

SEPTEMBER 2023

# Senate Orientation

With presenter Stephen Williams



## AGENDA & OVERVIEW

1. Senate composition
2. Senate responsibilities
3. Senate sub-committees
4. Election process
5. University Act 101
6. Robert's Rules presentation



## SENATE COMPOSITION

# 26 Voting Representatives

### Appointed Members

- Chancellor
- President (Chair)
- Vice President - Academic and Provost
- Deans of Faculties (5)
- University Librarian
- Alumni Association Member

### Elected Members

- 10 Faculty (2 from each Faculty)
- 4 Students
- 2 Support Staff



## SENATE COMPOSITION

# Non-voting Members & Permanent Guests

### **Elected Members**

- 5 faculty members  
(1 from each Faculty)

### **Appointed Members**

- University Board of Governors Member
- Registrar

### **Permanent guests**

- Associate Vice President, Student Success
- 1 representative from each constituency group:
  - CFA - Faculty Union
  - MoveUP - Support Staff Union
  - CSU - Students' Union
  - First Nations





Your overarching responsibility is to serve the best interest of the University

## RESPONSIBILITIES OF SENATORS

# As a Senator, you are

- a voice on behalf of your area and bring a perspective from the people whom you represent
- a conduit for the flow of information from Senate to your area
- a channel of communication from your area to the Senate



## SENATE SUB-COMMITTEES

Senate Academic Planning and Program Review Committee (SAPPRC)

Senate By-law, Policy and Procedure Committee (SBPPC)

Senate Teaching & Learning Committee (STL)

Senate Budget Advisory Committee (SBAC)

Senate Curriculum Committee (SCC)





## SENATE SUB-COMMITTEES

Senate Naming Opportunities Committee

Senate Nominating Committee

Senate Self-Evaluation Committee

Senate Tributes Committee



## UNIVERSITY ACT 101

# The University Act

- [The University Act, RSBC 1996, c 468](#) establishes and defines the governance and powers of universities.
- [Part 6](#) of the Act outlines the composition and powers of the Board of Governors.

We function within a bicameral system of governance which separates decision-making between two governance bodies: academic (Senate) and administrative (Board of Governors).





# The Board of Governors

- Conducts the business of the University
- Has 15 members: Chancellor and President, 5 elected representatives (2 faculty, 2 students, 1 employee), and 8 appointed members (2 nominated by alumni association)
- [Current Members of the Board](#)
- When Board business connects with academic business, the Board must consult with or gain approval of the Senate

The Board carries out its responsibilities under the Act through a stewardship role and is accountable for ensuring the University fulfills its mandate.





## UNIVERSITY ACT 101

The Board is concerned with the management, administration, and control of the following:

- Property
- Revenue
- Business
- Affairs of the University
- [Current Board Policies](#)
- The Board receives, analyzes, and adopts the operating and capital budgets from the President.



# The Senate

- Section 35.2 of the University Act sets out the nature and powers of the Senate of special purpose, teaching universities, such as Capilano University.
- Is responsible for academic decisions for the University.
- Makes bylaws for the conduct of Senate.
- Has the power and duty to set the following:
  - credential criteria
  - curriculum content
  - admission standards
  - exam and evaluation policies
  - residency requirements
  - policies concerning withdrawal
  - criteria for academic standing, standards, and grading system
  - criteria for academic excellence awards
  - policies on appeals, and
  - policies on transfer credit



## UNIVERSITY ACT 101

Board and Senate are bound by the requirement that Senate must advise Board, and Board must seek the advice from Senate, on the development of educational policy in multiple areas.





## UNIVERSITY ACT 101

Senate RECOMMENDATION is required for establishing faculties and departments.

Senate APPROVAL is required for

- Establishing selection/recommendation procedures for president, deans, university librarian, registrar and other senior academic administrators
- Determining the number of students to be accommodated by the University



## UNIVERSITY ACT 101

# In Review

**The Board** is primarily concerned with the business of the University.

**The Senate** is primarily concerned with the academic activities of the University





## PRONOUNS AND INTRODUCTIONS

As part of Capilano University's effort to ensure that people of all genders feel welcome and safe, senators – as academic leadership – lead by example by normalizing the exchange of pronouns at meetings.

A simple way to introduce yourself with pronouns could be:

“Hello, my name is *[name]*, and I use **they/them** pronouns.”





## SENATE MEETING FAMILIARITY

Look through the Senate handbook

Read through the agenda packages before Senate meetings.

Ask questions before, during, and after Senate meetings.

Option for a post-meeting gathering or mentoring.





# Thank you!

The information highlighted in this presentation can be found in your Senate Orientation package.