



SENATE REGULAR MEETING

Tuesday, December 7, 2021 4:00 – 6:00 pm
Capilano University – LB 322

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 November 2, 2021 Minutes – Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
 - 5.1 Volunteers for Tributes Committee – *Information* Paul Dangerfield
6. **New Business**
 - 6.1 Revision to 2022 Convocation Dates – *Information* Kyle Vuorinen
Schedule 6.1
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Information* Sue Dritmanis
 - 7.2 Bylaw, Policy and Procedure Committee – *Information* Corey Muench
 - 7.3 Curriculum Committee – *Decision* Deb Jamison
7.3.1 Resolution Memo Schedule 7.3.1
[November 19 Agenda](#) / [November 19 Draft Minutes](#)
 - 7.4 Teaching and Learning Committee – *Information* Diana Twiss
 - 7.5 Budget Advisory Committee – *Information* Michael Thoma
8. **Other Reports**
 - 8.1 Chair of Senate - *Information* Paul Dangerfield
 - 8.2 Vice Chair of Senate – *Information* Stephen Williams



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| 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 | |



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Present: Paul Dangerfield (Chair), Tania Alekson, Deanna Baxter, Oscar Blue, John Brouwer, Pardis Daneshyar, Sue Dritmanis, Iana Dokuchaeva, Lara Duke, Brian Ganter, Christy Goerzen, Kyle Guay, Deb Jamison, Khwaish Kochhar, Maia Lomelino, Pouyan Mahboubi, Anthea Mallinson, Brad Martin, Zabir Montazar, Corey Muench, Jennifer Nesselroad, Anmol Singla, Laureen Styles, Michael Thoma, Robert Thomson, Diana Twiss, Stephanie Wells, Stephen Williams, Recorder: Mary Jukich

Regrets: Miranda Huron, Essya Nabbali, Lesley Nelson, Dennis Silvestrone, Kyle Vuorinen, Sonny Wong

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

In the absence of Essya Nabbali, Deanna Baxter assumed voting rights for the Faculty of Arts and Sciences.

2. Approval of the Agenda

- Item #7.4 Teaching and Learning Committee should be noted as an information item.

*Paul Dangerfield moved and Kyle Guay seconded:
To adopt the amended agenda.*

CARRIED

3. Approval of the Minutes

*Laureen Styles moved and Jennifer Nesselroad seconded:
To adopt the October 5, 2021 minutes.*

CARRIED

4. Correspondence Received

No correspondence was presented.

5. Business Arising

5.1 Volunteers for Senate Subcommittees



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Presented by: Paul Dangerfield

Members were encouraged to volunteer for the remaining vacancies on the Senate subcommittees.

5.2 Annual Academic Schedule

Presented by: Stephen Williams

At the October meeting, the Registrar presented the Academic Schedule for information, and reported that the convocation dates may be moving to July and his understanding was that the Academic Schedule presented was incorrect.

In this regard, Senate was informed that misinformation was provided as the convocation dates on the schedule that was presented to Senate in October were, in fact, correct and convocation will not be moving to July.

6. New Business

No new business was presented.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Sue Dritmanis

At the meeting on October 12, the Committee reviewed the stage 1 proposal for the Bachelor of Costuming. The proposed 120-credit degree can be completed in four years or eight semesters of full-time study with an optional exit point after the completion of 60 credits, and prepare graduates for professional industry positions in areas such as film, theatre, the emerging industries of visual effects and animation along with traditional roles in museums and archives.

On discussion, a question was raised on whether consideration was given to changing the credential name to a Bachelor in Fine Arts with a major in Costuming. Information was provided that as the proposal was at stage 1, the document will go through several iterations with opportunities for further consideration.

Lauren Styles moved and Deb Jamison seconded:



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21/41 That Senate recommend the Stage 1 proposal for the Bachelor of Costuming be sent to the Board for approval.

CARRIED

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The Committee met on October 26 and reviewed the Academic Integrity Procedures. It is anticipated the document will be brought to the December Senate meeting.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the October 15th Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Stephanie Wells seconded:

21/42 Senate approve SCC Resolutions 21/69 to 21/71.

CARRIED

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

Senate was informed that as a result of several vacancies, the committee did not reach quorum at the October meeting, and work is underway in recruiting possible members.

The committee continues to review its mandate, including information gathering on teaching and learning committees at other post secondary institutions.

7.5 Budget Advisory Committee

Presented by: Michael Thoma

The Senate Budget Advisory Committee (SBAC) met on October 21 and Michael Thoma was acclaimed as the Chair. At the committee meeting, the following items were presented:



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- The fiscal 2020/21 final year end results report for post-secondary institutions which highlighted the impact of the pandemic on the sector.
- An overview of the year-to-date financial results and the forecast for the final quarter 2 forecast. The initial budget was developed in terms of the previous year's enrollment levels, but was revised due to lower fall registration numbers. The approved Board budget for a \$5.2 million deficit is on track with the quarter 2 forecast and the Ministry deficit approval.
- An overview of the integrated planning process for 2022-23 noting that this year's theme was 'Implement and Refinement'. The plan is for a roll-over budget followed by the goal of identifying non-negotiable, base and strategic spends with the goal of informing and establishing the foundation for long range/multi-year planning.

8. Other Reports

8.1 Senate Chair

Paul Dangerfield provided the Chair's report, and noted that he recently attended, In-person, the Universities Canada annual meeting in Ottawa. A brief overview of the conference was presented, with highlights on some key topics of discussions which included education and research, scholarly activity, integrated learning, and the commitment to teaching excellence.

Senators were invited to review further information on Universities Canada on their website.

Capilano has developed a partnership with LinkedIn Learning wherein learning programs will be developed for employees.

8.2 Senate Vice-Chair

Stephen Williams, Vice-Chair, acknowledged the continued leadership of the Chairs on the various Senate subcommittees. As well, the Vice Chair noted that in terms of vacancies, the subcommittees are lacking representation from students



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and non-faculty and the importance of having the student and staff voices in the governance and decision making process at the Senate subcommittees.

8.3 VP Academic and Provost

Lauren Styles provided the VP Academic and Provost report which included the following highlights:

- The Provost previously communicated to deans who then shared out with respective Faculties that late summer adaptations to course modes had two options after the initial October 8 date: stay in the 'adapted' mode or stand down the adaptation and pick up the originally scheduled mode. Based on the information provided, there was an uptake in in-person teaching modes, going from 62% to 69% for in-person and mixed mode (main shift being from online to in person – 47% to 55%):
- Spring planning has been progressing over the last weeks with some challenges in completing all of the required steps through Faculties that has resulted in a delay of the opening of Spring 2022 term registration by a week. This change in the schedule has been communicated through the Registrar's Office to the university community (employees and students). A myriad of considerations have been utilized to plan for Spring, with an overall expectation and intention of further lifting up in-person course delivery. As has been identified through both the Envisioning 2030 and Illuminating 2030 (academic plan) consultation and inputs, one of the university's strengths is active and engaged learning and a distinct university experience often actualized through meaningful in-person learning. For Spring, at the department level with deans, there has been consideration of some courses to be offered through the online mode to offering some flexibility to students (e.g., multiple sectioned courses) and accessibility across the region. Provincial and national policy directions have shifted in a positive way, most recently with an update with regards to international students arrival processes into Canada so that also should contribute to overall enrolments and higher participation of students in on-campus learning experiences.
- A major milestone was recently achieved with the Quality Assurance Process Audit activity with the university self-study submitted. Appreciation was



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provided to everyone who had a role, including members of the advisory group, SCC and SAPPRC. The site visit is scheduled for January 2022.

- Discussions are underway around the emerging work on Indigenization planning and work continues in terms of engagement with First Nations and students for input and perspectives. November 15 – 19 is TRC week and further information will be posted on Frontlines.

8.4 Board Report

A report was not provided as Sonny Wong, Board representative, was absent from the meeting.

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

Senate was informed that the University has completed the 5th round of the Unified Grant competition.

The meeting was adjourned at 5:04 pm.

Next Meeting: Tuesday, December 7, 2021

MEMO

To: Paul Dangerfield, President and Chair of Senate
From: Kyle Vuorinen, Registrar
Subject: Changes to 2022/2023 Academic Schedule
Date: November 30, 2021
cc:

CHANGE TO CONVOCATION DATES

The Registrar's Office has received notice from University Events that there will be a change to the convocation dates for 2022.

The dates of convocation changes are:

- Winter: February 24 & 25, 2022 (formally February 25)
- Spring: June 9 & 10, 2022 (formally June 13 & 14)

We ask that Senate accepts these date changes as information given the need for additional ceremonies to accommodate graduates who were not able to participate in an in-person ceremony during the pandemic.

CAPILANO UNIVERSITY ACADEMIC SCHEDULE & IMPORTANT DATES
FALL 2021 TO SUMMER 2022

September 2 - 3, 2021	Fall 2021 New Student Orientation New Student Orientation at the North Vancouver campus. The complete Orientation schedule can be found at capilanou.ca/orientation
September 6, 2021	University Closed for Labour Day
September 7, 2021	Fall 2021 Term Commences / Department Orientation Fall term commences with evening classes starting at 4:30 pm or later unless stated by a program representative. Faculty and department Orientations at the North Vancouver campus. <i>Note: Courses/programs commence on various days. Consult your program for further information.</i>
September 7 – 20, 2021 *	Fall 2021 Add/Drop Period
September 21 – October 15, 2021 *	Fall 2021 Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
September 30, 2021	University Closed for National Day for Truth and Reconciliation
October 11, 2021	University Closed for Thanksgiving Day
November 11, 2021	University Closed for Remembrance Day
November 12, 2021	Reading Break Please check the Capilano University Library website for hours of operation.
November 22 – December 1, 2021	Spring 2022 Registration and Waitlisting
December 6, 2021	Last Day of Classes for Fall 2021 <i>Note: Some courses/programs continue until the last day of the examination period.</i> <i>Consult your program for further information.</i>
December 8 – 16, 2021	Fall 2021 Final Exam Period (Includes Saturday, December 11, 2021)
December 20, 2021 (4:00pm)	Fall 2021 Final Grade Submission Deadline for Faculty
December 20, 2021 (4:00pm)	Fee Payment Deadline – Spring 2022 Full payment must be received by the Cashier's Office to avoid deregistration. Registration System Closed. Students will not be able to add, drop, or waitlist for courses.
December 21 – 22, 2021	Fall 2021 End-of-Term Processing Registration System Closed for Fall 2021 End-of-Term Processing and Spring 2022 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
December 23, 2021	Registration System Re-opens Students can add, drop, and waitlist for courses. <i>Note: In-person registration will be unavailable from December 24, 2021 to January 3, 2022 due to University closure.</i>
December 24, 2021 –	University Closed

CAPILANO UNIVERSITY ACADEMIC SCHEDULE & IMPORTANT DATES FALL 2021 TO SUMMER 2022

January 3, 2022	University closed December 24, 25, 26, 27, 28 and 31, 2021; and January 1 and 3, 2022. December 29 and 30, 2021 closed to the public. (departments may be open)
January 5, 2022	Spring 2022 Term Commences Note: Courses/programs commence on various days. Consult your program for further information.
January 5 – 18, 2022*	Spring 2022 Add/Drop Period
January 19 – March 22, 2022*	Spring 2022 Withdrawal Period Note: During this period, withdrawals will be noted on the permanent student record as a “W”.
February 21, 2022	University Closed for Family Day
February 22 – 25, 2022	Reading Break Note: Please check the Capilano University Library website for hours of operation.
February 24 - 25, 2022	Winter 2022 Convocation
March 7 – 11, 2022	Summer 2022 Registration and Waitlisting
April 12, 2022	Last Day of Classes for Spring 2022 Note: Some courses/programs continue until the last day of the examination period. Consult your program for further information.
April 15 - 18, 2022	University Closed for Easter Please check the Capilano University Library website for hours of operation.
April 19 – 28, 2022	Spring 2022 Final Exam Period (includes Saturday, April 23, 2022)
May 2, 2022 (4:00pm)	Spring 2022 Final Grade Submission Deadline for Faculty
May 2, 2022 (4:00pm)	Fee Payment Deadline – Summer 2022 Registration System Closed. Students will not be able to add, drop, or waitlist for courses. Full payment must be received by the Cashier's Office to avoid deregistration.
May 3 - 4, 2022	Spring 2022 Grades and End-of-Term Processing Registration System Closed for Spring 2022 End-of-Term processing and Summer 2022 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
May 5, 2022	Registration System Re-opens Students can add, drop, and waitlist for courses.
May 9, 2022	Summer 2022 – Full Term Commences Summer 2022 – Session I Commences
May 9 - 13, 2022 *	Summer 2022– Session I Add/Drop Period
May 9 – 20, 2022 *	Summer 2022– Full Term Add/Drop Period
May 14 – June 3, 2022 *	Summer 2022 – Session I Withdrawal Period Note: During this period, withdrawals will be noted on the permanent student record as a “W”.
May 21 – July 15, 2022 *	Summer 2022 – Full Term Withdrawal Period

CAPILANO UNIVERSITY ACADEMIC SCHEDULE & IMPORTANT DATES

FALL 2021 TO SUMMER 2022

	<i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
May 23, 2022 *	University Closed for Victoria Day
June 9 - 10, 2022	Spring 2022 Convocation
June 24, 2022	Last Day of Classes for Summer 2022 – Session I
June 27, 2022 (4:00pm)	Summer 2022 - Session I Final Grade Submission Deadline for Faculty
June 28, 2022	Summer 2022 – Session I Grades and End-of-Term Processing Registration System Closed for Summer 2022 - Session I grades processing. Students will not be able to add, drop, or waitlist for courses.
June 29, 2022	Registration System Re-opens Students can add, drop, and waitlist for courses.
July 1, 2022	University Closed for Canada Day
July 4, 2022	Summer 2022 – Session II Commences
July 4 – 8, 2022 *	Summer 2022 – Session II Add/Drop Period
July 4 – 15, 2022	Fall 2022 Registration and Waitlisting
July 9 – 29, 2022 *	Summer 2022 – Session II Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
August 1, 2022	University Closed for BC Day
August 19, 2022	Last Day of Classes for Summer 2022 – Session II and Full Term
August 22, 2022 (4:00 p.m.)	Summer 2022 - Session II and Full Term Final Grade Submission Deadline for Faculty
August 22, 2022 (4:00 p.m.)	Fee Payment Deadline – Fall 2022 Full payment must be received by the Cashier's Office to avoid deregistration. Registration System Closed. Students will not be able to add, drop, or waitlist for courses.
August 23-24, 2022	Summer 2022 - Session II and Full Term End-of-Term Processing Registration System Closed for Summer End-of-Term processing and Fall 2022 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
August 25, 2022	Registration System Re-opens Students can add, drop, and waitlist for courses.
September 5, 2022	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.*

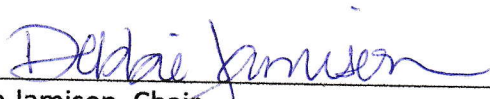


**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: November 22, 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 November 19, 2021:

- 21/72** The program title revision of University One for Aboriginal Learners Certificate to University One for Indigenous Learners Certificate be recommended to Senate for approval.
- 21/73** KINE 103 – Active Health being designated as a Lab Science course and the pre-requisite revisions for KINE 499 – BKIN Capstone be recommended to Senate for approval.
- 21/74** The revisions to the contact hours for AEM 356 – Advanced Arts & Entertainment Management Practicum I and AEM 362 – Advanced Arts & Entertainment Management Practicum II be recommended to Senate for approval.
- 21/75** The pre-requisite revisions to BADM 302 – Human Resources Management, IBUS 321 – International Business, and IBUS 368 – International Entrepreneurship be recommended to Senate for approval.
- 21/76** The pre-requisite revisions to BADM 303 – Industrial Relations, BADM 201 – Business Information Systems, and BCPT 305 – Management of Information Systems be recommended to Senate for approval.
- 21/77** That Senate Curriculum Committee receive the summary of course adaptations for Fall 2021 for information.



Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: Nov. 22, 2021

Date: _____