



SENATE MEETING

Tuesday, November 7, 2023 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

Present: Stephen Williams (Interim Vice Chair), Deanna Baxter, John Brouwer, Sue Dritmanis, Thomas Flower, Brian Ganter, Raphael Gasc, Victor Gelano, Denise Gingrich, Kyle Guay, Patricia Heintzman, Deb Jamison, Manpreet Kaur, Laura Kinderman, Tracy Penny Light, Amina El Mantari, Brad Martin, Alysha Monk, Corey Muench, Lesley Nelson, Christina Neigel, Karandeep Sanghera, Ramin Shadmehr, Natasha Mrkic-Subotic, Michael Thoma, Diana Twiss, Kyle Vuorinen Recorder: Mary Jukich

Regrets: Paul Dangerfield, Laureen Styles

Guests: Miranda Huron, Manmeet Singh

Land Acknowledgement

Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the territories of the Lílwat, xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwataʔ/Selilwitulh (Tseil-Waututh) Nations.

1. Welcome

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

Dr. Laura Kinderman, Dean, Faculty of Business and Professional Studies was introduced and welcomed to Senate.

Alysha Monk, new voting staff representative was introduced and welcomed to Senate.

Sue Dritmanis assumed voting rights for the Faculty of Business and Professional Studies.

2. Approval of the Agenda

Ramin Shadmehr moved and Deb Jamison seconded:
 To adopt the agenda.

CARRIED

3. Approval of the Minutes

Lesley Nelson moved and Kyle Guay seconded:
 To adopt the October 3, 2023 minutes.

CARRIED



SENATE MEETING

Tuesday, November 7, 2023 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

4. CSU Presentation

Representatives from the Capilano Students Union provided a presentation and overview of the work and activities that are underway at the CSU for this year.

5. Correspondence Received

An email with respect to the interim Senate Vice-Chair role from Paul Dangerfield, Chair of Senate was recorded as received by Senate.

6. Business Arising

6.1 Vice-Chair Nominating Committee

Presented by: Brad Martin

As a result of Robert Thomson's recent resignation, the Vice-Chair Nominating Committee put out a call for nominations for Senate Vice-Chair for the term January to June 2024 and two nominations were received, one for Sue Dritmanis and one for Karandeep Sanghera.

The Chair of the Vice-Chair Nominating Committee called two times for further nominations, and no other nominations were received.

The two candidates, Sue Dritmanis and Karandeep Sanghera, indicated acceptance of the nominations and provided a brief personal biography. A paper ballot election was undertaken, and Sue Dritmanis was elected as Vice-Chair of Senate for the term January to June 2024.

6.2 Academic Schedule 2024/2025 Update

Presented by: Kyle Vuorinen

As a follow up to the concerns raised at the October Senate meeting with respect to the 2024/2025 academic schedule, the following update was provided:

- The Registrar reviewed the deadline for grades during the fall term and determined that there was no opportunity for movement of the final grade deadline. It was noted that the deadline set is for the advantage of students particularly if they are applying to transfer to other institutions, and for students who may be looking to appeal their academic standing.



SENATE MEETING

Tuesday, November 7, 2023 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

- In terms of the concern around early registration for the fall 2025 period, the period will start in late June rather than early July. There was an opportunity to do this given the way the dates fell during the calendar year. Other post-secondary institutions follow this practice, and this is advantageous for both the institution and students particularly if the students can select their courses sooner.
- Consideration of a fall reading break will require a fulsome discussion institutionally with the entire campus community as this will require starting the term before Labour Day which is a significant shift for the University.

6.3 Senate Self-Evaluation Committee Survey Results

Presented By: Christina Neigel

As background, at the October Senate meeting the report with respect to the survey was more of a synthesis with recommendations, as opposed to providing the actual survey. This prevented an issue around protecting people's ability to share in the survey without having their comments exposed. Past practice was to include the survey within the agenda packages; however, the packages are posted to the website and this raises concerns around sharing information. The primary concern is to ensure that when people are invited to respond to a questionnaire, they are doing so with some level of confidence to share their experiences. The committee will be reviewing and determining a process to share findings, and in the interim, the survey results without the qualitative information will be posted to Teams.

7. New Business

No new business was presented.

8. Committee Reports

8.1 Academic Planning and Program Review Committee

Presented by: Sue Dritmanis

The committee met on October 10 and approved the 2021/22 program review cycle as complete for the following programs:

- Jazz Studies Diploma
- Bachelor of Music in Jazz Studies - Performance/Composition
- Bachelor of Music in Jazz Studies – Education



SENATE MEETING

Tuesday, November 7, 2023 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

8.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The committee met on October 10 and October 24 and undertook a final review of the Academic Accommodations for Students with Disabilities Policy and Procedure and finalized work on the Senate Bylaws and Senate Election Procedures.

8.2.1 S2023-XX External Advisory Committees Policy S2023-XX-X External Advisory Committees Procedures

Senate members were presented with the new External Advisory Committee policy and procedures documents. Currently there is a Board policy, B.103 Program Advisory Committees, and the proposal is to create a new policy and procedures document and to change the oversight from the Board of Governors to Senate.

On discussion and review, some concerns were raised particularly with the role of deans on the committee, the limit to the term of external members and whether the self-review by the committee of its work was necessary. In this regard, Senate members indicated the concerns raised merit further discussion and it was suggested that the policy and procedures document be brought back to the committee.

Karandeep Sangera moved and Denise Gingham seconded:

23/30 To send the External Advisory Committees Policy and Procedures documents back to the Bylaw, Policy and Procedures Committee.

CARRIED

B.103 Program Advisory Committees Policy

Once the new Senate policy and procedure are approved, the Board of Governors will rescind this policy.

8.2.2 Senate Bylaws



SENATE MEETING

Tuesday, November 7, 2023 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

Senate members were presented with the revisions to the Senate Bylaws. On review and discussion, no comments or concerns were raised.

Prior to the vote, it was noted that a two-thirds majority vote of Senate was required for the motion to pass.

Corey Muench moved and Sue Dritmanis seconded:

23/31 Senate approve the proposed revisions to the Senate Bylaws.

CARRIED
15 Yes
2 Abstentions

Stephen Williams moved and Manpreet seconded:

To extend the meeting to 6:15 pm.

CARRIED

8.2.3 Senate Election Procedures

Senate members were presented with the revisions to the Senate Election Procedures. On review and discussion, no comments or concerns were raised.

Cory Muench moved and Kyle Guay seconded:

23/32 Senate approve the proposed revisions to the Senate Election Procedures.

CARRIED

8.3 Curriculum Committee

Presented by: Deb Jamison

8.3.1 Resolution Memorandum

The resolutions brought forward from the October 20, 2023 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Kyle Guay seconded:

23/33 Senate approve SCC Resolution 23/47.

CARRIED

8.4 Teaching and Learning Committee

Presented by: Diana Twiss



SENATE MEETING

Tuesday, November 7, 2023 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

The committee was scheduled to meet on October 17 and had received the Indigenous Framework. However, the meeting was cancelled so that members could attend the inauguration of the Elders.

8.5 Budget Advisory Committee

Presented by: Michael Thoma

The Senate Budget Advisory Committee (SBAC) met on October 26 and was provided with a presentation of the PSI (Post-Secondary Institutions) fiscal year end results for fiscal 2022/23. In addition, the committee was provided with a financial update for the fiscal 2023/24 Quarter 2 Forecast, which forecast a surplus of \$8.7 million, which is a \$12 million favourable variance compared to the Board-approved deficit budget of \$3.3 million.

An update on the Integrated Planning fiscal 2024/2025 was also provided which indicated that the university is working through the process of planning, information gathering and determining the best way to move integrated planning forward.

9. Other Reports

9.1 Senate Chair

The Chair was not at the meeting and a report was not presented.

9.2 Senate Interim Vice-Chair

Stephen Williams reported that as interim Vice-Chair, he has been attending the Senate committee meetings.

9.3 VP Academic and Provost

The VP Academic and Provost was not at the meeting and a report was not presented.

9.4 Board Report

Patricia Heintzman reported that the Board has not met since the October Senate meeting. The next Board meeting is scheduled for November 28th.



SENATE MEETING

Tuesday, November 7, 2023 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

9.5 Elder Report

Elder Latash did not attend the meeting and a report was not presented.

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 6:07 pm.

Next Meeting: Tuesday, December 5, 2023
