![Capilano University logo]

SENATE REGULAR MEETING
Tuesday, February 6, 2024   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 Líl̓wat, xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

1. **Welcome**

2. **Approval of the Agenda** - *Decision*   Senate Members

3. **Approval of Minutes** - *Decision*   Senate Members
    Schedule 3

4. **Correspondence Received**

5. **Business Arising**
    None

6. **New Business**
    6.1   Spring 2024 Election Timeline – *Information*   Kyle Vuorinen
    Schedule 6.1

    6.2   2025 Senate Meeting Schedule – *Decision*   Paul Dangerfield
    Schedule 6.2

    6.3   Vice-Chair Nominating Committee – Request to Convene   Paul Dangerfield

    6.4   Self-Evaluation Committee – *Information*   Christina Neigel
    Schedule 6.4

7. **Committee Reports**
    7.1   Academic Planning and Program Review Committee – *Information*   Sue Dritmanis

    7.2   Bylaw, Policy and Procedure Committee – *Information*   Corey Muench

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7.3   Curriculum Committee   Deb Jamison
      7.3.1   No Resolution Memo as the January 19 meeting was cancelled.

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*   Sue Dritmanis

8.3   VP Academic and Provost – *Information*   Laureen Styles

8.4   Board Report – *Information*   Patricia Heintzman

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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SENATE MEETING
Tuesday, January 9, 2024   4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Deanna Baxter, John Brouwer, Sue Dritmanis, Thomas Flower, Brian Ganter, Raphael Gasc, Victor Gelano, Denise Gingrich, Kyle Guay, Patricia Heintzman, Deb Jamison, Manpreet Kaur, Laura Kinderman, Tracy Penny Light, Brad Martin, Alysha Monk, Corey Muench, Lesley Nelson, Ramin Shadmehr, Laureen Styles, Natasha Mrkic-Subotic, Michael Thoma, Diana Twiss, Kyle Vuorinen, Stephen Williams, Recorder: Mary Jukich

Regrets: Christina Neigel, Karandeep Sanghera, Gurjot Singh

Guests: Aurelea Mahood, Alex Karnazes

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1. **Welcome**

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

   Sue Dritmanis was introduced and welcomed as the new Senate Vice Chair.

   Senate members were informed of the recent passing of Nancy McMaster.

   Sue Dritmanis assumed voting rights for the Faculty of Business and Professional Studies.

   Beginning this semester and moving forward, proponents of agenda items will be invited to sit at the Senate table.

2. **Approval of the Agenda**
   Paul Dangerfield moved and Laura Kinderman seconded:
   To adopt the agenda.   **CARRIED**

3. **Approval of the Minutes**
   Paul Dangerfield moved and Kyle Vuorinen seconded:
   To adopt the December 5, 2023 minutes.   **CARRIED**

4. **Correspondence Received**

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No correspondence was received.

5. **Business Arising**
   None.

6. **New Business**
   6.1 **Graduates**
   Presented by: Kyle Vuorinen

   The Registrar presented a list of 472 graduates, verified by the Registrar's Office, to have met the graduation requirements of their program.

   On discussion, it was suggested that in moving forward, a mechanism be developed for providing the list of graduates to Senators.

   Kyle Vuorinen moved and Ramin Shadmehr seconded:

   24/01 Senate approve the students from the five Faculties for their respective credentials for graduation. **CARRIED**

7. **Committee Reports**
   7.1 **Academic Planning and Program Review Committee**
   Presented by: Sue Dritmanis

   The committee met on December 12ᵗʰ and reviewed the one-year progress reports from Education and Employment Access, and Early Childhood Care and Education and evidence was provided to show that progress was being made on their action plans.

   The committee also reviewed and discussed the proposed schedule change for the submission of concept papers and changes to the program approval process.

   7.2 **Bylaw, Policy and Procedure Committee**
   Presented by: Corey Muench

   The committee met on December 5, 2023 and finalized the S2020-01 Programs of Study Outcomes Policy and S2020-01-01 Programs of Study Outcomes

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Procedures. The committee also met on January 9, 2024 and began their review on the Academic Integrity Policy and Procedures.

7.2.1   S2020-01 Programs of Study Outcomes Policy
S2020-01-01 Programs of Study Outcomes Procedures
S2020-01 Academic Credentials Policy – For Reference

Senate members were presented with the S2020-01 Programs of Study Outcomes Policy and S2020-01-01 Programs of Study Outcomes Procedures for review. Information was provided that the revisions were mostly housekeeping and consolidation of the information around the baccalaureate degree requirements. The revisions will help students better understand how cap core is integrated and part of the baccalaureate degree and not an "add-on". In addition, the operationalization date of the next academic year was proposed so that Academic Initiatives and Planning and the Registrar's Office can work closely to ensure that the calendar copy accurately reflects the proposed revisions.

Corey Muench moved and Brad Martin seconded:

24/02 That the Senate approve the revised S2020-01 Academic Credentials in their new form: S2024-01 Programs of Study Outcomes Policy and S2024-01-01 Programs of Study Outcomes Procedures. **CARRIED**

7.3   Curriculum Committee
Presented by: Deb Jamison

7.3.1   Resolution Memorandum

As the December 8, 2023 Senate Curriculum Committee was cancelled, a resolution memorandum was not brought to Senate.

7.4   Teaching and Learning Committee
Presented by: Diana Twiss

A report was not provided as the committee did not meet in December. The next committee meeting is scheduled for January 16th.

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7.5   Budget Advisory Committee
Presented by: Michael Thoma

The committee met on December 12, 2023.   Committee members previously requested updated 2nd quarter information and a motion to receive the Fiscal 2023 Quarter 2 forecast was passed.

The committee was provided with a financial update for the Quarter 3 Forecast, which forecast a surplus of $4.9 million, which is an $8.3 million favourable variance compared to the Board approved deficit budget of $3.3 million. The favourable variance was mostly due to an increase in tuition revenue, forecast to be $21.7 million favourable with domestic at $0.6 million favourable (3%) and international at $21 million favourable (50%).

The committee was also provided with an overview of the integrated planning process for the draft budget version 1 which highlighted the University priorities of academic initiatives, and support and implementation of new plans, in particular, Digital Transformation, Indigenous Framework, and the PeoplePlan.

On completion of the presentations, committee members provided concerns around three issues:

- that decisions around the PeoplePlan are based on a flawed survey;

- the increase in international student enrolment and the impact and challenges to the university;

- the lack of a mechanism that would allow departments to save funds within their department for their use rather than request funds for the needs of the department.

The next committee meeting is scheduled for January 29.

8.   Other Reports

8.1   Senate Chair

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

- Confirmation was provided that the University has a solid integrated planning and budgeting process in place, and has taken a deliberate longer term, and often, conservative approach. As such, this year's budget will reflect ongoing thoughtfulness and confidence that the University is in a good financial position.

- Everyone involved in the work around the Squamish campus was acknowledged and appreciated. The position for the new Associate Vice President, Squamish has also been posted. Work is underway in planning and determining the resources required for the soft launch of programming in fall 2024, and a further update will be provided at the February President's Perspective.   Planning is also underway for the Open House for employees. The University continues to work closely with the communities in the Sea to Sky corridor, including a partnership agreement with the Whistler Institute, the Whistler Chamber of Commerce and other associations. Housing has not yet been secured and a further update will be provided in the spring.

8.2   Vice-Chair

Sue Dritmanis acknowledged the Senate Chair, and previous Vice Chair for their support and encouragement as the new Vice Chair of Senate.

8.3   VP Academic and Provost

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

- Policy work continues to evolve particularly the suite of policy revisions and new policy going to the Bylaw, Policy and Procedure committee in the future involved with graduate programs, including preparatory work focusing on what be needed from a program development perspective.

- In terms of additional academic direction, for this calendar year, focus will be on institutional learning outcomes and assessment of learning tools.

8.4   Board Report

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A report was not provided as the Board has not met since the last Senate meeting.

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

9. Discussion Items

The following discussion items were raised:

- In terms of this year's Academic Schedule, concern was expressed that starting classes on January 3rd was challenging to both faculty, staff and students, with a significant impact to mental health and wellness. It was suggested that at the next review of the Academic Schedule policy, a recommendation is made to ensure that there is a minimum number of days between the break and the semester start date.

- Faculty are facing some challenges with the level of support in terms of available resources and budgets within their departments.

10. Other Business
No other business was presented.

11. Information Items
No information items were presented.

The meeting was adjourned at 5:00 pm.

Next Meeting: Tuesday, February 6, 2024

MEMO

To:

From: Kyle Vuorinen, Registrar

Subject: Spring 2024 Election timeline and seats up for election - update

Date: January 10, 2024

cc:

SPRING 2024 ELECTION TIMELINE

Date	Action	Duration
Thursday, February 1	Call for nominations	Two weeks
Wednesday, February 14, 4pm	Call for nominations CLOSED	Four weeks
Thursday, Feb 15	Orientation (by request)	
Thursday, March 14, 12:01 am	Voting OPEN	One week
Wednesday, March 20, 11:59pm	Voting CLOSED	
Friday, March 22	Election Results Announced	

BOARD OF GOVERNORS SEAT UP FOR ELECTION

Student Representatives	2 Voting	Term ending on July 31, 2025
Faculty Representatives	2 Voting	Term ending on July 31, 2027
Non-Faculty Representatives	1 Voting	Term ending on July 31, 2027

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SENATE SEAT UP FOR ELECTION

Representatives	Seats	Non-voting term starts	Voting term starts	Term ends
Students	2 seats	n/a	Immediately	July 31, 2025
	2 seats	n/a	August 1, 2024	
Support Staff	2 seats	n/a	August 1, 2024	July 31, 2027
Faculty of Arts and Sciences	1 seat	August 1, 2024	August 1, 2025	July 31, 2027
Faculty of Business & Professional Studies	1 seat	August 1, 2024	August 1, 2025	July 31, 2027
Faculty of Education, Health and Human	1 seat	August 1, 2024	August 1, 2025	July 31, 2027
Faculty of Fine and Applied Arts	1 seat	immediately	August 1, 2025	July 31, 2027
Faculty of Global and Community Studies	1 seat	August 1, 2024	August 1, 2025	July 31, 2027

CAPILANO UNIVERSITY SENATE
2025 REGULAR MEETING SCHEDULE

Meeting Date		Deadline for Submission of Agenda Items – 12:00 Noon
January 14	4:00 pm	January 7
February 4	4:00 pm	January 28
March 4	4:00 pm	February 25
April 1	4:00 pm	March 25
May 13	4:00 pm	May 6
June 3	4:00 pm	May 27
July – No Meeting		
August 19	4:00 pm	August 12
September 2	4:00 pm	August 26
October 7	4:00 pm	September 30
November 4	4:00 pm	October 28
December 2	4:00 pm	November 25

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

DRAFT – February 6, 2024

CAPILANO UNIVERSITY

SENATE REPORT

AGENDA ITEM:	Senate Self-Evaluation Sub-Committee Report
PURPOSE:	☒ Approval ☐ Information ☐ Discussion
MEETING DATE:	February 6, 2024
PRESENTERS:	Christina Neigel, Senate Self-Evaluation Sub-Committee Chair

PURPOSE
Apprise Senate of Evaluation Sub-Committee's activities.

BACKGROUND

1. **Update**: 2022/23 Self-Evaluation Committee Report Recommendations

   A. Senate continue to develop ways of orienting members throughout the year on the scope of Senate's power, responsibilities, and role within the provincial legislation. This can include more deliberate mentorship for new members, as they navigate Senate throughout the year.
   Area of responsibility: Senate Chair/Vice-Chair

   *January 2024 – touched base with Chair and there has not been action on acting on this but there is interest on exploring how this could be enacted. **Recommended Action**: Put on Senate Agenda for discussion.*

   B. Establish regular written reports from all Senate Committees to provide a written record of Committee activities, particularly decisions and action items.
   Area of responsibility: Senate Chair/Vice-Chair to work with Committee Chairs

   January 2024 – no action taken to-date.
   ***Recommended Action**: there is a need for Senate discussion.*

   C. Continue plans to assess Senate Committee effectiveness.
   Area of responsibility: Senate Self-Evaluation Committee

   *January 2024 – **Action:** The Senate Self-Evaluation Committee is working towards developing **surveys** for Senate sub-committees to understand the effectiveness of these groups to be **deployed in March/April 2024**. Each committee will receive a survey and will be answered by all senator and non-senator participants.*

2. Decolonizing Senate

   Discussion: Informed by discussions and concerns raised at Senate in recent years, the self-evaluation committee considered how decolonizing Senate might be explored. One approach could be establishing a working group of Senate that could investigate the opportunities and limits of our legislation and our practices at Senate that have possibilities for disruption and presenting findings to Senate for reflection. Such an approach might allow for contemplation and, even if the exercise results in limited change (perhaps because of legislative constraints), it is a way to demonstrate an interest and commitment to challenging the status quo.