



## SENATE MEETING

Tuesday, August 15, 2023 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

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**Present:** Paul Dangerfield (Chair), Deanna Baxter, John Brouwer, Sue Dritmanis, Thomas Flower, Rafael Gasc, Victor Gelano, Denise Gingrich, Kyle Guay, Deb Jamison, Manpreet Kaur, Manpreet Kaur, Corey Muench, Lesley Nelson, Christina Neigel, Karandeep Sanghera, Ramin Shadmehr, Laureen Styles, Michael Thoma, Robert Thomson, Diana Twiss, Kyle Vuorinen, Stephen Williams, Recorder: Mary Jukich

**Regrets:** Brian Ganter, Amina El Mantari, Brad Martin, Dennis Silvestrone

**Guests:** Eduardo Azmtia

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#### ***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, x<sup>w</sup>məθk<sup>w</sup>əyám (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwata?/Selilwitulh (Tseil-Waututh) Nations.*

#### **1. Welcome**

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

The following new members were introduced and welcomed:

- Denise Gingrich, voting faculty, Faculty of Fine and Applied Arts
- Thomas Flower, non-voting faculty, Faculty of Arts and Sciences
- Rafael Gasc, voting student
- Karandeep Sanghera, voting student
- Manpreet, voting student
- Manpreet Kaur, voting student

Lara Duke, Dean, Faculty of Global and Community Studies, was acknowledged and thanked for her contributions to Senate.

The following Senators have resigned from Senate:

- Rosie Anza-Burgess, Board representative
- Iana Dokuchaeva, voting staff member

In the absence of Brian Ganter, Thomas Flower assumed voting rights for the Faculty of Arts and Sciences.



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#### 2. Approval of the Agenda

*Paul Dangerfield moved and Stephen Williams seconded:*  
 To adopt the agenda.

**CARRIED**

#### 3. Approval of the Minutes

*Paul Dangerfield moved and Kyle Guay seconded:*  
 To adopt the May 9, 2023 minutes.

**CARRIED**

*Paul Dangerfield moved and Lara Duke seconded:*  
 To adopt the June 6, 2023 minutes.

**CARRIED**  
 4 abstentions

#### 4. Correspondence Received

The recent job action at the University was recognized, as well as the resulting impact to staff, faculty, students and administration.

It was noted there were a lot of lessons learned, and need to be learned, from the job action. A commitment was provided by the President, the University, and at the Board and Senate level, on how the University can recover moving forward and if job action does re-occur, how things could be done differently.

A large number of correspondence was received by the University, the Board, the Senate, and by Paul Dangerfield, both in his role as President and Chair of Senate, and all correspondence was read. There was correspondence to Senate that dealt specifically with Senate-related matters, for example academic disruption, but often within correspondence there was an appeal to end the job action which is related to bargaining, and thus fell under the mandate of the Board and bargaining units.

For the most part, a response was not provided for all correspondence received, but forwarded to the Board and PSEC. With regard to the letter from Senators, a response was provided by the President stating the University's position. In terms of the academic disruption piece within the letter from the Senators, there was valuable information and feedback contained in the letter and would be considered by Senate.

It was noted that the academic disruption policy was due for review in the 2023/2024 review cycle. The feedback from the Senators in their letter will be used as a starting point during the review of the policy, in addition to including scenario planning as the current policy did not take into account a prolonged disruption.



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During a roundtable discussion, some of the key comments provided by Senators were as follows:

- Within the letter from the Senators, there was a request to report back with statistical data in terms of assigning grades and whether a report would be provided. The VP Academic & Provost indicated that interim data was available and would be presented at this meeting, and a further update at the September meeting.
- Whether there was a plan to address the “demoralization” and “hurt feelings” at the University. The President indicated that there is a planning process, including the integrated planning process, and time will be spent to focus on that in the coming year. In addition work is underway in creating a better engagement strategy and next week, Senior Leadership Council will be focusing on how to put this together and will work with each department. In addition, there is the employee engagement survey and all the correspondence and feedback received during the job action.
- The severity of the impact warrants a full report including the actions taken during the strike as well as the rationale.
- There is a loss of faith in the administration particularly in supporting student success. The campus community would benefit from information on why the strike was called and how the actions of faculty, staff and administration contributed to the outcome.
- It would be beneficial to have conversations with staff to determine if they were successful in achieving “what they were looking for”.
- Given the feelings of disappointment across the campus, when moving forward, there is a deep dive into the issues, and not a “bandage effect”.
- In terms of healing, it may be beneficial for the campus community to understand why the strike lasted so long and rationale that the damage done was worth the outcome. The campus community probably still does not fully understand the reason for the strike as communication was difficult and unclear.



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- From a student's perspective, some students may not have understood the job action and may have felt there was no support from the University. As such, there is the risk that students leave the University, and that potential new students may not wish to come to an institution with a history of job action.
- There needs to be some accountability from all sides, as well as the administration that mistakes were made.
- The campus community may not be interested in the Envisioning 2030, but more interested in what will be done now, in 2023.

The commitment was reiterated; that the University will start a process and implementation of bringing everyone back together, and rebuilding trust. There are immediate and long term actions, including a full report, the cost benefits, and specific items that pertain to Senate, as well as consideration of what can be done if there is a another disruption.

#### 5. Business Arising

##### 5.1 Self-Evaluation Committee

*Presented by: Christina Neigel*

Senate members were informed that a full review of the results of the recent Senate survey has not yet been complete. The survey response rate for this year was 60% versus 89% from last year, with 48% of participants having less than two years' experience on Senate, and one key highlight noted was that the general results indicated there may be a disconnect for Senators with respect to the Senate orientation.

In moving forward, the committee will undertake a thorough review of the survey results and report back, as well as develop a more formal workplan for the committee.

#### 6. New Business

##### 6.1 Annual Update on Illuminating 2030

*Presented by: Laureen Styles*

The university academic plan *Illuminating 2030* (I2030) was approved by the Board of Governors on the recommendation of Senate in February, 2021. Building



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on *Envisioning 2030*, the university plan, I2030 sets the academic direction with a range of actions identified for implementation over the next five years. Led by the provost and director, academic initiatives and planning a four phased process was utilized with the development of I2030 including significant participation of an advisory group, academic leadership and the Senate Academic Planning and Program Review Committee (SAPPRC).

To keep Senate and the university apprised of progress, an update on the academic plan is provided annually ([see full report in MS Teams](#)). While not intended to be exhaustive in nature and content, the update is a way of capturing, articulating, and sharing progress that is directional, and reflects activity aligned with long term shifts and changes to meet the goals of I2030 and E2030. Substantive progress has been made over the last year. Deep appreciation is extended to all who have had a role to play in the collective progress towards I2030. Several actions are well underway and additional activity is planned for 2023-2024 as identified in the update.

As noted, the update is not comprehensive of all academic activity aligned, with and furthering I2030. There are also several other university documents that capture more detailed activity, projects, and initiatives: (a) President's Report to the Board of Governors, and (b) the annual university Institutional Accountability Plan and Report.

#### **6.2 North West Commission on Colleges and Universities (NWCCU)**

*Presented by: Laureen Styles*

Over the last several months, the Director, Academic Initiatives and Planning and the Vice President, Academic and Provost have been reviewing provincially- and University- required academic quality assurance processes and have brought forward a recommendation with regards to NWCCU accreditation for consideration by the president. Guided by the University Act, section 35.2 (6)a, the president is seeking Senate's input and advice on NWCCU accreditation.

This item will be brought back to the September meeting.

#### **6.3 Graduates**

*Presented by: Kyle Vuorinen*



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The Registrar submitted a list of 11 additional graduates, as verified by the Registrar's Office to have met the graduation requirements of their program.

*Kyle Vuorinen moved and Lara Duke seconded:*

**23/19** Senate accept the 11 additional graduates as having completed the program requirements for their respective credentials. **CARRIED**

#### 6.4 Senate Orientation

*Presented by: Paul Dangerfield*

This year's orientation will take place during the September 5<sup>th</sup> Senate meeting and volunteers were requested to lead the orientation.

#### 6.5 Volunteers for Subcommittees

*Presented by: Paul Dangerfield*

Senators were requested to consider volunteering on the Senate subcommittees.

### 7. Committee Reports

#### 7.1 Academic Planning and Program Review Committee

*Presented by: Sue Dritmanis*

The committee did not meet in June due to the Move-Up strike. At the May 16<sup>th</sup> meeting, there was a discussion regarding the possibility of changing the committee name to "Senate Academic Planning & Review Committee" however, a vote was not taken until a review of the terms of reference is undertaken. At the committee meeting, the members also indicated to continue online meetings and the vote will take place at the August committee meeting.

#### 7.2 Bylaw, Policy and Procedure Committee

*Presented by: Corey Muench*

The next committee meeting will be on August 22 and work will continue on the Senate Bylaws and Election Procedures and provide feedback on a proposal to rescind Board policies B.101 Vision, Values, Mission, Goals and Strategic Directions and B.206 Budget Policy



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#### 7.2.1 B.102 Policy Development and Management

As background, the *University Act* outlines the policy areas and topics which are managed by the Board of Governors alone, policy areas which are managed by the Senate alone, and policy areas for which the Board of Governors must seek advice from the Senate (section 35.2(6)). The Senior Leadership Council (SLC) manages operational policies for administrative processes.

Policy B.102, “Policy Development and Management,” resides with the Board of Governors and was last updated in 2018. Since then, there have been significant changes to the policy management process with the move of the Policy Office to the Director, Risk Management, and it was felt that these should be reflected in the policy.

An overview of the major changes being proposed for B.102 was provided. A major revision to B.102 is to the current “four-step process” with respect to how policies are created or revised. In the case of Senate policies, under the current B.102, the Senate identifies policy to draft or revise and selects an Officer Responsible to create the policy (current policy notes that the default proponent is usually a Vice President but may be a committee chair). The new or revised policy is then reviewed by the Senate Bylaw, Policy, and Procedure Committee and finally considered by Senate.

Under the new version of B.102, steps would be added: the VP Academic & Provost would become the default Officer Responsible, and they would appoint a Proponent to draft/revise policies with the assistance of the policy office. In addition, the proposed B.102 would “operationalize” the policy office, meaning that the policy office would play the major role in drafting/revising policies, in cooperation with the policy proponent selected by the VP Academic & Provost.

In addition, it was noted that much of what is being proposed in B.102 is *post hoc* since the revisions being proposed are essentially describing what has already been implemented. This is a concern since *post hoc* policy creation means that practices are followed that have not been formally approved. Another point to note is that both the existing and proposed policies identify the Senate’s role as the key initiator of Senate policy creation/revision, but in practice Senate does not often play a direct, robust role in this area; rather, in practice, the role is



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managed more by the VP Academic & Provost and the policy office. Senate should keep in mind its important role in this regard.

*Paul Dangerfield moved and Stephen Williams seconded:*  
 To extend the Senate meeting to 6:30 pm.

**CARRIED**

On review and discussion of the policy, Senators noted that the policy which is connected to how Senate does business is not an item that Senate can vote on because the policy is a Board policy and was brought to Senate as an information item. Notwithstanding, it was suggested that because the policy contains sections that prescribe how Senate does its business, the Board may want to give the Senate the opportunity to vote on approval of the proposed policy rather than to simply accept it as information. In addition, discomfort was expressed with respect to the lack of opportunity for a more thorough review and to provide feedback due to many Senators having only returned from their vacation period on the same day as this Senate meeting. In this regard, the policy will be brought back to the September Senate meeting.

### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

#### 7.3.1 Resolution Memorandum

The resolutions brought forward from the May 19, 2023 Senate Curriculum Committee meeting were presented to Senate for approval.

Resolution 23/41 was removed as this resolution does not relate to curriculum.

*Deb Jamison moved and Lauren Styles seconded:*

**23/20** Senate approve SCC Resolutions 23/36 to 23/40.

**CARRIED**

Senate members were informed that operational adjustments were required after the initial SCC approval in May. The adjustments are moving the start term for the PHIL 302 and PHIL 401 revisions from Fall 2023 to Spring 2024, and adjusting the start term for the new Certificate in Contract Law from Fall 2023 to Spring 2024.





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*Deb Jamison moved and Tracy Penny Light seconded:*

**23/21** To adjust the start term for the PHIL 302 and PHIL 401 revisions from Fall 2023 to Spring 2024, and adjust the start term for the new Certificate in Contract Law from Fall 2023 to Spring 2024.

**CARRIED**

#### **7.4 Teaching and Learning Committee**

*Presented by: Diana Twiss*

The last meeting of the academic year for the committee was on May 16<sup>th</sup>. At that meeting, a roundtable summary was provided on the achievements of the committee, and one of the key highlights noted was the committee's involvement with providing feedback and input on various policies and procedures, the Indigenous framework, and the Digital Learning Framework.

#### **7.5 Budget Advisory Committee**

*Presented by: Michael Thoma*

The Senate Budget Advisory Committee met on June 1. The committee was presented with an overview of the top 10 Operational Highlights of the 2022/23 Integrated Planning cycle. In addition, the VP Finance and Administration provided the final Fiscal 2022/23 financial results which indicated the final year-end operating surplus was \$2.4 million, which is \$0.65 million lower than the January-forecasted surplus of \$3.1 million.

The committee was also requested to consider a recommendation to the Senate Bylaw, Policy and Procedure Committee to endorse the rescission, without replacement, of two policies: B.101 Vision, Values, Mission, Goals and Strategic Directions Policy and B. 206 Budget Policy. The reasoning provided for the rescission was that the legislative and legal requirements of both policies are supported elsewhere.

The committee had a discussion about policy, mission statements and terms of reference. The committee proposed that both the Senate Budget Advisory Committee Mandate and the Finance Committee Terms of Reference are updated to include language to strengthen bicameral governance responsibilities for budget setting and strategic planning.



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The motion to recommend for the rescission of both policies was carried by the Senate Budget Advisory Committee with the conditions that more information about the budgeting and planning process is posted on the website to make it more easily accessible to the university community and that the Senate Budget Advisory Committee's terms of reference are strengthened.

The next meeting is scheduled for October.

#### 8. Other Reports

##### 8.1 Senate Chair

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

- As part of the Integrated Plan, the priority will be around employee engagement and moving forward with the plans. Senior Leadership Council will begin the process next week.
- Work is underway with respect to this year's student orientation. This will be a week-long event which will include programs, workshops and opportunities to ensure students have an understanding of the campus, programming and supports that are available.
- The Chair reported that in his role at the University, and as chair of the BC Association of Institutes and Universities, priorities have been identified to both the Federal and Provincial government. A submission was recently made around additional support for Indigenous communities both in terms of operating funding and support for Indigenous students, support for climate action and accessibility on campus and at the Federal level advocating for more support for faculty around research.
- Discussions are underway with respect to possibly identifying a process to nominate and award Professor Emeritus.

*Paul Dangerfield moved and Robert Thomson seconded:*  
 To extend the meeting a further 15 minutes to 6:45pm.

**CARRIED**



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#### 8.2 Senate Vice-Chair

Robert Thomson, provided the Vice-Chair report, including the following highlights:

- Senators were requested to consider filling the remaining vacancies on the subcommittees.
- Subcommittees will be moving towards a changeover from the mandate policy documents to terms of reference. During this process, subcommittee Chairs should consider committee membership to ensure there is sufficient Senator representation on the subcommittees.
- Consideration is underway for separate surveys to be completed by all of the Senate subcommittee members.

#### 8.3 VP Academic and Provost

Laureen Styles, Vice President Academic and Provost, provided the following report:

Utilizing the *Grade Assignment During an Academic Disruption* policy, the president advised the university community of an academic disruption on June 13, 2023. This policy affords options to adapt and adjust, as needed, particular practices, policies and procedures aligned with the goals of academic continuity, where possible.

To date, academic decisions enacted during the academic disruption include:

- Options for students registered in summer session I or full-term courses to request a CR grade rather than a letter grade if they received a passing letter grade
- Options for students registered in summer session I or full-term courses to request a NC grade rather than a letter grade if they did not receive a passing letter grade
- Academic penalty-free withdrawal from summer session or full-term courses with either a fee credit (for future use against fees) or fee refund. Of note, if this route was taken, there is no notation on the student transcript



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- Extension of the grade deadline for summer session I courses to August 21, 2023 at 4 pm
- Option, with dean approval, for students to request to enrol in the next offering of a course they were registered in summer session I as “AUD” (audit) with no fees being assessed. This option will only be available for one calendar year (e.g., summer term 2023) and be based on seat availability
- With summer session I courses, with courses that were disrupted, a request to faculty from deans for a revised course plan (e.g., evaluation). Guidance and resources were available through the Center for Teaching Excellence focusing on course learning outcomes, as communicated to faculty by deans
  - Competency based approach; **faculty-led decisions** (not dean decisions)
- In situations where students had an I grade from a Spring 2023 course with commitments associated with that into the summer term, options for students to request a letter grade be change to a CR/NC grade

Of the approximately 230 summer session I courses, as of August 15, 42 classes did not yet have all final grades submitted (18%). Of these, seven of the courses had class sizes of 9 students or less. Based on the provost’s understanding, there are plans in place for course completion and submission of final grades for all of the outstanding courses by the (revised) August 21, 2023 final grade deadline.

As of August 15, 865 CR/NC grades have been either assigned by faculty or changed by Records with the appropriate requests. There are 30 requests pending.

As of August 15, 329 students who have requested fee refunds or credits, about 30% domestic students and 70% international students.

As per the policy, communication was sent out on August 15 from Paul Dangerfield, as president, rescinding the academic disruption as of August 22, 2023 (after the final grade deadline for summer I, summer II, and full-term courses).

Further, the *Grade Assignment During an Academic Disruption* policy and procedure will be reviewed during the 2023-2024 academic year under the vice



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president academic & provost office in a consultative manner based on the policy on policy development and review.

A further update, with the additional numbers and information, will be provided at the September Senate meeting.

#### **8.4 Board Report**

A report was not provided as a Board representative has not been determined.

#### **8.5 Elder Report**

A report was not provided as Elder Latash was not in attendance.

#### **9. Discussion Items**

No discussion items were presented.

#### **10. Other Business**

No other business was presented.

#### **11. Information Items**

No information items were presented.

The meeting was adjourned at 7:15 pm.

**Next Meeting: Tuesday, September 5, 2023**

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