



SENATE REGULAR MEETING

Tuesday, October 4, 2022 4:00 – 6:00 pm
Capilano University – Library Room 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 September 6, 2022 Minutes – Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
 - 5.1 Volunteers for Senate Subcommittees – *Information* Paul Dangerfield
Schedule 5.1
6. **New Business**
 - 6.1 Fall Schedule of Dates (September 19) – *Decision* Kyle Vuorinen
Schedule 6.1
 - 6.2. Annual Academic Schedule – *Information* Kyle Vuorinen
Schedule 6.2
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Decision* Sue Dritmanis

Concept Paper Evaluation Framework – [Reference Document](#)
 - 7.1.1 Concept Paper - Starting Your Own Business – [Link to Proposal](#) Schedule 7.1.1
 - 7.2 Bylaw, Policy and Procedure Committee – *Information* Corey Muench
 - 7.3 Curriculum Committee – *Decision* Deb Jamison
 - 7.3.1 Resolution Memo Schedule 7.3.1
[September 16 Agenda Package](#) / [September 16 Draft Minutes](#)



SENATE REGULAR MEETING
Tuesday, October 4, 2022 4:00 – 6:00 pm
Capilano University – Library Room 322

AGENDA

- | | |
|--|-------------------|
| 7.4 Teaching and Learning Committee – <i>Information</i> | Diana Twiss |
| 7.5 Budget Advisory Committee – <i>Information</i> | Michael Thoma |
| 8. Other Reports | |
| 8.1 Chair of Senate - <i>Information</i> | Paul Dangerfield |
| 8.2 Vice Chair of Senate – <i>Information</i> | Robert Thomson |
| 8.3 VP Academic and Provost – <i>Information</i> | Laureen Styles |
| 8.4 Board Report – <i>Information</i> | Rose Anza Burgess |
| 8.5 Elder Report - <i>Information</i> | Elder Latash |
| 9. Discussion Items | |
| 10. Other Business | |
| 11. Information Items | |



SENATE MEETING

Tuesday, September 6, 2022 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Deanna Baxter, John Brouwer, Graham Cook, Sue Dritmanis, Lara Duke, Brian Ganter, Victor Gelano, Christy Goerzen, Kyle Guay, Deb Jamison, Khwaish Kochhar, Maia Lomelino, Anthea Mallinson, Corey Muench, Essya Nabbali, Christina Neigel, Ramin Shadmehr, Dennis Silvestrone, Laureen Styles, Michael Thoma, Robert Thomson, Diana Twiss, Kyle Vuorinen, Recorder: Mary Jukich

Regrets: Pardis Daneshyar, Iana Dokuchaeva, Brad Martin, Lesley Nelson, Jason Tam, Rose Anza Burgess

Guests: Elder Latash, Delhia Nahanee, Manpreet

Acknowledgement

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

1. Welcome

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

The following members of Senate were introduced and welcomed:

- Elder Latash and his wife Delhia
- Graham Cook, Acting Dean, Faculty of Arts and Sciences.
- Victor Gelano, non-voting faculty representative from the Faculty of Global and Community Studies.
- Maia Lomelino, voting student representative
- Khwaish Kochhar, returning voting student representative

2. Approval of the Agenda

*Paul Dangerfield moved and Dennis Silvestrone seconded:
 To adopt the agenda.*

CARRIED

3. Approval of the Minutes

*Paul Dangerfield moved and Diana Twiss seconded:
 To adopt the August 16, 2022 minutes.*

CARRIED



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Tuesday, September 6, 2022 4:00 pm
Capilano University, Library Building, Room LB 322

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4. 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 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 2023 Convocation Dates

Presented by: Kyle Vuorinen

The Registrar informed Senate that the convocation ceremonies previously scheduled for February 2023 were cancelled and an additional day of ceremonies was added to the June schedule. Accordingly, for the next calendar year, convocation ceremonies will take place on June 7th, 8th, and 9th, 2023.

6.2 Senate Election - Faculty of Global and Community Studies Update

Presented by: Kyle Vuorinen

Senate was informed that Victor Gelano was acclaimed as the non-voting faculty representative from the Faculty of Global and Community Studies.

6.3 Self-Evaluation Committee – Request to Convene

Presented by: Paul Dangerfield

The Self-Evaluation Committee will reconvene to undertake an in-depth review of the questions, and wording, within the Senate self-survey.

6.4 Volunteers for Senate Subcommittees

Presented by: Paul Dangerfield



SENATE MEETING

Tuesday, September 6, 2022 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

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

7. New Business

7.1 Academic Plan Update

Presented by: Laureen Styles

As background, the university academic plan Illuminating 2030 (I2030) was approved by the Board of Governors on the recommendation of Senate in February, 2021. Building on Envisioning 2030, the university plan, I2030 sets the academic direction with a range of actions identified for implementation over the next five years.

In order to keep Senate and the university apprised of progress, an update on the academic plan will be provided annually in September. As such, Senate was provided with the first report which will serve as a key part of the connection with accountability and information sharing. It was noted that the document was not intended to be exhaustive but meant to highlight some of the key longstanding or systemic changes and activities institutionally that are tracking to the university's commitment to the actions identified in I2030.

Laureen Styles moved and Lara Duke seconded:

22/53 That the provost's update on Illuminating 2030 be received as information.

CARRIED

7.2 Graduates

Presented by: Kyle Vuorinen

Senate was presented with a list of 329 students from the five Faculties, as verified by the Registrar's Office to have met the graduation requirements of their program.

Kyle Vuorinen moved and Deb Jamison seconded:

22/54 Senate approve the 329 students as graduates of the university and having completed the program requirements for their respective credentials.

CARRIED



SENATE MEETING

Tuesday, September 6, 2022 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

7.3 Senate By-Election – Student Representative

Presented by: Kyle Vuorinen

Senate was provided with the by-election timeline to fill the vacant student voting seat. The call for nominations will open on September 29 and results announced on November 18.

7.4 Call for Honorary Degrees and Faculty Emeritus

Presented by: Kyle Guay

Senate was informed that the Tributes Committee will be calling 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.

8. Committee Reports

8.1 Academic Planning and Program Review Committee

Presented by: Sue Dritmanis

The committee met on August 23 and reviewed the concept paper for the 15-credit Entrepreneurship Certificate from the School of Business. However, on review of the concept paper, the committee requested that the presenters bring the concept paper back to the committee with additional information.

The 1-year progress reports for the Associate of Science in Biology, the Engineering Transfer Diploma and Engineering Transfer Certificate were also reviewed.

The committee also confirmed the 2021-2022 program review cycle as complete for the Music Diploma and the Conducting in Music Certificate.

8.2 Bylaw, Policy and Procedure Committee

The committee has not met since the last Senate meeting and is scheduled to meet on September 13th.

8.3 Curriculum Committee

Presented by: Deb Jamison



SENATE MEETING

Tuesday, September 6, 2022 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

8.3.1 Resolution Memorandum

The resolutions brought forward from the August 19, 2022 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Sue Dritmanis seconded:

22/55 Senate approve SCC Resolutions 22/57, 22/58, 22/60 and 22/61.

CARRIED

8.3.2 Bachelor of Environment and Society Diploma in Environment and Society Minor in Environment and Society

Resolution 22/59 brought forward from the August 19, 2022 Senate Curriculum Committee meeting was also presented to Senate.

Deb Jamison moved and Kyle Guay seconded:

22/56 Senate approve the Stage 2 Full Program Proposal for submission to the Degree Quality Assessment Board for the following credentials:

CARRIED

- Bachelor of Environment and Society
- Minor in Environment and Society
- Diploma in Environment and Society

8.4 Teaching and Learning Committee

Presented by: Diana Twiss

The committee has not met since the last Senate meeting, and is scheduled to meet on September 21st.

8.5 Budget Advisory Committee

Presented by: Michael Thoma

The Committee has not met since the last Senate meeting, and is scheduled to meet on October 20th.



SENATE MEETING

Tuesday, September 6, 2022 4:00 pm
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MINUTES

9. Other Reports

9.1 Senate Chair

A report from the Senate Chair was not provided at this meeting.

9.2 Senate Vice-Chair

The Vice-Chair encouraged Senators to volunteer on the Senate subcommittees.

9.3 VP Academic and Provost

Laureen Styles provided the Vice President Academic and Provost report, including the following highlights:

Some activities in progress include:

- DQAB is reviewing criteria for degrees and the university will be providing an institutional response and feedback.
- There is engagement across the Vice-President Academic and Provosts with the Ministry of Advanced Education Skills and Training on dual credits for input on the process, and Dr. Mahboubi will be attending the session.

9.4 Board Report

As the Board liaison, Rose Anza Burgess, was absent, a report was not provided.

9.5 Elder Report

Elder Latash provided a welcome to Senators and shared some history on his family history, ancestors and culture.

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 5:55 pm.

Next Meeting: Tuesday, October 4, 2022



CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2022 – June 2023

Academic Planning and Program Review Committee

Membership: Senators and non-Senators

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	Bettina Boyle
Faculty	Christine Sjolander
Faculty	Vacant
Faculty	Stephen Williams
Faculty	Sue Dritmanis (Chair)
Faculty	John Brouwer
Faculty*	
Staff	Mila Mattson
Staff	Shahnaz Darayan
Student	Alea Rzeplinski
Student	Vacant
(Non-Voting) Resource Members	
Administrator	Francisco Silva
Administrator	Aurelea Mahood
Administrator	Vacant

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



CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2022 – June 2023

Budget Advisory Committee

Membership: Senators

Meetings: Schedule is determined at first meeting

(Voting)	
Vice-Chair of Senate	Robert Thomson
Administrator	Dennis Silvestrone
Administrator	Lara Duke
Faculty	Deb Jamison
Faculty	Michael Thoma
Faculty	Anthea Mallinson
Faculty*	
Staff	Lesley Nelson
Student	Vacant
Ex-Officio Member (Non-Voting)	
President	Paul Dangerfield
VP Finance and Administration	Tally Bains

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



CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2022 – June 2023

By-law, Policy and Procedure Committee

Membership: Senators and non-Senators

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 (Chair)
Faculty	Sue Dritmanis
Faculty	Sara El Rayess
Faculty*	
Staff	Vacant
Student	Terrence Alanis
(Non-Voting) Resource Members	
Administrator	Jordan Lovig
Manager of Policy, Privacy & Governance	Jennifer Jamieson / Lynn Newman

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



CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2022 – June 2023

Teaching and Learning Committee

Membership: Senators and non-Senators

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

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Robert Thomson
Administrator	Pouyan Mahboubi
Faculty	Diana Twiss (Chair)
Faculty	Amirhossein Amiraslani
Faculty	Tahmina Shayan
Faculty	Christine Jackson
Faculty	Lydia Watson/Blake Rowsell
Faculty*	
Librarian	Krystyna Nowak
Staff	Rose Anza-Burgess
Student	Alea Rzeplinski
(Non-Voting)	
Administrator, Centre for Teaching Excellence (CTE)	Vacant
Administrator, Information Technology (IT)	Darren Broder
Administrator, Creative Activity, Research and Scholarship (CARS)	Dawn Whitworth
Executive Member, Capilano Student Union	Vacant
Administrator, Indigenous Education and Affairs	Miranda Huron

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CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2022 – June 2023

Vice-Chair Nominating Committee

Membership: Senators

Meetings: One or two meetings between March and April

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

Self-Evaluation Committee

Membership: Senators

Meetings: One or two meetings between March and April

Administrator	Christina Neigel (Chair)
Faculty	Robert Thomson
Faculty	Kyle Guay
Faculty	Essya Nabbali
Staff	Iana Dokuchaeva
Student	Khwaish Kochhar

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CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2022 – June 2023

Tributes Committee

Membership: Senators

Meetings: Schedule is determined at first meeting

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Robert Thomson
Administrator	Dennis Silvestrone
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

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	Vacant
Ex-Officio Member (Non-Voting)	
Executive Director, Advancement	Vacant

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



CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2022 – June 2023

Curriculum Committee (Senators and non-Senators)

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	Jennifer Nesselroad
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	Vacant
Library	Jennifer Goerzen
Student Services	Adam Vincent
Students (1 Year Term)	Alisha Samnani
	Jason Tam
	Karandeep Sanghera
Administrators (VP)	Laureen Styles
Dean (Acting)	Graham Cook
Dean	Ramin Shadmehr
Dean	Lara Duke
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

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



SENATE REPORT

To: Senate
From: Laureen Styles, VPA and Provost & Kyle Vuorinen, Registrar
Re: Schedule of dates 2022/23 – September 19
Date: September 27, 2022

BACKGROUND

September 19, 2022 was declared a holiday for the public sector (including schools and public post-secondary institutions) by the premier of the province in order to acknowledge the death of Queen Elizabeth II. This was an unexpected and unplanned holiday.

DISCUSSION

The university schedule of dates is set on an annual basis based on [Policy B.107](#) that identifies a range of instructional days per semester. With this unexpected holiday, the number of instruction days has now been reduced by one day below the minimum as set out by policy. Recognizing this, creating an additional *voluntary option* for faculty to hold an additional class on December 6 is warranted in support of student learning. December 6 in the current schedule is not a scheduled instructional day, with the exam period commencing December 7. Communication about this option could be shared out from the VPA & Provost to deans of Faculties.

RECOMMENDED MOTION:

THAT Senate, recognizing that the number of instructional days in the semester has fallen below the minimum by policy, endorses creating an additional voluntary option for classes to be held December 6, 2022.

MEMO

To: Senate
From: Kyle Vuorinen, Registrar
Subject: Academic Schedule for 2023-24
Date: September 22, 2022
cc:

ACADEMIC SCHEDULE FOR 2023-24

Please see the following document outlining the various important dates and deadlines for the 2023 – 2024 academic year (September to August).

MOTION:

That Senate accept as information, the academic schedule for the 2023 – 2024 academic year.

September 1, 2023	Fall 2023 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 4, 2023	University Closed for Labour Day
September 5, 2023	Fall 2023 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 5 – 18, 2023 *	Fall 2023 Add/Drop Period
September 19 – November 10, 2023 *	Fall 2023 Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a “W”.</i>
September 29, 2023	University Closed for National Day for Truth and Reconciliation (in lieu)
October 9, 2023	University Closed for Thanksgiving Day
November 9, 2023	Reading Break Please check the Capilano University Library website for hours of operation.
November 10, 2023	University Closed for Remembrance Day (in lieu)
November 13 – 22, 2023	Spring 2024 Registration and Waitlisting
December 4, 2023	Last Day of Classes for Fall 2023 <i>Note: Some courses/programs continue until the last day of the examination period.</i> <i>Consult your program for further information.</i>
December 6 – 15, 2023	Fall 2023 Final Exam Period (Includes Saturday, December 9, 2023)
December 18, 2023 (4:00pm)	Fall 2023 Final Grade Submission Deadline for Faculty
December 18, 2023 (4:00pm)	Fee Payment Deadline – Spring 2024 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 19 – 20, 2023	Fall 2023 End-of-Term Processing Registration System Closed for Fall 2023 End-of-Term Processing and Spring 2024 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
December 21, 2023	Registration System Re-opens Students can add, drop, and waitlist for courses. <i>Note: In-person registration will be unavailable from December 25, 2023 through January 1, 2024 due to University closure.</i>

December 24, 2023 – January 1, 2024	University Closed <i>University closed December 25, 26, 28, and 29, 2023; and January 1, 2024. December 27 closed to the public. (departments may be open)</i>
January 3, 2024	Spring 2024 Term Commences <i>Note: Courses/programs commence on various days. Consult your program for further information.</i>
January 3 – 16, 2024*	Spring 2024 Add/Drop Period
January 17 – March 19, 2024*	Spring 2024 Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a “W”.</i>
February 19, 2024	University Closed for Family Day
February 20 – 23, 2024	Reading Break <i>Note: Please check the Capilano University Library website for hours of operation.</i>
March 4 - 8, 2024	Summer 2024 Registration and Waitlisting
March 29 – April 1, 2024	University Closed for Easter <i>Please check the Capilano University Library website for hours of operation.</i>
April 9, 2024	Last Day of Classes for Spring 2024 <i>Note: Some courses/programs continue until the last day of the examination period. Consult your program for further information.</i>
April 11 – 19, 2024	Spring 2024 Final Exam Period (includes Saturday, April 13, 2024)
April 22, 2024 (4:00pm)	Spring 2024 Final Grade Submission Deadline for Faculty
April 22, 2024 (4:00pm)	Fee Payment Deadline – Summer 2024 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 23 - 24, 2024	Spring 2024 Grades and End-of-Term Processing Registration System Closed for Spring 2024 End-of-Term processing and Summer 2024 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
April 25, 2024	Registration System Re-opens Students can add, drop, and waitlist for courses.
May 6, 2024	Summer 2024 – Full Term Commences Summer 2024 – Session I Commences
May 6 - 10, 2024 *	Summer 2024– Session I Add/Drop Period
May 6 – 17, 2024 *	Summer 2024– Full Term Add/Drop Period
May 11 – 31, 2024 *	Summer 2024 – Session I Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a “W”.</i>
May 18 – July 12, 2024 *	Summer 2024 – Full Term Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a “W”.</i>
May 20, 2024	University Closed for Victoria Day

June 5 - 6, 2024	Spring 2024 Convocation
June 21, 2024	Last Day of Classes for Summer 2024 – Session I
June 24, 2024 (4:00pm)	Summer 2024 - Session I Final Grade Submission Deadline for Faculty
June 25, 2024	Summer 2024 – Session I Grades and End-of-Term Processing Registration System Closed for Summer 2024 - Session I grades processing. Students will not be able to add, drop, or waitlist for courses.
June 26, 2024	Registration System Re-opens Students can add, drop, and waitlist for courses.
July 1, 2024	University Closed for Canada Day
July 2, 2024	Summer 2024 – Session II Commences
July 2 – 8, 2024 *	Summer 2024 – Session II Add/Drop Period
July 2 – 12, 2024	Fall 2024 Registration and Waitlisting
July 9 – 26, 2024 *	Summer 2024 – Session II Withdrawal Period Note: During this period, withdrawals will be noted on the permanent student record as a “W”.
August 5, 2024	University Closed for BC Day
August 16, 2024	Last Day of Classes for Summer 2024 – Session II and Full Term
August 19, 2024 (4:00 p.m.)	Summer 2024 - Session II and Full Term Final Grade Submission Deadline for Faculty
August 19, 2024 (4:00 p.m.)	Fee Payment Deadline – Fall 2024 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 20 - 21, 2024	Summer 2024 - Session II and Full Term End-of-Term Processing Registration System Closed for Summer End-of-Term processing and Fall 2024 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
August 22, 2024	Registration System Re-opens Students can add, drop, and waitlist for courses.
September 2, 2024	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 REPORT

AGENDA ITEM:	Certificate – Starting Your Own Business: Concept Paper
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	Tuesday, October 4, 2022
PRESENTER:	Sue Dritmanis

PURPOSE

This 15-credit certificate proposed by the School of Business is intended to provide already highly skilled individuals across all disciplines who have marketable skills and competencies with the essential entrepreneurial skills, competitive strategies, and confidence to launch and manage their own businesses. It will serve the needs of non-traditional, domestic adult learners and career-changers who are business-ready with a service or product idea but who are pre-launch. In addition, it will provide entrepreneurship skills to new graduates of Capilano University programs who have future plans to start their own businesses, including those in Early Childhood Education interested in launching a daycare, and those pursuing their own independent practice as rehabilitation assistants, paralegals, graphic designers, artists, musicians, tourism/outdoor recreation operators, and others. The program will be offered part-time, evenings, weekends, or via block scheduling, using online learning to provide flexibility.

BACKGROUND

According to a 2019 Business Development Bank of Canada report, one in four Canadians want to start their own business, and almost 50% of students hope to become entrepreneurs. The program differs from other B.C.-based educational opportunities for first-time business owners in the length of time to completion (8 months), its credit-bearing status which allows students to ladder into other School of Business credentials, its ability to meet Blue Seal certification for tradespeople (confirming their achievement in business competencies), and how it connects students to co-curricular activities through the University's new Ignition Hub and to mentorship and support from the Indigenous Digital Accelerator for those eligible. The program will focus on the skills required to start and run a successful small business, including developing business plans, bookkeeping/accounting, digital marketing, B.C. labour law, and project management.

DISCUSSION

The School of Business is currently undertaking a comprehensive mapping of its Bachelor of Business Administration curriculum which will impact the design and choice of courses for this proposed Certificate. New courses will need to be developed, some in conjunction with the Industry Training Authority (ITA).

RECOMMENDATION

THAT Senate approve the Concept Paper for the Certificate in Starting Your Own Business.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: September 20, 2022
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 16, 2022:

- 22/62** The new course, TOUR 275 – Tourism and the Sustainable Development Goals, with the suggested revisions included in the course outline provided on the floor, be recommended to Senate for approval.
- 22/63** The new course, DOCS 315 – Documentary Field Studies I, be recommended to Senate for approval.
- 22/64** Cap Core designation under the heading Experiential to ENSO 200 – Regional Studies I – Environmental Stewardship and ENSO 300 – Regional Studies II – Applied Environmental Stewardship be recommended to Senate for approval.

Deb Jamison, Chair
Senate Curriculum Committee

Date: Sep 20, 2022

Paul Dangerfield
Chair, Senate

Date: