



SENATE REGULAR MEETING

Tuesday, April 6, 2021 4:00 – 6:00 pm
VIA ZOOM

AGENDA

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 March 2, 2021 Minutes – Decision** Senate Members
Schedule 3
- 4. Correspondence Received**
- 5. Business Arising**
 - 5.1 Academic Continuity – *Information* Laureen Styles
 - 5.2 Senate Election Update – *Information* Kyle Vuorinen
- 6. New Business**
 - 6.1 June Convocation Dates –
Change to Academic Schedule 2020/21 – *Information* Kyle Vuorinen
Schedule 6.1
 - 6.2 B.107 Academic Schedule Policy – Board Seeking Senate Advice –
Information Paul Dangerfield
 - 6.3 Cap Core Report – *Information* Laureen Styles
Cap Core Laddering – *Decision* Schedule 6.3
 - 6.4 Fall Academic Planning – *Information* Laureen Styles
 - 6.5 Senate Vice Chair Nominating Committee – Request to Convene -
Information Paul Dangerfield
 - 6.6 Senate Self Evaluation Committee – Request to Convene – *Information* Paul Dangerfield



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7. Committee Reports

- | | |
|--------------------------------------------------------------------------|----------------|
| 7.1 Academic Planning and Program Review Committee – <i>Information</i> | Lauren Moffatt |
| 7.2 Bylaw, Policy and Procedure Committee – <i>Decision</i> | Corey Muench |
| 7.2.1 Faculty of Arts and Sciences Bylaws | Schedule 7.2.1 |
| 7.3 Curriculum Committee – <i>Decision</i> | Deb Jamison |
| 7.3.1 Resolution Memo | Schedule 7.3.1 |
| March 19 Agenda / March 19 Draft Minutes | |
| 7.4 Teaching and Learning Committee - <i>Information</i> | Diana Twiss |
| 7.5 Budget Advisory Committee – <i>Information</i> | Michael Thoma |

8. Other Reports

- | | |
|--------------------------------------------------|------------------|
| 8.1 Chair of Senate – <i>Information</i> | Paul Dangerfield |
| 8.2 Vice Chair of Senate – <i>Information</i> | Stephen Williams |
| 8.3 VP Academic and Provost – <i>Information</i> | Laureen Styles |
| 8.4 Board Report – <i>Information</i> | Sonny Wong |

9. Discussion Items

10. Other Business

11. Information Items

12. In Camera Session



SENATE MEETING

Tuesday, March 2, 2021 4:00 pm
VIA ZOOM

MINUTES

Present: Stephen Williams (Vice Chair), Emily Bridge, Joel Cardinal, Pardis Daneshyar, Iana Dokuchaeva, Lara Duke, Ted Gervan, Kyle Guay, Bridget Stringer-Holden, Nazmi Kamal, Deb Jamison, Pouyan Mahboubi, Anthea Mallinson, Corey Muench, Alea Rzeplinski, Debbie Schachter, Dennis Silvestrone, Judy Snaydon, Laureen Styles, Michael Thoma, Robert Thomson, Diana Twiss, Mark Vaughan, Kyle Vuorinen, Stephanie Wells, David Weston, Sonny Wong, Recorder: Mary Jukich

Regrets: Paul Dangerfield, Miranda Huron, Ramandeep Kaur, Brad Martin, Lauren Moffatt

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

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

In the absence of Lauren Moffatt, Mark Vaughan assumed voting rights for the Faculty of Arts and Sciences.

As a result of the vacant seat, Robert Thomson assumed voting rights for the Faculty of Business and Professional Studies.

2. Approval of the Agenda

*Laureen Styles moved and Alea Rzeplinski seconded:
To adopt the agenda.*

CARRIED

3. Approval of the Minutes

*Ted Gervan moved and Bridget Stringer-Holden seconded:
To adopt the February 2, 2021 minutes.*

CARRIED

4. Correspondence Received

No correspondence was presented.



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MINUTES

5. Business Arising

5.1 Academic Continuity

Presented by: Laureen Styles

Summer 2021 Term

For information, Senate was provided with an update regarding the 2021 Summer term which indicated that the primary mode of instruction will continue to be remote/adapted delivery, with limited in-person classes where specific learning outcomes/learning spaces, etc. are required, as was done for the last two terms.

Laureen Styles moved and Bridget Stringer-Holden seconded:

21/15 Senate receive the update regarding the Summer 2021 term for information, with a correction in the memo under "Process and Timeline to read 'no later than March 4, 2021'".

CARRIED

Fall 2021 Term

Senate was requested to consider a recommendation from the Vice President Academic & Provost suggesting that course timetabling for the fall semester operate on the assumption that the University will return to in-person classes across all campuses. This assumption would mean that the Provincial Health Officer has lifted all, or most, restrictions. Where restrictions are maintained or modified, fall term classes could shift to remote/alternate delivery offerings.

No motion was requested on the recommendation, and the following feedback was provided by Senate:

- In terms of two possible schedules, whether it may be more simplified to have only an in-person schedule and if required then move back to online.
- There may be several variables, including which sections may or may not be online, as well as safety reasons, which may not be all resolved by July 5.
- There may be an impact to international students if full in-person teaching and learning resumes in the fall.



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- An alternate schedule may affect workload, labs, studios, etc.
- It should be as clear as possible whether courses will be online or not as that will be something that students will consider when choosing courses to work it around work schedules. This is equally important for instructors who are figuring out their schedules and how they will structure their courses as well. Perhaps there could be a system where it shows in-person no matter what (eg. labs), in-person if possible, or online no matter what.
- Another consideration is to ensure services are available for students if in-person resumes, such as food services, support services, and adequate transit.

6. New Business

No new business was presented.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Stephen Williams

The Committee met on February 9th and reviewed the 1-year progress reports for the Program Reviews for the following programs:

- Arts and Entertainment Management
- Theatre
- Tourism

All progress reports were complete.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The Committee met on February 9th and reviewed B.102 Policy Development and Management Policy in order to familiarize on how policies are brought to the Committee. The Committee also discussed the list of policies that are due for review and identified those that are the most relevant and may be given priority at future meetings. At the next meeting, the Committee will be re-examining the



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MINUTES

Academic Agreements Policy and reviewing the Grade Assignment During an Academic Disruption Policy.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the February 12, 2021 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Stephanie Wells seconded:

21/16 SCC Resolutions 21/11 to 21/25 be approved.

CARRIED

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

The Committee met on February 16th and Diana Twiss was acclaimed as Chair of the Committee. In going forward, the Committee will be looking at successes or possible improvements with respect to teaching and learning during the pandemic.

7.5 Budget Advisory Committee

Presented by: Michael Thoma

The Committee met on February 11th and was provided with a summary of the financial results for the period ending December 31, 2020 and the third quarter forecast. The third quarter forecast is the final forecast for the fiscal year. The next Committee meeting will be scheduled to share the final fiscal 2020-21 year-end actual results once the auditors have completed the audit and around the same time as the Finance and Audit Committee meeting, which has been set for May 20th.

8. Other Reports

8.1 Senate Chair

A report was not provided as the Chair was absent from the meeting.



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MINUTES

8.2 Senate Vice-Chair

Stephen Williams, Vice-Chair, reminded members that nominations for positions on Senate close on March 11, 2021.

The Vice-Chair also acknowledged and recognized the Board of Governor's appreciation for the work that is done through Senate and the Senate subcommittees, and the perspectives that Senate brings on academic governance.

8.3 VP Academic and Provost

Laureen Styles, VP Academic & Provost provided the following updates:

- Work is focused in moving into the summer and fall planning.
- The Academic Plan was approved at the February 23rd Board of Governors meeting, and the next steps will be to continue to recognize that the Academic Plan is an internal working document.
- The President's Advisory Committee for the Academic Freedom Policy has been struck and additional communication will be provided to the campus community.
- Recognition was provided for the ongoing work with the three transfer and articulation agreements recently signed.

8.4 Board Report

Sonny Wong, Board of Governors representative on Senate, provided the following report:

- The Board received reports from:
 - Board Chair
 - Finance and Audit Committee
 - Governance and Planning Committee
 - Investment Management Committee



SENATE MEETING

Tuesday, March 2, 2021 4:00 pm
VIA ZOOM

MINUTES

- The Board received a report on the Senate from the Vice Chair of Senate (Stephen Williams) as well as a comprehensive report on the University's affairs from the President.
- The Board received the Integrated Plan 2021/22 to 2023/24, and approved the 2021/22 operating and capital budget. The Board also approved a 2% increase in tuition and mandatory fees for domestic and international students for the 2021/22 academic year; 2D, 3D, and VFX programs are exempt from this increase.
- The Board received fiscal year 2020-2021 financial statements for Period 9 ending Dec 31, 2021 and Q3 forecast.
- The Board approved an annual distribution rate of 4% from the Capilano University Foundation Investment portfolio.
- The Board approved the Academic Plan 2030 as recommended by Senate.

The next meeting is on March 30, 2021.

9. Discussion Items

The CFA President, Faculty member in Costuming for Stage and Screen Program, and Senator, Anthea Mallinson, has been nominated for an Excellence in Textile Arts Award from the Canadian Alliance of Film & Television Costume Arts & Design (CAFTCAD).

10. Other Business

No other business were presented.

11. Information Items

No information items were presented.

The meeting was adjourned at 5:05 pm.

Next Meeting: Tuesday, April 6, 2021

MEMO

To: Paul Dangerfield, Chair of Senate
From: Kyle Vuorinen, Registrar
Subject: Summer 2021 Convocation – Change of Dates
Date: March 29, 2021

This memo is to inform Senate about changes to the 2020/21 academic schedule. To accommodate for more of a traditional convocation experience and still comply with physical distancing and building capacity requirements, the event will take place over an entire week rather than the two days originally planned.

Summer 2021 Convocation will now take place from June 7th to June 11th.

Motion: Senate accept as information this change of dates to the 2020/21 academic schedule.

MEMO

To: Paul Dangerfield, Chair, Senate
From: Dr. Laureen Styles, Vice President Academic & Provost
Subject: Cap Core Working Group Final Report
Date: March 29, 2021

BACKGROUND

The Cap Core Working Group (CCWG) was struck by the VP Academic & Provost for the 2018/19 academic year to provide recommendations relating to the implementation and assessment of Cap Core. This work continued into the 2019/2020 academic year with a primary focus on diploma & certificate requirements and block transfer requirements. Based on an understanding that the Cap Core Working Group was stood up as an interim resource during the initial implementation of Cap Core, the Cap Core Working Group took Fall 2020 to review the original mandate with the objective of reporting out on progress made and making recommendations as to next steps. Appendix A outlines the update and recommendations from the CCWG.

STATUS UPDATES

- With a primary focus on degree implementation with Cap Core in its inception, specific review and recommendations have focused on non-degrees (certificate and diplomas). An additional agenda item is put forward to Senate on this topic under separate cover, arising from the November 2019 Senate motions.
- Consideration was also undertaken by the CCWG with regards to block transfer and articulation agreements (transfer in) to operationalize the approved May 14, 2019 Senate motion:

THAT students being admitted to the university under a block transfer agreement with another post-secondary institution be partially exempt from Cap Core requirements, [be] given credit for years 1 and 2 (or as defined by the block transfer agreement), with a determination of Cap Core requirements from their entry point forward through to graduation.
- To best facilitate consistent approaches aligned with Cap Core requirements, and given the responsibilities of deans and the Registrar's Office with block transfer and/or articulation agreement activity, a memo from my office will be shared out with relevant parties that outlines processes regarding considerations with such agreements.

- Additional institutional activity is required over the next period of time for assessing of Cap Core learning outcomes. The recommendation from the CCWG will be considered, along with the NWCCU recommendations and a fellowship activity that Academic Initiative & Planning (AIP) is undertaking to determine next steps on this front.
- I have asked that AIP provide direct support to Program Working Groups (PWG) participating in the development of any new baccalaureate degrees and laddering certificates and diplomas to ensure appropriate Cap Core considerations.
- As has become current practice, Senate Curriculum Committee has the responsibility for reviewing and recommending to Senate new Cap Core courses.

S U M M A R Y

I extend my appreciation for the dedicated work and leadership of the group to further integration of Cap Core at the university. With the mandate now complete based on the terms of reference, I will advise the group that its terms are complete through the chair. Additional communication will be going out from my office to Deans to share with Faculties, AIP, and the Registrar's Office to finalize operational components and update on the work that has been completed.

Recommended Motion

THAT Senate accept as information the status update of the Cap Core Working Group.

APPENDIX A

JANUARY, 2021

SUMMARY OF CAP CORE WORKING GROUP ACTIVITY PROVIDED BY DR. AURELEA MAHOOD, CHAIR.

MANDATE UPDATES & RECOMMENDATIONS

- *To advise the VPA & Provost on the application and/or timeline of Cap Core to all university credentials other than the baccalaureate degrees.*
 - CCWG recommended that the Cap Core framework be applied to all baccalaureate degrees and all certificates and diplomas designed to ladder into Capilano University baccalaureate degrees. This [recommendation](#) was taken to the November 2019 Senate meeting at which two motions establishing the above requirement for diplomas and certificates were moved and adopted by Senate.
 - Effective Fall 2021, all laddering certificates and diplomas will be aligned with the current Cap Core framework. See Laddering Certificates and Diplomas memo for a compliance status update.
- *To facilitate processes and actions to carry out integration and assessment of Cap Core for degree programs that is sustainable, efficient, and utilizes appropriate existing technology to ensure graduates meet expected requirements.*
 - Assessment of Cap Core framework: Limited progress has been made as regards to determining an appropriate sustainable and efficient assessment structure for Cap Core as whole. In Spring 2021, the CCWG proposes that 1-2 sections of non-teaching development release be made available to 1-2 faculty members from the CCWG or university community at large to explore and recommend general education assessment models.

Reporting the director of Academic Initiatives & Planning and collaborating with the Assessment Analyst, the special appointee's findings will be shared with the VPA & Provost by June 15, 2021.
 - Advising tools: Working in close consultation with Advising and Harb Johal, Associate Registrar, Academic Advising and Financial Aid, the CCWG has provided feedback on the development of [baccalaureate program planners](#) with Cap Core checklists and principles for assigning Cap Core credit for block transfer students (see attached Block Transfer Memo for additional information).
 - Web-based resources for students: The CCWG in collaboration with Registrar's Office has developed extensive [Cap Core FAQs and resources](#) for students on the University website. Additionally, students can search [myCap Schedule](#) by Cap Core category – e.g. Cap Core Capstone or Cap Core Science & Technology.

- *To contribute to the annual workplan for Cap Core integration for degrees through document review, input, consultations, and other activities.*
 - As per item 1, all baccalaureate degrees and laddering certificates and diplomas (effective Fall 2021) are compliant with Cap Core requirements.
 - Going forward, the CCWG proposes that the Senate Curriculum Committee (SCC) be responsible for ensuring that all new baccalaureate degrees and laddering certificates and diplomas align with the Cap Core framework requirements. In turn, any proposed changes to program profiles for baccalaureate degrees and laddering certificate and diplomas will need to be assessed to ensure continued alignment.
 - The CCWG proposes that Academic Initiative & Planning (AIP) provide direct support in this regard to Program Working Groups (PWG) participating in the development of any new baccalaureate degrees and laddering certificates and diplomas.
- *To act as a resource to faculty and Faculties, Senate Curriculum Committees and other committees as needed as additional courses are considered for assessment and eligibility for Cap Core requirements.*
 - The CCWG recommends that the ongoing responsibility for the review of new Cap Core courses fall to SCC.
- *To assist in communicating status and activity with Cap Core within Faculties and other applicable departments of the University.*
 - Over past two years, the CCWG has played an important role in communicating and consulting with the Faculties and other applicable units – i.e. the Registrar’s Office, in particular. The Chair extends deep felt appreciation for this group’s ongoing commitment to the successful implementation of Cap Core in these all-important early years.
 - With the proposed standing down of the working group, the CCWG proposes a final communication from the Provost to Senate, the Faculties, and Registrar’s Office summarizing the current status of Cap Core, including links to resources.

MEMO

To: Paul Dangerfield, Chair, Senate
From: Dr. Lauren Styles, Vice President Academic & Provost
Subject: Cap Core – Laddering Certificates and Diplomas
Date: March 29, 2021

Background

In support of Cap Core across the university, specific work has been undertaken by the Cap Core Working Group (CCWG) focusing on certificates and diplomas, with the following motion guiding this activity:

At the November 2019 meeting, Senate approved the following recommendation:

THAT as of Fall 2021 all certificates and diplomas laddering into a baccalaureate degree awarded by Capilano University must mirror the Cap Core requirements for baccalaureate degrees.

Dr. Aurelea Mahood, Chair, brought forward to me in January 2021 a summary of completed activities and recommendations for consideration. With the support of the Cap Core Working Group, a list of certificates and diplomas that would require modest changes to their program profiles in order to be compliant with the November 2019 motion was developed and circulated across all five Faculties.

Thanks to the good work of the CCWG Faculty representatives, program representatives, and the Curriculum team in the Registrar's Office, the CCWG is pleased to report that all active laddering certificates and diplomas currently delivered by the University now conform with the November 2019 Senate directive. Specifics can be found through a CCWG tracking spreadsheet last updated November 13, 2020 available through Academic Initiatives and Planning.

An ongoing focus with new, and proposed curricular changes to existing, laddering certificates and diplomas will be required. Given this, two recommendations from the CCWG, endorsed by me, that foster sustainable institutional academic governance practices are outlined below for Senate consideration.

Recommended Motions

*THAT Senate Curriculum Committee (SCC) with the support of Academic Initiatives & Planning ensure that all **new** laddering certificates and diplomas comply with the November 2019 Senate directive with respects to Cap Core requirements.*

*THAT SCC with the support of the Curriculum Office and Academic Initiatives & Planning ensure that any proposed program profile changes to **existing** laddering certificates and diplomas maintain the certificate or diploma's ability to mirror the Cap Core requirements for baccalaureate degrees.*

SENATE REPORT

AGENDA ITEM:	Faculty of Arts and Sciences Bylaws Revisions
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	March 23, 2021
PRESENTER:	Corey Muench; Chair, Senate Bylaw, Policy, and Procedure Committee

PURPOSE

Revisions to the Faculty of Arts and Sciences Bylaws were brought forward on March 23, 2021 to the Senate Bylaw, Policy and Procedure Committee for feedback and approval.

BACKGROUND

Section 40 of the University Act sets the power and duties of Faculties. Sub-section (c) allows the Faculty “to make rules for the government, direction and management of the faculty and its affairs and business” subject to the approval of the Senate. The Bylaws reflect how the Faculty of Arts and Sciences wish to be organized and govern themselves in accordance with the powers delegated to Faculties in Part 8 of the University Act. The Bylaws of the Faculty of Arts and Sciences were approved by the Senate on February 5, 2019. They replaced the Faculty’s previous Terms of Reference. The Bylaws were scheduled to be reviewed within one academic year from the date of approval by the Senate.

DISCUSSION

The Governance and Elections Committee of the Faculty of Arts and Sciences reviewed the Faculty of Arts and Sciences Bylaws and made several edits to eliminate confusion in the original language, update the language on sub-committees to reflect practice, and to update job titles. The changes are not significant and do not change the original FAS Bylaws. Two versions of the document are presented: one with edits noted and one in final revised form. The Senate Bylaw, Policy, and Procedure Committee gave feedback on the suggested changes and approved them at their March 23, 2021 meeting.

RECOMMENDATION

THAT Senate approve the revisions to the Faculty of Arts and Sciences Bylaws as presented.



Faculty of Arts and Sciences Bylaws

Approved by the Faculty on [date]

Ratified/Approved by Senate on [date]

PREAMBLE

The structure, composition, and powers and duties of the Faculty are established by Sections 39-42 of the *University Act* (the Act).

1. DEFINITIONS

- 1.1. Key terms in these bylaws follow definitions in the Act.
- 1.2. Other clarifications:
 - 1.2.1. "Faculty" (upper-case "F") refers to the Faculty of Arts and Sciences.
 - 1.2.2. "faculty" (lower-case "f") refers to instructional employees of the Faculty.
 - 1.2.3. "student" refers to a person currently enrolled in credit courses in the university and registered into one of the programs in the Faculty.
 - 1.2.4. "University" means Capilano University.

2. COMPOSITION OF THE FACULTY

For the purposes of All-Faculty meetings, the~~The~~ Faculty will be composed of the following:

- 2.1 The Dean of the Faculty of Arts and Sciences;
- 2.2 The President or delegate;
- 2.3 All faculty appointed in the Faculty of Arts and Sciences: instructors, lab supervisors, special appointees, librarians and instructional associates;
- 2.4 Such other members of the teaching or administrative staff of the Faculty or University as the Faculty shall appoint in conformity with rules determined by the Faculty and approved by the Senate; staff are non-voting members of the Faculty; and,
- 2.5 Two students as non-voting representatives.
- 2.6 The Registrar as a non-voting member ~~of the Faculty.~~

3. POWERS AND DUTIES OF THE FACULTY

Section 40 of the Act sets the powers and duties, and limits to these powers and duties. [See Appendix 1.]

4. CHAIR AND VICE CHAIR

- 4.1 The Dean is the Chair of the Faculty.
- 4.2 A Vice-Chair is elected from the faculty for a two-year term. The Vice-Chair serves as the Chair in the absence of the Dean or when the Dean steps outside of the role of the Chair in a regular meeting of the Faculty.

5. REGULAR MEETINGS OF THE FACULTY

- 5.1 The Faculty will hold a minimum of two regular meetings per year, normally in the spring and the fall terms. A minimum of fourteen (14) days' notice will be given prior to these meetings.
- 5.2 Agendas are prepared by the Chair and published and distributed to all faculty at least seven (7) days before the scheduled meeting.
- 5.3 Minutes of these regular Faculty meetings are taken, circulated, and archived by the ~~Assistant to the Dean~~ Faculty administrative office.
- 5.4 Quorum of regular Faculty meetings consists of twenty-five percent (25%) or thirty (30) members of the Faculty of Arts and Sciences whichever is the lower number.
- 5.5 Minutes of each meeting are circulated at the subsequent meeting.

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6. EXTRAORDINARY MEETINGS OF THE FACULTY

- 6.1 In matters of urgency extraordinary meetings may be called by:
 - 6.1.1 the Chair;
 - 6.1.2 the Vice-Chair in combination with the School Chairs;or,
 - 6.1.3 written petition of at least 50% of voting members.
- 6.2 Notice of extraordinary meetings will be given seven (7) days prior to the meeting.
- 6.3 Minutes of extraordinary meetings will be taken and circulated at the subsequent regular meeting of the Faculty.
- 6.4 Extraordinary meetings of the Faculty will normally be closed to the University community.

7. CONDUCT OF BUSINESS

- 7.1 ~~Meetings of the Faculty~~ will normally be open to members of the University community. ~~At the beginning of meetings,~~ the Chair will recognise ~~at the beginning of meetings~~ any non-members of the Faculty.
- 7.2 A meeting, or part thereof, may be held *in camera* subject to a majority vote by those present and eligible to vote.
- 7.3 Robert's Rules of Order will govern the conduct of all Faculty meetings.
- 7.4 Normal resolutions or motions require a simple majority of 50% plus one to pass. Amendments to these Bylaws require a majority of two-thirds of voting members present to pass.

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- 7.5 To conduct its ordinary business in a timely and efficient way, the Faculty will establish a Faculty Council and relevant standing sub-committees.
- 7.6 The powers and duties of the Faculty Council and sub-committees are delegated to them by the Faculty but will not include matters on which the Senate requires a decision of the whole Faculty.

8. FACULTY COUNCIL

- 8.1 The Faculty of Arts and Sciences Council is the working academic governance body for the Faculty of the Arts and Sciences and is responsible for the Faculty's academic governance, planning, and management and for making recommendations to the Faculty, the Senate, and the University administration where appropriate.

8.2 Composition of the Faculty Council

The Faculty Council will be composed of the following:

- The Dean of the Faculty of Arts and Sciences (~~ex officio, voting~~)
- The Vice-Chair of the Faculty (~~ex officio, voting~~)
- The Chairs of the Schools (~~ex officio, voting~~)
- The coordinators of Faculty functional areas (~~ex officio, voting~~)
- Degree and program coordinators and convenors

Commented [MNF3]: These not needed. If we want to keep ex officio, the default is voting, so "voting" not needed.

8.3 Chair and Vice-Chair

- 8.3.1 The Chair of the Faculty Council is the Dean.
- 8.3.2 The Vice-Chair of the Faculty Council is the Vice-Chair of the Faculty.
- 8.3.3 The Vice-Chair will serve as chair in the absence of the Chair.

8.4 Meetings of the Faculty Council and Conduct of Business

- 8.4.1 The Faculty Council will meet a minimum of once per month between August 15th and June 15th.
- 8.4.2 A schedule of meetings will be distributed at the beginning of the fall term.
- 8.4.3 Agendas are prepared by the Chair with the help of (~~Assistant to the Dean~~ the Faculty administrative office) and distributed to the Faculty at least seven (7) days before the scheduled meeting.
- 8.4.4 Minutes are taken, produced, and archived by the (~~Assistant to the Dean~~ Faculty administrative office).
- 8.4.5 Draft minutes of each meeting are circulated with the agenda for the subsequent meeting.
- 8.4.6 Quorum for the Faculty Council meetings is set at 50% of voting members and must include the Chair or Vice-Chair in the absence of the Chair.
- 8.4.7 Resolutions or motions require a simple majority of 50% plus one to pass.
- 8.4.8 Elections for elected positions will be conducted concurrently with elections for other elected positions in the Faculty normally in the spring term in time for the next academic year's scheduling.

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Commented [MNF5]: change

8.4.9 Members of the Faculty Council are expected to act in the interests of the entire Faculty and to avoid conflicts of interest in accordance with University Policy B.506.

8.5 Powers and Duties of the Faculty Council

8.5.1 The powers and duties of the Faculty Council are delegated to it by the Faculty.

In general, the Faculty Council will:

- 8.5.1.1 Develop and maintain a set of Faculty rules and procedures for the governance of the Faculty (in accordance with the Act, and subject to the approval of the Faculty and subsequent ratification by the Senate);
- 8.5.1.2 Make recommendations to the Senate on relevant academic matters, including the addition of new courses and programs, discontinuance of existing courses, and revisions to existing courses and programs;
- 8.5.1.3 Make recommendations to the Faculty regarding joint-curricular initiatives with other Faculties;
- 8.5.1.4 Make recommendations to the Senate, Board, and University administration on relevant matters;
- 8.5.1.5 Facilitate information sharing within the Faculty and both to and from other Faculties and the University;
- 8.5.1.6 Form standing sub-committees to expedite the conduct of its business and delegate limited authority to these committees. Sub-committees will conduct their business in accordance with their prescribed terms of reference. The terms of reference for the sub-committees will be approved by the Faculty upon the recommendation of the Faculty Council.;
- 8.5.1.7 Form any *ad hoc* committees it deems necessary and expedient.

9. STANDING SUB-COMMITTEES OF THE FACULTY COUNCIL

9.1 Curriculum Committee

- 9.1.1 Meets monthly during the fall and spring terms. The meeting schedule is set by the Chair of the sub-committee and distributed by the Dean's office.
- 9.1.2 Duties and responsibilities are set in the Sub-Committee's Terms of Reference.

9.2 Strategic Planning Committee

- 9.2.1 Meets **monthly** at least once during each fall and spring term. The meeting schedule is set by the Chair of the Sub-Committee and distributed by the Dean's office.
- 9.2.2 Duties and responsibilities are set in the Sub-Committee's Terms of Reference.

9.3 Governance and Elections Committee

- 9.3.1 Meets at least once during each fall and spring term. The meeting schedule is set by the Chair of the Sub-Committee and distributed by the Dean's office.
- 9.3.2 Duties and responsibilities are set in the Sub-Committee's Terms of Reference.

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9.4 Research and Scholarship Committee

- 9.4.1 Meets at least once during each fall and spring term. The meeting schedule is set by the Chair of the Sub-Committee and distributed by the Dean's office.
- 9.4.2 Duties and responsibilities are set in the Sub-Committee's Terms of Reference.

10. REVIEW

- 10.1 These Bylaws will be reviewed one year after initial approval by the Senate and subsequently every five years.

Version date: ~~June, 2020~~ ~~November, 2018~~

Review date: ~~January, 2020~~ June, 2025

APPENDIX 1

Part 8 — Faculties

Faculties

- 39 (1) The faculties of each university may be constituted by the board, on the recommendation of the senate.
- (2) A dean of a faculty is the chair of the faculty of which they are the dean.

Powers and duties of faculty

40 A faculty has the following powers and duties:

- a) to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business;
- b) to provide for student representation in the meetings and proceedings of the faculty;
- c) subject to this Act and to the approval of the senate, to make rules for the government, direction and management of the faculty and its affairs and business;
- d) to determine, subject to the approval of the senate, the courses of instruction in the faculty;
- e) subject to an order of the president to the contrary, to prohibit lecturing and teaching in the faculty by persons other than appointed members of the teaching staff of the faculty and persons authorized by the faculty, and to prevent lecturing or teaching so prohibited;
- f) subject to the approval of the senate, to appoint for the examinations in each faculty examiners, who, subject to an appeal to the senate, must conduct examinations and determine the results;
- g) to deal with and, subject to an appeal to the senate, to decide on all applications and memorials by students and others in connection with their respective faculties;
- h) generally, to deal with all matters assigned to it by the board or the senate.

Approval of rules

- 41 A general rule made by a faculty is not effective or enforceable until a copy has been sent to the senate and the senate has given its approval.

Advice to president

42 Any of the faculties may advise the president in any matter affecting the interests of the university, whether academic or disciplinary, but that advice does not limit the powers and authority of the president.

University Act: http://www.bclaws.ca/Recon/document/ID/freeside/00_96468_01#part8



Faculty of Arts and Sciences Bylaws

Approved by the Faculty on April 2020

Ratified/Approved by Senate on [date]

PREAMBLE

The structure, composition, and powers and duties of the Faculty are established by Sections 39-42 of the *University Act* (the Act).

1. DEFINITIONS

- 1.1. Key terms in these bylaws follow definitions in the Act.
- 1.2. Other clarifications:
 - 1.2.1. "Faculty" (upper-case "F") refers to the Faculty of Arts and Sciences.
 - 1.2.2. "faculty" (lower-case "f") refers to instructional employees of the Faculty.
 - 1.2.3. "student" refers to a person currently enrolled in credit courses in the university and registered into one of the programs in the Faculty.
 - 1.2.4. "University" means Capilano University.

2. COMPOSITION OF THE FACULTY

For the purposes of All-Faculty meetings, the Faculty will be composed of the following:

- 2.1 The Dean of the Faculty of Arts and Sciences;
- 2.2 The President or delegate;
- 2.3 All faculty appointed in the Faculty of Arts and Sciences: including but not limited to instructors, lab supervisors, special appointees, librarians and instructional associates;
- 2.4 Such other members of the teaching or administrative staff of the Faculty or University. The Faculty shall appoint in conformity with rules determined by the Faculty and approved by the Senate. Staff are non-voting members of the Faculty; and,
- 2.5 Two students as non-voting representatives.
- 2.6 The Registrar as a non-voting member.

3. POWERS AND DUTIES OF THE FACULTY

Section 40 of the Act sets the powers and duties, and limits to these powers and duties. [See Appendix 1.]

4. CHAIR AND VICE CHAIR

- 4.1 The Dean is the Chair of the Faculty.
- 4.2 A Vice-Chair is elected from the faculty for a two-year term. The Vice-Chair serves as the Chair in the absence of the Dean or when the Dean steps outside of the role of the Chair in a regular meeting of the Faculty.

5. REGULAR ALL FACULTY MEETINGS

- 5.1 The Faculty will hold a minimum of two regular meetings per year, normally in the spring and the fall terms. A minimum of fourteen (14) days' notice will be given prior to these meetings.
- 5.2 Agendas are prepared by the Chair and published and distributed to all faculty at least seven (7) days before the scheduled meeting.
- 5.3 Minutes of these regular Faculty meetings are taken, circulated, and archived by the Dean's Administrative Lead.
- 5.4 Quorum of regular All Faculty meetings consists of twenty-five percent (25%) or thirty (30) members of the Faculty of Arts and Sciences whichever is the lower number.
- 5.5 Minutes of each meeting are circulated at the subsequent meeting.

6. EXTRAORDINARY ALL FACULTY MEETINGS

- 6.1 In matters of urgency extraordinary meetings may be called by:
 - 6.1.1 the Chair;
 - 6.1.2 the Vice-Chair in combination with the School Chairs;or,
 - 6.1.3 written petition of at least 50% of voting members.
- 6.2 Notice of extraordinary meetings will be given seven (7) days prior to the meeting.
- 6.3 Minutes of extraordinary meetings will be taken and circulated at the subsequent regular meeting of the Faculty.
- 6.4 Extraordinary meetings of the Faculty will normally be closed to the University community.

7. CONDUCT OF BUSINESS

- 7.1 All Faculty meetings will normally be open to members of the University community. The Chair will recognise any non- members of the Faculty.
- 7.2 A meeting, or part thereof, may be held *in camera* subject to a majority vote by those present and eligible to vote.
- 7.3 Robert's Rules of Order will govern the conduct of all Faculty meetings.
- 7.4 Normal resolutions or motions require a simple majority of 50% plus one to pass. Amendments to these Bylaws require a two-thirds majority of voting members present to pass.

- 7.5 To conduct its ordinary business in a timely and efficient way, the Faculty will establish a Faculty Council and relevant standing sub-committees.
- 7.6 The powers and duties of the Faculty Council and sub-committees are delegated to them by the Faculty but will not include matters on which the Senate requires a decision of the whole Faculty.

8. ARTS AND SCIENCES FACULTY COUNCIL

- 8.1 The Faculty of Arts and Sciences Council is the working academic governance body for the Faculty of the Arts and Sciences and is responsible for the Faculty's academic governance, planning, and management and for making recommendations to the Faculty, the Senate, and the University administration where appropriate.

8.2 Composition of the Faculty Council

The Faculty Council will be composed of the following:

- The Dean of the Faculty of Arts and Sciences
- The Vice-Chair of the Faculty
- The Chairs of the Schools
- The coordinators and convenors of Faculty functional areas
- Degree and program coordinators and convenors

8.3 Chair and Vice-Chair

- 8.3.1 The Chair of the Faculty Council is the Dean.
- 8.3.2 The Vice-Chair of the Faculty Council is the Vice-Chair of the Faculty.
- 8.3.3 The Vice-Chair will serve as chair in the absence of the Chair.

8.4 Meetings of the Faculty Council and Conduct of Business

- 8.4.1 The Faculty Council will meet a minimum of once per month between August 15th and June 15th.
- 8.4.2 A schedule of meetings will be distributed at the beginning of the fall term.
- 8.4.3 Agendas are prepared by the Chair with the help of Administrative Lead, and distributed to the Faculty at least seven (7) days before the scheduled meeting.
- 8.4.4 Minutes are taken, produced, and archived by the Administrative Lead.
- 8.4.5 Draft minutes of each meeting are circulated with the agenda for the subsequent meeting.
- 8.4.6 Quorum for the Faculty Council meetings is set at 50% of voting members and must include the Chair or Vice-Chair in the absence of the Chair.
- 8.4.7 Resolutions or motions require a simple majority of 50% plus one to pass.
- 8.4.8 Elections for elected positions will be conducted concurrently with elections for other elected positions in the Faculty normally in the spring term in time for the next academic year's scheduling.

- 8.4.9 Members of the Faculty Council are expected to act in the interests of the entire Faculty and to avoid conflicts of interest in accordance with University Policy B.506.

8.5 Powers and Duties of the Faculty Council

- 8.5.1 The powers and duties of the Faculty Council are delegated to it by the Faculty. In general, the Faculty Council will:
- 8.5.1.1 Develop and maintain a set of Faculty rules and procedures for the governance of the Faculty (in accordance with the Act, and subject to the approval of the Faculty and subsequent ratification by the Senate);
 - 8.5.1.2 Make recommendations to the Senate on relevant academic matters, including the addition of new courses and programs, discontinuance of existing courses, and revisions to existing courses and programs;
 - 8.5.1.3 Make recommendations to the Faculty regarding joint-curricular initiatives with other Faculties;
 - 8.5.1.4 Make recommendations to the Senate, Board, and University administration on relevant matters;
 - 8.5.1.5 Facilitate information sharing within the Faculty and both to and from other Faculties and the University;
 - 8.5.1.6 Form standing sub-committees to expedite the conduct of its business and delegate limited authority to these committees. Sub-committees will conduct their business in accordance with their prescribed terms of reference. The terms of reference for the sub-committees will be approved by the Faculty upon the recommendation of the Faculty Council.;
 - 8.5.1.7 Form any *ad hoc* committees it deems necessary and expedient.

9. STANDING SUB-COMMITTEES OF THE FACULTY COUNCIL

9.1 Curriculum Committee

- 9.1.1 Meets monthly during the fall and spring terms. The meeting schedule is set by the Chair of the sub-committee and distributed by the Dean's office.
- 9.1.2 Duties and responsibilities are set in the Sub-Committee's Terms of Reference.

9.2 Strategic Planning Committee

- 9.2.1 Meets monthly during each fall and spring term. The meeting schedule is set by the Chair of the Sub-Committee and distributed by the Dean's office.
- 9.2.2 Duties and responsibilities are set in the Sub-Committee's Terms of Reference.

9.3 Governance and Elections Committee

- 9.3.1 Meets monthly during each fall and spring term. The meeting schedule is set by the Chair of the Sub-Committee and distributed by the Dean's office.
- 9.3.2 Duties and responsibilities are set in the Sub-Committee's Terms of Reference.

9.4 Research and Scholarship Committee

- 9.4.1 Meets at least once during each fall and spring term. The meeting schedule is set by the Chair of the Sub-Committee and distributed by the Dean's office.
- 9.4.2 Duties and responsibilities are set in the Sub-Committee's Terms of Reference.

10. REVIEW

- 10.1 These Bylaws will be reviewed one year after initial approval by the Senate and subsequently every five years.

Version date: June, 2020

Review date: June, 2025

APPENDIX 1

Part 8 — Faculties

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SENATE CURRICULUM COMMITTEE RESOLUTION MEMO

DATE: March 23, 2021
TO: Paul Dangerfield, Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

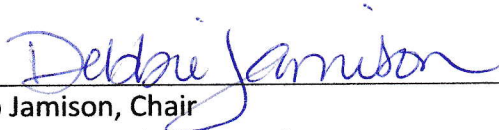
The following motions were carried by the Senate Curriculum Committee at its meeting on March 19th, 2021.

- 21/26** The revisions to JAZZ 422 – Instrumental Pedagogy (Secondary) and JAZZ 375 – Studies in Ethnomusicology, and the new course, JAZZ 376 – Studies in Music History III: Music of the African Diaspora, be recommended to Senate for approval.
- 21/27** The revisions to the program profiles for the Bachelor of Music in Jazz Studies – Education and the Bachelor of Music in Jazz Studies – Performance/Composition be recommended to Senate for approval.
- 21/28** The revisions to the admission requirements for the Education Assistant Certificate be recommended to Senate for approval.
- 21/29** The prerequisite revisions to BMKT 365 – Marketing Strategies and Decisions, as well as Cap Core designation under the heading *Experiential* for BMKT 261 – Advertising and BMKT 365 – Marketing Strategies and Decisions, be recommended to Senate for approval.
- 21/30** The Minor in Business Administration be recommended to Senate for approval.
- 21/31** The Minor in Communication Studies be recommended to Senate for approval.
- 21/32** The prerequisite revisions to KINE 284 – Human Growth and Development be recommended to Senate for approval.
- 21/33** The revisions to DIGI 132 – 3D Design for Production I, DIGI 142 – 3D Design for Production II, DIGI 230 – 3D Animation III, and DIGI 232 – 3D Design for Production III be recommended to Senate for approval.
- 21/34** The two new courses, DIGI 240 – 3D Animation IV and DIGI 242 – 3D Design for Production IV, be recommended to Senate for approval.
- 21/35** The revisions to the 3D Animation for Film and Games Diploma program profile be recommended to Senate for approval.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

- 21/36** The new course, TOUR 192 – Tourism Destinations: IATA Area 3, be recommended to Senate for approval.
- 21/37** The prerequisite revisions to TOUR 232 – Tourism Planning, as well as Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.
- 21/38** The request to waive the 50% residency requirement for the Bachelor of Arts with a Major in Interdisciplinary Studies be recommended to Senate for approval.
- 21/39** The revisions to BPAC 405 – Advanced Production Planning II, BPAC 406 – Strategic Career Planning, and BPAC 407 – Studies in Interdisciplinary Performance and Production be recommended to Senate for approval.
- 21/40** The Curriculum Committee receive the summary of course adaptations for Spring 2021 for information.



Deb Jamison, Chair
Senate Curriculum Committee

Date: March 23, 2021

Paul Dangerfield
Chair, Senate

Date: _____