



## SENATE REGULAR MEETING

Tuesday, September 7, 2021 4:00 – 6:00 pm  
VIA ZOOM

### AGENDA

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#### ***Acknowledgement***

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

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of the August 17, 2021 Minutes – Decision** Senate Members  
Schedule 3
4. **Orientation**
5. **Correspondence Received**
6. **Business Arising**
  - 6.1 Senate Election Update – *Information* Kyle Vuorinen
  - 6.2 Volunteers for Senate Subcommittees – *Information* Paul Dangerfield  
Schedule 6.2
7. **New Business**
  - 7.1 Graduates – *Decision* Kyle Vuorinen
  - 7.2 Quality Assessment Process Audit – [Link to MS Teams](#) - *Information* Laureen Styles  
Aurelea Mahood
  - 7.3 Call for Honorary Degree and Faculty Emeritus Candidates - *Information* Paul Dangerfield
8. **Committee Reports**
  - 8.1 Academic Planning and Program Review Committee – *Information* Stephen Williams
  - 8.2 Bylaw, Policy and Procedure Committee – *Information* Corey Muench
  - 8.3 Curriculum Committee – *Decision*
    - 8.3.1 Resolution Memo Deb Jamison  
[August 20 Agenda](#) / [August 20 Draft Minutes](#) Schedule 8.3.1



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- |  |                  |
|--|------------------|
| 8.4 Teaching and Learning Committee – <i>Information</i> | Diana Twiss      |
| 8.5 Budget Advisory Committee – <i>Information</i>       | Michael Thoma    |
| <b>9. Other Reports</b>                                  |                  |
| 9.1 Chair of Senate – <i>Information</i>                 | Paul Dangerfield |
| 9.2 Vice Chair of Senate – <i>Information</i>            | Stephen Williams |
| 9.3 VP Academic and Provost – <i>Information</i>         | Laureen Styles   |
| 9.4 Board Report – <i>Information</i>                    | Sonny Wong       |
| <b>10. Discussion Items</b>                              |                  |
| <b>11. Other Business</b>                                |                  |
| <b>12. Information Items</b>                             |                  |



## SENATE MEETING

Tuesday, August 17, 2021 4:00 pm  
VIA ZOOM

### MINUTES

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**Present:** Paul Dangerfield (Chair), Tania Alekson, John Brouwer, Iana Dokuchaeva, Sue Dritmanis, Lara Duke, Brian Ganter, Kyle Guay, Miranda Huron, Deb Jamison, Khwaish Kochhar, Anthea Mallinson, Brad Martin, Zabir Montazar, Corey Muench, Lesley Nelson, Jennifer Nesselroad, Dennis Silvestrone, Anmol Singla, Laureen Styles, Michael Thoma, Diana Twiss, Kyle Vuorinen, Stephanie Wells, Stephen Williams, Recorder: Mary Jukich

**Regrets:** Emily Bridge, Joel Cardinal, Pardis Daneshyar, Pouyan Mahboubi, Robert Thomson, Christy Goerzen

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#### **Acknowledgement**

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#### **1. Welcome**

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

The following new members were introduced and welcomed to Senate:

- Jennifer Nesselroad – Acting Dean, Faculty of Fine and Applied Arts
- Tania Alekson – Acting University Librarian
- Faculty
  - Sue Dritmanis – Non-voting - Faculty of Business and Professional Studies
  - Brian Ganter – Voting - Faculty of Arts and Sciences
  - John Brouwer – Non-voting - Faculty of Global and Community Studies
  - Christy Goerzen – Voting - Faculty of Fine and Applied Arts
- Students
  - Khwaish Kochhar - Voting
  - Zabir Montazar – Voting
  - Anmol Singla – Voting

In the absence of Christy Goerzen, Anthea Mallinson assumed voting rights for the Faculty of Fine and Applied Arts.

#### **2. Approval of the Agenda**

*Paul Dangerfield moved and Diana Twiss seconded:*  
To adopt the agenda.

**CARRIED**



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#### 3. Approval of the Minutes

A typographical error was noted in the minutes.

*Paul Dangerfield moved and Deb Jamison seconded:*  
To adopt the amended June 1, 2021 minutes.

**CARRIED**

#### 4. Correspondence Received

No correspondence was presented.

#### 5. Business Arising

##### 5.1 Academic Continuity

Lauren Styles, VP Academic and Provost, provided an update on academic continuity, which included the following highlights:

- The University continues to plan for fall with approximately 65% in person, and the remaining online, or a combination of online and in person delivery. There are ongoing conversations provincially with respect to the Covid-19 variants and whether there may be implications to postsecondary institutions. The University continues to maintain discussions and communication with health authorities, and the campus community will be updated as further information becomes available.
- The University's focus remains on safety protocols, working with Occupational Health and Safety and maintaining a commitment to the go forward guidelines as published in late June.

##### 5.2 Senate Election Update

*Presented by: Kyle Vuorinen*

Members were informed that there are two remaining vacancies on Senate from the Faculty of Arts and Sciences, one voting and one non-voting seat, as well as one voting student seat vacancy.



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#### 6. New Business

##### 6.1 National Day for Truth and Reconciliation

*Presented by: Kyle Vuorinen*

Given that the Government of British Columbia has now formally recognized September 30 as the National Day for Truth and Reconciliation in alignment with legislation passed by the federal government in June, Capilano University will also be observing this day and as such, will be closed on September 30, 2021 and all classes cancelled.

In this regard, Senate was requested to approve a revision to the Schedule of Academic Dates for 2021/22 to indicate that the University will be closed on September 30, 2021. It was noted that this change will not have an impact on the number of instructional days for the fall term as required by policy.

*Kyle Vuorinen moved and Dennis Silvestrone seconded:*

**21/32** That Senate approve a change to the Schedule of Academic Dates for 2021/22 to include a statutory holiday on September 30, 2021 recognizing the National Day for Truth and Reconciliation.

**CARRIED**

During the discussion, a question was raised around communicating the change, and information was provided that a communication will be prepared and distributed to the campus community.

##### 6.2 Volunteers for Senate Orientation

*Presented by: Paul Dangerfield*

Senators were requested to volunteer to assist with this year's orientation which will take place during the regular meeting of Senate on September 7.

##### 6.3 Volunteers for Senate Subcommittees

*Presented by: Paul Dangerfield*

A brief overview was provided on each of the Senate committees, and members were encouraged to volunteer to serve on at least one of the committees.



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### MINUTES

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#### 7. Committee Reports

##### 7.1 Academic Planning and Program Review Committee

*Presented by: Stephen Williams*

The Senate Academic Planning and Program Review Committee met on May 18. The committee received the completed program review for Costuming for Stage and Screen Diploma and approved the review.

The committee also reviewed concept papers for the Post-Baccalaureate Diploma in Professional Business Communication and the Post-Baccalaureate Diploma in Regional Problem-Based Learning. With respect to the concept paper for the Post-Baccalaureate Diploma in Regional Problem-Based Learning, the Committee felt that more evidence was required in advance of determining whether to recommend the concept paper for approval by Senate.

*Deb Jamison moved and Kyle Vuorinen seconded:*

**21/33** That Senate approve the Concept Paper for the Post-Baccalaureate Diploma in Professional Business Communication.

**CARRIED**

##### 7.2 Bylaw, Policy and Procedure Committee

*Presented by: Corey Muench*

The Committee met on June 8<sup>th</sup> and completed work on the Academic Schedule Policy, as well as made some progress on the Research Ethics Policy and Procedure.

###### 7.2.1 B107 Academic Schedule Policy

The B107 Academic Schedule Policy was brought to the Committee for review and advice, with the primary changes to the Policy consisting of revisions to the withdrawal deadlines. For full term sessions (Fall, Spring, Summer), the withdrawal deadlines would be moved from the end of week six of the term to the end of week ten. For the Summer half-term sessions, the withdrawal deadline would be changed to the Friday of week four of the term instead of the Friday of week three of the term. The Senate was informed that an additional correction was needed to the Policy in section 3.1.a.v. The copy of the Policy provided to Senate wrongly states that the end of the Fall term instructional period is the



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Monday of the beginning of the 15th week. Section 3.1.a.v should instead read, "The instructional period ends on the Monday of the beginning the 14th week."

On discussion, information was provided that the proposed changes to the Policy aligns the University with other institutions in the Lower Mainland, and more importantly, from a student focus perspective, gives students more opportunity to determine their progress with their courses prior to making a decision on whether or not to withdraw.

*Corey Muench moved and Jennifer Nesselroad seconded:*

**21/34** That Senate approve the advice on B107 Academic Schedule Policy, and forward it to the Board of Governors Policy and Planning Committee.

**CARRIED**

### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

#### 7.3.1 Resolution Memorandum

The resolutions brought forward from the June 11<sup>th</sup> Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Stephanie Wells seconded:*

**21/35** Senate approve SCC Resolutions 21/49 to 21/55.

**CARRIED**

### 7.4 Teaching and Learning Committee

*Presented by: Diana Twiss*

The Committee met on August 17 and although there was no quorum, Lauren Styles discussed correspondence received on anti-plagiarism software and online proctoring.

### 7.5 Budget Advisory Committee

*Presented by: Michael Thoma*



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The Senate Budget Advisory Committee met on Thursday May 20, 2021 at which time the Committee was provided with an overview of the Fiscal 2021/22 Final Actual to Forecast Results Report. The next meeting will be on Thursday, October 21, 2021 to review the Quarter 2 forecast and for an update on integrated planning.

#### 8. Other Reports

##### 8.1 Senate Chair

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

- In terms of returning to campus, there are ongoing conversations within the University with the various bargaining units to ensure an understanding of everyone's perspective, as well as conversations with BC Association of Institutions and Universities and making sure the University is aligned with them.
- The Chair provided reassurance that there are, and will continue to be good safety protocols put in place at the University particularly as employees have been working on campus throughout the pandemic prior to the vaccines, and the campus community was acknowledged for making this work in a responsible and safe way.
- A framework for a flexible work pilot has also been launched which allows employees and departments to look at a model that allows variations of schedules to work both on and off campus.
- Although the vaccination numbers are positive, the Covid-19 variants are causing anxiety and there will be some employees who are more comfortable returning to campus than others and members were reminded to respect those differences and maintain kindness and understanding in moving forward.
- In addition to all safety protocols in place at the University, there will also be a vaccination clinic at the campus during the first week of returning, and a campaign to encourage everyone to get their vaccinations.





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- Members were reminded that there are mental health resources in place, and available at the University, and that there will be a campaign to ensure that the campus community is aware of, and can access, those resources.
- Enrolment for domestic students is positive; however, for international students, enrolment is down with approximately 500 new students expected, which is lower than in previous years.
- Members were invited to attend the President's Perspective on Thursday, August 26<sup>th</sup>, as well as the celebration for re-uniting and welcoming the University back.
- For this academic year, it is anticipated that Senate meetings will move back to an in-person model, beginning with the September meeting. Work will be undertaken to look for methods to provide access for the gallery guests and options for those Senators from other campuses. In this regard, Senators were encouraged to provide their feedback and comments to the Chair and Vice-Chair for moving forward with the September meeting.

#### 8.2 Senate Vice-Chair

Stephen Williams, Vice-Chair encouraged new members to reach out if they had any questions on the function of Senate or subcommittee work or decisions.

#### 8.3 VP Academic and Provost

Lauren Styles provided a brief update on the Quality Assessment Process Audit and that the advisory committee is working on the institutional report. It is anticipated that the report will be brought to the September Senate meeting.

#### 8.4 Board Report

As the Board representative, Sonny Wong, was absent from Senate, Paul Dangerfield presented the Board report, including the following highlights from the June 6 and June 22, 2021 Board meetings:

- The Board received correspondence from the Capilano University Student Union, Capilano University Faculty Association and Move Up and reports from



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### MINUTES

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the Board Chair and the President and the Vice President, University Relations regarding equity, diversity and inclusion at the University.

- The Board approved the consolidated financial statements for the year ending March 31, 2021.
- The Board approved revisions to Board Policy B.504 – Exempt Employees – Conditions of Employment.
- Duncan Brown was elected Chair and Ash Amlani was elected Vice Chair of the Board.

**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 5:40 pm.

**Next Meeting: Tuesday, September 7, 2021**

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**CAPILANO**  
UNIVERSITY  
**SENATE SUBCOMMITTEES**  
**August 2021 – June 2022**

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**Academic Planning and Program Review Committee**

Membership: Senators and non-Senators

Meetings: 2<sup>nd</sup> Tuesday of the Month - 4:00 - 6:00 pm

|  |                     |
|--|---------------------|
| <b>(Voting)</b>  |                     |
| Chair of Senate  | Paul Dangerfield    |
| Vice-Chair of Senate                                       | Stephen Williams    |
| VP Academic & Provost                                      | Laureen Styles      |
| Dean   | Brad Martin         |
| Faculty  | Amir Amiraslani     |
| Faculty  | Bettina Boyle       |
| Faculty  | Christine Sjolander |
| Faculty  | Lauren Moffatt      |
| Faculty  | Judy Snaydon        |
| Faculty  | Sue Dritmanis       |
| Faculty  | John Brouwer        |
| Faculty*   |                     |
| Staff  | Vacant              |
| Staff  | Vacant              |
| Student  | Alea Rzeplinski     |
| Student  | Vacant              |
| <b>(Non-Voting) Resource Members</b>                       |                     |
| Administrator  | Chris Bottrill      |
| Administrator  | Aurelea Mahood      |
| Director of Strategy, Analytics and Institutional Research | Joyce Ip            |

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\*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.



**CAPILANO**  
UNIVERSITY  
**SENATE SUBCOMMITTEES**  
**August 2021 – June 2022**

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**Budget Advisory Committee**

Membership: Senators

Meetings: Schedule is determined at first meeting

|                                       |                    |
|---------------------------------------|--------------------|
| <b>(Voting)</b>                       |                    |
| Vice-Chair of Senate                  | Stephen Williams   |
| Administrator                         | Dennis Silvestrone |
| Administrator                         | Lara Duke          |
| Faculty                               | Deb Jamison        |
| Faculty                               | Michael Thoma      |
| Faculty                               | Anthea Mallinson   |
| Faculty*                              |                    |
| Staff                                 | Lesley Nelson      |
| Student                               | Vacant             |
| <b>Ex-Officio Member (Non-Voting)</b> |                    |
| President                             | Paul Dangerfield   |
| VP Finance and Administration         | Debbie Carter      |

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**CAPILANO**  
UNIVERSITY  
**SENATE SUBCOMMITTEES**  
**August 2021 – June 2022**

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**By-law, Policy and Procedure Committee**

Membership: Senators and non-Senators

Meetings: 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month – 1:00 – 2:30 pm.

|   |                                 |
|---|---------------------------------|
| <b>(Voting)</b>                         |                                 |
| Chair of Senate                         | Paul Dangerfield                |
| Vice-Chair of Senate                    | Stephen Williams                |
| Administrator                           | Jennifer Nesselroad             |
| Faculty                                 | Corey Muench                    |
| Faculty                                 | Sue Dritmanis                   |
| Faculty                                 | Vacant                          |
| Faculty*                                |                                 |
| Staff                                   | Maria Valioug                   |
| Student                                 | Vacant                          |
| <b>(Non-Voting) Resource Members</b>    |                                 |
| Administrator                           | Tania Alekson                   |
| Manager of Policy, Privacy & Governance | Jennifer Jamieson / Lynn Newman |

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**CAPILANO**  
UNIVERSITY  
**SENATE SUBCOMMITTEES**  
**August 2021 – June 2022**

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**Teaching and Learning Committee**

Membership: Senators and non-Senators

Meetings: 3<sup>rd</sup> Tuesday of the month – 1:00 – 3:00 pm

|   |                                 |
|---|---------------------------------|
| <b>(Voting)</b>   |                                 |
| Chair of Senate   | Paul Dangerfield                |
| Vice-Chair of Senate  | Stephen Williams                |
| Administrator   | Pouyan Mahboubi                 |
| Faculty   | Diana Twiss                     |
| Faculty   | Amirhossein Amiraslani          |
| Faculty   | David Weston                    |
| Faculty   | Tahmina Shayan                  |
| Faculty   | Vacant                          |
| Faculty*  |                                 |
| Librarian   | Vacant                          |
| Staff   | Vacant                          |
| Student   | Alea Rzeplinski                 |
| <b>(Non-Voting)</b>   |                                 |
| Administrator, Centre for Teaching Excellence (CTE)               | Laura MacKay                    |
| Administrator, Information Technology (IT)                        | Anthony Lung /<br>Darren Broder |
| Administrator, Creative Activity, Research and Scholarship (CARS) | Dawn Whitworth                  |
| Executive Member, Capilano Student Union                          | Vacant                          |
| Administrator, Indigenous Education and Affairs                   | Miranda Huron                   |

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**CAPILANO**  
UNIVERSITY  
**SENATE SUBCOMMITTEES**  
**August 2021 – June 2022**

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**Vice-Chair Nominating Committee**

Membership: Senators

Meetings: One or two meetings between May and June

|               |                     |
|---------------|---------------------|
| Administrator | Jennifer Nesselroad |
| Faculty       | Vacant              |
| Faculty       | Kyle Guay           |
| Staff         | Iana Dokuchaeva     |
| Student       | Vacant              |

**Self-Evaluation Committee**

Membership: Senators

Meetings: One or two meetings between May and June

|               |                  |
|---------------|------------------|
| Administrator | Tania Alekson    |
| Faculty       | Stephen Williams |
| Faculty       | Robert Thomson   |
| Faculty       | Kyle Guay        |
| Staff         | Iana Dokuchaeva  |
| Student       | Vacant           |



**CAPILANO**  
UNIVERSITY  
**SENATE SUBCOMMITTEES**  
**August 2021 – June 2022**

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**Tributes Committee**

Membership: Senators

Meetings: Schedule is determined at first meeting

| <b>(Voting)</b>                       |                    |
|---------------------------------------|--------------------|
| Chair of Senate                       | Paul Dangerfield   |
| Vice-Chair of Senate                  | Stephen Williams   |
| Administrator                         | Dennis Silvestrone |
| Faculty                               | Deb Jamison        |
| Faculty                               | Corey Muench       |
| Faculty                               | Kyle Guay          |
| Faculty*                              |                    |
| Staff                                 | Vacant             |
| Student                               | Vacant             |
| <b>Ex-Officio Member (Non-voting)</b> |                    |
| Vice President, University Relations  | Jennifer Ingham    |
|                                       |                    |

**Naming Opportunities Committee**

Membership: Senators

Meetings: As and When

| <b>(Voting)</b>                       |                     |
|---------------------------------------|---------------------|
| Chair of Senate                       | Paul Dangerfield    |
| Vice-Chair of Senate                  | Stephen Williams    |
| Administrator                         | Jennifer Nesselroad |
| Faculty                               | Deb Jamison         |
| Faculty                               | Corey Muench        |
| Faculty                               | Stephanie Wells     |
| Faculty*                              |                     |
| Staff                                 | Vacant              |
| Student                               | Vacant              |
| <b>Ex-Officio Member (Non-Voting)</b> |                     |
| Executive Director, Advancement       | Vacant              |

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**CAPILANO**  
UNIVERSITY  
**SENATE SUBCOMMITTEES**  
August 2021 – June 2022

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**Curriculum Committee (Senators and non-Senators)**

|   |  |
|---|--|
| <b>DAC Recommends to Senate (2 Year Term)</b>               |  |
| <b>(Voting)</b>   |  |
| Humanities  | Cass Picken                            |
| Social Sciences   | Graham Cook                            |
| Science, Technology, Engineering and Mathematics            | Urmila Jangra                          |
| Motion Picture Arts   | David Geary                            |
| Design  | Dominique Walker                       |
| Performing Arts   | Vacant                                 |
| Business, International Programs, Projects and Partnerships | Lydia Watson                           |
| Applied Business, Legal Studies, Communications             | Deb Jamison                            |
| Tourism and Outdoor Recreation Management                   | Mohna Baichoo                          |
| Health and Education  | Rachel Yu                              |
| Global Stewardship, Public Administration & Human Kinetics  | Caroline Soo                           |
| Access and Academic Preparation                             | Ferdos Jamali                          |
| Library   | Fiacre M. O' Duinn                     |
| Student Services  | Keith Lam                              |
|   |  |
| <b>Students (1 Year Term)</b>                               | Alisha Samnani                         |
|   | Vacant                                 |
|   | Vacant                                 |
|   |  |
| <b>Administrators (VP)</b>                                  | Laureen Styles                         |
| Dean  | Brad Martin                            |
| Dean  | Pouyan Mahboubi                        |
| Dean  | Lara Duke                              |
| Registrar   | Kyle Vuorinen                          |
| One Academic Advisor  | Shahnaz Darayan                        |
| Director of Continuing Studies                              | Annie Prud'homme-Genereux              |
| Chair or Vice-Chair of Senate                               | Paul Dangerfield /<br>Stephen Williams |
|   |  |
| <b>(Non-voting)</b>   |  |
| Chair   | Deb Jamison                            |

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**SENATE CURRICULUM COMMITTEE  
RESOLUTION MEMO**

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**DATE:** August 24, 2021  
**TO:** Paul Dangerfield, Chair, Senate  
**FROM:** Deb Jamison, Chair, Senate Curriculum Committee

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The following motions were carried by the Senate Curriculum Committee at its meeting on August 20, 2021:

- 21/56** The prerequisite revisions to BADM 318 – Project Management, as well as Cap Core designation under the heading *Experiential*, be recommended to Senate for approval.
- 21/57** The Minor in Legal Studies be recommended to Senate for approval.
- 21/58** The new courses, SOC 250 – Social Research, SOC 480 – Sociology Studio Experience, and SOC 485 – Community Based Learning, as well as Cap Core designation under the heading *Experiential* for SOC 480 – Sociology Studio Experience and SOC 485 – Community Based Learning, be recommended to Senate for approval.
- 21/59** The Minor in Sociology be recommended to Senate for approval.
- 21/60** The prerequisite revisions to PSYC 480 – Honours Thesis, as well as Cap Core designation under the heading *Capstone*, and the new course, PSYC 481 – Honours Seminar, be recommended to Senate for approval.
- 21/61** The revisions to the Bachelor of Arts with a Major in Psychology, Honours program profile be recommended to Senate for approval.
- 21/62** The new course, ANTH 355 – Language, Power and Identity, as well as Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.
- 21/63** The new course, CRIM 210 – Gender, Crime and Justice, as well as Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.

  
\_\_\_\_\_  
Deb Jamison, Chair  
Senate Curriculum Committee

\_\_\_\_\_  
Paul Dangerfield  
Chair, Senate

Date: Aug 24, 2021  
\_\_\_\_\_

Date: \_\_\_\_\_