



SENATE MEETING

Tuesday, December 3rd 2019 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 5th, 2019 Minutes – Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
 - 5.1 Universities Canada Update – *Information* Laureen Styles
 - 5.2 Program Review Schedule – *Information* Laureen Styles
Schedule 5.2
6. **New Business**
 - 6.1 By-election Timeline – *Information* Kyle Vuorinen
Schedule 6.1
 - 6.2 Envisioning 2030 – Highlights of Final Draft – *Information* Paul Dangerfield
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Decision* Michael Thoma
 - Program Review – Schedule 7.1.1
Diploma in Arts and Entertainment Management,
Certificate in Advanced Arts and Entertainment Management
 - Program Review – Schedule 7.1.2
Acting for Stage and Screen Certificate
Acting for Stage and Screen Diploma
Musical Theatre Diploma
Technical Theatre Diploma



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AGENDA

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|------------|--|------------------|
| 7.2 | Bylaw, Policy and Procedure Committee – <i>Decision</i> | Marnie Findlater |
| 7.2.1 | Senate Bylaws | Schedule 7.2.1 |
| 7.3 | Curriculum Committee – <i>Decision</i> | Deb Jamison |
| 7.3.1 | Resolution Memo | Schedule 7.3.1 |
| | November 15 Agenda Package / November 15 Draft Minutes | |
| 7.4 | Instructional Technologies Advisory Committee - <i>Information</i> | Debbie Schachter |
| 7.5 | Budget Advisory Committee – <i>Information</i> | Oscar Blue |
| 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> | Ash Amlani |
| 9. | Discussion Items | |
| 10. | Other Business | |
| 11. | Information Items | |
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SENATE MEETING

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Capilano University – Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Ash Amlani, Sean Ashley, Christopher Ballard, Oscar Blue, Joel Cardinal, Lara Duke, Marnie Findlater, David Fung, Ted Gervan, Kyle Guay, Bridget Stringer-Holden, Deb Jamison, Nazmi Kamal, Anthea Mallinson, Brad Martin, Lauren Moffatt, John Molendyk, Corey Muench, Majid Raja, Debbie Schachter, Jaswinder Singh, Judy Snaydon, Laureen Styles, Michael Thoma, Diana Twiss, Mark Vaughan, Kyle Vuorinen, Stephanie Wells, Stephen Williams, Recording Secretary: Mary Jukich

Regrets: Cyndi Banks, Brent Calvert, Pouyan Mahboubi, Alea Rzeplinski, Nandini Sharda

Acknowledgement

We respectfully acknowledge the unceded lands of Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.

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

1. Welcome

Ash Amlani, new Board of Governors representative, was introduced and welcomed to Senate.

Senate was informed that Majid Raja was resigning from Senate and was acknowledged and thanked for his work and contributions.

2. Approval of the Agenda

*Paul Dangerfield moved and Ted Gervan seconded:
To adopt the agenda.*

CARRIED

3. Approval of the Minutes

*Paul Dangerfield moved and Kyle Guay seconded:
To adopt the October 1st, 2019 minutes.*

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

No business arising was presented.



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6. New Business

6.1 Program Review Schedule

Presented by: Laureen Styles

Senate was provided with the updated 5-Year Program Review Schedule. As background, the first Program Review Schedule was approved by Senate in December 2017 and since that time, minor annual changes to the schedule have occurred. The Schedule was previously shared and discussed with all five Faculties to identify and address any concerns with the program groupings and 5-year cycle of reviews.

On review of the Schedule, the following issues were raised:

- The BSc General degree had been omitted from the program review schedule; however, it was noted that it would align with the reviews for the BAs in English and Psychology.
- Although the general studies diploma is offered, it was not listed in the Schedule. Information was provided that work will be undertaken to determine if and where this is placed on the Schedule, and a process may need to be adapted for the unique group of credentials offered.
- A question was raised that the ABE Certificate was not listed. It was noted that the Schedule is looking at credit activity, and non-credit would require a revision in terms of existing process.

As a result of the input provided, the Schedule will be brought back to the December Senate meeting as an information item.

Laureen Styles moved and Lara Duke seconded:

19/42 Senate approve the 5-Year Program Review Schedule, as presented.

CARRIED

6.2 Cap Core Requirements for Certificates and Diplomas

Presented by: Laureen Styles



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As background in 2018/2019 the Cap Core Working Group reviewed Cap Core requirements for Certificate and Diploma students with the objective of better understanding the challenges associated with implementing the current Cap Core requirements. In June 2019 an update was provided at Senate, and additional consultation took place, including the Cap Core Working Group's faculty members consulting with their respective Senators and chairs, coordinators, conveners and Open Houses held in August 2019. Accordingly, Senate was presented and requested to approve the following motions.

Lauren Styles moved and Debbie Schachter seconded:

19/43 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.

CARRIED

Lauren Styles moved and Brad Martin seconded:

19/44 That as of Fall 2021 certificates and diplomas which do not ladder into a Capilano University baccalaureate degree must incorporate a recognizable core of related instruction with identified program learning outcomes in the areas of communication, computation, and human relations that align with the university's student learning outcomes pertaining to communication skills, quantitative reasoning ability, and community/global consciousness and responsibility.

CARRIED

The following members of the Cap Core Working Group were acknowledged and thanked for their work and contributions:

- Alea Rzeplinski
- Aurelea Mahood
- Jessica Alcorso
- Mark Lawrence
- Marnie Findlater
- Mary Giovannetti
- Miriam Elfert
- Tania Loken
- Tracy Dignum



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6.3 Universities Canada Update

Presented by: Laureen Styles

Laureen Styles reported that Capilano's membership application was submitted to Universities Canada in February 2019 and the University continues to move forward in the application process. Communication was recently circulated to the campus community indicating that the next step is a site visit, scheduled for January 16 to 17, 2020 and work is underway in sorting out the details. The University is expecting there will be interaction with faculty and staff, students, the CSU and alumni, the executive team, Senior Leadership Council, Board of Governors, Senators, Elders and librarians.

6.4 Chancellor Search Process

Presented by: Paul Dangerfield

Senate was informed that Dr. Fung is reaching the end of his term as the University Chancellor. Scott Blythe, Director, Alumni & Development has formalized a search process which has been taken to the Alumni Association for approval, and involves members from the Alumni, Senate, administration and students. The search process is still in the early stage and updates will be provided to Senate.

6.5 Senate Bylaws

Presented by: Paul Dangerfield

This item was addressed during the Bylaw, Policy and Procedure Committee report.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

The Committee met on October 8th, at which time there were no new Program Proposals or Reviews presented. At the meeting, the Committee continued a broader discussion regarding Terms of Reference, rubrics and templates for Concept Papers and Stage 1 proposals, as well as the 'institutional' view of the



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Program Reviews received to date. With regard to the ‘institutional’ view, the Committee was provided with an overview of key points from reviews and discussions over the last year, including selected notes from the Committee’s comments and recommendations for the three Program Reviews to date: 1) Bachelor of Arts with a Major in Liberal Studies (January 2019), 2) Bachelor of Music Therapy (February 2019), and 3) Bachelor of Business Administration, Diploma in Business Administration, Certificate in Business Administration, and Advanced Certificate in Business Administration (August 2019). In going forward, the Committee wished to clarify its role, particularly in terms of Program Reviews, and consequently formed a subcommittee, which presented a report on the results of research into program development and program review practices at Kwantlen Polytechnic University (KPU), University of the Fraser Valley (UFV) and Vancouver Island University (VIU). The Committee elected to consider updating the policy regarding its mandate and Terms of Reference in order to clarify the scope of SAPPRC’s role, particularly in terms of quality assurance, whereby academic goals and actions are prioritized and designed to align academic programming initiatives with the University vision, purpose, values and strategic goals.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Marnie Findlater

Senate was provided with a notice of motion of proposed revisions to the Senate Bylaws and that the document will be presented at the December Senate meeting for approval. The revised Bylaws incorporate the revisions as suggested by Senate earlier in the year.

On discussion, concern was raised that a clean and track changes version of the Bylaws should have accompanied the notice of motion in order to provide an opportunity to fully engage Faculties for additional input prior to presentation for approval. As well, members indicated that as the Senate agenda package is distributed one week prior to the meeting date, that amount of time was too short for adequate consultation and feedback. It was noted that items previously red-flagged on the document would have already been communicated back to Faculties by faculty members serving on the Committee. However, concern remained, and members indicated their preference that the draft Bylaws be circulated prior to the distribution of the Senate agenda package.



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7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memo

The resolutions brought forward from the September 20 and October 18, 2019 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Michelle Gervais seconded:

19/45 SCC resolutions, 19/58, 19/67 to 19/75 be adopted by Senate.

CARRIED

7.3.2 Bachelor of Arts with a Major in Psychology Bachelor of Arts with a Major in Psychology (Hon.) Concentration in Applied Psychology Minor in Psychology

The proposed Psychology Major will be an important degree for the University providing an essential opportunity to meet Capilano University's regional mandate. This degree will expand the number of credential options at the University and offer a flexible and sought-after credential for students entering the workforce or continuing into graduate studies.

Brad Martin moved and Kyle Guay seconded:

19/46 To approve the Bachelor of Arts with a Major in Psychology
Bachelor of Arts with a Major in Psychology (Hon.)
Concentration in Applied Psychology
Minor in Psychology

CARRIED

7.4 Instructional Technologies Advisory Committee

Presented by: Debbie Schachter

A report was not provided as the Committee did not meet.

7.5 Budget Advisory Committee

Presented by: Oscar Blue



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The Committee met on October 7th and undertook a review of its mandate and structure to ensure alignment with the *University Act*. The Committee was also provided with an overview of the legislative framework for the adoption of the University budget, as well as an update on the 2019 financials.

7.6 Tributes Committee

Presented by: Kyle Guay

At the meeting on October 24th, members reviewed and evaluated the relevant weights for the HDR candidate scoring matrix and agreed that, due to the confidential nature, ratings of the candidates not be visible in the minutes, but that the categories and sub-categories be included.

The Committee also discussed the two graduation ceremonies and the call for nominations timeline. The Committee decided to maintain the current timeline as this will allow more time to foster relationships as well as options as to timing of the awards.

8. Other Reports

8.1 Chair of Senate

Paul Dangerfield, Chair of Senate, provided the following report:

- In terms of the financial position, the University is heading into the third quarter and an update was recently provided to the campus community. The University is tracking a surplus which will allow a reinvestment into priorities and investing into new degrees, services and infrastructure. Also, the University is well into the integrated process for 2020/2021.
- Work continues on the last of consultation and the final stages of Envisioning 2030. Envisioning 2030 talks about a University that is imaginative, exceptional experience connected with the community including Indigenous and First Nations, sustainability and relevant programming. Work is almost complete in determining a method of messaging the vision statement and values, and the reveal will be shared at the President's Perspective in early February.



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- The City Studio project was launched with the City of North Vancouver this past summer with immediate uptake from both the City and faculty. Currently there are four projects running with the City, four classes and four faculty participating in important projects with the City and with students. It is anticipated that by January, there will be at least 8 classes and approximately 300 students participating in this project.

8.2 Vice-Chair Senate

Stephen Williams, Vice-Chair of Senate, did not provide a report.

8.3 VP Academic and Provost

Laureen Styles, VP Academic and Provost, reported that the Director, Indigenous Education and Affairs, has been hired and will be joining the University on January 6, 2020. The portfolio will be under the Vice President Academic & Provost, and have responsibility for strategic leadership and the First Nations Student Services unit.

As well, the Regional Director, kálox-ay, the Sunshine Coast Campus has started in the position. The Regional Director will provide oversight and leadership for all aspects of the campus operations and facilities on the Sunshine Coast, in collaboration with other University departments.

8.4 Board Report

Ash Amlani, Board of Governors representative, reported that the Board met on October 22nd and focus of the meeting was Envisioning 2030.

10. Discussion Items

- An update on Envisioning 2030 will be provided at the December Senate meeting, including information on possible connections with Senate.
- Information was requested on whether communication would be distributed to the campus community with respect to the transit strike. It was noted that an update would be provided shortly.



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11. Other Business

No other business items were presented.

12. Information Items

No information items were presented.

There being no further business the meeting was adjourned at 5:30 pm.

Next Meeting: Tuesday, December 3rd, 2019

DRAFT

2020/2021

Faculty	Review Name	Programs
Arts & Sciences	First Nations Languages and Culture	<ul style="list-style-type: none"> • Squamish Nation Language and Culture Certificate • Lil'wat Nation Language and Culture Certificate • Sechelt Nation Language and Culture Certificate
	Biology	<ul style="list-style-type: none"> • Associate of Science Degree - Biology
	Engineering	<ul style="list-style-type: none"> • Engineering Certificate • Engineering Transition Diploma
Education, Health & Human Development	Health Care Assistance	<ul style="list-style-type: none"> • Health Care Assistant Certificate
Fine & Applied Arts	IDEA	<ul style="list-style-type: none"> • Bachelor of Design in Visual Communication • Bachelor of Design in Visual Communication - Illustration Concentration • Bachelor of Design in Visual Communication - Branding Concentration • Bachelor of Design in Visual Communication - Interactive Design Concentration • Visual Communication Advanced Diploma
	Performing Arts	<ul style="list-style-type: none"> • Bachelor of Performing Arts
Global & Community Studies	Global Stewardship	<ul style="list-style-type: none"> • Associate of Arts Degree - Global Stewardship
	Public Administration	<ul style="list-style-type: none"> • Local Government Administration Certificate • Local Government Administration Advanced Certificate • Local Government Administration Diploma • Local Government Leadership Development Certificate

2021/2022

Faculty	Review Name	Programs
Arts & Sciences	Academic Studies	<ul style="list-style-type: none"> • Academic Studies Diploma
Business & Professional Studies	Communications	<ul style="list-style-type: none"> • Communication Studies Diploma • Bachelor of Communication Studies
Education, Health & Human Development	First Nations Transition	<ul style="list-style-type: none"> • University One for Aboriginal Learners Certificate • College and University Preparation Citation
	Education and Employment Access	<ul style="list-style-type: none"> • Education and Employment Access Certificate
	English for Academic Purposes	<ul style="list-style-type: none"> • English for Academic Purposes 3 Citation • English for Academic Purposes 4 Citation
Fine & Applied Arts	Jazz	<ul style="list-style-type: none"> • Jazz Studies Diploma • Bachelor of Music in Jazz Studies - Performance/Composition • Bachelor of Music in Jazz Studies - Education
	Music	<ul style="list-style-type: none"> • Conducting in Music Certificate • Music Diploma

2022/2023

Faculty	Review Name	Programs
Arts & Sciences	Liberal Studies	<ul style="list-style-type: none"> • Bachelor of Arts with a major in Liberal Studies
Business & Professional Studies	Accounting	<ul style="list-style-type: none"> • Accounting Assistant Certificate • Accounting Assistant Diploma
	Business Administration	<ul style="list-style-type: none"> • Business Administration Diploma • Business Administration Certificate • Advanced Business Administration Certificate • Bachelor of Business Administration <ul style="list-style-type: none"> ○ Accounting Concentration ○ Financial Planning Concentration ○ Marketing Concentration ○ Human Resources Management Concentration ○ International Business & Logistics Concentration • Retail Business Fundamentals Certificate • Information Management Concentration
	International Management	<ul style="list-style-type: none"> • International Management Graduate Diploma • International Management Graduate Certificate
	North American and International Management	<ul style="list-style-type: none"> • North American and International Management Graduate Diploma <ul style="list-style-type: none"> ○ Marketing Concentration ○ Human Resources Concentration ○ Intl Strat&Entrepreneur Concentration ○ Finance & Investment Concentration
	North American Business Management	<ul style="list-style-type: none"> • North American Business Management Post Baccalaureate Diploma <ul style="list-style-type: none"> ○ Marketing Concentration ○ Human Resources Concentration ○ Intl Strat&Entrepreneur Concentration ○ Finance & Investment Concentration • North American Business Management Applied Post Baccalaureate Diploma <ul style="list-style-type: none"> ○ Marketing Concentration ○ Human Resources Concentration ○ Intl Strat&Entrepreneur Conc. ○ Finance & Investment Conc.
Global & Community Studies	Tourism for International and Graduate Learners	<ul style="list-style-type: none"> • Tourism Management for International Students Diploma • Hotel and Resort Management Post Baccalaureate Diploma • Tourism Marketing and Development Post Baccalaureate Diploma • Post-Baccalaureate Diploma in Global Hospitality & Tourism Management

2023/2024

Faculty	Review Name	Programs
Education, Health & Human Development	Music Therapy	<ul style="list-style-type: none"> • Bachelor of Music Therapy
	Rehabilitation Assistance	<ul style="list-style-type: none"> • Rehabilitation Assistant Diploma
Fine & Applied Arts	Performing Arts	<ul style="list-style-type: none"> • Bachelor of Performing Arts
	Theatre	<ul style="list-style-type: none"> • Technical Theatre Diploma • Musical Theatre Diploma • Acting for Stage and Screen Diploma • Acting for Stage and Screen Certificate
	Arts & Entertainment Management	<ul style="list-style-type: none"> • Advanced Arts & Entertainment Management Certificate • Arts and Entertainment Management Diploma
Global & Community Studies	Human Kinetics	<ul style="list-style-type: none"> • Human Kinetics Diploma
	Tourism	<ul style="list-style-type: none"> • Tourism Management Co-operative Education Diploma • Tourism Marketing Citation • Bachelor of Tourism Management <ul style="list-style-type: none"> ○ Adventure Concentration ○ Hotel and Resort Concentration

2024/2025

Faculty	Review Name	Programs
Arts & Sciences	Applied Behaviour Analysis	<ul style="list-style-type: none"> • Bachelor of Arts - Applied Behaviour Analysis (Autism) • Applied Behaviour Analysis (Autism) Post Baccalaureate Diploma • Applied Behaviour Analysis (Autism) Post Baccalaureate Certificate
	Psychology	<ul style="list-style-type: none"> • Associate of Arts Degree - Psychology
	English	<ul style="list-style-type: none"> • Associate of Arts Degree - English • Associate of Arts Degree - Creative Writing
Business & Professional Studies	Legal Studies	<ul style="list-style-type: none"> • Legal Administrative Assistant Certificate • Paralegal Diploma • Paralegal Certificate • Paralegal Certificate • Citation in Contract Law • Bachelor of Legal Studies (Paralegal)
Education, Health & Human Development	Early Childhood Care and Education	<ul style="list-style-type: none"> • Early Childhood Care and Education Certificate • Early Childhood Care and Education Diploma • Early Childhood Care and Education Advanced Certificate • Early Childhood Care and Education - Infant and Toddler Certificate • Early Childhood Care and Education - Special Needs Certificate • Bachelor of Early Childhood Care and Education • Early Childhood Care and Education Post Baccalaureate Diploma
	Education Assistance	<ul style="list-style-type: none"> • Education Assistant Certificate
Fine & Applied Arts	Animation & Visual Effects	<ul style="list-style-type: none"> • 2D Animation & Visual Development Diploma • 3D Animation for Film and Games Diploma • Animation Fundamentals Citation • Digital Visual Effects Diploma
	Motion Picture Arts & Documentary	<ul style="list-style-type: none"> • Bachelor of Motion Picture Arts • Documentary Certificate • Motion Picture Arts Certificate • Motion Picture Arts Diploma
	Costuming	<ul style="list-style-type: none"> • Costuming for Stage and Screen Diploma
	IIDF	<ul style="list-style-type: none"> • Indigenous Independent Digital Filmmaking Diploma • Indigenous Independent Digital Filmmaking Certificate
Global & Community Studies	Outdoor Recreation	<ul style="list-style-type: none"> • Outdoor Recreation Management Diploma

Mary Jukich

To: Yasuko Otsuka
Subject: RE: Senate - December 3 Draft Agenda Call for Agenda Items

Please see the following by-election timeline.

Winter 2019 Senate By-Election timeline:

Date	Action	Duration
Tuesday, November 19	Call for nominations	Two weeks
Tuesday, December 3, 4 pm	Call for nominations CLOSED	
Wednesday, December 4	Orientation (by request)	
Tuesday, January 14, 12:01 am	Voting OPEN	One week
Monday, January 20: 11:59 pm	Voting CLOSED	
Wednesday, January 22	Election Results Announced	(Posted in two working days)

Winter 2019 Senate seat up for election:

Faculty of Business and Professional Studies	1 Alternate Seat	Term ending on July 31, 2021
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(Replacing Majid Raja for the term of August 2018 – July 2021)

Regards,



Yasuko Otsuka
Assistant to the Registrar, Registrar's Office
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SENATE REPORT

AGENDA ITEM: Program Review for Arts and Entertainment Management programs

Approval

PURPOSE: Information

Discussion

MEETING DATE: November 12, 2019

PRESENTER: M. Thoma

PURPOSE

The Program Review for the Arts and Entertainment Management (AEM) programs - the Diploma in Arts and Entertainment Management, and the Certificate in Advanced Arts and Entertainment Management - were brought to the Committee for approval that all steps in the program review process were successfully completed.

BACKGROUND

The Committee was provided with the complete Program Review (excluding appendices) for the credentials in Arts and Entertainment Management listed above, including recommendations from the External Review. The checklist for approval includes the Self-study Report, including the Executive Summary and Conclusion, the External Review Report, also including an Executive Summary and Conclusion, the Response to the External Review Report, an Action Plan, the Dean's Endorsement of the Program Review, the VP Academic and Provost's Endorsement of the Program Review, and the presentation to the Senate Academic Planning and Program Review Committee.

RECOMMENDATION:

- Motion: That Senate accept for information the Program Review process has been completed for the following programs:
 - Diploma in Arts and Entertainment Management, and
 - Certificate in Advanced Arts and Entertainment Management.

SENATE REPORT

AGENDA ITEM: Program Review for Theatre programs

Approval

PURPOSE: Information

Discussion

MEETING DATE: November 12, 2019

PRESENTER: M. Thoma

PURPOSE

The Program Review for the following programs was brought to the Committee for approval that all steps in the program review process are successfully completed: Acting for Stage and Screen Certificate, Acting for Stage and Screen Diploma, Musical Theatre Diploma, and Technical Theatre Diploma.

BACKGROUND

The Committee was provided with the complete Program Review (excluding appendices) for the credentials in the Theatre programs listed above, including recommendations from the External Review. The checklist for approval includes the Self-study Report, including the Executive Summary and Conclusion, the External Review Report, also including the Executive Summary and Conclusion, the Response to the External Review Report, an Action Plan, the Dean's Endorsement of the Program Review, the VP Academic and Provost's Endorsement of the Program Review, and the presentation to the Senate Academic Planning and Program Review Committee.

RECOMMENDATION:

- Motion: That Senate accept for information the Program Review process has been completed for the following programs:
 - Acting for Stage and Screen Certificate,
 - Acting for Stage and Screen Diploma,
 - Musical Theatre Diploma, and
 - Technical Theatre Diploma.



SUMMARY OF CHANGES TO SENATE BYLAWS

Acknowledgment

We respectfully acknowledge the Lil'wat, Musqueam, Sechelt, Squamish, and Tsleil-Waututh people on whose territories our campuses are located.

1. Simplified language throughout the document for clarity and efficiency.
2. Revised wording for consistency throughout the document including more active sentences.
3. Revised numbering and formatting where sections have been removed or added and modifications to indenting/grammar/punctuation where appropriate.
4. Removal of sections dedicated to Sub-Committees of Senate (i.e. Senate Student Appeals) as these are now separate policies/procedures/terms of reference, and do not need to be repeated in this document.
5. Release time has been modified to include students as Vice-Chair of Senate or of specific sub-committees.

Thank You,
Marnie

Article 1 Composition of Senate

1.1 The Senate ~~will shall~~ be composed in accordance with the *University Act, RSBC 1996, Chapter 468*, (the Act). In accordance with the Act, the Chair of the Senate is the University President. ~~Senate elections shall be conducted according to the “Capilano University Senate Election Procedures,” which are approved by Senate and maintained by the Registrar. The Senate shall consist of the following categories of members: The Senate will include elected and appointed members, both voting and non-voting, as outlined below:~~

Elected members (voting):

- Faculty members (two per Faculty)
- Students (four in total)
- Support Staff (two in total).

Appointed members (voting):

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

Appointed Members (non-voting):

- University Board Member
- Registrar

1.2 In addition to the two voting faculty members for each of five Faculties, one ~~additional~~ alternate non-voting faculty member will be elected by each Faculty, for a total of five ~~additional alternate~~ non-voting members. The ~~additional~~ alternate non-voting members ~~assume voting responsibility become voting members~~ in the absence of either of the voting members.

1.3 The Senate ~~will shall~~ invite the faculty union, support staff union, and student ~~union society~~ to each choose one non-voting permanent guest from their respective constituencies to attend ~~the~~ Senate meetings. ~~The~~ Senate ~~will shall~~ invite the Associate Vice-President, Student Success and a First Nations representative to be non-voting permanent guests.

Article 2 Duties of the Chair, Vice-Chair, Registrar, and Members of Senate

2.1 Duties of the Chair include:

- 2.1.1 ~~to calling~~ meetings of the Senate as provided in these ~~b~~By-laws and in the Act;
- 2.1.2 ~~ensuring to ensure~~ that an agenda is prepared and distributed for each meeting as provided in these By-laws;
- 2.1.3 ~~presiding to preside~~ over all meetings of the Senate;
- 2.1.4 ~~to establishing~~ that a quorum of voting members of ~~the~~ Senate is present before conducting the business of ~~the~~ Senate. ~~A quorum is a majority of voting members of Senate;~~
- 2.1.5 ~~executing to execute~~ documents as authorized by the Senate;
- 2.1.6 ~~being a voting member of all the Senate committees except for the Senate Budget Advisory Committee;~~
- 2.1.7 ~~to maintaining~~ a liaison with the Board;
- 2.1.8 ~~2.1.7~~ ~~being to be~~ the spokesperson and representative of the Senate.

2.2

Duties of the Vice-Chair ~~include:~~

- 2.2.1 ~~fulfilling the duties of the Chair in their absence, and assisting the Chair in the performance of their duties;~~
~~the Vice Chair shall fulfill the duties of the Chair in his/her absence, and shall assist the Chair in the performance of her/his duties;~~
- 2.2.2 if the Vice-Chair is an alternate non-voting member, ~~having he/she will have~~ the voting rights of the Chair, if the Chair is absent, and only in the instance of breaking a tie vote;

2.3

Duties of the Registrar ~~include:~~

- 2.3.1 ~~being the Secretary of the Senate in accordance with the Act;~~

~~in accordance with the Act, the Registrar is the Secretary of the Senate;~~

- 2.3.2 ~~developing and maintaining a system of recording all proceedings of the Senate with the assistance of the Senate Administrative Assistant; with the assistance of the Committees' Clerk, the Registrar will develop and maintain a system of recording all proceedings of the Senate;~~

2.3.3 conducting elections and by-elections in accordance with the Act and the approved Senate Election Procedure. ~~the Registrar shall conduct elections and by-elections in accordance with the Act and the approved Senate Election Procedures;~~

2.4 Duties of Members of Senate include:

2.4.1 ~~to consulting~~ ing with ~~any their~~ constituency ~~the member may represent~~ and communicating ~~communicate~~ to such constituency the matters dealt with at the Senate that are relevant to that constituency;

2.4.2 ~~to acting~~ ing in what the member considers to be the best interest of the University, rather than the wishes of any constituency that the member may represent on the Senate;

Article 3 **Election of the Vice-Chair ~~and Chair~~ of the Senate ~~Student Appeals Committee~~**
(SSAC)

3.1 Election of the Vice-Chair, ~~who will chair meetings in absence of the Chair,~~ will occur annually, as ~~determined by the Senate. Election of Chair of the SSAC will occur annually, as determined by Senate.~~ Stated in the Senate Election Procedure.

3.2 All voting members and alternate non-voting members of the Senate are eligible to nominate.

3.3 All voting ~~members and alternate non-voting~~ faculty, staff and administrator members and alternate non-voting faculty members whose term aligns with the term of the Vice-Chair are eligible to be nominated for the position of Vice-Chair. ~~All voting members and alternate non-voting members are eligible to be nominated for the position of Chair, SSAC.~~

3.4 In absence of the Chair, the Registrar will assume the role of Chair ~~chair~~ to conduct the elections of the Vice-Chair.

3.5 The election process shall be as follows:

3.5.1 ~~the Nominating Committee will present its report. The role of this committee is to submit a minimum of one nomination for Vice Chair and a minimum of one nomination for Chair of SSAC. The Nominating Committee, whose role is to submit a minimum of one nomination for Vice-Chair, will present its report.~~

3.5.2 ~~nominee(s) accepts the nomination.~~ Nominee(s) accept or reject the nomination.

3.5.3 ~~the~~ The Chair calls for further nominations.

3.5.4 ~~A~~ Additional nominees accept or reject the nomination (if any).

3.5.5 ~~T~~ The Chair calls for further nominations twice.

3.5.6 ~~I~~ f there are no further nominations, the Chair declares nominations closed.

3.5.7 ~~C~~ andidates may make short oral statements.

3.5.8 ~~I~~ f there is only one candidate, ~~he/she is they are declared~~ acclaimed.

3.5.9 ~~I~~ f there is more than one candidate:

3.5.9.1 voting will be conducted confidentially by paper ballot cast in person by voting members of Senate;:-

SENATE BY-LAWS

(Presented to the Senate for approval, December 3, 2019)

(Approved – October 4, 2016)

3.5.9.2 a majority of ballots cast is required for election;

3.5.9.3 if there are more than two candidates and none obtains a majority vote on the first ballot, the candidate with the fewest votes is removed from the ballot, and balloting continues in like manner until one candidate receives a simple majority vote.

3.5.10 The Registrar and ~~Committees Clerk~~ the Senate Administrative Assistant will count the ballots and the Chair will announce the results. The final tallies may be released at the discretion of the Chair.

3.6 The Vice-Chair ~~and the Chair, SSAC~~ will assume office on a date determined by the Senate.

3.7 The Vice-Chair ~~of the Senate shall will~~ receive release time subject to ~~approval by the Board,~~ these by-laws, and to special needs as the University may, from time to time, determine. Release time is also subject to budgetary approval by the Board of Governors, and will be assigned as follows:

~~3.8~~ **3.7.1** For a faculty Vice-Chair, the release time shall be not less than one section per term.

~~3.8.1~~ **3.7.2** For a Vice-Chair who is employed by the University in a staff position, the release time shall be ~~not no~~ less than 25% of the staff employee full-time position. For a part-time employee, this 25% shall be calculated on the basis of a full-time position.

~~3.8.3~~ **3.7.3** For a Vice-Chair who is employed by the University in an administrative position, the appropriate work-load will be adjusted by the nominee and the President.

~~3.8.2~~ **3.7.4** For a student Vice-Chair, the remuneration shall be not less than \$500 per month for 12 months.

Article 4 **Agenda and Minutes for the Senate Meetings**

4.1 Agenda items and schedules ~~shall will~~ be submitted to the ~~Committees Clerk~~ Senate Administrative Assistant not less than one week before the scheduled meeting.

- 4.2 The proposed agenda and supporting material will shall be circulated to the Senate members prior to the day of the meeting date.
- 4.3 The Committees' Clerk Senate Administrative Assistant will shall distribute the minutes in the agenda package.

Article 5 Meetings

- 5.1 The University will make every reasonable effort to ensure that members of the Senate are freed from their normal duties to attend Senate meetings.
- 5.2 Regular meetings of the Senate shall will be held as determined by the Senate.
- 5.3 Senate shall will annually and in advance make public its schedule of meetings.
- 5.4 Senate may, at its discretion or the discretion of the Chair, hold additional meetings provided that at least one week's notice is given to the Senate members.
- 5.5 Quorum is a majority of voting members of the Senate.

Article 6 Attendance at the Senate Meetings

- 6.1 Voting The Senate members are expected to attend all meetings. The seat of any elected member who fails to attend three (3) consecutive meetings with or without notice per appointment year, or three (3) meetings without notice per appointment year shall will be declared vacant.
- 6.2 When a seat is declared vacant for insufficient attendance pursuant to article 6.1, the Chair shall request the Registrar to fill the vacant seat in accordance with the Act. Vacancy must be filled:
- 6.2.1. in the case of an appointed member, by the body possessing the power of appointment; or
- 6.2.2. in the case of an elected member, the Chair will request the Registrar to fill the vacant seat as stated in the Senate Election Procedure.

Article 7 Operating Procedures

- 7.1** ~~Subject to these by-laws, which take precedence,~~ Unless otherwise stated in these bylaws, proceedings of the Senate ~~shall~~ will be governed by the most recent edition of Robert's Rules of Order.
- 7.2** The Chair may choose to vote to break or create a tie vote.
- 7.3** The Senate meetings ~~shall~~ will be open to the University community and members of the public as guests. At the discretion of the Chair, guests may address the Senate.
- 1.1** **7.4** ~~Subsection 7.3 notwithstanding, if a topic or topics on the agenda contain material that the chair or the Senate deems private or confidential, the Chair shall ask guests to leave, so that the meeting may move *in camera*.~~ **Notwithstanding article 7.3, the Chair will ask guests to leave so that the meeting may move *in camera* for material deemed private or confidential.**

Article 8 The Senate Committees other than Senate Student Appeals Committee

- ~~**8.1** The Chair of Senate and the Vice Chair of Senate shall be voting members of all Standing Committees with one exception: The Chair of Senate shall not be a voting member of Senate Budget Advisory Committee. The Vice Chair takes a seat of the constituency group to which he/she belongs.~~
- ~~**8.2** Senate may establish and dissolve standing and *ad hoc* committees. Each of these committees shall have a mandate and membership determined by the Senate. Except for the Nominating Committee, each committee shall have representation from each constituency (faculty, staff, students, administrators). Committees shall elect a chair from among the voting members of the committee. Chairs of all standing committees must be members of Senate. Committee chairs shall report deliberations and make recommendations to Senate. Such reports shall occur regularly, as required, and at least annually.~~

- ~~8.3~~ Membership of Senate Committees shall be determined by voting Senate members, and at least 50% of the voting members of each committee shall be faculty members (including the Senate Vice Chair if s/he is a faculty member). Membership of Senate Committees shall be reviewed and vacancies filled at a regularly scheduled Senate meeting. Voting members of Senate and alternate non-voting members of Senate may stand for election to Senate's committees where the members are required to be Senate members. Subject to the restrictions of particular committees, the Senate may appoint non-members of Senate to committees.
- ~~8.4~~ The Chair of any Senate Committee shall notify Senate at the next Senate meeting when a vacancy arises on the Committee.
- ~~8.5~~ The seat of any elected member who fails to attend three (3) consecutive meetings with or without notice, or three (3) meetings without notice per appointment year shall be declared vacant.
- 8.1** The Senate may establish and dissolve such standing and ad hoc committees as it, from time to time, determine necessary. The Senate will determine the mandate and membership of each of these committees.
- 8.2** The Senate will ratify the membership of the Senate committees.
- 8.3** Membership of the Senate committees will be reviewed and vacancies filled at a regularly scheduled Senate meeting. Voting members of the Senate and alternate non-voting faculty members of the Senate may stand for election to the Senate's committees where the members are required to be the Senate members. Subject to the restrictions of particular committees, the Senate may appoint non-members of Senate to committees.
- 8.4** The Senate committees will elect a chair from among the voting members of the committee. Chairs of all standing committees must be members of the Senate. Committee chairs will report deliberations and make recommendations to the Senate. Such reports will occur regularly, as required, and at least annually.
- 8.5** The Chairs of the following Senate committees will receive release time to fulfill their role as chair, subject to these bylaws and to special needs as the University may, from time to time, determine:

- a. Senate Academic Planning and Program Review Committee;
- b. Senate By-law, Policy and Procedure Committee;
- c. Senate Curriculum Committee.

8.6 Release time is also subject to budgetary approval by the Board of Governors, and will be assigned as follows:.

8.6.1 If a chair is a faculty member, the release time will be no fewer than 0.5 sections per term.

8.6.2 If a chair is a staff member other than an administrative position, the release time will be no fewer than 12.5% of the employee full-time position. If the staff member is part-time, the release time will be prorated based on a full-time position.

8.6.3 If a chair is a staff member in an administrative position, the appropriate workload will be adjusted by the nominee and the President.

8.6.4 If a chair is a student, a monthly stipend would need to be arranged in advance of the first committee meeting.

8.7 The Chair of any Senate committee will notify the Senate at the next Senate meeting when a vacancy arises on the committee.

8.8 The seat of any elected member who fails to attend three (3) meetings per appointment year, with or without notice, will be declared vacant by the Chair of the committee.

Article 9 — ~~Senate Student Appeals Committee~~

~~9.1~~ — ~~The Chair of the Senate Student Appeals Committee (SSAC) will be a faculty member of the University but does not have to be a member of Senate. The Chair will be elected in accordance with the procedures in Article 3.5.~~

~~9.2~~ — ~~The Chair of SSAC serves at the pleasure of Senate and can be removed from that position for any reason.~~

~~9.3~~ — ~~The Chair of SSAC will have the following duties:~~

~~9.3.1~~ — ~~Receive all written student appeals;~~

- ~~9.3.2 — Ensure the appeal record is complete;~~
- ~~9.3.3 — Strike a tribunal to hear the appeal;~~
- ~~9.3.4 — Provide copies of the full appeal record to each tribunal member;~~
- ~~9.3.5 — Determine all matters concerning conflict of interest with respect to tribunal members;~~
- ~~9.3.6 — Provide advice to tribunal members on matters of process;~~
- ~~9.3.7 — Receive the decision of the tribunal and communicate it to the appellant; and~~
- ~~9.3.8 — Produce an annual report on the activities of the appeal committee.~~

~~9.4 — The Chair of Senate will not be a member of SSAC.~~

~~9.5 — Members of SSAC will be elected by the Senate in the same manner as members of any other committee.~~

Article 9 ~~10~~ Conflict of Interest

~~10.1 — “Conflict” means a conflict of interest or apparent conflict of interest. “Apparent” conflict of interest means any situation where it would appear to a reasonable person that the member is in a conflict of interest.~~

~~10.2 — Each member of Senate shall take reasonable steps to avoid a conflict between the member's personal interest and the member's duty to the University. In general, a conflict of interest exists for Senate members who use their position on the Senate to benefit themselves, friends, families, or their business or professional interests.~~

~~10.3 — The nature and extent of a conflict of interest regarding any matter to be, or which has been, considered by Senate must be disclosed by the member to Senate.~~

~~10.4 — A member who has a conflict of interest shall not vote on any matter involving the conflict and may be required to withdraw from any meetings at which the matter is discussed.~~

~~10.5 — Senate shall have the power to take action directed toward a Senate member deemed to have failed to declare a conflict.~~

~~10.6 — If a conflict is disclosed or discovered about a decision already made by the Senate, the~~

~~Senate will decide whether or not the involvement of the member with the conflict influenced that decision. If the Senate decides that the involvement of the member with the conflict did influence the decision, the Senate will reconsider the decision and confirm it, rescind it, or vary it.~~

~~10.7 This by law applies to all proceedings of committees of Senate and applies to other persons who are considered by the Chair of the committee to be either members of the committee or principal advisers or staff to the committee.~~

9.1 A conflict of interest arises when a Senate member uses their position on the Senate to benefit themselves, friends, family, their business or professional interests, or otherwise compromise their dedication to the interest of the University. A conflict of interest can be actual, potential, or apparent, and may be financial or otherwise. For this purpose:

- a. An “**actual conflict of interest**” is a situation where the personal interest actually conflicts with the Senate member’s obligations to the University.
- b. A “**potential conflict of interest**” is a situation where the personal interest has not yet conflicted with the Senate member’s obligations to the University, but might be expected to.
- c. An “**apparent conflict of interest**” is a situation where a real or potential conflict of interest may or may not exist, but it would appear to a reasonable person that the member is in a conflict of interest.

9.2 The Senate members must arrange their private affairs and conduct themselves in a manner to avoid a conflict of interest.

9.3 In cases where a conflict of interest exists, or cannot be avoided, a Senate member must disclose the nature and extent of the conflict prior to discussion or decision about a matter. A member who has a conflict of interest will not vote on any matter involving the conflict and may be required to withdraw from any meetings at which the matter is discussed.

9.4 Any Senate member who perceives another member to be in a conflict of interest in a matter under consideration must identify the perceived conflict to the Senate at the first opportunity. The Senate should determine by majority vote whether or not a conflict of interest exists and the member perceived to be in conflict should refrain from voting.

9.5 Where a conflict of interest is discovered or disclosed after consideration of a matter, the Senate will decide whether or not the involvement of the member with the conflict influenced that decision. If the Senate determines that involvement of said member influenced the decision of the matter, the Senate will reconsider the decision and may confirm it, rescind it, or vary it.

9.6 The Senate will have the power to take action directed toward a Senate member deemed to have failed to declare a conflict.

9.7 Any decision by the Senate as to whether or not a conflict of interest exists with respect to any person, or as to the interpretation or application of these bylaws, is final and binding.

Article 10 Senate Finances

10.1 The Chair and the Vice-Chair ~~will shall have signing authority for approved budget items and authorize expenditures for the Senate, including~~ expenses incurred by members and ~~the~~ Senate committees in carrying out ~~the~~ Senate functions.

Article 11 Amendment of By-laws

11.1 By ~~giving~~ notice of motion at a regular meeting ~~of the Senate, the terms of the~~ these by-laws may be amended ~~by a two-thirds vote~~ at a subsequent regular meeting of the Senate, subject to ~~the Act, any approval required by statute.~~ Resolutions for amendments to the bylaws require a two-thirds majority vote.

Article 1 Composition of the Senate

1.1 The Senate will be composed in accordance with the University Act, RSBC 1996, Chapter 468, (the Act). In accordance with the Act, the Chair of the Senate is the University President. The Senate will include elected and appointed members, both voting and non-voting, as outlined below:

Elected members (voting):

- Faculty members (two per Faculty)
- Students (four in total)
- Support Staff (two in total)

Appointed members (voting):

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

Appointed Members (non-voting):

- University Board Member
- Registrar

1.2 In addition to the two voting faculty members for each of five Faculties, one alternate non-voting faculty member will be elected by each Faculty, for a total of five alternate non-voting members. The alternate non-voting members assume voting responsibility in the absence of either of the voting members.

1.3 The Senate will invite the faculty union, support staff union, and student union to each choose one non-voting permanent guest from their respective constituencies to attend the Senate meetings. The Senate will invite the Associate Vice-President, Student Success and a First Nations representative to be non-voting permanent guests.

Article 2 Duties of the Chair, Vice-Chair, Registrar, and Members of the Senate

2.1 Duties of the Chair include:

- 2.1.1 calling meetings of the Senate as provided in these bylaws and in the *Act*;
- 2.1.2 ensuring that an agenda is prepared and distributed for each meeting as provided in these bylaws;
- 2.1.3 presiding over all meetings of the Senate;
- 2.1.4 establishing that a quorum of voting members of the Senate is present before conducting the business of the Senate;
- 2.1.5 executing documents as authorized by the Senate;
- 2.1.6 being a voting member of all the Senate committees except for the Senate Budget Advisory Committee;
- 2.1.7 maintaining a liaison with the Board;
- 2.1.8 being the spokesperson and representative of the Senate.

2.2 Duties of the Vice-Chair include:

- 2.2.1 fulfilling the duties of the Chair in their absence, and assisting the Chair in the performance of their duties;
- 2.2.1.1 exercising, in the instance where the Vice-Chair is an alternate non-voting member, and if the Chair is absent, the voting rights of the Chair in breaking or creating a tie vote.

2.3 Duties of the Registrar include:

- 2.3.1 being the Secretary of the Senate in accordance with the *Act*;
- 2.3.2 developing and maintaining a system of recording all proceedings of the Senate with the assistance of the Senate Administrative Assistant;
- 2.3.3 conducting elections and by-elections in accordance with the *Act* and the approved Senate Election Procedure.

2.4 Duties of Members of the Senate include:

- 2.4.1 consulting with their constituency and communicating to such constituency the matters dealt with at the Senate that are relevant to that constituency;
- 2.4.2 acting in what the member considers to be the best interests of the University, rather than the wishes of the constituency the member has been elected to represent on the Senate.

Article 3 Election of the Vice-Chair of the Senate

- 3.1** Election of the Vice-Chair will occur annually, as stated in the Senate Election Procedure.
- 3.2** All voting members and alternate non-voting faculty members of the Senate are eligible to nominate;
- 3.3** All voting faculty, staff and administrator members and alternate non-voting faculty members whose term aligns with the term of the Vice-Chair are eligible to be nominated for the position of Vice-Chair.
- 3.4** In the absence of the Chair, the Registrar will assume the role of Chair to conduct the election of the Vice-Chair.
- 3.5** The election process will be as follows:
- 3.5.1 The Nominating Committee, whose role is to submit a minimum of one nomination for Vice-Chair, will present its report.
 - 3.5.2 Nominee(s) accept or reject the nomination.
 - 3.5.3 The Chair calls for further nominations.
 - 3.5.4 Additional nominees accept or reject the nomination (if any).
 - 3.5.5 The Chair calls for further nominations twice.
 - 3.5.6 If there are no further nominations, the Chair declares nominations closed.
 - 3.5.7 Candidates may make short oral statements.
 - 3.5.8 If there is only one candidate, they are acclaimed.
 - 3.5.9 If there is more than one candidate:
 - 3.5.9.1 voting will be conducted confidentially by paper ballot cast in person by voting members of the Senate;
 - 3.5.9.2 a majority of ballots cast is required for election;
 - 3.5.9.3 if there are more than two candidates and none obtains a majority vote on the first ballot, the candidate with the fewest votes is removed from the ballot, and balloting continues in like manner until one candidate receives a simple majority vote.

3.5.10 The Registrar and the Senate Administrative Assistant will count the ballots and the Chair will announce the results. The final tallies may be released at the discretion of the Chair.

3.6 The Vice-Chair will assume office on a date determined by the Senate.

3.7 The Vice-Chair will receive release time subject to these bylaws and to special needs as the University may, from time to time, determine. Release time is also subject to budgetary approval by the Board of Governors, and will be assigned as follows:

3.7.1 For a faculty Vice-Chair, the release time will not be less than one section per term.

3.7.2 For a Vice-Chair who is employed by the University in a staff position, the release time will be no less than 25% of the staff employee full-time position. For a part-time employee, this 25% will be calculated on the basis of a full-time position.

3.7.3 For a Vice-Chair who is employed by the University in an administrative position, the appropriate workload will be adjusted by the nominee and the President.

3.7.4 For a student Vice-Chair, the remuneration will not be less than \$500 per month for 12 months.

Article 4 Agenda and Minutes for the Senate Meetings

4.1 Agenda items and schedules will be submitted to the Senate Administrative Assistant not less than one week before the scheduled meeting.

4.2 The proposed agenda and supporting material will be circulated to the Senate members prior to the meeting date.

4.3 The Senate Administrative Assistant will distribute the minutes in the agenda package.

Article 5 Meetings

5.1 The University will make every reasonable effort to ensure that members of the Senate are freed from their normal duties to attend the Senate meetings.

5.2 Regular meetings of the Senate will be held as determined by the Senate.

- 5.3 The Senate will annually and in advance make public its schedule of meetings.
- 5.4 The Senate may, at its discretion or the discretion of the Chair, hold additional meetings provided that at least one week's notice is given to the Senate members.
- 5.5 Quorum is a majority of voting members of the Senate.

Article 6 Attendance at the Senate Meetings

- 6.1 The Senate members are expected to attend all meetings. The seat of any elected member who fails to attend three (3) meetings with or without notice per appointment year will be declared vacant by the Registrar.
- 6.2 When a seat is declared vacant for insufficient attendance pursuant to article 6.1, the vacancy must be filled:
 - 6.2.1 in the case of an appointed member, by the body possessing the power of appointment; or
 - 6.2.2 in the case of an elected member, the Chair will request the Registrar to fill the vacant seat as stated in the Senate Election Procedures.

Article 7 Operating Procedures

- 7.1 Unless otherwise stated in these bylaws, proceedings of the Senate will be governed by the most recent edition of Robert's Rules of Order.
- 7.2 The Chair may choose to vote to break or create a tie vote.
- 7.3 The Senate meetings will be open to the University community and members of the public as guests. At the discretion of the Chair, guests may address the Senate.
- 7.4 Notwithstanding article 7.3, the Chair will ask guests to leave so that the meeting may move *in camera* for material deemed private or confidential.

Article 8 The Senate Committees

- 8.1** The Senate may establish and dissolve such standing and ad hoc committees as it, from time to time, determines necessary. The Senate will determine the mandate and membership of each of these committees.
- 8.2** The Senate will ratify the membership of the Senate committees.
- 8.3** Membership of the Senate committees will be reviewed and vacancies filled at a regularly scheduled Senate meeting. Voting members of the Senate and alternate non-voting faculty members of the Senate may stand for election to the Senate's committees where the members are required to be the Senate members. Subject to the restrictions of particular committees, the Senate may appoint non-members of Senate to committees.
- 8.4** The Senate committees will elect a chair from among the voting members of the committee. Chairs of all standing committees must be members of the Senate. Committee chairs will report deliberations and make recommendations to the Senate. Such reports will occur regularly, as required, and at least annually.
- 8.5** The Chairs of the following Senate committees will receive release time to fulfill their role as chair, subject to these bylaws and to special needs as the University may, from time to time, determine:
- a. Senate Academic Planning and Program Review Committee;
 - b. Senate By-law, Policy and Procedure Committee;
 - c. Senate Curriculum Committee.
- 8.6** Release time is also subject to budgetary approval by the Board of Governors, and will be assigned as follows:
- 8.6.1 If a chair is a faculty member, the release time will be no fewer than 0.5 sections per term.
 - 8.6.2 If a chair is a staff member other than an administrative position, the release time will be no fewer than 12.5% of the employee full-time position. If the staff member is part-time, the release time will be prorated based on a full-time position.
 - 8.6.3 If a chair is a staff member in an administrative position, the appropriate workload will be adjusted by the nominee and the President.

8.6.4 For a student chair, the remuneration of a monthly stipend would need to be arranged in advance of the first committee meeting.

8.7 The Chair of any Senate committee will notify the Senate at the next Senate meeting when a vacancy arises on the committee.

8.8 The seat of any committee member who fails to attend three (3) meetings per appointment year, with or without notice, will be declared vacant by the Chair of the committee as per the Senate Election Procedures.

Article 9 Conflict of Interest

9.1 A conflict of interest arises when a Senate member uses, or has the potential to use, their position on the Senate to benefit themselves, friends, family, their business or professional interests, or otherwise compromise their dedication to the interests of the University. A conflict of interest can be actual, potential, or apparent, and may be financial or otherwise. For this purpose:

9.1.1 An “**actual conflict of interest**” is a situation where the personal interest actually conflicts with the Senate member’s obligations to the University.

9.1.2 A “**potential conflict of interest**” is a situation where the personal interest has not yet conflicted with the Senate member’s obligations to the University, but might be expected to.

9.1.3 An “**apparent conflict of interest**” is a situation where a real or potential conflict of interest may or may not exist, but it would appear to a reasonable person that the member is in a conflict of interest.

9.2 The Senate members must arrange their private affairs and conduct themselves in a manner to avoid a conflict of interest.

9.3 In cases where a conflict of interest exists, or cannot be avoided, a Senate member must disclose the nature and extent of the conflict prior to discussion or decision about a matter. A member who has a conflict of interest will not vote on any matter involving the conflict and may be required to withdraw from any meetings at which the matter is discussed.

- 9.4** Any Senate member who perceives another member to be in a conflict of interest in a matter under consideration must identify the perceived conflict to the Senate at the first opportunity. The Senate should determine by majority vote whether or not a conflict of interest exists and the member perceived to be in conflict should refrain from voting.
- 9.5** Where a conflict of interest is discovered or disclosed after consideration of a matter, the Senate will decide whether or not the involvement of the member with the conflict influenced that decision. If the Senate determines that involvement of said member influenced the decision of the matter, the Senate will reconsider the decision and may confirm it, rescind it, or vary it.
- 9.6** The Senate will have the power to take action directed toward a Senate member deemed to have failed to declare a conflict of interest.
- 9.7** Any decision by the Senate as to whether or not a conflict of interest exists with respect to any person, or as to the interpretation or application of these bylaws, is final and binding.

Article 10 The Senate Finances

- 10.1** The Chair and the Vice-Chair will authorize expenditures for the Senate, including expenses incurred by members and the Senate committees in carrying out the Senate functions.

Article 11 Amendment of Bylaws

- 11.1** By giving notice of a motion at a regular meeting of the Senate these bylaws may be amended at a subsequent regular meeting of the Senate, subject to the Act. Resolutions for amendments to the bylaws require a two-thirds majority vote.

Article 1 Composition of Senate

1.1 The Senate shall be composed in accordance with the *University Act* (the *Act*). In accordance with the *Act*, the Chair of the Senate is the University President. Senate elections shall be conducted according to the “Capilano University Senate Election Procedures,” which are approved by Senate and maintained by the Registrar. The Senate shall consist of the following categories of members:

Elected members (voting):

- Faculty members (two per Faculty)
- Students (four in total)
- Support Staff (two in total).

Appointed members (voting):

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

Appointed Members (non-voting):

- University Board Member
- Registrar

1.2 In addition to the two voting faculty members for each of five Faculties, one additional alternate non-voting faculty member will be elected by each Faculty, for a total of five additional alternate non-voting members. The additional alternate non-voting members become voting members in the absence of either of the voting members.

1.3 The Senate shall invite the faculty union, support staff union, and student society to each choose one non-voting permanent guest from their respective constituencies to attend Senate meetings. Senate shall invite the Associate Vice-President, Student Success and a First Nations representative to be non-voting permanent guests.

Article 2 Duties of the Chair, Vice-Chair, Registrar, and Members of Senate

2.1 Duties of the Chair

2.1.1 to call meetings of the Senate as provided in these By-laws and in the *Act*;

- 2.1.2 to ensure that an agenda is prepared and distributed for each meeting as provided in these By-laws;
- 2.1.3 to preside over all meetings of the Senate;
- 2.1.4 to establish that a quorum of voting members of Senate is present before conducting the business of Senate. A quorum is a majority of voting members of Senate;
- 2.1.5 to execute documents as authorized by the Senate;
- 2.1.6 to maintain a liaison with the Board;
- 2.1.7 to be the spokesperson and representative of the Senate.

2.2 Duties of the Vice-Chair

- 2.2.1 the Vice-Chair shall fulfill the duties of the Chair in his/her absence, and shall assist the Chair in the performance of her/his duties;
- 2.2.2 if the Vice-Chair is an alternate non-voting member, he/she will have the voting rights of the Chair, if the Chair is absent, and only in the instance of breaking a tie vote;

2.3 Duties of the Registrar

- 2.3.1 in accordance with the *Act*, the Registrar is the Secretary of the Senate;
- 2.3.2 with the assistance of the Committees' Clerk, the Registrar will develop and maintain a system of recording all proceedings of the Senate;
- 2.3.3 the Registrar shall conduct elections and by-elections in accordance with the *Act* and the approved Senate Election Procedures;

2.4 Duties of Members of Senate

- 2.4.1 to consult with any constituency the member may represent and communicate to such constituency the matters dealt with at the Senate that are relevant to that constituency;
- 2.4.2 to act in what the member considers to be the best interest of the University, rather than the wishes of any constituency that the member may represent on the Senate;

Article 3 Election of the Vice-Chair and Chair of the Senate Student Appeals Committee (SSAC)

3.1 Election of the Vice-Chair, who will chair meetings in absence of the Chair, will occur annually, as determined by the Senate. Election of Chair of the SSAC will occur annually, as determined by Senate.

3.2 All voting members and alternate non-voting members of the Senate are eligible to nominate.

3.3 All voting members and alternate non-voting members whose term aligns with the term of the Vice-Chair are eligible to be nominated for the position of Vice-Chair. All voting members and alternate non-voting members are eligible to be nominated for the position of Chair, SSAC.

3.4 In absence of the Chair, the Registrar will assume the chair to conduct the elections.

3.5 The election process shall be as follows:

3.5.1 the Nominating Committee will present its report. The role of this committee is to submit a minimum of one nomination for Vice-Chair and a minimum of one nomination for Chair of SSAC.

3.5.2 nominee(s) accepts the nomination.

3.5.3 the Chair calls for further nominations.

3.5.4 additional nominees accept nomination.

3.5.5 the Chair calls for further nominations twice.

3.5.6 if there are no further nominations, the Chair declares nominations closed.

3.5.7 candidates may make short oral statements.

3.5.8 if there is only one candidate, he/she is declared acclaimed.

3.5.9 if there is more than one candidate:

3.5.9.1 voting will be conducted confidentially by paper ballot cast in person by voting members of Senate.

3.5.9.2 a majority of ballots cast is required for election.

3.5.9.3 if there are more than two candidates and none obtains a majority vote on the first ballot, the candidate with the fewest votes is removed from the ballot, and balloting continues in like manner until one candidate receives a simple majority vote.

3.5.10 The Registrar and Committees Clerk will count the ballots and the Chair will announce the results. The final tallies may be released at the discretion of the Chair.

3.6 The Vice-Chair and the Chair, SSAC will assume office on a date determined by the Senate.

3.7 The Vice-Chair of the Senate shall receive release time subject to approval by the Board, these by-laws, and to special needs as the University may, from time to time, determine.

3.8 For a faculty Vice-Chair, the release time shall be not less than one section per term.

3.8.1 For a Vice-Chair who is employed by the University in a staff position, the release time shall be not less than 25% of the staff employee full-time position. For a part-time employee this 25% shall be calculated on the basis of a full-time position.

3.8.2 For a student Vice-Chair, the remuneration shall be not less than \$500 per month for 12 months.

3.8.3 For a Vice-Chair who is employed by the University in an administrative position, the appropriate work load will be adjusted by the nominee and the President.

Article 4 Agenda and Minutes for Senate Meetings

4.1 Agenda items and schedules shall be submitted to the Committees Clerk not less than one week before the scheduled meeting.

4.2 The proposed agenda and supporting material shall be circulated to Senate members prior to the day of the meeting.

4.3 The Committees' Clerk shall distribute the minutes in the agenda package.

Article 5 Meetings

- 5.1 The University will make every reasonable effort to ensure that members of the Senate are freed from their normal duties to attend Senate meetings.
- 5.2 Regular meetings of the Senate shall be held as determined by the Senate.
- 5.3 Senate shall annually and in advance make public its schedule of meetings.
- 5.4 Senate may, at its discretion or the discretion of the Chair, hold additional meetings provided that at least one week's notice is given to Senate members.

Article 6 Attendance at Senate Meetings

- 6.1 Voting members are expected to attend all meetings. The seat of any elected member who fails to attend three (3) consecutive meetings with or without notice, or three (3) meetings without notice per appointment year shall be declared vacant.
- 6.2 When a seat is declared vacant for insufficient attendance pursuant to article 6.1, the Chair shall request the Registrar to fill the vacant seat in accordance with the Act.

Article 7 Operating Procedures

- 7.1 Subject to these by-laws, which take precedence, proceedings of the Senate shall be governed by the most recent edition of Robert's Rules of Order.
- 7.2 The Chair may choose to vote to break or create a tie vote.
- 7.3 Senate meetings shall be open to the University community and members of the public as guests. At the discretion of the chair, guests may address the Senate.
- 7.4 Subsection 7.3 notwithstanding, if a topic or topics on the agenda contain material that the chair or the Senate deems private or confidential, the Chair shall ask guests to leave, so that the meeting may move *in camera*.

Article 8 Senate Committees other than Senate Student Appeals Committee

- 8.1** The Chair of Senate and the Vice-Chair of Senate shall be voting members of all Standing Committees with one exception: The Chair of Senate shall not be a voting member of Senate Budget Advisory Committee. The Vice-Chair takes a seat of the constituency group to which he/she belongs.
- 8.2** Senate may establish and dissolve standing and *ad hoc* committees. Each of these committees shall have a mandate and membership determined by the Senate. Except for the Nominating Committee, each committee shall have representation from each constituency (faculty, staff, students, administrators). Committees shall elect a chair from among the voting members of the committee. Chairs of all standing committees must be members of Senate. Committee chairs shall report deliberations and make recommendations to Senate. Such reports shall occur regularly, as required, and at least annually.
- 8.3** Membership of Senate Committees shall be determined by voting Senate members, and at least 50% of the voting members of each committee shall be faculty members (including the Senate Vice-Chair if s/he is a faculty member). Membership of Senate Committees shall be reviewed and vacancies filled at a regularly scheduled Senate meeting. Voting members of Senate and alternate non-voting members of Senate may stand for election to Senate's committees where the members are required to be Senate members. Subject to the restrictions of particular committees, the Senate may appoint non-members of Senate to committees.
- 8.4** The Chair of any Senate Committee shall notify Senate at the next Senate meeting when a vacancy arises on the Committee.
- 8.5** The seat of any elected member who fails to attend three (3) consecutive meetings with or without notice, or three (3) meetings without notice per appointment year shall be declared vacant.

Article 9 Senate Student Appeals Committee

- 9.1** The Chair of the Senate Student Appeals Committee (SSAC) will be a faculty member of the University but does not have to be a member of Senate. The Chair will be elected in accordance with the procedures in Article 3.5.

- 92** The Chair of SSAC serves at the pleasure of Senate and can be removed from that position for any reason.
- 93** The Chair of SSAC will have the following duties:
- 9.3.1 Receive all written student appeals;
 - 9.3.2 Ensure the appeal record is complete;
 - 9.3.3 Strike a tribunal to hear the appeal;
 - 9.3.4 Provide copies of the full appeal record to each tribunal member;
 - 9.3.5 Determine all matters concerning conflict of interest with respect to tribunal members;
 - 9.3.6 Provide advice to tribunal members on matters of process;
 - 9.3.7 Receive the decision of the tribunal and communicate it to the appellant; and
 - 9.3.8 Produce an annual report on the activities of the appeal committee.
- 94** The Chair of Senate will not be a member of SSAC.
- 95** Members of SSAC will be elected by the Senate in the same manner as members of any other committee.
- Article 10 Conflict of Interest**
- 101** “Conflict” means a conflict of interest or apparent conflict of interest. “Apparent” conflict of interest means any situation where it would appear to a reasonable person that the member is in a conflict of interest.
- 102** Each member of Senate shall take reasonable steps to avoid a conflict between the member's personal interest and the member's duty to the University. In general, a conflict of interest exists for Senate members who use their position on the Senate to benefit themselves, friends, families, or their business or professional interests.
- 103** The nature and extent of a conflict of interest regarding any matter to be, or which has been, considered by Senate must be disclosed by the member to Senate.

- 104** A member who has a conflict of interest shall not vote on any matter involving the conflict and may be required to withdraw from any meetings at which the matter is discussed.
- 105** Senate shall have the power to take action directed toward a Senate member deemed to have failed to declare a conflict.
- 106** If a conflict is disclosed or discovered about a decision already made by the Senate, the Senate will decide whether or not the involvement of the member with the conflict influenced that decision. If the Senate decides that the involvement of the member with the conflict did influence the decision, the Senate will reconsider the decision and confirm it, rescind it, or vary it.
- 107** This by-law applies to all proceedings of committees of Senate and applies to other persons who are considered by the Chair of the committee to be either members of the committee or principal advisers or staff to the committee.
- 108** Any decision by Senate as to whether or not a conflict of interest exists with respect to any person, or as to the interpretation or application of this by-law, is final and binding.

Article 11 Senate Finances

The Chair and the Vice-Chair shall have signing authority for approved budget items and expenses incurred by members and Senate committees in carrying out Senate functions.

Article 12 Amendment of By-laws

By notice of motion at a regular meeting, the terms of the by-laws may be amended by a two-thirds vote at a subsequent regular meeting of the Senate, subject to any approval required by statute.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: November 18, 2019
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 15th, 2019.

- 19/76** The new course, GEOG 333 – The Geography of Prisons, and Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.
- 19/77** The new course, PHIL 206 –Professional Ethics, as well as Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.
- 19/78** The revisions to the co- and pre-requisite requirements for IDES 211 – Technology Intensive I, IDES 243 – Design Studio I, IDES 244 – Design Studio II, IDES 247 – Survey and Principles of Typography, and IDES 249 – Brand Identity be recommended to Senate for approval.
- 19/79** Cap Core designation to IDES 244 – Design Studio II and DSGN 325 – Design Thinking and Research under the heading *Self and Society* and to DSGN 440 – Professional Development II, DSGN 441 – Professional Development II: Illustration Concentration, DSGN 442 – Professional Development II: Branding Concentration, and DSGN 443 – Professional Development II: Interactive Concentration under the heading *Capstone* be recommended to Senate for approval.
- 19/80** The revisions to the pre-requisites and contact hours for CMNS 360 – Strategic Communication, CMNS 462 – Advanced Communication Research Practice, CMNS 498 – Communication Practicum, and CMNS 499 – Communication Research Project, as well as Cap Core designation under the heading *Experiential* to CMNS 360, CMNS 462 and CMNS 498, and the heading *Capstone* to CMNS 498 and CMNS 499, be recommended to Senate for approval.
- 19/81** The revisions to the course format/contact hours for BPAC 403 – Studies in Interdisciplinary Creation and Collaboration be recommended to Senate for approval.



Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: Nov 18, 2019

Date: _____