behalf of the Chair or chairing meetings in the absence of the Chair. The Vice-Chair of Senate may be called upon to support the SBAC Chair and Vice-Chair as needed.

4. Conduct of Meetings

Schedule

The Committee will meet on a regular basis throughout the academic year (between August 15 and June 15) following a timeline in conjunction with forecasts, budgets and final fiscal year end results, allowing adequate time for consideration and making recommendations to the President, with additional meetings held as required, at the call of the Chair.

Quorum

Four (4) voting members (including the Chair).

Decision Making

Decisions will be made by a majority vote of members present. The Chair may vote only to create or break a tie.

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

Guests will be invited at the discretion of the Chair when deemed necessary or desirable.

In-camera meetings

All meetings are held in-camera. The content of meetings will be released at the discretion of the Chair.

5. Resources

[Senate Bylaws](#)
[University Act](#)

The Capilano University Faculty Association agreement (2022-25) states under Section 3.7 Financial Information:

3.7.1 The University and the Union agree that, in the interests of open administration, the University will not unreasonably withhold financial information from the Union.

3.7.1.1 Without limiting the generality of the foregoing, the University will provide financial documents of public record and documentation relative to the preparation of budgets; this provision will be coincident with the provision of this documentation to internal consultative bodies.

3.7.1.2 Additional financial information requested by the Union will be provided without unreasonable delay.

6. Review of Terms of Reference

These Terms of Reference will be reviewed annually for information at the first meeting of the year.

SBAC will review and update these Terms of Reference as necessary at least every three (3) years (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)).

Proposed



Senate Policy and Governance Committee Terms of Reference

Last review: January 2025	Next review: January 2028
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1. Reporting

The Senate Policy and Governance Committee (SPGC) is a standing committee of the Senate and makes recommendations to the Senate.

2. Mandate

The mandate of the committee is to:

- receive proposals for new policies or substantial changes to policies;
- review proposed new academic policies and procedures and to advise the Senate on those proposals;
- review revisions/updates to existing academic policies and procedures and to advise the Senate on such changes;
- review Faculty bylaws and recommend them to the Senate (*University Act*, section 39(1));
- advise the Senate on Board matters where the Board must seek advice from the Senate on educational policy (*University Act*, section 35.2(6));
- advise the Senate on procedures for the recommendation and selection of candidates for president and other officers of the University (*University Act* 27(2)(f));
- advise the Senate on governance processes;
- advise the Senate on revisions/updates to the Senate Bylaws; and
- review and recommend to the Senate the Terms of Reference of Senate subcommittees (Senate Bylaws, section 8.4).

3. Membership

The composition of the membership of the Committee includes:

Members

Eleven (11) members including the Chair and Vice-Chair of Senate.

The **voting members** consist of:

- The Chair of the Senate,
- The Vice-Chair of the Senate,
- Four (4) faculty members (at least one of which must be a Senator; the four faculty are inclusive of the Vice-Chair of the Senate),
- One (1) staff,
- One (1) student, and
- One (1) administrator.

The **non-voting resource members** consist of:

- One (1) administrator from the Policy Office
- One (1) administrator from the Registrar's Office.

Where the above resource members are not available, an administrator from another relevant area will be considered.

Terms of Office

Faculty, staff, and student members serve for one-year terms between August 15 and June 15. Members may be reappointed for subsequent terms. **Administrators** serve until the President replaces them with a new appointment.

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 SPGC will be a member of the Senate who is elected by the SPGC from among its members for a one-year term.

The Chair is normally non-voting but may vote to create or break a tie.

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 SPGC;
- prepare agendas;
- ensure that the recommendations of the SPGC are taken to Senate;
- work with the Policy Office to assist proponents of policies in the preparation of documents for presentation to the SPGC;
- verify with the Policy Office and the Senate Administrative Assistant that Senate-approved policies are ready to be posted publicly.

The Vice-Chair

The Vice-Chair of Senate will be the *de facto* Vice-Chair of the Committee. The Vice-Chair will fulfill the duties of the Chair in their absence.

4. Conduct of Meetings

Schedule

Meetings of the committee are held twice per month between August 15 and June 15.

Quorum

Five (5) voting members (including the Chair).

Decision Making

When consensus cannot be reached, 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

At the discretion of the Chair, members of the Capilano University community may observe and address meetings of the SPGC.

5. Resources

[Board of Governors Policy B.102 Policy Development and Management](#)
[Senate Policies and Procedures](#)
[Senate Bylaws](#)
[University Act](#)

6. Review of Terms of Reference

SPGC will review and update these Terms of Reference as necessary at least every three (3) years (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 Curriculum Committee (SCC)

Terms of Reference

Last review: January 2025	Next review: January 2028
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1. Reporting

The Senate Curriculum Committee (SCC) is a standing Committee of Senate that makes recommendations to Senate.

2. Mandate

The mandate of the committee is to:

- review all course and program proposals and revisions to ensure that programs are consistent with the mission and goals of the University;
- ensure that all programs and courses meet acceptable University and Ministry standards;
- ensure that courses and programs follow Senate and Board policy.

3. Membership

The composition of the membership of the Committee includes:

Members

Twenty-five (25) members including the Chair or Vice-Chair of Senate.

The **voting members** consist of:

- **Fourteen (14) faculty members**, one from each of the following areas will be solicited through Faculty Councils (or equivalent) and recommended to Senate for appointment:
 - Humanities
 - Social Sciences

- Science, Technology, Engineering and Mathematics
 - Motion Picture Arts or Animation & Visual Arts
 - Design
 - Performing Arts
 - Business
 - Legal Studies or Communications
 - Tourism Management or Outdoor Recreation Management
 - Allied Health or Education & Childhood Studies
 - Access and Academic Preparation
 - Public Administration or Kinesiology
 - Library
 - One non-instructional faculty member from any unit other than the Library
- **Three (3) Students**, each from a different Faculty, will be solicited from the CSU, the wider student body, and/or Senate, and recommended to Senate for appointment.
 - **Four (4) Academic Administrators**, including one of the Vice-President Academic (VPA) or Associate Vice-President Academic (AVPA), and at least two Deans, appointed by the President.
 - **Four (4) Resource Members *ex officio*:**
 - Registrar
 - One Academic Advisor
 - Director of Academic Planning and Quality Assurance
 - Chair or Vice-Chair of Senate.

Terms of Office

Faculty members

Each faculty member appointed by Senate serves a two-year term, beginning and ending on August 15th. In order to assure that faculty members have teaching schedules allowing them to attend SCC meetings, appointments to SCC will be made at the March Senate meeting in the year that the current member's term expires. Faculty members may serve consecutive terms.

Substitutes for Faculty Members

A substitute may attend in place of a faculty member who is unable to attend a Curriculum Committee meeting. The substitute must be from the same School as the absent faculty member. The substitute will have full voice, but no vote at the meetings.

Student members

Student members serve a one-year term beginning and ending on August 15th. Student members may be reappointed for subsequent terms.

Administrators

Administrators serve until the President replaces them with a new appointment.

The Chair

The Chair will be a member of Senate who is elected by the SCC from among its members for a two-year term.

The Chair is normally non-voting but may vote to create or break a tie.

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

- chair the monthly meetings of SCC;
- prepare agendas;
- ensure that the recommendations of the SCC are taken to Senate;
- ensure that information about the approval processes is kept up-to-date and distributed.

The Vice-Chair

The Vice-Chair will fulfill the duties of the Chair in their absence and will assist the Chair in their duties.

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

Ten voting members (including the Chair).

Decision Making

Decisions will be made by a 2/3 vote of members present. The Chair may vote only to create or break a tie.

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

[Senate Policies & Procedures](#)

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


[Senate Bylaws](#)

[University Act](#)

6. Review of Terms of Reference

SCC will review and update these Terms of Reference as necessary at least every three (3) years (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)).

Proposed

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2011-01	Senate		
Policy Name			
Senate Academic Planning and Program Review Committee			
Approved by	Replaces	Category	Next Review
Senate			2021
Date Issued	Date Revised	Related Policies, Reference	
June 2011	May 2016		

1. PURPOSE

The Senate Academic Planning and Program Review Committee (SAPPRC) is a standing committee of Senate and makes recommendations to Senate.

2. MANDATE

- To review and make recommendations on program and course review.
- To review performance measure data and recommend needed actions.
- To review and make recommendations on matters of academic planning.

3. MEMBERSHIP

The Chair

The Chair will be a member of Senate who is elected by SAPPRC for a one-year term. The duties of the Chair are as follows:

- To chair the meetings of SAPPRC, to prepare agendas, and to ensure that the recommendations of the SAPPRC are taken to Senate.

Members

The voting members consist of:

- fifteen members appointed by Senate as follows:
 - Chair of Senate
 - Vice-chair of Senate (see Bylaw Article 8.2)
 - Fourteen additional members, which includes:
 - Eight faculty members, which will include at least one faculty member from each Faculty
 - Two staff members
 - Two students
 - VP Academic & Provost
 - One Dean

Resource Members

The non-voting members consist of:

- Two additional administrators are invited to sit on the committee as non-voting members; and,
- The Manager of Institutional Research (or designate) is invited to sit on the committee as a non-voting member

Term of Office

Each member is appointed annually. If vacancies occur, appointments are made to complete the term.

4. CONDUCT OF MEETINGS**Schedule**

At least once per month during the Fall and Spring semesters.

Quorum


A majority of voting members

Tie Votes

In the event of a tie, the Chair may vote to break the tie.

Visitors to Meetings

Meetings are usually open to visitors whom the Chair may recognize to speak to specific issues.

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S1995-07	President		
Policy Name			
Senate Budget Advisory Committee Mandate and Structure			
Approved by	Replaces	Category	Next Review
Senate		B	2020
Date Issued	Date Revised	Related Policies, Reference	
May 1995	November 2016		

1. REPORTING

The Senate Budget Advisory Committee (SBAC) is a standing committee of Senate that advises the President on the preparation of the annual budget. SBAC's mandate arises from s. 62(2) of the University Act: "The president must prepare and submit to the board an annual budget in consultation with the appropriate standing committee of the senate."

2. MANDATE

- To review the University's annual budget with respect to its impact upon the University's programs and educational services.
- To make recommendations to the President sufficiently in advance of the adoption of each University budget as to allow SBAC's recommendations to be considered by the President in making budget decisions.
- To request, receive and review data and make recommendations in a timely manner to the President as deemed appropriate in relation to the University budget.
- To recommend to Senate a draft Senate operations budget, in accordance with Ministry guidelines and University policies.
- To report to Senate on its activities.

3. MEMBERSHIP

The Chair

The Chair will be a member of Senate who is elected by the members of the Committee. The duties of the Chair are as follows:

1. To chair the meetings of SBAC and to prepare agendas.
2. To ensure that the recommendations of the SBAC are provided to the President.

Members

The voting members consist of:

- eight members appointed by Senate from the Senate voting (or alternate voting) members as follows:
 - Vice-chair of Senate
 - Seven additional members

The committee membership must include four faculty members, one staff member, one student and two administrators.

Term of Office

Each member is appointed annually. If vacancies occur, appointments are made to complete the term.

Resource Members

The non-voting members consist of:

- The President and the Vice President Finance and Administration. They are invited to attend all meetings *ex officio* (nonvoting).

4. CONDUCT OF MEETINGS**Schedule**

Once per month, on a regular basis during the period of December through May each year, with additional meetings held as required, at the call of the Chair.

Quorum

Four voting members

Tie Votes

In the event of a tie, the Chair of the committee may vote to create or break the tie.

Visitors to Meetings

All meetings are held in-camera. Guests will be invited at the discretion of the committee when deemed necessary or desirable.

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2004-04	Senate		
Policy Name			
Senate By-law, Policy and Procedure Committee Mandate and Structure			
Approved by	Replaces	Category	Next Review
Senate	EC2004-04		2018
Date Issued	Date Revised	Related Policies, Reference	
March 2008	December 2013		

1. REPORTING

The Senate By-law, Policy and Procedure Committee (SBPPC) is a standing committee of Senate and makes recommendations to Senate.

2. MANDATE

- To advise Senate on needed revisions to policy, by-laws and procedure.
- To advise Senate on matters of academic policy.

3. MEMBERSHIP

The Chair

The Chair will be a member of Senate who is elected by SBPPC for a one-year term. The duties of the Chair are as follows:

- To chair the meetings of SBPPC, to prepare agendas, and to ensure that the recommendations of the SBPPC are taken to Senate.
- To ensure that Senate policies are kept up to date and distributed.

4. MEMBERS

The voting members consist of:

- eight members appointed by Senate as follows:
 - Chair of Senate
 - Vice-chair of Senate
 - Six additional members such that the committee membership, excluding the Chair of Senate, includes four faculty members, one staff member, one student and one administrator

Resource Members

The non-voting members consist of:

- Two additional administrators are invited to sit on the committee as non-voting resource members

Term of Office

Each member is appointed annually. If vacancies occur, appointments are made to complete the term.

5. CONDUCT OF MEETINGS

Schedule

At least once per month during the Fall and Spring semesters.

Quorum


Four voting members

Tie Votes

In the event of a tie, the Chair may vote to break the tie.

Visitors to Meetings

Meetings are usually open to visitors whom the Chair may recognize to speak to specific issues.

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S1998-01	Senate		
Policy Name			
Senate Curriculum Committee Mandate and Structure			
Approved by	Replaces	Category	Next Review
Senate			2021
Date Issued	Date Revised	Related Policies, Reference	
December 1998	November 2016		

1. REPORTING

The Senate Curriculum Committee (SCC) is a standing Committee of Senate that makes recommendations to Senate.

2. MANDATE

- To review all course and program proposals and revisions to ensure that programs are consistent with the mission and goals of the University.
- To ensure that all programs and courses meet acceptable standards.
- To ensure that courses and programs follow Senate policy.

3. MEMBERSHIP

Members

Twenty-Five members including the Chair or Vice-Chair of Senate

The voting members consist of:

Fourteen faculty members (voting), one from each of the following areas will be solicited through Deans' Advisory Committees and recommended to Senate for appointment:

Humanities
 Social Sciences
 Science, Technology, Engineering and Mathematics
 Motion Picture Arts
 Design
 Performing Arts
 Business, International Programs, Projects and Partnerships
 Applied Business, Legal Studies, Communications
 Tourism and Outdoor Recreation Management
 Health and Education
 Global Stewardship, Public Administration & Human Kinetics
 Access and Academic Preparation

Library
Student Services

Three Students (voting), each from a different Faculty, will be solicited from the CSU, the wider student body, and/or Senate, and recommended to Senate for appointment.

Four Administrators (voting), Deans or Vice-Presidents, appointed by the President

Four Resource Members *ex officio* (voting):

Registrar
One Academic Advisor
Director of Continuing Studies & Executive Education
Chair or Vice-Chair of Senate

Terms of Office

Faculty members

Each Faculty member appointed by Senate serves a two-year term, beginning and ending on August 15th. In order to assure that faculty members have teaching schedules allowing them to attend SCC meetings, appointments to SCC will be made at the March Senate meeting in the year that the current member's term expires. Faculty members may serve consecutive terms.

Substitutes for Faculty Members

A substitute may attend in place of a faculty member who is unable to attend a Curriculum Committee meeting. The substitute must be from the same School as the absent faculty member. The substitute will have full voice, but no vote at the meetings.

Student members

Student members serve a one-year term beginning and ending on August 15th. Student members may be reappointed for subsequent terms.

Administrators

Administrators serve until the President replaces them with a new appointment.

The Chair

The Chair will be a member of Senate who is elected by the SCC from among its members for a two-year term. The Chair is normally non-voting, but may vote to create or break a tie. The duties of the Chair are as follows:

1. To chair the monthly meetings of SCC, to prepare agendas, and to ensure that the recommendations of the SCC are taken to Senate.
2. To ensure that information about the approval processes is kept up-to-date and distributed.

The Vice-Chair

The Vice-Chair shall fulfill the duties of the Chair in his/her absence, and shall assist the Chair in his/her duties.

4. CONDUCT OF MEETINGS

Schedule

Monthly and preferably two weeks before the Senate meeting.

Quorum

Ten voting members (including the Chair).

Visitors to Meetings

Meetings are usually open to visitors whom the Chair may recognize to speak to specific issues.



SENATE CURRICULUM COMMITTEE RESOLUTION MEMO

DATE: February 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 February 21, 2025:

- 25/08** The new course, JAPN 108 – Japanese Culture through Japanese Social Practices, as well as Cap Core designation under the heading *Culture and Creative Expression*, be recommended to Senate for approval.
- 25/09** The prerequisite revision to COMP 101 – Computers and Their Application be recommended to Senate for approval.
- 25/10** The revisions to COMP 126 – Principles of Software Design, as well as Cap Core designation under the heading *Science and Technology*, be recommended to Senate for approval.
- 25/11** The prerequisite revisions to ASAS 302 – Graduation Showcase be recommended to Senate for approval.
- 25/12** The two new courses, CMNS 224 – Music and Media and CMNS 211 – History of Media 2: Digital Media, be recommended to Senate for approval.
- 25/13** The revisions to the following courses:
- CMNS 209 – History of Media
 - CMNS 222 – Communication and Ideology
 - CMNS 253 – Society and Digital Media
 - CMNS 453 – Project Group in Communication and New Media
 - CMNS 499 – Communication Research Project
 - CMNS 236 – Understanding Television
 - CMNS 270 – Visual Communication
 - CMNS 295 – The Culture of Advertising
- be recommended to Senate for approval.
- 25/14** The prerequisite revisions to CMNS 220 – Advanced Business Writing be recommended to Senate for approval.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

25/15 The 2026 meeting schedule, as presented, be approved.

25/16 The March 21, 2025 SCC meeting will be extended so that it will begin at 11:15 a.m. and run until 2:45 p.m., if necessary.

A handwritten signature in blue ink, reading "Deb Jamison", written over a horizontal line.

Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: Feb. 24, 2025

Date:
