



## SENATE MEETING

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

### MINUTES

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

**Regrets:** Christina Neigel, Karandeep Sanghera, Gurjot Singh

**Guests:** Aurelea Mahood, Alex Karnazes

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#### ***Land Acknowledgement***

*Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the territories of the Lílwat, xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwataʔ/Selilwitulh (Tseil-Waututh) Nations.*

#### **1. Welcome**

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

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

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

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

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

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

*Paul Dangerfield moved and Laura Kinderman seconded:*

To adopt the agenda.

**CARRIED**

#### **3. Approval of the Minutes**

*Paul Dangerfield moved and Kyle Vuorinen seconded:*

To adopt the December 5, 2023 minutes.

**CARRIED**

#### **4. Correspondence Received**



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No correspondence was received.

#### 5. Business Arising

None.

#### 6. New Business

##### 6.1 Graduates

*Presented by: Kyle Vuorinen*

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

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

*Kyle Vuorinen moved and Ramin Shadmehr seconded:*

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

#### 7. Committee Reports

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

*Presented by: Sue Dritmanis*

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

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

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

*Presented by: Corey Muench*

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



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

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

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

*Corey Muench moved and Brad Martin seconded:*

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

**CARRIED**

#### **7.3 Curriculum Committee** *Presented by: Deb Jamison*

##### **7.3.1 Resolution Memorandum**

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

#### **7.4 Teaching and Learning Committee** *Presented by: Diana Twiss*

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



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#### 7.5 Budget Advisory Committee

*Presented by: Michael Thoma*

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

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

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

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

- that decisions around the PeoplePlan are based on a flawed survey;
- the increase in international student enrolment and the impact and challenges to the university;
- the lack of a mechanism that would allow departments to save funds within their department for their use rather than request funds for the needs of the department.

The next committee meeting is scheduled for January 29.

#### 8. Other Reports

##### 8.1 Senate Chair



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

- Confirmation was provided that the University has a solid integrated planning and budgeting process in place, and has taken a deliberate longer term, and often, conservative approach. As such, this year's budget will reflect ongoing thoughtfulness and confidence that the University is in a good financial position.
- Everyone involved in the work around the Squamish campus was acknowledged and appreciated. The position for the new Associate Vice President, Squamish has also been posted. Work is underway in planning and determining the resources required for the soft launch of programming in fall 2024, and a further update will be provided at the February President's Perspective. Planning is also underway for the Open House for employees. The University continues to work closely with the communities in the Sea to Sky corridor, including a partnership agreement with the Whistler Institute, the Whistler Chamber of Commerce and other associations. Housing has not yet been secured and a further update will be provided in the spring.

#### 8.2 Vice-Chair

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

#### 8.3 VP Academic and Provost

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

- Policy work continues to evolve particularly the suite of policy revisions and new policy going to the Bylaw, Policy and Procedure committee in the future involved with graduate programs, including preparatory work focusing on what be needed from a program development perspective.
- In terms of additional academic direction, for this calendar year, focus will be on institutional learning outcomes and assessment of learning tools.

#### 8.4 Board Report



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

#### 8.5 Elder Report

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

#### 9. Discussion Items

The following discussion items were raised:

- In terms of this year's Academic Schedule, concern was expressed that starting classes on January 3<sup>rd</sup> was challenging to both faculty, staff and students, with a significant impact to mental health and wellness. It was suggested that at the next review of the Academic Schedule policy, a recommendation is made to ensure that there is a minimum number of days between the break and the semester start date.
- Faculty are facing some challenges with the level of support in terms of available resources and budgets within their departments.

#### 10. Other Business

No other business was presented.

#### 11. Information Items

No information items were presented.

The meeting was adjourned at 5:00 pm.

**Next Meeting: Tuesday, February 6, 2024**

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