



## SENATE MEETING

Tuesday, September 5, 2023 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

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**Present:** Robert Thomson (Vice-Chair), Deanna Baxter, John Brouwer, Sue Dritmanis, Thomas Flower, Brian Ganter, Rafael Gasc, Victor Gelano, Denise Gingrich, Kyle Guay, Deb Jamison, Manpreet Kaur, Manpreet Kaur, Amina El Mantari, Corey Muench, Lesley Nelson, Christina Neigel, Karandeep Singh Sanghera, Ramin Shadmehr, Dennis Silvestrone, Laureen Styles, Michael Thoma, Diana Twiss, Kyle Vuorinen, Stephen Williams, Recorder: Mary Jukich

**Regrets:** Paul Dangerfield, Brad Martin, Tracy Penny Light, Natasha Mrkic-Subotic,

**Guests:** Eduardo Azmtia, Patricia Heintzman

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

Manmeet Singh, non-voting CSU representative was introduced and welcomed to Senate.

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

*Robert Thomson moved and Kyle Guay seconded:*

To adopt the agenda.

**CARRIED**

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

*Stephen Williams moved and Manpreet Kaur seconded:*

To adopt the August 15, 2023 minutes.

**CARRIED**

#### **4. Senate Orientation**

Stephen Williams presented the Senate orientation for both new and returning members. The orientation included a review of the Senate responsibilities, composition, bylaws, subcommittees and the University Act. In addition, an overview on Robert's Rules was presented by Chris Girodat. As part of this year's orientation, and on an ongoing basis, Senators were invited to join Stephen Williams at the end of the meetings



## SENATE MEETING

Tuesday, September 5, 2023 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

to ask questions, discuss issues and ensure an understanding of the flow of Senate. The orientation document and handbook are posted on the [Senate Website](#).

#### 5. Correspondence Received

No correspondence was received.

#### 6. Business Arising

##### 6.1 North West Commission on Colleges and Universities (NWCCU)

*Presented by: Lauren Styles*

Over the last several months, the Director, Academic Initiatives and Planning and the Vice President, Academic and Provost have been reviewing provincially- and University-required academic quality assurance processes and have brought forward a recommendation with regards to NWCCU accreditation for consideration by the president. Guided by the University Act, section 35.2 (6)a, the president is seeking Senate's input and advice on NWCCU accreditation.

On discussion, Senators recognized that membership in NWCCU has served its purpose particularly in the identity of Capilano University as a new university and has been a key part of the university's history, and may no longer be required given the implementation of Envisioning 2030's commitment to reflection and ongoing quality improvements.

*Deanna Baxter moved and Ramin Shadmehr seconded:*

**23/22** Senate receives as information the NWCCU accreditation recommendation. **CARRIED**

##### 6.2 Academic Disruption

*Presented by: Lauren Styles*

As background, with the recent labour disruption, a number of faculty respected the strike and classes were suspended for a period of time. Considering the academic schedule, the start of the full staff strike was the fourth week of a full summer term, and the fourth week of the seven week summer session I. Of note, summer session II ran as planned.



## SENATE MEETING

Tuesday, September 5, 2023 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

Utilizing the *Grade Assignment During an Academic Disruption* policy, the president advised the university community of an academic disruption on June 13, 2023. This policy affords options to adapt and adjust, as needed, particular practices, policies and procedures aligned with the goals of academic continuity, where possible.

Of the approximately 230 summer session I courses, as of August 22, all courses but one had final grades submitted.

As of August 31, 2023, 865 CR/NC grades have been either assigned by faculty or changed by Records with the appropriate requests. There are 30 requests pending.

Grading Option Stats (Approximate):

- 1129 CR/NC grades have been automatically assigned by faculty or processed by Records
  - o 1048 were from summer session I and 81 full or partial term
  - o 960 unique students with 710 being international students (74%)

Fee refunds/credits:

As of August 31, 2023, 535 students have requested fee refunds or credits (for 711 courses). 72.5% were international students, and 27.5 were domestic students.

#### 6.3 Volunteers for Subcommittees

*Presented by: Robert Thomson*

Senators were requested to volunteer to serve on the remaining subcommittee vacancies.

#### 7. New Business

##### 7.1 Course Discontinuance –

##### **Advice from Senate to the Board of Governors**

*Presented by: Lauren Styles*

The request for discontinuance of the courses follows the thorough program review of the Bachelor of Arts, Liberal Studies (former credential name) undertaken in 2018 (the program has since gone through a name change to



## SENATE MEETING

Tuesday, September 5, 2023 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

Interdisciplinary Studies), as well as consultation with the Registrar's Office. The courses recommended for discontinuation do not appear to be included on the profiles of any other Capilano University program (no identified interdependencies), and the courses have not been offered since the 2020 program profile update. The request for discontinuance of the courses is in alignment with Policy B.104 Discontinuance of Programs or Courses and accordingly, the request was considered by the Board of Governors and Board referred the recommendation of course discontinuance to Senate for advice.

*Lauren Styles moved and Dennis Silvestrone seconded:*

**23/23** Senate advise the Board of Governors that the courses listed in the September 5, 2023 Senate agenda package be discontinued.

**CARRIED**

#### 7.2 Graduates

*Presented by: Kyle Vuorinen*

The Registrar submitted a list of 275 graduates, as verified by the Registrar's Office to have met the graduation requirements of their program.

*Kyle Vuorinen moved and seconded: Kyle Guay*

**23/24** Senate accept the 275 graduates as having completed the program requirements for their respective credentials.

**CARRIED**

#### 7.3 Academic Schedule 2023/24 – February Convocation

*Presented by: Kyle Vuorinen*

When the academic schedule for 2023/24 was initially brought to Senate as an information item, the dates of February 21 and 22 were held in the scenario where the University decided to have a winter convocation ceremony. However, after consultation with the Vice President, University Relations and the Manager of University and Events, the decision was made to not have a February convocation ceremony. Budget and student attendance numbers were taken into consideration when coming to this decision.

Convocation ceremonies for 2024 will take place on June 5, 6, and 7.



## SENATE MEETING

Tuesday, September 5, 2023 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

On discussion, a concern was raised with respect to the cancellation of the February convocation dates particularly the impact to international students and accordingly, it was suggested to inform the Board of Governors with respect to the convocation policy.

*Kyle Vuorinen moved and Lesley Nelson seconded:*

**23/25** Senate accept the changes to the 2024 convocation dates as information. **CARRIED**

#### 7.4 Senate Vacancies

*Presented by: Kyle Vuorinen*

The following two Senate positions are currently vacant:

- Non-voting faculty representative from the Faculty of Fine and Applied Arts.
- Voting staff representative

#### 7.5 Call for Honorary Degrees and Faculty Emeritus

Senate was informed that a call will be going out for nominations for Honorary Degrees and Faculty Emeritus, on or about October 1 via Frontlines. Nominations should be submitted no later than December 1 to the Office of the President, Attention: Honorary Degrees / Faculty Emeritus.

### 7. Committee Reports

#### 8.1 Academic Planning and Program Review Committee

*Presented by: Sue Dritmanis*

The committee met on August 22<sup>nd</sup> and reviewed the modified action plan as part of the one-year progress report for the Music Diploma and Conducting in Music Certificate.

#### 8.2 Bylaw, Policy and Procedure Committee

*Presented by: Corey Muench*

The committee met on August 22<sup>nd</sup> and continued to provide feedback on the proposal to rescind, without a replacement, Board Policy - B.206 Budget Policy



## SENATE MEETING

Tuesday, September 5, 2023 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

and Board Policy - B.101 Vision, Values, Goals, Mission, and Strategic Direction. The committee expressed concern about the need for policy/procedures that inform the process of creating, consulting, and gaining approval for a statement of vision, values, goals, mission and strategic direction. A concern was also expressed about the consultation process for budgeting. Based on these concerns, the proponent of the two policies subsequently decided to take back the idea of rescinding of the policies and to consider replacement of the policies.

#### 8.2.1 B.102 Policy Development and Management

The Board previously requested advice and feedback on B.102 Policy Development and Management. The policy outlines the process for creating, revising and/or rescinding Board, operational and Senate policies.

*Laureen Styles moved and John Brouwer seconded:*

To extend the meeting to 6:15 pm.

**CARRIED**

*Corey Muench moved and Kyle Guay seconded:*

**23/26** That the Senate receive the revised B.102, Policy Development and Management as part of the policy consultation process, and approve the following recommendations for consideration:

- One or more specific changes requested (see policy draft for suggested changes)

**CARRIED**  
 9 Yes  
 4 Opposed  
 2 Abstentions

#### 8.3 Curriculum Committee

*Presented by: Deb Jamison*

##### 8.3.1 Resolution Memorandum

The resolutions brought forward from the August 18, 2023 Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Laureen Styles seconded:*

**23/27** Senate approve SCC Resolutions 23/42 to 23/45.

**CARRIED**

#### 8.4 Teaching and Learning Committee



## SENATE MEETING

Tuesday, September 5, 2023 4:00 pm  
Capilano University, Library Building, Room LB 322

### MINUTES

---

*Presented by: Diana Twiss*

The next committee meeting is scheduled for September 19<sup>th</sup>.

#### **8.5 Budget Advisory Committee**

*Presented by: Michael Thoma*

The next committee meeting is scheduled for October.

### **9. Other Reports**

#### **9.1 Senate Chair**

As Paul Dangerfield was absent, a report was not provided.

#### **9.2 Senate Vice-Chair**

A report from Robert Thomson, Senate Vice-Chair was not provided.

#### **9.3 VP Academic and Provost**

A report from Laureen Styles, Vice President Academic and Provost was not provided.

#### **9.4 Board Report**

A report was not provided.

#### **9.5 Elder Report**

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

### **10. Discussion Items**

No discussion items were presented.

### **11. Other Business**

No other business was presented.

### **12. Information Items**

No information items were presented.

The meeting was adjourned at 6:15 pm.

**Next Meeting: Tuesday, October 3, 2023**

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