SENATE MEETING
Tuesday, March 1, 2016 4:00 – 6:00 pm
Capilano University - LB322

AGENDA

1. Approval of the Agenda

2. Minutes
- February 2, 2016   Schedule 2

3. Chair and Vice-Chair's Reports

4. Correspondence

5. Business Arising
5.1   Presidential Stakeholders Meeting
5.2   Academic Freedom – Ad Hoc Committee members

6. New Business
6.1   Alumni Awards Selection Committee – Senate representatives   Nanci Lucas
        (faculty, staff and student)

                                                                                              Karen McCredie
6.2   2016 – 2017 Academic Schedule - Revised   Schedule 6.2

7. Standing Items
8.1 Academic Initiatives   Rick Gale

8. Other Business

9. Committee Reports
9.1 Academic Planning and Program Assessment Committee   Paul McMillan

9.2 Budget Advisory Committee   Paul McMillan

9.3 By-law, Policy and Procedure Committee   Nanci Lucas
     9.3.1   Board and Senate Election Procedures   Schedule 9.3.1

     9.3.2   S1988-01 Registration for Student Athletes – Motion to rescind   Schedule 9.3.2
               policy

9.4 Curriculum Committee – February 19th Meeting [Link to Draft Minutes](#)   Deb Jamison
     9.4.1 Resolution Memorandum   Schedule 9.4.1

9.5 Instructional Technologies Advisory Committee   Daniel Yasinski

9.6 Tributes Committee – *In Camera*   Chris Bottrill
     9.6.1   Honorary Degree / Faculty Emeritus

11. Discussion Items

12. Information Items
12.1 First Nations Student Services Department – Gathering of First Nations
     Voices Through Song and Dance

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Capilano University – LB322

MINUTES

Present: Kris Bulcroft (Chair), Carol Aitken, Don Bentley, Chris Bottrill, Brent Calvert, Leighan Crowe, Julia Denholm, Caroline Depatie, Sacha Fabry, Benjamin Glassen, Rhita Hassar, Debbie Jamison, Sylvia Kind, David Kirk, Grace Makarewicz, Paul McMillan, Grace McNab, Jennifer Moore, Alysa Hupper-Poliak, Natahsha Prakash, Emma Russell, Sandra Seekins, Sharka Stuyt, Michael Thoma, Cheryl Webb, Recording Secretary: Mary Jukich

Regrets: Darin Feist, Rick Gale, Reini Klein, Brent Leigh, Nanci Lucas, Karen McCredie, Kim McLeod, Stephanie Wells, Daniel Yasinski, Bacel Younan

Guests: Jon Kinsley, Marja de-Jong Westman, Aurelea Mahood

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

1.   **Approval of Agenda**

> *Benjamin Glassen moved and Grace Makarewicz seconded:*
> **The agenda be approved**   **CARRIED**

A question was raised on the Presidential search stakeholder meetings. Kris will provide a follow-up at the next meeting.

2.   **Minutes**

> *Natahsha Prakash moved and Grace Makarewicz seconded:*
> **The January 12, 2016 minutes be approved**   **CARRIED**

3.   **Presentation**

Pride Week – February 22 – 26, 2016

A presentation was provided with regard to Pride Week, February 22 – 26th, 2016, and the events scheduled at the University. The campus community was invited to participate in the events to celebrate and learn about diversity.

4.   **Chair and Vice-Chair's Reports**

Chair's Report

Kris reported that Andrew Wilkinson, Minister of Advanced Education visited the University on January 29th. Representatives of the Motion Picture Arts Program were on hand to answer questions and provide information. The Minister toured the Bosa Centre and had conversations with faculty and students regarding Capilano's Motion Picture Arts Program.

Kris attended the Chancellor's Circle Event, which acknowledges donors who have made gifts or pledges of $25,000 or more. At this year's event, a Capilano alumnus provided a moving testament about time spent at the University.

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The Alumni Association will be meeting shortly to move forward with the Chancellor Search process.

Caroline Depatie was introduced and welcomed as the new voting representative from the Faculty of Global and Community Studies for a term ending July 2016.

Alysa Huppler-Poliak was introduced and welcomed as the new voting student representative, for a term ending July 2016.

In the absence of Stephanie Wells, Emma Russell assumed voting rights for the Faculty of Global and Community Studies.

5.   Correspondence
No correspondence was presented.

6.   Business Arising
No new business was presented.

7.   New Business
7.1   Approvals in Principle

Minor in Writing Practices

Senate reviewed the Minor in Writing Practices Approval in Principle. The proposed program provides the opportunity for a community of students to acquire the foundational knowledge, abilities and skills associated with the interdisciplinary, intensive and applied study of writing and its associated industries. The program will also be accessible and open to all interested baccalaureate degree students at the University irrespective of their home program and faculty.

Leighan Crowe moved and Julia Denholm seconded:

16/04   To approve the Minor in Writing Practices Approval in Principle.

CARRIED

Minor in Environmental Stewardship

Senate reviewed the Minor in Environmental Stewardship Approval in Principle. The proposed program provides students with an interdisciplinary educational pathway. Courses from the natural sciences provide the Minor's foundational academic core, scientific and ecological knowledge. This knowledge is gathered and viewed through a wider lens to ensure its relevance and applicability to the 21st century. Teaching faculty and courses for the

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program are drawn from across the academic spectrum. The program will address contemporary environmental issues by combining scientific and socio-political knowledge with on-the-ground fieldwork to facilitate positive change.

Julia Denholm moved and Natahsha Prakash seconded:

CARRIED

16/05   To approve the Minor in Environmental Stewardship Approval in Principle.

8.   Standing Items
8.1   Academic Initiatives

As the presenter was absent, this item was deferred to the March meeting.

9.   Other Business

No other business was presented.

10.   Committee Reports
10.1   Academic Planning and Program Assessment Committee
Presented by: Paul McMillan

The Committee is reviewing its mandate to remove academic assessment, as program assessment would not just be for academic programs. The Committee will, instead, look at program review with KPI's that it developed. The Committee also reviewed a draft procedure for program review, and both the mandate and draft procedure for program review were sent to the By-law, Policy and Procedure Committee.

10.2   Budget Advisory Committee
Presented by: Paul McMillian

The Budget Advisory Committee met on January 26th to review the as-is budget which indicated a shortfall of $1.3 million, mainly due to a decrease in domestic tuition. The Committee also reviewed a list of requested add-ons totalling approximately $4 million.

The Committee will be provided with a draft-balanced budget this week and a further Committee meeting is scheduled for February 16th. It was noted that the draft budget would also be presented to the Board on February 16th as an information item.

The Committee and Board will have approximately one month to review the budget as the Board is expected to approve a balanced budget in March.

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10.3 By-law, Policy and Procedure Committee
Presented by: Kris Bulcroft

S1988-01 Registration for Student Athletes – Motion to rescind policy

A brief summary was provided indicating that the current Policy does not align with current practice. However, as further information was not available, Senate requested that the Policy be brought to the By-law, Policy and Procedure Committee.

Benjamin Glassen moved and Sandra Seekins seconded that:

16/06 The S1988-01 Registration for Student Athletes Policy be brought to the By-law, Policy and Procedure Committee **CARRIED**

10.4 Curriculum Committee
Presented by: Deb Jamison

Deb Jamison moved and Caroline Depatie seconded:

16/07 SCC resolution 16/01 and 16/02 be endorsed by Senate **CARRIED**

Deb Jamison moved and Julia Denholm seconded:

16/08 SCC resolution 16/03, 16/04 and 16/05 be endorsed by Senate **CARRIED**

Michael Thoma moved and Jennifer Moore seconded:

16/09 SCC resolution 16/06 be endorsed by Senate **CARRIED**

10.5 Instructional Technologies Advisory Committee
Presented by: Don Bentley

The Committee is discussing open textbooks and professional development for faculty around online teaching, and looking at some of the alternatives and ways of bringing these to the University.

11. Discussion Items
No discussion items were presented.

12. Information Item
12.1 Senate By-Election Results

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The Senate By-election results was as follows:

Caroline Depatie – voting representative from the Faculty of Global and Community Studies with a term ending July 2016.

Alysa Huppler-Poliak – voting student representative with a term ending July 2016.

12.2   2017 Meeting Schedule
The proposed 2017 meeting schedule was presented for information.

There being no further business, and on motion duly made, the meeting was adjourned at 5:30 p.m.

 Next Meeting: Tuesday, March 1st, 2016

CAPILANO UNIVERSITY ACADEMIC SCHEDULE AND IMPORTANT DATES
FALL 2016 TO SUMMER 2017

September 5, 2016	University Closed for **Labour Day**
September 6, 2016	**Fall 2016 Term Commences/New Student Orientation** North Vancouver and Sunshine Coast Campuses: Fall term commences with evening classes starting at 5:30pm or later. Some programs may be holding daytime classes. If classes are running, students will be informed by a program representative prior to the start of term. New students will participate in New Student Orientation followed by the Cap U Street Party (CUSP) which is open to new and returning students. Squamish Campus: Daytime and evening classes will run as scheduled. *Note: Courses/programs commence on various days. Consult your program area for further information.*
September 6 – 19, 2016 *	**Fall 2016 Add/Drop Period**
September 15, 2016	**Early Application Deadline for Spring 2017** *(Arts & Sciences and School of Business programs; check other program areas for their deadlines.)* • Applications and the application fee should be submitted by this deadline.
September 20 – October 17, 2016 *	**Fall 2016 Withdrawal Period** *Note: During this period, withdrawals will be noted on the permanent student record as a "W".*
October 10, 2016	University Closed for **Thanksgiving Day**
October 15, 2016	**Application and Document Deadline for Spring 2017** *(For Arts & Sciences and School of Business; check with other program areas for cohort program deadlines.)* Complete applications with all required documentation and the application fee must be submitted by this deadline in order to be considered for priority registration for the Spring 2017 term.
October 20, 2016 (10:20 a.m.)	**ShakeOut BC**
November 11, 2016	University Closed for **Remembrance Day**
November 14 – 23, 2016	**Spring 2017 Registration and Waitlisting**
December 2, 2016	**Last Day of Classes for Fall 2016** *Note: Some courses/programs continue until the last day of the examination period. Consult your program area for further information.*
December 5 – 13, 2016	**Fall 2016 Final Exam Period** *(Includes Saturday, December 10, 2016)*
December 16, 2016 (4:00 p.m.)	**Fall 2016 Final Grade Submission Deadline for Faculty**
December 19, 2016 (4:00 p.m.)	**Fee Payment Deadline – Spring 2017** Full payment must be received by the Cashier's Office to avoid deregistration.
December 19-20, 2016	**Fall 2016 End-of-Term Processing** **Registration System Closed** for Fall 2016 End-of-Term Processing and Spring 2017 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
December 21, 2016	**Registration System Re-opens** • Students are able to add, drop, and waitlist for courses. *Note: In-person registration will be unavailable from December 24, 2016 to January 2, 2017 due to University closure.*
December 24, 2016 – January 2, 2017	**University Closed** *University closed December 24, 25, 26, 27, 28, 30, 31, January 1 and 2. December 29 closed to public.*
January 5, 2017	**Spring 2017 Term Commences** *Note: Courses/programs commence on various days. Consult your program area for further information.*
January 5 – 18, 2017*	**Spring 2017 Add/Drop Period**

Date	Event
January 19 – February 15, 2017*	**Spring 2017 Withdrawal Period** *Note: During this period, withdrawals will be noted on the permanent student record as a "W".*
January 31, 2017	**Early Application Deadline for Summer 2017** *(Arts & Sciences and School of Business programs; check other program areas for their deadlines.)* Applications and the application fee should be submitted by this deadline.
February 13, 2017	University Closed for **Family Day**
February 14 – 17, 2017	**Reading Break** *Note: Please check the Capilano University Library website for hours of operation.*
February 15, 2017	**Application and Document Deadline for Summer 2017** *(For Arts & Sciences and School of Business; check other program areas for cohort program deadlines.)* Complete applications with all required documentation and the application fee must be submitted by this deadline in order to be considered for priority registration for the Summer 2017 term.
March 6 – 10, 2017	**Summer 2017 Registration and Waitlisting**
March 31, 2017	**Early Application Deadline for Fall 2017** *(Refers to Arts & Sciences and School of Business programs; check with other program areas for their deadlines.)* Applications and the application fee should be submitted by this deadline.
April 12, 2017	**Last Day of Classes for Spring 2017** *Note: Some courses/programs continue until the last day of the examination period. Consult your program area for further information.*
April 14 – 17, 2017	**University Closed for Easter** *Note: Please check the Capilano University Library website for hours of operation.*
April 18 – 25, 2017	**Spring 2017 Final Exam Period** *(includes Saturday, April 22, 2017.)*
April 28, 2017 (4:00 p.m.)	**Spring 2017 Final Grade Submission Deadline for Faculty**
May 1, 2017 (4:00 p.m.)	**Fee Payment Deadline – Summer 2017** Full payment must be received by the Cashier's Office to avoid deregistration.
May 1 - 2, 2017	**Spring 2017 Grades and End-of-Term Processing** **Registration System Closed** for Spring 2017 End-of-Term processing and Summer 2017 deregistration due to non-payment of fees. • Students will not be able to add, drop, or waitlist for courses.
May 3, 2017	**Registration System Re-opens** • Students are able to add, drop, and waitlist for courses.
May 8, 2017	**Summer 2017 – Full Term Commences** **Summer 2017 – Session I Commences**
May 8 - 12, 2017 *	**Summer 2017 – Session I Add/Drop Period**
May 8 – 19, 2017 *	**Summer 2017 – Full Term Add/Drop Period**
May 13 – 26,2017 *	**Summer 2017 – Session I Withdrawal Period** *Note: During this period, withdrawals will be noted on the permanent student record as a "W".*
May 20 – June 16, 2017 *	**Summer 2017 – Full Term Withdrawal Period** *Note: During this period, withdrawals will be noted on the permanent student record as a "W".*
May 22, 2017 *	University Closed for **Victoria Day**
May 31, 2017	**Application and Document Deadline for Fall 2017** *(For Arts & Sciences and School of Business; check with other program areas for cohort program deadlines.)* Complete applications with all required documentation and the application fee must be submitted by this deadline in order to be considered for priority registration for the Fall 2017 term.
June 5 - 6, 2017	**Spring 2017 Convocation**

CAPILANO UNIVERSITY ACADEMIC SCHEDULE AND IMPORTANT DATES
FALL 2016 TO SUMMER 2017

Date	Event
June 23, 2017	**Last Day of Classes for Summer 2017 – Session I**
June 26, 2017 (4:00 p.m.)	**Summer 2017 - Session I Final Grade Submission Deadline for Faculty**
June 27, 2017	**Summer 2017 – Session I Grades and End-of-Term Processing Registration System Closed** for Summer 2017 - Session I grades processing. Students will not be able to add, drop, or waitlist for courses.
June 28, 2017	**Registration System Re-opens** Students are able to add, drop, and waitlist for courses.
July 3, 2017	University Closed for **Canada Day** (day in lieu)
July 4, 2017	**Summer 2017 – Session II Commences**
July 4 – 14, 2017	**Fall 2017 Registration and Waitlisting**
July 4 – 10, 2017 *	**Summer 2017 – Session II Add/Drop Period**
July 11 – 24, 2017 *	**Summer 2017 – Session II Withdrawal Period** *Note: During this period, withdrawals will be noted on the permanent student record as a "W".*
August 7, 2017	University Closed for **BC Day**
August 18, 2017	**Last Day of Classes for Summer 2017 – Session II and Full Term**
August 21, 2017 (4:00 p.m.)	**Summer 2017 - Session II and Full Term Final Grade Submission Deadline for Faculty**
August 21, 2017 (4:00 p.m.)	**Fee Payment Deadline – Fall 2017** Full payment must be received by the Cashier's Office to avoid deregistration.
August 22, 2017	**Summer 2017 - Session II and Full Term End-of-Term Processing Registration System Closed** for Summer End-of-Term processing and Fall 2017 deregistration due to non-payment of fees.
August 23, 2017	**Registration System Re-opens** Students are able to add, drop, and waitlist for courses.
September 4, 2017	University Closed for **Labour Day**

* Please note: Add/drop and withdrawal dates vary for courses/programs that do not start in September and end in December (Fall term) or start in January and end in April (Spring term) or start in May and end in August (Summer term). Please check the University website or contact the Registrar's Office.

Memo

To: Senate

From: Nanci Lucas, Chair of Bylaw, Policy and Procedure Committee

cc: Members of the Bylaw, Policy and Procedure Committee

Date: February 11, 2016

Re: Senate and Board Election Procedures

Senators:

Last academic year, Senate directed the Bylaw, Policy and Procedure Committee to review the Senate and Board Election Procedures. Special attention was to be given to the method of breaking ties.

After several discussions and some research including other special purpose teaching universities, the committee concluded that the coin toss was the fairest method besides a whole new election.

Therefore, SBPPC recommends that Senate approve the changes provided in the attachments.

Nanci Lucas
Chair, SBPPC

Capilano University

Senate Election Procedures

November 2013November 2015 March 2016

Purpose:

The rules and procedures included in this document outline the process to be undertaken by Capilano University for all Senate ~~Elections~~elections~~.~~. The rules and procedures for elections are in accordance with the *University Act*~~.~~. In the event of a disagreement between the procedures and the *University Act*, the *University Act* will prevail.

Schedule for Elections:

Regular elections will normally occur in late February~~.~~. The Registrar is responsible for preparing the election schedule and will distribute the schedule to involved constituency groups prior to the election.

Procedural definitions:

Faculty: An academic educational administrative division of a university constituted by the Board as a ~~faculty~~ Faculty under section 39 of the University Act, or the dean and faculty members of a ~~faculty~~Faculty, as the context requires.

At Capilano University there are five (5) Faculties: Arts and Sciences~~;~~, Business and Professional Studies~~;~~, Fine and Applied Arts~~;~~, Education, Health and Human Development~~;~~, and Global and Community Studies.

Faculty Member: A person employed by a university as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by Senate.

At Capilano University, lab instructors, lab supervisors, private music instructors, instructional associates, special appointees, counselors, and librarians, ~~also~~ have also been designated by Senate as faculty members.

Support Staff: Capilano University employees who are staff, exempt staff, or administrators, but who are not

 a) Officers of the special purpose, teaching university (Vice Presidents, President & Registrar), or
 b) Deans or faculty members

Term of Office:

~~Orientation for all new members may occur prior to the official term commencement date. It is the responsibility of the representatives to ensure participation in the orientation.~~

Support staff and faculty representatives:

The term of office for support staff and faculty representatives on the Senate shall be three (3) years, normally commencing on August 1st.

Student representatives:

The term of office for student representatives on the Senate shall be one (1) year, normally commencing on August 1ˢᵗ.

Orientation:

Orientation for all new members may occur prior to the official term commencement date. It is the responsibility of the representatives to ensure their participation in the orientation.

Eligibility to Nominate, Vote, Run and Hold Office:

Students:

Eligibility to Nominate:

To nominate an individual, students must be enrolled in at least one credit course at Capilano University.

Eligibility to Vote*:

The voters list for Senate Student student representatives shall be comprised of all students enrolled in at least one credit course at Capilano University.

Eligibility to Stand for Election and Hold Office:

Students elected to Senate must be enrolled in at least one credit course and cannot have the current notation of 'Required to Withdraw' on their record . If an elected student's enrolment is terminated due to being 'Required to Withdraw', student conduct, or any other reason, the position will be declared vacant.

Support staff:

Support staff members who are also employed under the category of faculty members shall be designated by the role which that has the majority of the workload . If the workload is equal, then in order to participate in elections the employee must choose, on a one-time time-only basis, to be considered either a faculty member or a non-faculty member for purposes of Senate voting and candidacy.

Support staff members who are also students cannot stand for election, nominate, or vote as students.

Eligibility to Nominate:

To nominate an individual, staff must meet the same criteria as those described those described for those eligible to votefor eligibility to vote.

Eligibility to Vote*:

The voters list for Senate support staff representatives shall be comprised of all support staff, exempt staff, and administrators who are not officers of the University (President, Registrar and Vice-PresidentsP's), deans, or faculty members.

Eligibility to Stand for Election and Hold Office:

Support staff elected to Senate must be employed continuously for the entire three (3) year term of office.. If an elected support staff member's employment with the University is terminated for any reason, the position will be declared vacant.

Faculty:

For the purposes of voting and candidacy, a faculty member with two or more appointments will be designated a member of the Faculty in which his/her appointment level is greatest. If the appointment level is equal, then in order to participate in elections the faculty member must choose, on a one-time time-only basis, a single Faculty for membership for the purposes of voting and candidacy.

Individuals in faculty positions, who do not have appointments in an area that is part of an established Faculty, will be designated as members of a Faculty on the recommendation of the Registrar and Vice-Chair of Senate. The membership lists will be maintained by the office of the appropriate Deandean.

For the purposes of voting and candidacy, an employee who has both a faculty and a non-faculty position shall be designated by the role which that has the majority of the workload. If the workload is equal, then in order to participate in elections the employee must choose, on a one-time time-only basis, to be considered either a faculty member or a non-faculty member for purposes of Senate voting and candidacy.

Faculty members who are also students cannot stand for election, nominate, or vote as students.

Eligibility to Nominate:

To nominate an individual, faculty must meet the same criteria as those described for those eligibleeligibility to vote.

Eligibility to Vote*:

The voters list for each Faculty shall be comprised of all faculty members with full appointments in that Faculty, all faculty members with the majority of their appointments in that Faculty, and those faculty members who have chosen to exercise their voting rights in that Faculty instead of another Faculty in which they have an equal appointment. Any members of the Faculty who also have non-faculty work and who have chosen to vote as non-faculty will be excluded from the Faculty voting list.

Eligibility to Stand for Election and Hold Office:

Faculty members elected to Senate must have appointments within one or more Faculties (administrative divisions) of Capilano University as constituted by the Board of Governors. . If an elected faculty member's appointment with the University is terminated for any reason, the position will be declared vacant.

*The Registrar is responsible for both maintaining and having the final authority over the voters list. A copy of the voters list will be available for viewing in the Registrar's Office once an election or by-election has been called.

Election Timelines and Process

Timelines:

The Registrar is responsible for establishing timelines and shall post them on the Capilano University web site.

The nNomination period will be a of two (2) weeks duration ending at 4:00 p.m. on the final day. The nomination results will be announced within two (2) working days from the end of the nomination period.

The nomination period must end at least four two (2)one (1) weeks before the start of the voting period.

The voting period will be of one week duration beginning at 12:01 a.m. on the first day and ending at 11:59 p.m. on the final day. The voting results will be announced within two (2) working days from the end of the voting period.

Election Process

Nominations:

The Registrar will post timelines and nomination forms on the Capilano University web site. . Information required for nominations includes full name, signature, date and student ID (for students) or employee ID (for staff or faculty).

If the number of nominated candidates matches the required number of positions to be elected, the candidates will be declared elected by acclamation.

Candidates List:

The Registrar will post on the Capilano University web site the list of candidates and their respective nomination statements (verbatim).

Campaigning:

A candidates' orientation will be held prior to the start of the campaign period~~.~~. It is the sole responsibility of the candidate to ensure they are familiar with all the rules of the election, whether ~~in they attendance~~ they attend the orientation or not.

Promotion of the election, excluding the Capilano University web-site, but including all-candidates' meeting is the responsibility of the constituent groups.

All campaign material will be in accordance with ~~the~~ Human Rights Legislation.

Campaigning is allowed, and is undertaken at the individual's expense and ~~on~~ in their own time. Campaigning includes, but is not limited to, posters, signs, websites, social media, and telephone/email ~~campaigns~~communication~~.~~. Encouraging individuals to vote is not considered campaigning ~~as long as~~if there is no reference to an individual candidate or group of candidates.

Candidates may not abuse Capilano University's resources. All candidates are required to act with honesty and integrity.

Election Results:

The Registrar shall:
1. Post the election results within two (2) working days following each election.
2. Inform the President of the results of the election.
3. Report the Senate election results at the first Senate meeting following each election.
4. Post results publicly on the University's website, including names of candidates who were not successful.~~.~~

If the number of candidates for ~~each~~ a position matches the required number of candidates to be elected, the candidate(s) will be declared elected by acclamation.

If the number of candidates for a position is more than the required number of candidates to be elected, the candidate(s) with the most votes will be declared as elected.

In the case of tie votes, the following will take place:

~~Tie votes will be broken via secret ballots conducted at the first Senate meeting after the election; only Senate voting members are eligible to vote to break a tie.~~ Ties will be broken by the Registrar via a coin-toss that is administered in the presence of the tied candidates.

Appeals:

~~It is~~The Senate ~~recognized~~ recognizes that there may be challenges to the conduct of the elections. To consider these challenges, an Appeals Committee will be convened.

This committee will:

1. Be composed of one member of each constituent group, appointed by their executive (the member cannot have been a candidate in the election).

2. Be chaired by the Registrar or designate, or by the Vice President, Academic and Provost, or designate, as determined by the nature of the appeal. In either case, the Chair is non-voting.
3. Have a mandate to hear the appeals based on the rules for election.

Appeals Procedure:

All appeals must be received, signed and in writing to the Registrar's Office no later than 3:00 p.m. two (2) working days after the results of the election are announced.

All candidates of the affected constituent group will receive a copy of each appeal prior to the Appeals Committee hearing.

Each candidate will have an opportunity to respond to the appeal in writing. Appeals that question the conduct of candidates or the election process will be chaired by the Registrar or designate. In the case of an appeal against the conduct of the Registrar or designate, the Vice President, Academic and Provost, or designate, will chair the appeals committee. Each response will be signed and received in the Registrar's office no later than 3:00 p.m. two (2) days after receipt of the appeal.

The Appeals Committee Chair will allow each of these candidates an opportunity to speak to the Committee committee during the designated Appeals Committee Hearing. These candidates must confirm their attendance with the Registrar's Office 24 hours prior to the Appeals Committee Hearing. Time limitations and a schedule will be at the discretion of the Appeals Committee, taking into consideration the number of appeals and candidates wishing to address the Appeals cCommittee.

Each confirmed candidate addressing the Appeals Committee will be allowed a one support person at the Appeals Committee Hearing. This support person is not able to address the cCommittee.

Once all confirmed candidates have addressed the committee, the cCommittee will consider all evidence presented and take appropriate action, including:

· Over-ruling the objection

· Making rRecommendationsing to the Registrar with respect to future elections

· Ordering new procedures

· Requiring a new election

The Appeals Committee decision will be final. So there is no disruption in representation to the Senate, those who have been declared elected are confirmed in their positions until the appeals have been concluded.

Vacant Positions:

Vacant positions must be filled as soon as reasonably possible, taking into account both the length of time of the election/by-election process and the nature of the academic year. The rules for filling vacant positions will be:

1. By-elections will be held when a position is declared vacant prior to the end of term for that position, except as follows:

2. If the vacancy occurs on November 1st, or later, and the person holding the position declared vacant is in the final year of their term, then the position will be filled through the normal elections process in the spring. The person elected will immediately assume the vacant position until July 31st, and then begin their elected term of office.

Capilano University

Senate Election Procedures

March 2016

Purpose:

The rules and procedures included in this document outline the process to be undertaken by Capilano University for all Senate elections. The rules and procedures for elections are in accordance with the *University Act*. In the event of a disagreement between the procedures and the *University Act*, the *University Act* will prevail.

Schedule for Elections:

Regular elections will normally occur in late February. The Registrar is responsible for preparing the election schedule and will distribute the schedule to involved constituency groups prior to the election.

Procedural definitions:

Faculty: An academic educational administrative division of a university constituted by the Board as a Faculty under section 39 of the University Act, or the dean and faculty members of a Faculty, as the context requires.

At Capilano University there are five (5) Faculties: Arts and Sciences; Business and Professional Studies; Fine and Applied Arts; Education, Health and Human Development; and Global and Community Studies.

Faculty Member: A person employed by a university as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by Senate.

At Capilano University, lab instructors, lab supervisors, private music instructors, instructional associates, special appointees, counselors, and librarians, have also been designated by Senate as faculty members.

Support Staff: Capilano University employees who are staff, exempt staff, or administrators, but who are not

   a)   Officers of the special purpose, teaching university (Vice Presidents, President & Registrar), or
   b)   Deans or faculty members

Term of Office:

Support staff and faculty representatives:

The term of office for support staff and faculty representatives on the Senate shall be three (3) years, normally commencing on August 1st.

Student representatives:

The term of office for student representatives on the Senate shall be one (1) year, normally commencing on August 1st.

Orientation:

Orientation for all new members may occur prior to the official term commencement date. It is the responsibility of the representatives to ensure their participation in the orientation.

Eligibility to Nominate, Vote, Run and Hold Office

Students:

Eligibility to Nominate:

To nominate an individual, students must be enrolled in at least one credit course at Capilano University.

Eligibility to Vote*:

The voters list for Senate student representatives shall be comprised of all students enrolled in at least one credit course at Capilano University.

Eligibility to Stand for Election and Hold Office:

Students elected to Senate must be enrolled in at least one credit course and cannot have the current notation of 'Required to Withdraw' on their record. If an elected student's enrolment is terminated due to being 'Required to Withdraw', student conduct, or any other reason, the position will be declared vacant.

Support staff:

Support staff members who are also employed under the category of faculty members shall be designated by the role that has the majority of the workload. If the workload is equal, in order to participate in elections the employee must choose, on a one-time-only basis, to be considered either a faculty member or a non-faculty member for purposes of Senate voting and candidacy.

Support staff members who are also students cannot stand for election, nominate, or vote as students.

Eligibility to Nominate:

To nominate an individual, staff must meet the same criteria as those described for eligibility to vote.

Eligibility to Vote*:

The voters list for Senate support staff representatives shall be comprised of all support staff, exempt staff and administrators who are not officers of the University (President, Registrar and Vice-Presidents), deans, or faculty members.

Eligibility to Stand for Election and Hold Office:

Support staff elected to Senate must be employed continuously for the entire three (3) year term of office. If an elected support staff member's employment with the University is terminated for any reason, the position will be declared vacant.

Faculty:

For purposes of voting and candidacy, a faculty member with two or more appointments will be designated a member of the Faculty in which his/her appointment level is greatest. If the appointment level is equal, in order to participate in elections the faculty member must choose, on a one-time-only basis, a single Faculty membership for the purposes of voting and candidacy.

Individuals in faculty positions who do not have appointments in an area that is part of an established Faculty will be designated as members of a Faculty on the recommendation of the Registrar and Vice-Chair of Senate. The membership lists will be maintained by the office of the appropriate dean.

For purposes of voting and candidacy, an employee who has both a faculty and a non-faculty position shall be designated by the role that has the majority of the workload. If the workload is equal, in order to participate in elections the employee must choose, on a one-time-only basis, to be considered either a faculty member or a non-faculty member for purposes of Senate voting and candidacy.

Faculty members who are also students cannot stand for election, nominate, or vote as students.

Eligibility to Nominate:

To nominate an individual, faculty must meet the same criteria as those described for eligibility to vote.

Eligibility to Vote*:

The voters list for each Faculty shall be comprised of all faculty members with full appointments in that Faculty, all faculty members with the majority of their appointments in that Faculty, and those faculty members who have chosen to exercise their voting rights in that Faculty instead of another Faculty in which they have an equal appointment. Any members of the Faculty who also have non-faculty work and who have chosen to vote as non-faculty will be excluded from the Faculty voting list.

Eligibility to Stand for Election and Hold Office:

Faculty members elected to Senate must have appointments within one or more Faculties of Capilano University as constituted by the Board of Governors. If an elected faculty member's appointment with the University is terminated for any reason, the position will be declared vacant.

*The Registrar is responsible for both maintaining and having the final authority over the voters list. A copy of the voters list will be available for viewing in the Registrar's Office once an election or by-election has been called.

Election Timelines and Process

Timelines:

The Registrar is responsible for establishing timelines and shall post them on the Capilano University web site.

The nomination period will be of two (2) weeks duration ending at 4:00 p.m. on the final day. The nomination results will be announced within two (2) working days from the end of the nomination period.

The nomination period must end at least one (1) week before the start of the voting period.

The voting period will be of one week duration beginning at 12:01 a.m. on the first day and ending at 11:59 p.m. on the final day. The voting results will be announced within two (2) working days from the end of the voting period.

Election Process

Nominations:

The Registrar will post timelines and nomination forms on the Capilano University web site. Information required for nominations includes full name, signature, date and student ID (for students) or employee ID (for staff or faculty).

Candidates List:

The Registrar will post on the Capilano University website the list of candidates and their respective nomination statements (verbatim).

Campaigning:

A candidates' orientation will be held prior to the start of the campaign period. It is the sole responsibility of the candidate to ensure they are familiar with all the rules of the election, whether they attend the orientation or not.

Promotion of the election, excluding the Capilano University website, but including all-candidates' meeting is the responsibility of the constituent groups.

All campaign material will be in accordance with Human Rights Legislation.

Campaigning is allowed, and is undertaken at the individual's expense and in their own time. Campaigning includes, but is not limited to, posters, signs, websites, social media, and telephone/email

communication. Encouraging individuals to vote is not considered campaigning if there is no reference to an individual candidate or group of candidates.

Candidates may not abuse Capilano University's resources. All candidates are required to act with honesty and integrity.

Election Results:

The Registrar shall:
1. Post the election results within two (2) working days following each election.
2. Inform the President of the results of the election.
3. Report the Senate election results at the first Senate meeting following each election.
4. Post results publicly on the University's website, including names of candidates who were not successful.

If the number of candidates for a position matches the required number of candidates to be elected, the candidate(s) will be declared elected by acclamation.

If the number of candidates for a position is more than the required number of candidates to be elected, the candidate(s) with the most votes will be declared as elected.

In the case of tie votes, the following will take place:

Ties will be broken by the Registrar via a coin-toss that is administered in the presence of the tied candidates.

Appeals:

The Senate recognizes that there may be challenges to the conduct of the elections. To consider these challenges, an Appeals Committee will be convened.

This committee will:

1. Be composed of one member of each constituent group, appointed by their executive (the member cannot have been a candidate in the election).
2. Be chaired by the Registrar or designate, or by the Vice President Academic and Provost or designate, as determined by the nature of the appeal. In either case, the Chair is non-voting.
3. Have a mandate to hear the appeals based on the rules for election.

Appeals Procedure:

All appeals must be received, signed and in writing to the Registrar's Office no later than 3:00 p.m. two (2) working days after the results of the election are announced.

All candidates of the affected constituent group will receive a copy of each appeal prior to the Appeals Committee hearing.

Each candidate will have an opportunity to respond to the appeal in writing. Appeals that question the conduct of candidates or the election process will be chaired by the Registrar or designate. In the case of an appeal against the conduct of the Registrar or designate, the Vice President Academic and Provost or designate will chair the appeals committee. Each response will be signed and received in the Registrar's office no later than 3:00 p.m. two (2) days after receipt of the appeal.

The Appeals Committee Chair will allow each of these candidates an opportunity to speak to the committee during the designated Appeals Committee Hearing. These candidates must confirm their attendance with the Registrar's Office 24 hours prior to the Appeals Committee Hearing. Time limitations and a schedule will be at the discretion of the Appeals Committee, taking into consideration the number of appeals and candidates wishing to address the committee.

Each confirmed candidate addressing the Appeals Committee will be allowed one support person at the Appeals Committee Hearing. This support person is not able to address the committee.

Once all confirmed candidates have addressed the committee, the committee will consider all evidence presented and take appropriate action, including:

· Over-ruling the objection

· Making recommendations to the Registrar with respect to future elections

· Ordering new procedures

· Requiring a new election

The Appeals Committee decision will be final. So there is no disruption in representation to the Senate, those who have been declared elected are confirmed in their positions until the appeals have been concluded.

Vacant Positions:

Vacant positions must be filled as soon as reasonably possible, taking into account both the length of time of the election/by-election process and the nature of the academic year. The rules for filling vacant positions will be:

1. By-elections will be held when a position is declared vacant prior to the end of term for that position, except as follows:

2. If the vacancy occurs on November 1st or later, and the person holding the position declared vacant is in the final year of their term, then the position will be filled through the normal elections process in the spring. The person elected will immediately assume the vacant position until July 31st, and then begin their elected term of office.

Capilano University

Board Election Procedures

November 2013March 2016November 2015

Purpose:

The rules and procedures included in this document outline the process to be undertaken by Capilano University for all Board ~~Elections~~elections. The rules and procedures for elections are in accordance with the *University Act*. In the event of a disagreement between the procedures and the *University Act*, the *University Act* will prevail.

Schedule for Elections:

Regular elections will normally occur in late February. The Registrar is responsible for preparing the election schedule and will distribute the schedule to involved constituency groups prior to the election.

Procedural definitions:

Faculty: An academic educational administrative division of a university constituted by the Board as a ~~faculty~~ Faculty under section 39 of the University Act, or the dean and faculty members of a ~~faculty~~Faculty, as the context requires.

At Capilano University there are five (5) Faculties: Arts and Sciences;~~,~~ Business and Professional Studies;~~,~~ Fine and Applied Arts;~~,~~ Education, Health and Human Development;~~,~~ and Global and Community Studies.

Faculty Member: A person employed by a university as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by Senate.

At Capilano University lab instructors, lab supervisors, private music instructors, instructional associates, special appointees, counselors, and librarians,~~ also~~ have also been designated by Senate as faculty members.

Support Staff: Capilano University employees who are not faculty members, and who are staff, including exempt staff and administrators, excluding the President and Registrar.

Term of Office:

~~Orientation for all new members may occur prior to the official term commencement date. It is the responsibility of the representatives to ensure participation in the orientation.~~

The term of office for support staff and faculty representatives on the Board of Governors shall be three (3) years, normally commencing on August 1st.

Student representatives:

The term of office for student representatives on the Board of Governors shall be one (1) year, commencing on August 1$^{st.}$

Orientation:

Orientation for all new members may occur prior to the official term commencement date. It is the responsibility of the representatives to ensure their participation in the orientation.

Eligibility to Nominate, Vote, Run and Hold Office:

Students

Eligibility to Nominate:

To nominate an individual, students must be ~~enroled~~enrolled in at least one credit course at Capilano University.

Eligibility to Vote*:

The voters list for the Board ~~s~~Student representatives shall be comprised of all students ~~enroled~~enrolled in at least one credit course at Capilano University.

Eligibility to Stand for Election and Hold Office:

Students elected to the Board must be ~~enroled~~enrolled in at least one credit course and cannot have the current notation of 'Required to Withdraw' on their record. If an elected student's enrolment is terminated due to being 'Required to Withdraw', student conduct, or any other reason, the position will be declared vacant.

Support staff

Support staff members who are also employed under the category of faculty members shall be designated by the role ~~which~~ that has the majority of the workload. If the workload is equal, ~~then~~ in order to participate in elections the employee must choose, on a one-time-only basis, to be considered either a faculty member or a non-faculty member for purposes of Board voting and candidacy.

Support staff members who are also students cannot stand for election, nominate, or vote as students.

Eligibility to Nominate:

To nominate an individual, staff must meet the same criteria as those described ~~for those eligible to vote.~~for eligibility to vote.

Eligibility to Vote*:

The voters list for the Board support staff representatives shall be comprised of all support staff, exempt staff, and administrators who are not officers of the University (~~except for the~~ President, ~~and the~~ Registrar, and Vice-Presidents), deans, or faculty members.~~.~~

Eligibility to Stand for Election and Hold Office:

Support staff elected to the Board of Governors must be employed continuously for the entire three (3) year term of office. If an elected support staff member's employment with the University is terminated for any reason, the position will be declared vacant.

For ~~the~~ purpose~~s~~ of voting and candidacy, an employee who has both a faculty and a non-faculty position shall be designated by the role ~~which~~ that has the majority of the workload. If the workload is equal, ~~then~~ in order to participate in elections the employee must choose, on a one- ~~time~~ time-only basis, to be considered either a faculty member or a non-faculty member for purposes of the Board voting and candidacy.

Eligibility to Nominate:

To nominate an individual, faculty must meet the same criteria as those described for ~~those eligible~~eligibility to vote.

Eligibility to Vote*:

The voters list for the Board faculty representatives shall be comprised of all faculty members, as designated by Senate, with current appointments during the election period.

Eligibility to Stand for Election and Hold Office:

Faculty members elected to the Board of Governors must have appointments within one or more Faculties ~~(administrative divisions)~~ of Capilano University as constituted by the Board of Governors. If an elected faculty member's appointment with the University is terminated for any reason, the position will be declared vacant.

*The Registrar is responsible for both maintaining and having the final authority over the voters list. A copy of the voters list will be available for viewing in the Registrar's Office once an election or by-election has been called.

Election Timelines and Process

Timelines:

The Registrar is responsible for establishing timelines and shall post them on the Capilano University web-site.

Nomination period will be a two-week duration ending at 4:00 pm on the final day. The nomination results will be announced within two (2) working days from the end of the nomination period.

The nomination period must end at least ~~four two weeks~~one (1) week before the start of the voting period.

The voting period will be of one week duration beginning at 12:01 a.m. on the first day and ending at 11:59 p.m. on the final day. The voting results will be announced within two (2) working days from the end of the voting period.

Election Process

Nominations:

The Registrar will post timelines and nomination forms on the Capilano University web-site. Information required for nominations includes full name, signature, date and student ID (for students) or employee ID (for staff or faculty).

~~If the number of nominated candidates matches the required number of positions to be elected, the candidates will be declared elected by acclamation.~~

The Registrar will post on the Capilano University web-site the list of candidates and their respective nomination statements (verbatim).

Campaigning:

A candidates' orientation will be held prior to the start of the campaign period. It is the sole responsibility of the candidate to ensure they are familiar with all the rules of the election, whether they attend the orientation ~~in attendance~~ or not.

Promotion of the election, excluding the Capilano University web-site, but including all-candidates' meeting is the responsibility of the constituent groups.

All campaign material will be in accordance with ~~the~~ Human Rights Legislation.

Campaigning is allowed and is undertaken at the individual's expense and ~~on~~ in their own time. Campaigning includes, but is not limited to, posters, signs, websites, social media, and telephone/email ~~campaigns~~communications. Encouraging individuals to vote is not considered campaigning ~~as long as~~if to an individual candidate or group of candidates.

Candidates may not abuse Capilano University's resources. All candidates are required to act with honesty and integrity.

Election Results:

The Registrar shall:
1. Post the election results within two (2) working days following each election
2. Inform the President of the results of the election
3. Report the Board election results at the first Board meeting following each election
4. Post results publicly on the University's website including names of candidates who were not successful.

If the number of candidates for ~~each~~ a position matches the required number of candidates to be elected, the candidate(s) will be declared elected by acclamation.

If the number of candidates for a position is more than the required number of candidates to be elected, the candidate(s) with the most votes will be declared as elected.

In the case of tie votes, the following will take place:

~~For the Board of Governors, the T~~ties will be broken by the Registrar via a coin-toss that is administered in the presence of the tied candidates.

Appeals:

It is recognized that there may be challenges to the conduct of the elections. To consider these challenges, an Appeals Committee will be convened.

This committee will:

1. Be composed of one member of each constituent group, appointed by their executive (the member cannot have been a candidate in the election).
2. Be chaired by the Registrar or designate, or by the Vice President, Academic and Provost, or designate, as determined by the nature of the appeal. In either case, the Chair is non-voting.
3. Have a mandate to hear the appeals based on the rules for election.

Appeals Procedure:

All appeals must be received, signed and in writing to the Registrar's Office no later than 3:00 p.m. two (2) working days after the results of the election are announced.

All candidates of the affected constituent group will receive a copy of each appeal prior to the Appeals Committee hearing.

Each candidate will have an opportunity to respond to the appeal in writing. Appeals that question the conduct of candidates or the election process will be chaired by the Registrar or designate. In the case of an appeal against the conduct of the Registrar or designate, the Vice President, Academic and Provost,

or designate, will chair the appeals committee. Each response will be signed and received in the Registrar's Ooffice no later than 3:00 p.m. two (2) days after receipt of the appeal.

The Appeals Committee Chair will allow each of these candidates an opportunity to speak to the cCommittee during the designated Appeals Committee Hearing. These candidates must confirm their attendance with the Registrar's Office 24 hours prior to the Appeals Committee Hearing. Time limitations and a schedule will be at the discretion of the Appeals Committee, taking into consideration the number of appeals and candidates wishing to address the Appeals Committeecommittee.

Each confirmed candidate addressing the Appeals Committee will be allowed a one support person at the Appeals Committee Hearing. This support person is not able to address the Committeecommittee.

Once all confirmed candidates have addressed the committee, the Committee committee will consider all evidence presented and take appropriate action, including:

· Over-ruling the objection

· Recommending Making recommendations to the Registrar with respect to future elections

· Ordering new procedures

· Requiring a new election

The Appeals Committee decision will be final. So there is no disruption in representation to the Board of Governors, those who have been declared elected are confirmed in their positions until the appeals have been concluded.

Vacant Positions:

Vacant positions must be filled as soon as reasonably possible, taking into account both the length of time of the election/by-election process and the nature of the academic year. The rules for filling vacant positions will be:

1. By-elections will be held when a position is declared vacant prior to the end of term for that position except as follows:

2. If the vacancy occurs on November 1st, or later, and the person holding the position declared vacant is in the final year of their term, then the position will be filled through the normal elections process in the spring. The person elected will immediately assume the vacant position until July 31st, and then begin their elected term of office.

Capilano University

Board Election Procedures

March 2016

Purpose:

The rules and procedures included in this document outline the process to be undertaken by Capilano University for all Board elections. The rules and procedures for elections are in accordance with the *University Act*. In the event of a disagreement between the procedures and the *University Act*, the *University Act* will prevail.

Schedule for Elections:

Regular elections will normally occur in late February. The Registrar is responsible for preparing the election schedule and will distribute the schedule to involved constituency groups prior to the election.

Procedural definitions:

Faculty: An academic educational administrative division of a university constituted by the Board as a Faculty under section 39 of the University Act, or the dean and faculty members of a Faculty, as the context requires.

At Capilano University there are five (5) Faculties: Arts and Sciences; Business and Professional Studies; Fine and Applied Arts; Education, Health and Human Development; and Global and Community Studies.

Faculty Member: A person employed by a university as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by Senate.

At Capilano University lab instructors, lab supervisors, private music instructors, instructional associates, special appointees, counselors, and librarians, have also been designated by Senate as faculty members.

Support Staff: Capilano University employees who are not faculty members, and who are staff, including exempt staff and administrators, excluding the President and Registrar.

Term of Office:

Support staff and faculty representatives

The term of office for support staff and faculty representatives on the Board of Governors shall be three (3) years, normally commencing on August 1st.

Student representatives:

The term of office for student representatives on the Board of Governors shall be one (1) year, commencing on August 1$^{st.}$

Orientation:

Orientation for all new members may occur prior to the official term commencement date. It is the responsibility of the representatives to ensure their participation in the orientation.

Eligibility to Nominate, Vote, Run and Hold Office:

Students

Eligibility to Nominate:

To nominate an individual, students must be enrolled in at least one credit course at Capilano University.

Eligibility to Vote*:

The voters list for the Board student representatives shall be comprised of all students enrolled in at least one credit course at Capilano University.

Eligibility to Stand for Election and Hold Office:

Students elected to the Board must be enrolled in at least one credit course and cannot have the current notation of 'Required to Withdraw' on their record. If an elected student's enrolment is terminated due to being 'Required to Withdraw', student conduct, or any other reason, the position will be declared vacant.

Support staff

Support staff members who are also employed under the category of faculty members shall be designated by the role that has the majority of the workload. If the workload is equal, in order to participate in elections the employee must choose, on a onetime-only basis, to be considered either a faculty member or a non-faculty member for purposes of Board voting and candidacy.

Support staff members who are also students cannot stand for election, nominate, or vote as students.

Eligibility to Nominate:

To nominate an individual, staff must meet the same criteria as those described for eligibility to vote.

Eligibility to Vote*:

The voters list for the Board support staff representatives shall be comprised of all support staff, exempt staff, and administrators who are not officers of the University (President, Registrar, and Vice-Presidents), deans, or faculty members.

Eligibility to Stand for Election and Hold Office:

Support staff elected to the Board of Governors must be employed continuously for the entire three (3) year term of office. If an elected support staff member's employment with the University is terminated for any reason, the position will be declared vacant**Faculty**

For purposes of voting and candidacy, an employee who has both a faculty and a non-faculty position shall be designated by the role that has the majority of the workload. If the workload is equal, in order to participate in elections the employee must choose, on a one time-only basis, to be considered either a faculty member or a non-faculty member for purposes of the Board voting and candidacy.

Eligibility to Nominate:

To nominate an individual, faculty must meet the same criteria as those described for eligibility to vote.

Eligibility to Vote*:

The voters list for the Board faculty representatives shall be comprised of all faculty members, as designated by Senate, with current appointments during the election period.

Eligibility to Stand for Election and Hold Office:

Faculty members elected to the Board of Governors must have appointments within one or more Faculties of Capilano University as constituted by the Board of Governors. If an elected faculty member's appointment with the University is terminated for any reason, the position will be declared vacant.

*The Registrar is responsible for both maintaining and having the final authority over the voters list. A copy of the voters list will be available for viewing in the Registrar's Office once an election or by-election has been called.

Election Timelines and Process

Timelines:

The Registrar is responsible for establishing timelines and shall post them on the Capilano University website.

Nomination period will be a two-week duration ending at 4:00 pm on the final day. The nomination results will be announced within two (2) working days from the end of the nomination period.

The nomination period must end at least one (1) week before the start of the voting period.

The voting period will be of one week duration beginning at 12:01 a.m. on the first day and ending at 11:59 p.m. on the final day. The voting results will be announced within two (2) working days from the end of the voting period.

Election Process

Nominations:

The Registrar will post timelines and nomination forms on the Capilano University website. Information required for nominations includes full name, signature, date and student ID (for students) or employee ID (for staff or faculty).

Candidates List:

The Registrar will post on the Capilano University website the list of candidates and their respective nomination statements (verbatim).

Campaigning:

A candidates' orientation will be held prior to the start of the campaign period. It is the sole responsibility of the candidate to ensure they are familiar with all the rules of the election, whether they attend the orientation or not.

Promotion of the election, excluding the Capilano University website, but including all-candidates' meeting is the responsibility of the constituent groups.

All campaign material will be in accordance with Human Rights Legislation.

Campaigning is allowed and is undertaken at the individual's expense and in their own time. Campaigning includes, but is not limited to, posters, signs, websites, social media, and telephone/email communications. Encouraging individuals to vote is not considered campaigning if there is no reference to an individual candidate or group of candidates.

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In the case of tie votes, the following will take place:

Ties will be broken by the Registrar via a coin-toss that is administered in the presence of the tied candidates.

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It is recognized that there may be challenges to the conduct of the elections. To consider these challenges, an Appeals Committee will be convened.

This committee will:

1. Be composed of one member of each constituent group, appointed by their executive (the member cannot have been a candidate in the election).
2. Be chaired by the Registrar or designate, or by the Vice President, Academic and Provost, or designate, as determined by the nature of the appeal. In either case, the Chair is non-voting.
3. Have a mandate to hear the appeals based on the rules for election.

Appeals Procedure:

All appeals must be received, signed and in writing to the Registrar's Office no later than 3:00 p.m. two (2) working days after the results of the election are announced.

All candidates of the affected constituent group will receive a copy of each appeal prior to the Appeals Committee hearing.

Each candidate will have an opportunity to respond to the appeal in writing. Appeals that question the conduct of candidates or the election process will be chaired by the Registrar or designate. In the case of an appeal against the conduct of the Registrar or designate, the Vice President, Academic and Provost, or designate, will chair the appeals committee. Each response will be signed and received in the Registrar's Office no later than 3:00 p.m. two (2) days after receipt of the appeal.

The Appeals Committee Chair will allow each of these candidates an opportunity to speak to the committee during the designated Appeals Committee Hearing. These candidates must confirm their attendance with the Registrar's Office 24 hours prior to the Appeals Committee Hearing. Time limitations and a schedule will be at the discretion of the Appeals Committee, taking into consideration the number of appeals and candidates wishing to address the committee.

Each confirmed candidate addressing the Appeals Committee will be allowed one support person at the Appeals Committee Hearing. This support person is not able to address the committee.

Once all confirmed candidates have addressed the committee, the committee will consider all evidence presented and take appropriate action, including:

· Over-ruling the objection

· Making recommendations to the Registrar with respect to future elections

· Ordering new procedures

· Requiring a new election

The Appeals Committee decision will be final. So there is no disruption in representation to the Board of Governors, those who have been declared elected are confirmed in their positions until the appeals have been concluded.

Vacant Positions:

Vacant positions must be filled as soon as reasonably possible, taking into account both the length of time of the election/by-election process and the nature of the academic year. The rules for filling vacant positions will be:

1. By-elections will be held when a position is declared vacant prior to the end of term for that position except as follows:

2. If the vacancy occurs on November 1st, or later, and the person holding the position declared vacant is in the final year of their term, then the position will be filled through the normal elections process in the spring. The person elected will immediately assume the vacant position until July 31st, and then begin their elected term of office.

Registration for Student Athletes

Memo

To: Senate

From: Nanci Lucas, Chair of Bylaw, Policy and Procedure Committee

cc: Members of the Bylaw, Policy and Procedure Committee

Date: February 11, 2016

Re: Registration for Student Athletes

Senators:

The Registrar's Office has updated the timeticket prioritization process to support the recruitment and retention the students and their goals for academic success.

Student Athletes continue to play an important role at the University and will continue to receive high priority in timeticketing, however, the new process does not take into account their GPA at the time of registration, as such, this policy no longer reflects the practice of the institution.

Therefore, SBPPC recommends that Senate rescind S1988-01 Registration for Student Athletes.

Nanci Lucas
Chair, SBPPC

	Policy No.	Replaces	Policy
CAPILANO UNIVERSITY	**S1988-01**	**EC 1988-01**	**Senate**
	Policy Name		
	Registration for Student Athletes		
Approved by	Responsibility		Category
Senate			
Date Issued	Date Revised	Revision	Related Policies, Reference
1988	**April 2011**		

1. **PREAMBLE**

   Senate recognizes the importance of encouraging strong academic performance on the part of Capilano University's athletes. To support this end, student athletes require schedules that avoid conflict between their classes and their team practice sessions.

2. **REGISTRATION FOR STUDENT ATHLETES**

   Student athletes, as identified by the Department of Athletics and Recreation and confirmed by the Registrar's Office, will be time-ticketed for registration with cohort programs, provided they have a Term GPA of 2.00 or better. This provision will only be in effect during the terms in which their particular sport is actively competing or training.

CAPILANO
U N I V E R S I T Y

DATE: February 22, 2016

TO: Kris Bulcroft, Chair, Senate

FROM: Debbie Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on February 19, 2016. Please acknowledge below that the Senate endorses its approval of the following motions:

16/07 The three new courses, CHEM 250 Inorganic Chemistry for Engineers, CHEM 251 Physical Chemistry for Engineers and CHEM 252 Organic Chemistry for Engineers, be recommended for approval to the Senate.

16/08 CHEM 250 Inorganic Chemistry for Engineers, CHEM 251 Physical Chemistry for Engineers and CHEM 252 Organic Chemistry for Engineers be recommended to Senate for quantitative/analytical status.

16/09 To recommend to Senate to remove TOUR 140 or REC 255 as pre-requisites/co-requisites of TOUR 151 Service Management in Tourism.

16/10 To recommend to Senate to include TOUR 253 and TOUR 135 as pre-requisites for TOUR 450 Tourism Operations II.

16/11 The new course, CMNS 322 Videogame Culture, be recommended for approval to the Senate.

16/12 The revision to the Bachelor of Communication Studies program profile be recommended to Senate for approval.

16/13 To recommend to Senate to approve the credit change of ANIM 104 Studio: Gesture and Form, ANIM 109 Advanced Drawing Techniques I and ANIM 202 Advanced Drawing Techniques II from 3 to 2.25 credits each.

16/14 To recommend to Senate to approve the credit change of the 2D Animation & Visual Development Diploma program profile from 64.50 to 62.25 credits.

16/15 To recommend to Senate to remove ASAS 329 from the list of pre-requisites of ASAS 302 Graduation Showcase.

16/16 To recommend to Senate that the pre-requisites of the following courses be revised to indicate 45 credits of 100 level or higher coursework, including 6 credits in 100 or 200 level English:

> ENGL 300 – Writing, Rhetoric, Style
> ENGL 301 – Studies in Rhetoric
> ENGL 302 – Studies in BC Literature
> ENGL 305 – Studies in Canadian Literature
> ENGL 308 – Studies in British Literature
> ENGL 311 – Studies in American Literature
> ENGL 314 – Studies in National Literature
> ENGL 317 – Traditions in Western Lit
> ENGL 320 – World Lit in Translation
> ENGL 323 – Studies in Genre
> ENGL 326 – Traditions in Poetry
> ENGL 329 – Literature and Performance

DATE: February 22, 2016

TO: Kris Bulcroft, Chair, Senate

FROM: Debbie Jamison, Chair, Senate Curriculum Committee

ENGL 332 – Literature and Society
ENGL 335 – Electronic Literature
ENGL 338 – Literature and Media
ENGL 341 – Literature and Visual Culture
ENGL 344 – Literature and the Environment
ENGL 390 – Advanced Poetry and Poetics
ENGL 391 – Advanced Narrative Forms
ENGL 395 – Special Topics – Creative Writing

16/17 To recommend to Senate that the Associate of Arts Degree – English Program Profile be revised to reduce the English course requirements from 24 to 18 credits.

16/18 To recommend to Senate that the Associate of Arts Degree – Creative Writing Program Profile be revised and updated to reflect current required and elective course offerings.

16/19 The revisions to MOPA 110 - MOPA Project #1, MOPA 118 - Production and Post-Production and MOPA 120 - MOPA Project #2 be recommended to Senate for approval.

16/20 To recommend to Senate that the Bachelor of Arts in Liberal Studies program profile now indicate that students can take any 100-level Arts and Sciences course in place of a 200-level English course as a pre-requisite for ENGL 300.

Debbie Jamison
Chair, Senate Curriculum Committee

Kris Bulcroft
Chair, Senate

Date: Feb 22, 2016

Date: