



SENATE REGULAR MEETING

Tuesday, December 1, 2020 4:00 – 6:00 pm
VIA ZOOM

AGENDA

Acknowledgement

We respectfully acknowledge the unceded lands of Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of the November 3, 2020 Minutes – Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
 - 5.1 Academic Continuity – *Information* Lauren Styles
6. **New Business**
 - 6.1 Program Review Schedule – *Information* Lauren Styles
Schedule 6.1
 - 6.2 Approach to Academic Continuity During Covid-19 - *Information* Paul Dangerfield
 - 6.3 Schedule of Dates - Spring 2021 Term – *Information* Kyle Vuorinen
Schedule 6.3
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Information* Lauren Moffatt
 - 7.2 Bylaw, Policy and Procedure Committee - *Information* Marnie Findlater
 - 7.3 Curriculum Committee – *Decision* Deb Jamison
7.3.1 Resolution Memo Schedule 7.3.1
[November 20 Agenda Package](#) / [November 20 Draft Minutes](#)
 - 7.4 Teaching and Learning Committee - *Information* John Molendyk
 - 7.5 Budget Advisory Committee – *Information* Michael Thoma



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8. Other Reports

- | | |
|--|------------------|
| 8.1 Chair of Senate – <i>Information</i> | Paul Dangerfield |
| 8.2 Vice Chair of Senate – <i>Information</i> | Stephen Williams |
| 8.3 VP Academic and Provost – <i>Information</i> | Lauren Styles |
| 8.4 Board Report – <i>Information</i> | Sonny Wong |

9. Discussion Items

10. Other Business

11. Information Items



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Tuesday, November 3rd, 2020 4:00 pm
VIA MS TEAMS

MINUTES

Present: Paul Dangerfield (Chair), Theo Abbott, Pardis Daneshyar, Iana Dokuchaeva, Lara Duke, Marnie Findlater, Ted Gervan, Kyle Guay, Bridget Stringer-Holden, Miranda Huron, Nazmi Kamal, Deb Jamison, Ramandeep Kaur, Pouyan Mahboubi, Anthea Mallinson, Brad Martin, Lauren Moffatt, John Molendyk, Corey Muench, Alea Rzeplinski, Debbie Schachter, Dennis Silvestrone, Judy Snaydon, Laureen Styles, Michael Thoma, Robert Thomson, Diana Twiss, Mark Vaughan, Kyle Vuorinen, Hartaj Wadhwa, Stephanie Wells, David Weston, Stephen Williams, Sonny Wong, Recorder: Mary Jukich

Regrets: Joel Cardinal

Acknowledgement

We respectfully acknowledge the unceded lands of Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.

1. Welcome

The Chair called the meeting to order at 4:05 pm.

2. Approval of the Agenda

*Paul Dangerfield moved and Bridget Stringer-Holden seconded:
To adopt the agenda.*

CARRIED

3. Approval of the Minutes

*Paul Dangerfield moved and Marnie Findlater seconded:
To adopt the October 6, 2020 minutes.*

CARRIED

4. Correspondence Received

Email correspondence was received by Stephen Williams which was addressed during the Chair's Report.

5. Business Arising

5.1 Academic Continuity

Presented by: Laureen Styles



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Laureen Styles, VP Academic and Provost, provided an update on academic continuity, including the following highlights:

- Spring planning will see a slight increase in in-person and mixed mode classes and Lonsdale will create some additional space capacity.
- Final exams have a small number of in-person exams occurring (less than 20%) based on a set of criteria for requirements and careful review, and OHS measures are in place.
- Request from the Ministry of Advanced Education, Skills and Training for all public post-secondary institutions to submit a report on current and future plans and this report has been submitted with input from senior leadership, highlighting both successes and challenges.
- Significant numbers of faculty have participated in activities offered through the Centre for Teaching Excellence (more than 70%), reflecting the commitment of faculty to adapt and transition teaching and approaches, working to include best practices.
- Provincial academic continuity group with vice president academics/ provosts and Ministry continues to meet to share current status and collaborate on future approaches in the post-secondary sector with the Ministry convening these meetings.

5.2 Academic Agreements Update

Presented by: Laureen Styles

Senate was presented with an updated list of academic agreements incorporating additional information received.

5.3 NWCCU Update

Presented by: Debbie Schachter

The NWCCU site visit was held on October 19 – 21 and the campus community was acknowledged for their contributions to a successful site visit. The University is expecting to have a report for actual corrections within two weeks of site visit. The next step would be for the NWCCU to receive the report and an invitation for



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the President to attend a meeting with the site visit chair at the Commission to review the outcomes of the accreditation review process and recommendations which will take place in January.

6. New Business

No new business was presented.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Lauren Moffatt

The Committee met on October 13 and was provided with an update on the Academic Plan, as well as discussed SAPPRC's role in the program review process and ensuring proper reviews.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Marnie Findlater

The Committee met on October 27 and reviewed the Sexual Violence Procedures that was brought forward by Ashley Bentley from Student Affairs, and was previously approved by the Board. The Committee's work was mainly to review the document and provide feedback that mainly consisted of suggestions for grammatical, spelling and some content changes.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the October 16th, 2020 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Stephanie Wells seconded:

20/51 SCC Resolution 20/44 to 20/46 be approved.

CARRIED

7.4 Teaching and Learning Committee



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Presented by: John Molendyk

The Teaching and Learning Committee had its first meeting on October 20. At the meeting, John Molendyk was elected Chair and the meeting schedule was set to the third Tuesday of the month.

The Committee is currently looking to add items to the next agenda and requested direction on any business that Senate would like the Committee to consider. The Committee is also looking forward to conversation on teaching and learning with aspects from faculty, students, CTE, Indigenous Education, and Creative Activity and Scholarship.

There is one remaining faculty vacancy on the Committee which can be filled with either a Senator or non-Senator.

7.5 Budget Advisory Committee

Presented by: Michael Thoma

The Senate Budget Advisory Committee met on October 14 at which time Michael Thoma was elected Chair.

The Committee was provided with the “Integrated Planning Overview and Timeline” presentation. This year’s integrated plan was revised as a result of COVID-19, and the planning process is underway to design next year’s plan. Under consideration is that areas operate within their current budget and repurpose as required. This will involve looking at what is required and how to achieve what is needed with the existing budget.

8. Other Reports

8.1 Senate Chair

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

- On October 23rd, the Chair participated in the launching ceremony of the CapU Legacy Canoe. During the ceremony, the master carver, Ses siyam (Ray Natraoro) provided the history, story and traditions and the importance of becoming a canoe family and the launching of a canoe. The Canoe was



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launched on the Tseil-Waututh Squamish Land on the water where these ceremonies had been taking place for thousands of years.

- The University was recently informed by Universities Canada that the membership held their vote to determine whether the Capilano University would be a member of Universities Canada, and it was a unanimous decision by the membership, showing their confidence in the University being a member of Universities Canada. This involved a lot of work and Senate was acknowledged for their leadership and guidance in this process.
- Further to the VP Academic and Provost's report, the two reports submitted to government, the Steady Increase Plan and the Student Learning Plan will be shared with the incoming Minister of Advanced Education, Skills and Training. Although not yet formulated, the University's ask of government when the Minister is in place will be around supporting institutions in their transformation and the work the University needs to do in order to continue to support the students.
- In her role as President of the CFA, Anthea Mallinson, brought forward a request that Senate consider ways to provide more opportunities for observers to participate in Senate meetings. In this regard, work will be undertaken to explore other options to use as a platform for the Senate meetings.

8.2 Senate Vice-Chair

Stephen Williams reported that he continues to be involved in Senate work and attending the committee meetings.

8.3 VP Academic and Provost

Laureen Styles provided the VP Academic and Provost report, and some of the key highlights were as follows:

- Academic plan development continues with phase one (idea generation) and is nearing completion; significant involvement of the Academic Plan Advisory Group and SAPPRC members, as well as employees across the University participating in a series of idea generating sessions.



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- Request from the Ministry to learn about engagement with and support of Nations in our university region with COVID-19 and connections/support with [Indigenous Adult & Higher Learning Association organizations](#); this will be completed by the end of the month with leadership through the Director, Office of Indigenous Education and Affairs.
- Various policy work continues.
- Invitation to participate in the upcoming [CSU Catalyst to Action](#) conference being held November 16-20.

8.4 Board Report

Sonny Wong, Board liaison, did not provide a report as the next Board meeting will be on November 17.

9. Discussion Items

Members were reminded of the Reading Break on Thursday, November 12th.

10. Other Business

No other business items were presented.

11. Information Items

No information items were presented.

The meeting was adjourned at 4:55 pm.

Next Meeting: Tuesday, December 1, 2020



SENATE REPORT

AGENDA ITEM: Updated 5-Year Program Review Schedule

PURPOSE: Approval
 Information
 Discussion

MEETING DATE: December 1, 2020

PRESENTER: Laureen Styles

BACKGROUND

The attached 5-Year Program Review Schedule is based on the 5-year rolling schedule presented to Senate in December 2019; it now spans reviews to occur between 2021/22 and 2025/26.

5-YEAR PROGRAM REVIEW SCHEDULE

Faculty	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Arts & Sciences	<ul style="list-style-type: none"> • Academic Studies 	<ul style="list-style-type: none"> • Interdisciplinary Studies 		<ul style="list-style-type: none"> • Applied Behaviour Analysis • Psychology • English 	<ul style="list-style-type: none"> • Li'wat Language and Culture • Sechelt Language and Culture • Biology • Engineering
Business & Professional Studies	<ul style="list-style-type: none"> • Communications 	<ul style="list-style-type: none"> • Accounting • Business Administration • International Management • North American and International Management • North American Business Management 		<ul style="list-style-type: none"> • Legal Studies 	
Education, Health & Human Development	<ul style="list-style-type: none"> • Education and Employment Access • English for Academic Purposes 	<ul style="list-style-type: none"> • First Nations Transition 	<ul style="list-style-type: none"> • Music Therapy • Rehabilitation Assistance* 	<ul style="list-style-type: none"> • Early Childhood Care and Education • Education Assistance 	<ul style="list-style-type: none"> • Health Care Assistance* • Community Development and Outreach
Fine & Applied Arts	<ul style="list-style-type: none"> • Jazz • Music 		<ul style="list-style-type: none"> • Arts & Entertainment Management • Performing Arts • Theatre 	<ul style="list-style-type: none"> • Animation & Visual Effects • Motion Picture Arts & Documentary • Costuming • IIDF 	<ul style="list-style-type: none"> • IDEA
Global & Community Studies			<ul style="list-style-type: none"> • Kinesiology • Tourism 	<ul style="list-style-type: none"> • Outdoor Recreation 	<ul style="list-style-type: none"> • Global Stewardship • Public Administration

* Undergo complimentary accreditation/recognition processes with external organizations.

2021/2022

Faculty	Review Name	Programs
Arts & Sciences	Academic Studies	<ul style="list-style-type: none"> • Academic Studies Diploma
Business & Professional Studies	Communications	<ul style="list-style-type: none"> • Communication Studies Diploma • Bachelor of Communication Studies
Education, Health & Human Development	Education and Employment Access	<ul style="list-style-type: none"> • Education and Employment Access Certificate
	English for Academic Purposes	<ul style="list-style-type: none"> • English for Academic Purposes 3 Citation • English for Academic Purposes 4 Citation
Fine & Applied Arts	Jazz	<ul style="list-style-type: none"> • Jazz Studies Diploma • Bachelor of Music in Jazz Studies - Performance/Composition • Bachelor of Music in Jazz Studies - Education
	Music	<ul style="list-style-type: none"> • Conducting in Music Certificate • Music Diploma

2022/2023

Faculty	Review Name	Programs
Arts & Sciences	Interdisciplinary Studies	<ul style="list-style-type: none"> • Bachelor of Arts with a major in Interdisciplinary Studies
Business & Professional Studies	Accounting	<ul style="list-style-type: none"> • Accounting Assistant Certificate • Accounting Assistant Diploma
	Business Administration	<ul style="list-style-type: none"> • Business Administration Diploma • Business Administration Certificate • Advanced Business Administration Certificate • Bachelor of Business Administration <ul style="list-style-type: none"> ○ Accounting Concentration ○ Financial Planning Concentration ○ Marketing Concentration ○ Human Resources Management Concentration ○ International Business & Logistics Concentration • Retail Business Fundamentals Certificate • Information Management Concentration
	International Management	<ul style="list-style-type: none"> • International Management Graduate Diploma • International Management Graduate Certificate
	North American and International Management	<ul style="list-style-type: none"> • North American and International Management Graduate Diploma <ul style="list-style-type: none"> ○ Marketing Concentration ○ Human Resources Concentration ○ Intl Strat&Entrepreneur Concentration ○ Finance & Investment Concentration
	North American Business Management	<ul style="list-style-type: none"> • North American Business Management Post Baccalaureate Diploma <ul style="list-style-type: none"> ○ Marketing Concentration ○ Human Resources Concentration ○ Intl Strat&Entrepreneur Concentration ○ Finance & Investment Concentration • North American Business Management Applied Post Baccalaureate Diploma <ul style="list-style-type: none"> ○ Marketing Concentration ○ Human Resources Concentration ○ Intl Strat&Entrepreneur Conc. ○ Finance & Investment Conc.
Education, Health & Human Development	First Nations Transition	<ul style="list-style-type: none"> • University One for Aboriginal Learners Certificate

2023/2024

Faculty	Review Name	Programs
Education, Health & Human Development	Music Therapy	<ul style="list-style-type: none"> • Bachelor of Music Therapy
	Rehabilitation Assistance	<ul style="list-style-type: none"> • Rehabilitation Assistant Diploma
Fine & Applied Arts	Performing Arts	<ul style="list-style-type: none"> • Bachelor of Performing Arts
	Theatre	<ul style="list-style-type: none"> • Technical Theatre Diploma • Musical Theatre Diploma • Acting for Stage and Screen Diploma • Acting for Stage and Screen Certificate
	Arts & Entertainment Management	<ul style="list-style-type: none"> • Advanced Arts & Entertainment Management Certificate • Arts and Entertainment Management Diploma
Global & Community Studies	Kinesiology	<ul style="list-style-type: none"> • Bachelor of Kinesiology • Kinesiology Diploma
	Tourism	<ul style="list-style-type: none"> • Bachelor of Tourism Management <ul style="list-style-type: none"> ○ Adventure Concentration ○ Hotel and Resort Concentration • Tourism Management Co-operative Education Diploma • Tourism Management International Diploma • Tourism Marketing Citation • Global Hospitality and Tourism Management Post-Baccalaureate Diploma • Tourism Marketing and Development Post-Baccalaureate Diploma

2024/2025

Faculty	Review Name	Programs
Arts & Sciences	Applied Behaviour Analysis	<ul style="list-style-type: none"> • Bachelor of Arts - Applied Behaviour Analysis (Autism) • Applied Behaviour Analysis (Autism) Post Baccalaureate Diploma • Applied Behaviour Analysis (Autism) Post Baccalaureate Certificate
	Psychology	<ul style="list-style-type: none"> • Associate of Arts Degree - Psychology
	English	<ul style="list-style-type: none"> • Associate of Arts Degree - English • Associate of Arts Degree - Creative Writing
Business & Professional Studies	Legal Studies	<ul style="list-style-type: none"> • Legal Administrative Assistant Certificate • Paralegal Diploma • Paralegal Certificate • Paralegal Certificate • Citation in Contract Law • Bachelor of Legal Studies (Paralegal)
Education, Health & Human Development	Early Childhood Care and Education	<ul style="list-style-type: none"> • Early Childhood Care and Education Certificate • Early Childhood Care and Education Diploma • Early Childhood Care and Education Advanced Certificate • Early Childhood Care and Education - Infant and Toddler Certificate • Early Childhood Care and Education - Special Needs Certificate • Bachelor of Early Childhood Care and Education • Early Childhood Care and Education Post Baccalaureate Diploma
	Education Assistance	<ul style="list-style-type: none"> • Education Assistant Certificate
Fine & Applied Arts	Animation & Visual Effects	<ul style="list-style-type: none"> • 2D Animation & Visual Development Diploma • 3D Animation for Film and Games Diploma • Animation Fundamentals Citation • Digital Visual Effects Diploma
	Motion Picture Arts & Documentary	<ul style="list-style-type: none"> • Bachelor of Motion Picture Arts • Documentary Certificate • Motion Picture Arts Certificate • Motion Picture Arts Diploma
	Costuming	<ul style="list-style-type: none"> • Costuming for Stage and Screen Diploma
	IIDF	<ul style="list-style-type: none"> • Indigenous Independent Digital Filmmaking Diploma • Indigenous Independent Digital Filmmaking Certificate
Global & Community Studies	Outdoor Recreation	<ul style="list-style-type: none"> • Outdoor Recreation Management Diploma

2025/2026

Faculty	Review Name	Programs
Arts & Sciences	Lil'wat Languages and Culture	<ul style="list-style-type: none"> • Lil'wat Nation Language and Culture Certificate
	Sechelt Languages and Culture	<ul style="list-style-type: none"> • Sechelt Nation Language and Culture Certificate
	Biology	<ul style="list-style-type: none"> • Associate of Science Degree - Biology
	Engineering	<ul style="list-style-type: none"> • Engineering Certificate • Engineering Transition Diploma
Education, Health & Human Development	Health Care Assistance	<ul style="list-style-type: none"> • Health Care Assistant Certificate
	Community Development and Outreach	<ul style="list-style-type: none"> • Community Capacity Building Citation • Community Leadership and Social Change Diploma
Fine & Applied Arts	IDEA	<ul style="list-style-type: none"> • Bachelor of Design in Visual Communication • Bachelor of Design in Visual Communication - Illustration Concentration • Bachelor of Design in Visual Communication - Branding Concentration • Bachelor of Design in Visual Communication - Interactive Design Concentration • Visual Communication Advanced Diploma
	Performing Arts	<ul style="list-style-type: none"> • Bachelor of Performing Arts
Global & Community Studies	Global Stewardship	<ul style="list-style-type: none"> • Associate of Arts Degree - Global Stewardship
	Public Administration	<ul style="list-style-type: none"> • Local Government Administration Certificate • Local Government Administration Advanced Certificate • Local Government Administration Diploma • Local Government Leadership Development Certificate

MEMO

To: Paul Dangerfield, Chair, Senate Curriculum Committee
From: Kyle Vuorinen, Registrar & Dr. Laureen Styles, VP, Academic & Provost
Subject: Schedule of dates - Spring 2021 term
Date: November 23, 2020

With the schedule of dates for the university being under the responsibility of the Registrar, consideration for revisions to the established schedule are being brought forward to Senate for information, and in this particular situation in the exceptional context of the pandemic, advice.

Revision to the University Schedule of Dates:

- Spring term to be delayed by one week, and commence on January 11, 2021
- All related deadlines to shift to one week later (e.g., withdrawal date, last day of classes, final exam period)

Reference to the current schedule can be found here:

<https://www.capilanou.ca/media/capilanouca/admissions/course-registration/registration-dates/academic-schedule-and-important-dates/Academic-Schedule-and-Important-Dates-2020-2021.pdf>

Background:

A myriad of factors come to bear when considering a delayed start to the Spring term: the ongoing nature of the pandemic; the recent enhanced regulations and recommendations from the Provincial Health Officer, Dr. Bonnie Henry as the province deals with an upswing in cases; equity consideration with any possibility of changes to school closures particularly influencing families, guardians, caregivers with school aged-children; the challenges of time for many faculty to adapt and further develop online teaching based on best and leading practices; how the seasonal closure falls in the calendar means no lead up from the university closure to the start of the new term (e.g., closing on the 24th and opening January 4th), and provincial and national indicators of ongoing stress with the pandemic affecting mental wellbeing. Shifting the start of the term will afford the same range of instructional days while also creating (a) additional time for students to focus on renewal and mental wellbeing, and (b) additional time for faculty and staff to prepare for the start of a new term.

Recognizing that this consideration is occurring late in the current semester without significant opportunity to sort through what may be a range of additional academic operational consideration and/or implications, advice from Senate is being sought in order to make a final determination.





**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: November 23, 2020
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 November 20th, 2020.

- 20/50** The revisions to EDUC 348 – Program Planning, Physical Care and Safety for Infants and Toddlers, EDUC 349 – Applied Theory Infant/Toddler Practicum, EDUC 354 – Planning for Inclusive Practice, and EDUC 390 – Applied Theory: Inclusive Practice Practicum be recommended to Senate for approval.
- 20/51** The revisions to the program profiles for Early Childhood Care and Education Diploma, Early Childhood Care and Education – Infant and Toddler Certificate, Early Childhood Care and Education – Special Needs Certificate, Early Childhood Care and Education Post Baccalaureate Diploma, and Bachelor of Early Childhood Care and Education Degree be recommended to Senate for approval.
- 20/52** The prerequisite revisions to BADM 460 – Business and Society, Cap Core designation under the heading *Capstone*, as well as removal of Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.
- 20/53** The prerequisite revisions to BFIN 286 – Personal Financial Planning be recommended to Senate for approval.
- 20/54** That a working group be formed based on the presented terms of reference with recommendations to a future meeting, no later than April 2021.

Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: Nov. 23, 2020

Date: