



SENATE REGULAR MEETING

Tuesday, October 3, 2023 4:00 – 6:00 pm
Capilano University – Library Room 322

AGENDA

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 Líl'wat, xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwətaʔ/Selilwitulh (Tseil-Waututh) Nations.

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of Minutes - Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
 - 5.1 Volunteers for Subcommittees – *Information* Paul Dangerfield
Schedule 5.1
6. **New Business**
 - 6.1 Academic Schedule 2024/2025 – *Information* Kyle Vuorinen
Schedule 6.1
 - 6.2 Senate Self-Evaluation Committee Survey Results – *Information* Christina Neigel
Schedule 6.2
 - 6.3 Senate Student Vacancy - *Information* Kyle Vuorinen
Schedule 6.3
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Information* Sue Dritmanis
 - 7.2 Bylaw, Policy and Procedure Committee – *Decision* Corey Muench
 - 7.2.1 Honorary Degree Recipients Policy / Procedures Schedule 7.2.1



SENATE REGULAR MEETING

Tuesday, October 3, 2023 4:00 – 6:00 pm
Capilano University – Library Room 322

AGENDA

- 7.3 Curriculum Committee – *Decision*
 - 7.3.1 Resolution Memo Deb Jamison
[September 15 Agenda Package](#) / [September 15 Draft Minutes](#) Schedule 7.3.1
- 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* Robert Thomson
 - 8.3 VP Academic and Provost – *Information* Laureen Styles
 - 8.4 Board Report – *Information* Patricia Heintzman
 - 8.5 Elder Report - *Information* Elder Latash
- 9. Discussion Items**
- 10. Other Business**
- 11. Information Items**



SENATE MEETING

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

MINUTES

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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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 22nd 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 22nd and continued to provide feedback on the proposal to rescind, without a replacement, Board Policy - B.206 Budget Policy and Board Policy - B.101 Vision, Values, Goals, Mission, and Strategic Direction.



SENATE MEETING

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

MINUTES

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

Presented by: Diana Twiss



SENATE MEETING

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

MINUTES

The next committee meeting is scheduled for September 19th.

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



CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2023 – June 2024

Academic Planning and Program Review Committee

Membership: Senators and non-Senators – Quorum = 8

Meetings: 2nd Tuesday of the Month - 4:00 - 6:00 pm

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Robert Thomson
VP Academic & Provost	Laureen Styles
Dean	Brad Martin
Faculty	Brian Ganter
Faculty	Bhuvinder Vaid
Faculty	Christine Sjolander
Faculty	Grace Kim
Faculty	Stephen Williams
Faculty	Sue Dritmanis
Faculty	John Brouwer
Faculty*	
Staff	Carley Dyer
Staff	Vacant
Student	Karandeep Sanghera
Student	Manpreet Kaur
(Non-Voting) Resource Members	
Administrator	Francisco Silva
Administrator	Aurelea Mahood
Administrator	Richard Foo

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.



CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2023 – June 2024

Budget Advisory Committee

Membership: Senators – Quorum = 4

Meetings: Schedule is determined at first meeting

(Voting)	
Vice-Chair of Senate	Robert Thomson
Administrator	Laura Kinderman
Administrator	Tracy Penny Light
Faculty	Deb Jamison
Faculty	Michael Thoma
Faculty	Denise Gingrich
Faculty*	
Staff	Lesley Nelson
Student	Manpreet
Ex-Officio Member (Non-Voting)	
President	Paul Dangerfield
VP Finance and Administration	Tally Bains
	Toran Savjord
Director, Financial Operations	Holly Hunter
Director, Financial Planning and Analysis	Narisha Jessani

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CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2023 – June 2024

By-law, Policy and Procedure Committee

Membership: Senators and non-Senators – Quorum = 4

Meetings: 2nd and 4th Tuesday of the month – 1:00 – 2:30 pm.

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Robert Thomson
Administrator	Christina Neigel
Faculty	Corey Muench
Faculty	Sue Dritmanis
Faculty	Susan Gardner
Faculty*	
Staff	Trula Fontaine
Student	Vacant
(Non-Voting) Resource Members	
Administrator	Jordan Lovig
Director, Risk Management	Jacquetta Goy

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CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2023 – June 2024

Teaching and Learning Committee

Membership: Senators and non-Senators – Quorum = 6

Meetings: 3rd Tuesday of the month – 1:00 – 3:00 pm

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Robert Thomson
Administrator	Natasha Mrkic-Subotic
Faculty	Diana Twiss
Faculty	Lily Yen
Faculty	Tahmina Shayan
Faculty	Christine Jackson
Faculty	Lydia Watson/Blake Rowsell
Faculty*	
Librarian	Krystyna Nowak
Staff	Brendan Carrigan
Student	Alea Rzeplinski
(Non-Voting)	
Administrator, Centre for Teaching Excellence (CTE)	Brit Paris
Administrator, Information Technology (IT)	Darren Broder
Administrator, Creative Activity, Research and Scholarship (CARS)	Dawn Whitworth
Executive Member, Capilano Student Union	Manmeet Singh
Administrator, Indigenous Education and Affairs	Miranda Huron

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CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2023 – June 2024

Vice-Chair Nominating Committee

Membership: Senators – Quorum = 3

Meetings: One or two meetings between March and April

Administrator	Brad Martin
Faculty	Deanna Baxter
Faculty	Kyle Guay
Staff	Vacant
Student	Vacant

Self-Evaluation Committee

Membership: Senators – Quorum = 4

Meetings: TBD

Administrator	Christina Neigel
Faculty	Robert Thomson
Faculty	Kyle Guay
Faculty	Vacant
Staff	Vacant
Student	Vacant

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CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2023 – June 2024

Tributes Committee

Membership: Senators – Quorum = 4
Meetings: Schedule is determined at first meeting

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Robert Thomson
Administrator	Laura Kinderman
Faculty	Deb Jamison
Faculty	Corey Muench
Faculty	Kyle Guay
Faculty*	
Staff	Lesley Nelson
Student	Vacant
Ex-Officio Member (Non-voting)	
Vice President, University Relations	Jennifer Ingham

Naming Opportunities Committee

Membership: Senators – Quorum = 4
Meetings: As and When

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Robert Thomson
Administrator	Ramin Shadmehr
Faculty	Deb Jamison
Faculty	Corey Muench
Faculty	Stephen Williams
Faculty*	
Staff	Vacant
Student	Manpreet Kaur
Ex-Officio Member (Non-Voting)	
Executive Director, Advancement	Vacant

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CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2023 – June 2024

Curriculum Committee (Senators and non-Senators)

Quorum = 10 including Chair

DAC Recommends to Senate (2 Year Term)	
(Voting)	
Humanities	Cass Picken
Social Sciences	Sarah Yercich
Science, Technology, Engineering and Mathematics	Urmila Jangra
Motion Picture Arts	David Geary
Design	Dominique Walker
Performing Arts	Daniel Hersog
Business, International Programs, Projects and Partnerships	Lydia Watson
Business, Legal Studies, Communications	Deb Jamison
Tourism and Outdoor Recreation Management	Mohna Baichoo
Education, Health and Human Development	Rachel Yu
Global Stewardship, Public Administration & Kinesiology	Caroline Soo
Access and Academic Preparation	Maggie Reagh
Library	Jennifer Goerzen
Student Services	Adam Vincent
Students (1 Year Term)	Alisha Samnani
	Amisha Maini
	Vacant
Administrators (VP)	Laureen Styles
Dean	Tracy Penny Light
Dean	Ramin Shadmehr
Dean	Natasha Mrkic-Subotic
Registrar	Kyle Vuorinen
One Academic Advisor	Shahnaz Darayan
Director of Continuing Studies	Vacant
Chair or Vice-Chair of Senate	Paul Dangerfield / Robert Thomson
(Non-voting)	
Chair	Deb Jamison

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MEMO

To: Senate
From: Kyle Vuorinen, Registrar
Subject: Academic Schedule for 2024-25
Date: September 22, 2023
cc:

ACADEMIC SCHEDULE FOR 2024-25

Please see the following document outlining the important dates and deadlines for the 2024 – 2025 academic year (September to August).

MOTION:

That Senate accept as information, the academic schedule for the 2024 – 2025 academic year.

August 30, 2024	Fall 2024 New International Student Orientation New International Student Orientation at the North Vancouver campus. The complete schedule can be found at capilano.ca/student-life/campus-community/new-student-orientation/new-international-student-orientation/
September 2, 2024	University Closed for Labour Day
September 3, 2024	Fall 2024 Term Commences / New Student Orientation Fall term commences with evening classes starting at 4:30 pm or later unless stated by a program representative. New Student Orientation at the North Vancouver campus. The complete Orientation schedule can be found at capilano.ca/orientation <i>Note: Courses/programs commence on various days. Consult your program for further information.</i>
September 4 – 16, 2024 *	Fall 2024 Add/Drop Period
September 17 – November 8, 2024 *	Fall 2024 Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a “W”.</i>
September 30, 2024	University Closed for National Day for Truth and Reconciliation
October 14, 2024	University Closed for Thanksgiving Day
November 8, 2024	Reading Break Please check the Capilano University Library website for hours of operation.
November 11, 2024	University Closed for Remembrance Day
November 12 – 22, 2024	Spring 2025 Registration and Waitlisting
December 2, 2024	Last Day of Classes for Fall 2024 <i>Note: Some courses/programs continue until the last day of the examination period.</i> <i>Consult your program for further information.</i>
December 4 – 13, 2024	Fall 2024 Final Exam Period (Includes Saturday, December 7, 2024)
December 16, 2024 (4:00pm)	Fall 2024 Final Grade Submission Deadline for Faculty
December 16, 2024 (4:00pm)	Fee Payment Deadline – Spring 2025 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 17 – 18, 2024	Fall 2024 End-of-Term Processing Registration System Closed for Fall 2024 End-of-Term Processing and Spring 2025 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
December 19, 2024	Registration System Re-opens

	Students can add, drop, and waitlist for courses. <i>Note: In-person registration will be unavailable from December 24, 2024 through January 1, 2025 due to University closure.</i>
December 24, 2024 – January 1, 2025	University Closed for Christmas and New Years <i>University closed December 24, 25, 26, and 31, 2024; and January 1, 2025. December 27, 28, and 30, 2024 closed to the public. (departments may be open)</i>
January 6, 2025	Spring 2025 Term Commences <i>Note: Courses/programs commence on various days. Consult your program for further information.</i>
January 6 – 17, 2025*	Spring 2025 Add/Drop Period
January 18 – March 21, 2025*	Spring 2025 Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a “W”.</i>
February 17, 2025	University Closed for Family Day
February 18 – 21, 2025	Reading Break <i>Note: Please check the Capilano University Library website for hours of operation.</i>
March 3 - 7, 2025	Summer 2025 Registration and Waitlisting
April 11, 2025	Last Day of Classes for Spring 2025 <i>Note: Some courses/programs continue until the last day of the examination period. Consult your program for further information.</i>
April 15 – 26, 2025	Spring 2025 Final Exam Period (<i>includes Saturday, April 26, 2025</i>)
April 18 – April 21, 2025	University Closed for Easter <i>Please check the Capilano University Library website for hours of operation.</i>
April 29, 2025 (4:00pm)	Spring 2025 Final Grade Submission Deadline for Faculty
April 29, 2025 (4:00pm)	Fee Payment Deadline – Summer 2025 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.
April 30 – May 1, 2025	Spring 2025 Grades and End-of-Term Processing Registration System Closed for Spring 2025 End-of-Term processing and Summer 2025 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
May 2, 2025	Registration System Re-opens Students can add, drop, and waitlist for courses.
May 12, 2025	Summer 2025 – Full Term Commences Summer 2025 – Session I Commences
May 12 - 16, 2025 *	Summer 2025– Session I Add/Drop Period
May 12 – 23, 2025 *	Summer 2025– Full Term Add/Drop Period
May 17 – June 6, 2025 *	Summer 2025 – Session I Withdrawal Period

	<i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
May 24 – July 18, 2025 *	Summer 2025 – Full Term Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
May 19, 2025	University Closed for Victoria Day
June 4-6, 2025	Spring 2025 Convocation
June 23 - 27, 2025	Fall 2025 Registration and Waitlisting
June 27, 2025	Last Day of Classes for Summer 2025 – Session I
June 30, 2025 (4:00pm)	Summer 2025 - Session I Final Grade Submission Deadline for Faculty
July 1, 2025	University Closed for Canada Day
July 2, 2025	Summer 2025 – Session I Grades and End-of-Term Processing Registration System Closed for Summer 2025 - Session I grades processing. Students will not be able to add, drop, or waitlist for courses.
July 3, 2025	Registration System Re-opens Students can add, drop, and waitlist for courses.
July 7, 2025	Summer 2025 – Session II Commences
July 7 – 11, 2025 *	Summer 2025 – Session II Add/Drop Period
July 12 – August 1, 2025 *	Summer 2025 – Session II Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
August 4, 2025	University Closed for BC Day
August 22, 2025	Last Day of Classes for Summer 2025 – Session II and Full Term
August 25, 2025 (4:00 p.m.)	Summer 2025 - Session II and Full Term Final Grade Submission Deadline for Faculty
August 25, 2025 (4:00 p.m.)	Fee Payment Deadline – Fall 2025 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 26 - 27, 2025	Summer 2025 - Session II and Full Term End-of-Term Processing Registration System Closed for Summer End-of-Term processing and Fall 2025 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
August 28, 2025	Registration System Re-opens Students can add, drop, and waitlist for courses.
September 1, 2025	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 SELF
EVALUATION
COMMITTEE
REPORT 2022-23**



COMMITTEE MANDATE

To design and administer measures by means of a survey or other instruments as deemed appropriate to collect information concerning the performance of Senate's duties as mandated by the University Act regarding its efficiency, procedures and outcomes.

To communicate this information to Senate and identify and make recommendations as appropriate.

2022-2023 Changes

This year's work has been focused on enhancing feedback from Senators and clarifying meaning. Specifically, the committee has redeveloped questions to address Senator perceptions around inclusion and better describe terminology relating to the Senate mandate. This is the first phase of changes and there is a second phase planned for 2023-2024 that will focus on evaluating Senate committees. Given that the bulk of Senate work happens at the committee level, there is a need to understand how well these groups function to ensure that the work of Senate is properly understood in all of its contexts.

The committee has also worked to address the issue of follow-through in attending to assessment results by considering how issues can be channeled to appropriate groups and individuals. The committee has determined that it is necessary to have regular meetings throughout the year to attend to its mandate, review the use of its survey instruments, and support follow-through of its recommendations. This will ensure that the work of the Senate Self-Evaluation Committee is meaningful to Senate.

Summary

Administered from April 12th to May 1st, 2023, there were a total of 21 out of 35 participants for a response rate of 60%. This is a **decrease** of **19%** from the previous year. Given the relatively small number of potential respondents, there is an imperative to have full participation to generate meaningful data. However, these results signal a possible disconnect between the actions of this committee and the perceived value of this assessment work.

This committee continues to examine issues around timing, survey length, question formation, and buy-in as factors informing participation rates. Of particular importance is the need to make clear the connections between assessment and Senate practice. An

significant question for Senate and this committee is *how does the current process of evaluating Senate support Senate? Further, what can Senate learn about its effectiveness through the work of the Senate Self-Evaluation Committee?*

Historically, the work of the Self-Evaluation Committee has been focused on a basic check-in on general meeting activities and climate. This year, changes to questions attempted to clarify meaning around “efficiency” and “effectiveness” and check in with members about how they felt about their ability to speak and engage in meetings.

Some interesting results suggest that there may be some issues with how Senators feel about their ability to speak freely in meetings (24% indicating they could not speak freely). Sixty-two percent of respondents agree Senate meetings include productive discussions of academic governance issues facing the university, while others indicated neutral feelings, another 10% disagreed with this assertion. This suggests that there may be some tensions around what it means to discuss issues at Senate and how people are heard. However, given that 48% percent of this year’s respondents have served Senate for 2 years or less, it may also be that curtailed feelings of expression relate to expectations around what participation looks like in Senate meetings. These results are an instructive reminder that there are complexities to responses that may not be sufficiently captured in a single instrument and there is value to monitoring these responses over time.

It is interesting to note that less than half (43%) of respondents agree there is space in meetings to bring forward information items that can impact Senate and/or CapU more broadly. Again, this sentiment may be informed by inexperience but, perhaps, also how committees report their work to Senate. Some qualitative feedback suggests that the connections between committee work and Senate are not always clear. This prompts the Senate Self-Evaluation Committee to continue its work on developing tools to check-in with Senate committees. Further, this work provides a useful basis for Senate discussions on its performance in both decision-making and discussion.

Recommendations

There is a general consensus that Senate functions well. One hundred percent of respondents feel they are clear about their responsibilities and roles. Eighty-six percent of respondents agree that Senate decisions align with the goals and priorities of Envisioning 2030 and Illuminating 2030. Seventy-six percent of respondents agree there are role models at Senate they can relate to. However, the nuance of other responses in the survey suggest areas that could be improved, particularly those relating to how expectations are met and how committee work is understood.

1. Senate continue to develop ways of orienting members throughout the year on the scope of Senate’s power, responsibilities, and role within the provincial

legislation. This can include more deliberate mentorship for new members, as they navigate Senate throughout the year.

Area of responsibility: Senate Chair/Vice-Chair

2. Establish regular written reports from all Senate Committees to provide a written record of Committee activities, particularly decisions and action items.

Area of responsibility: Senate Chair/Vice-Chair to work with Committee Chairs

3. Continue plans to assess Senate Committee effectiveness.

Area of responsibility: Senate Self-Evaluation Committee

Respectfully submitted by:

Christina Neigel, Chair

Robert Thomson

Kyle Guay

MEMO

To: Mary Jukich, Senate Administrative Assistant
From: Kyle Vuorinen, Registrar
Subject: Senate By-Election timeline and seats up for election
Date: September 20, 2023
cc:

FALL 2023 SENATE BY ELECTION TIMELINE

Date	Action	Duration
Thursday, Sept 28	Call for nominations	Two weeks
Wednesday, Oct 11, 4pm	Call for nominations CLOSED	Four weeks
Thursday, Oct 12, 1pm	Orientation (by request)	
Thursday, Nov 9, 12:01 am	Voting OPEN	One week
Wednesday, Nov 15, 11:59pm	Voting CLOSED	
Friday, Nov 17	Election Results Announced	

FALL 2023 SENATE SEATS UP FOR BY ELECTION

Representatives	Seats	Term starts	Term ends
Student	1 Voting	Immediately	July 31, 2024

SENATE REPORT

AGENDA ITEM:	Honorary Degree Recipients Policy & Procedure (S2010-01)
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	October 3, 2023
PRESENTERS:	Corey Muench, Chair, Senate Bylaw, Policy, and Procedure Committee Cary Gaymond, Director, Philanthropy and Alumni Relations

PURPOSE

To update the existing Honorary Degree Recipient Policy and Procedures (S2010-01) with information that reflects new protocols.

BACKGROUND

The honorary doctorate degree is the highest form of recognition granted by Capilano University and is given to acknowledge persons who are distinguished by their significant contributions and accomplishments and whose excellence will, through their association with Capilano University, bring honor and distinction to the university.

Capilano University's first Honorary Degree was awarded in 2008. Since then, CapU has awarded 36 Honorary Degree distinctions to individuals who have made outstanding contributions consistent with the mission and values of Capilano University. The referenced Honorary Degree policy and procedure serve as guiding documents, detailing the parameters for the university's honorary degree nomination and selection processes.

APPROVALS & CONSULTATIONS:

Consultation:

- Jennifer Ingham, Vice President University Relations
- Cary Gaymond, Director, Philanthropy and Alumni Relations
- Brittany Haavaldsrud, Manager, Alumni Relations, Philanthropy & Alumni Relations
- Senate Tributes Committee
- Dr. Laureen Styles, Vice President Academic & Provost
- Wayne Dunkley, EDI Specialist, University Affairs

Approvals:

Date	Committee	Purpose
May 30, 2023	Senate Tributes Committee	Discussed and agreed in principle.
April 11 and September 12, 2023	Senate Bylaw Policy and Procedure Committee	Review and recommend for Senate decision to approve revisions.
Oct. 3, 2023	Senate	Final approval of decision to approve revisions.

HIGHLIGHTS OF PROPOSAL BROUGHT TO SENATE BYLAW, POLICY, AND PROCEDURE COMMITTEE:

- adds language which encourages equity and diversity in the selection process
- includes information about the coordination of the selection process for HDRs by the University Relations department. This process includes rigorous background and preparatory work on each nominee, a critical step to be reflected in the procedure
- adds CV as an optional document to be submitted by candidates

DOCUMENTS FOR SENATE REVIEW

S2010-01 Honorary Degrees Policy (marked copy with comments)


S2020-01-1 Procedure for Selecting Honorary Degree Recipients (marked copy with comments)

S2010-01 Honorary Degrees Policy (proposed clean copy)

S2020-01-1 Procedure for Selecting Honorary Degree Recipients (proposed clean copy)

RECOMMENDATION

That the Senate approve the revised **S2010-01 Honorary Degrees policy** and **S2010-01-1 Procedure for Selecting Honorary Degree Recipients**.

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2010-01	Senate		
Policy Name			
Honorary Degrees			
Approved by	Replaces	Category	Next Review
Senate		B	
Date Issued	Date Revised	Related Policies, Reference	
March 2010	May 2023	S2010-01-1 Honorary Degrees Procedures	

1. OVERVIEW

The Honorary Doctorate degree is the highest form of recognition granted by Capilano University. The degree is given to acknowledge persons who are distinguished by their significant contributions and accomplishments and whose excellence will, through their association with Capilano University, bring distinction to Capilano University's name.

Capilano University will grant the following Honorary Degrees:

Doctor of Laws (Honoris Causa), (LLD.);
 Doctor of Letters (Honoris Causa), (D.Litt.);
 and Doctor of Fine Arts (Honoris Causa), (D.F.A.).

2. CANDIDATES

Candidates will have made outstanding contributions which are regional, provincial, national or international in scope. Candidates' contributions must be consistent with and uplift the vision, mission, and values of Capilano University.


Capilano University has full discretion over selection of candidates subject to candidate not having direct political, legal or budgetary authority over Capilano University. Normally awards will not be given posthumously.

3. CRITERIA

The Senate Tributes Committee will review nominations and recommend candidates to the Senate. In making its recommendations, the Tributes Committee will seek a diverse range of candidates who:

- a. are distinguished and widely recognized in their fields;
- b. are exemplars of extraordinary public service;
- c. have made an outstanding and sustained achievement in their areas of expertise;
- d. have made achievements that are appropriate and relevant to Capilano University;
- e. are recognized as individuals who show respect toward others and are able to work effectively with a diverse group of people; and
- f. reflect a diversity of backgrounds and lived experiences.


Recipients of Honorary Degrees normally must agree to attend the Convocation Ceremonies to receive their awards.

 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.		Officer Responsible	
S2010-01-1			
Procedure Name			
Procedure for Selecting Honorary Degree Recipients			
Policy This Procedure is Under		Date of Next Policy Review	
S2010-01 Honorary Degrees			
Date Issued	Date Revised	Related Policies, Reference	
February 2015	May 2023	S2010-01 Honorary Degrees Policy	

1. The Senate Tributes Committee will call for nominations on or about October 1, via Frontlines and will report the matter as an information item at the September Senate meeting. The call for nominations will be posted for the University community.
2. Nominations must be submitted no later than December 1 for Convocation in the following calendar year. Nominations received after that time will be considered for a subsequent Convocation.
3. Nominations will be submitted in writing to the Office of the President, Attention: Honorary Degrees.
4. The nomination will include:
 - 4.1. A letter explaining why the nominee is deserving of the recognition, with specific reference to the criteria in Policy S2010-01;
 - 4.2. A short biographical summary outlining the nominee’s accomplishments and connection to Capilano University; and
 - 4.3. Contact information for the nominee and the nominator;
 - 4.4. Optional CV (maximum 4 pages)

With the exception of the CV, items for submission should not exceed three (3) pages. The Tributes Committee reserves the right to request further information.
5. The Office of the President will send all submitted nominations to the University Relations Department as soon as the December 1st deadline has passed.
6. University Relations will gather all nominations and supporting documentation for the Tributes Committee.

7. The Tributes Committee will meet and finalize its recommendations in time for the Chair of the Tributes Committee to present the name(s) and nomination information of recommended recipient(s) to the Senate for approval at its March meeting.
8. The Senate will send a list of successful nominees to the Office of the President immediately so that candidates may be contacted. The Office of the President will send the list to the Board Chair for information prior to Convocation. This list will include the specific designation each successful nominee is to be awarded, from one of the following:
 - Doctor of Laws (Honoris Causa), (LLD.);
 - Doctor of Letters (Honoris Causa), (D.Litt.);
 - and Doctor of Fine Arts (Honoris Causa), (D.F.A).
9. The President will personally communicate with the successful nominees. When they have confirmed their acceptance of the honor, announcements of the recipients of honorary degrees will be made via the Capilano University website.
10. The President's Office will send the final list of recipients to Special Events by April 1.

 POLICY			
Policy No.	Officer Responsible		
S2010-01	Senate		
Policy Name			
Honorary Degrees			
Approved by	Replaces	Category	Next Review
Senate		B	2020
Date Issued	Date Revised	Related Policies, Reference	
March 2010	May 2015-2023	S2010-01-1 Honorary Degrees Procedures	

1. OVERVIEW

The Honorary Doctorate degree is the highest form of recognition granted by Capilano University. The degree is given to acknowledge persons who are distinguished by their significant contributions and accomplishments and whose excellence will, through their association with Capilano University, bring distinction honour to our Capilano University's name.

Capilano University will grant the following Honorary Degrees:

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- a. are distinguished and widely recognized in their fields;
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- d. have made achievements that are appropriate and relevant to Capilano University; and
- e. are recognized as individuals who show respect toward others and are able to work effectively with a diverse group of people; and
- f. reflect a diversity of backgrounds and lived experiences.

Recipients of Honorary Degrees normally must agree to attend the Convocation Ceremonies to receive their awards.

Commented [TW1]: Terrence Alanis Comment: Suggestion: replace "bring honor to Capilano University's name" with "reflect positively to the community and reputation of the institution."

Require: this suggested text agreed by committee. Would be entered after "through their association with Capilano University...".

Commented [SG2R1]: I think "distinction" is sufficient.

Commented [TW3]: Have not yet amended Christina Neigel comment: If we want to "walk the talk" on EDI, would it be helpful to identify that preference will be given to those who not only work with diverse people but ARE representative of diversity?

Require: final wording suggested and approved by committee.

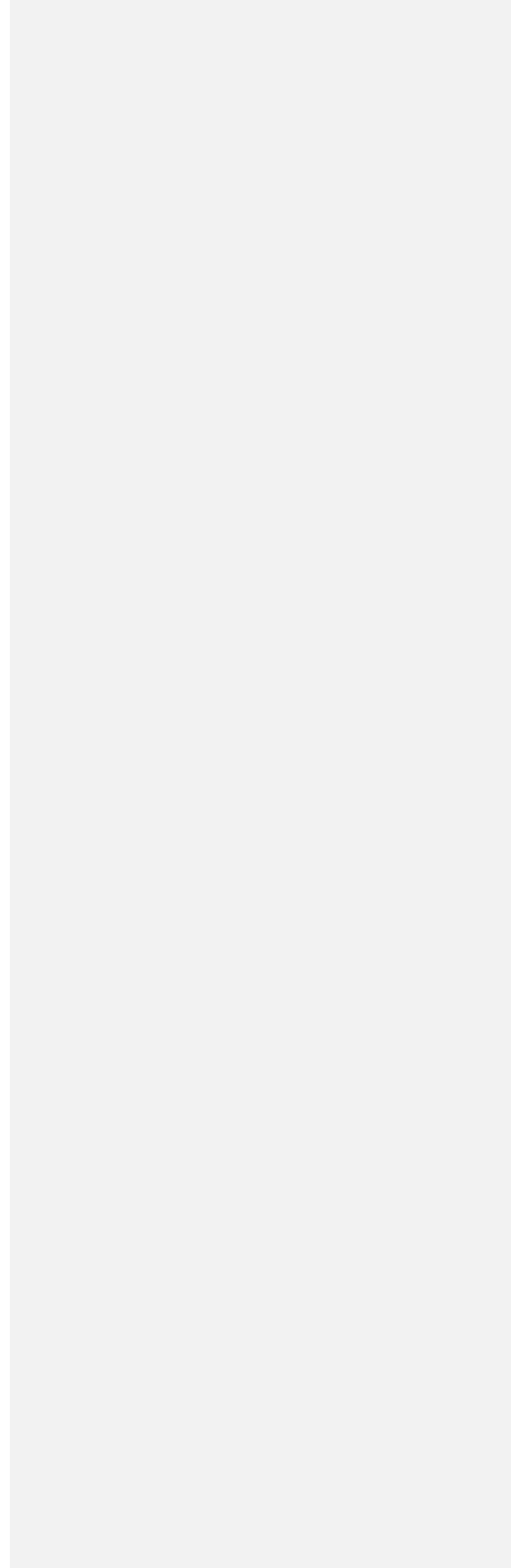
Suggestion a: to identify a diverse, equitable, and inclusive selection of candidates. TWM

Suggestion b: a range of candidates that reflects a diversity of backgrounds and lived experiences. WD

Suggestion c: a range of candidates that reflects a diversity of backgrounds and lived experiences, in particular those of historically mis-represented communities. WD

Commented [SG4R3]: It seems to me that "a diverse range of candidates" is sufficient to send the message that a diverse range of candidates is the ideal.

Commented [CN5R3]: re: SG comment: While sufficient, perhaps does not uplift specific areas of diversity we want to address?



CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.	Officer Responsible		
S2010-01-1			
Procedure Name			
Procedure for Selecting Honorary Degree Recipients			
Policy This Procedure is Under		Date of Next Policy Review	
S2010-01 Honorary Degrees		2020	
Date Issued	Date Revised	Related Policies, Reference	
February 2015	May 2015 May 2023	S2010-01 Honorary Degrees Policy	

1. The Senate Tributes Committee will call for nominations on or about October 1, via Frontlines and will report the matter as an information item at the September Senate meeting. The call for nominations will be posted for the University community. ~~to the Senate page of the Capilano University website.~~
2. Nominations must be submitted no later than December 1 for Convocation in the following calendar year. Nominations received after that time will be considered for a subsequent Convocation.
3. Nominations will be submitted in writing to the Office of the President, Attention: Honorary Degrees.
4. The nomination will include:
 - 4.1. A letter explaining why the nominee is deserving of the recognition, with specific reference to the criteria in Policy S2010-01;
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 - 4.3. Contact information for the nominee and the nominator;
 - 4.4. Optional CV (maximum 4 pages)

With the exception of the CV, items for submission should not exceed three (3) pages. ~~(These items, excluding the CV, should not exceed three (3) pages.~~ The Tributes Committee reserves the right to request further information.
5. The Office of the President will send all submitted nominations to the University Relations Department ~~the Chair of the Tributes Committee~~ as soon as the December 1st deadline has passed.

Commented [TW1]: Would posting externally on the Capilano U website be an important step for the process to attract external nominations? (Suggested text was marked to be removed by Senate)

Commented [SG2R1]: as well as posted on the external CapU website.

Commented [CM3R1]: Was the original text referring to a call for nominations to be posted on the Senate webpage or the actual nominations?

Commented [RT4R1]: I don't think we would post all nominations, just the successful candidate?

Commented [CM5]: "...no later than December 1 for convocation in the following calendar year. Nominations received after Dec. 1 will be considered for a subsequent convocation."

Commented [CM6]: Rewrite: With the exception of the CV, items for submission should not exceed three (3) pages.

6. University Relations will gather all nominations and supporting documentation for ~~the~~ Tributes Committee.
7. The Tributes Committee will meet and finalize its recommendations in time for the Chair of the Tributes Committee to present the name(s) and nomination information of recommended recipient(s) to ~~the~~ Senate for approval at its March meeting.
8. The Senate will send a list of successful nominees to the Office of the President immediately so that candidates ~~can~~ may be contacted. The Office of the President will send the list to the Board Chair for information prior to Convocation. This list will ~~include~~ the specific designation each successful nominee is to be awarded, from one of the following:
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 - and Doctor of Fine Arts (Honoris Causa), (D.F.A).
9. ~~The Office of~~ The President will personally communicate with the successful nominees. When they have confirmed their acceptance of the honor, announcements of the recipients of honorary degrees will be made via the Capilano University website.
10. The President's Office will send the final list of recipients to Special Events by April 1.

Commented [TW7]: This step has been added since the prior version: May 2015. Senate tributes committee has so far agreed.

Commented [CM8]: add "the"

Commented [CM9]: will include.... is to be awarded..

Commented [SD10]: Can an "office" personally communicate? The Office of the President will notify the successful nominees?



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: September 15, 2023
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 September 15, 2023:

23/46 The new course, WLP 224 – Advanced Winter Skills, be recommended to Senate for approval.

A handwritten signature in blue ink that reads "Deb Jamison".

Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: Sep 15, 2023

Date: