



## SENATE MEETING

Tuesday, February 5<sup>th</sup>, 2019 4:00 – 6:00 pm  
Capilano University – LB 322

### AGENDA

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#### **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 January 8, 2019 Minutes – Decision** Senate Members  
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
  - 5.1 Student By-Election Update – *Information* Laureen Styles
  - 5.2 Senate Student Election Timeline – *Information* Laureen Styles  
Schedule 5.2
6. **New Business**
  - 6.1 2020 Meeting Schedule – *Decision* Majid Raja  
Schedule 6.1
  - 6.2 Senate Subcommittees Vacancies – *Information* Majid Raja
    - Faculty – Self-Evaluation
    - Student – Budget Advisory
    - Vice-Chair Nominating
    - Tributes
    - Naming
    - Curriculum Committee
7. **Committee Reports**
  - 7.1 Academic Planning and Program Review Committee Michael Thoma
    - 7.1.1 Program Review – Schedule 7.1.1
      - Bachelor of Arts with a Major in Liberal Studies - *Information*
  - 7.2 Bylaw, Policy and Procedure Committee Stephen Williams
    - 7.2.1 Senate Bylaws – *Decision* Schedule 7.2.1
      - Motion to Approve



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|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 7.2.2      | 2009-01 Senate Nominating Committee Mandate and Structure<br>Policy - <i>Decision</i><br>Motion to Approve                                                    | Schedule 7.2.2              |
| 7.2.3      | S2019-01 Admissions Policy – <i>Decision</i><br>Motion to Approve                                                                                             | Schedule 7.2.3              |
| 7.2.4      | S2017-03 Mature Student Admission Policy – <i>Decision</i><br>Motion to Rescind                                                                               | Schedule 7.2.4              |
| 7.2.5      | Faculty of Arts and Sciences Bylaws – <i>Decision</i><br>Motion to Approve                                                                                    | Schedule 7.2.5              |
| 7.3        | Curriculum Committee – <i>Decision</i><br><a href="#">Jan 18, 2019 – Agenda Package</a> / <a href="#">Jan 18, 2019 Draft Minutes</a><br>Resolution Memorandum | Deb Jamison<br>Schedule 7.3 |
| 7.4        | Instructional Technologies Advisory Committee – <i>Information</i>                                                                                            | Debbie Schachter            |
| 7.5        | Budget Advisory Committee – <i>Information</i>                                                                                                                | Marnie Findlater            |
| <b>8.</b>  | <b>Other Reports</b>                                                                                                                                          |                             |
| 8.1        | Chair of Senate – <i>Information</i>                                                                                                                          | Paul Dangerfield            |
| 8.2        | Vice Chair of Senate – <i>Information</i>                                                                                                                     | Majid Raja                  |
| 8.3        | VP Academic and Provost – <i>Information</i>                                                                                                                  | Laureen Styles              |
| 8.4        | Board Report – <i>Information</i>                                                                                                                             | Duncan Brown                |
| <b>9.</b>  | <b>Discussion Items</b>                                                                                                                                       |                             |
| <b>10.</b> | <b>Other Business</b>                                                                                                                                         |                             |
| <b>11.</b> | <b>Information Items</b>                                                                                                                                      |                             |
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### MINUTES

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**Present:** Majid Raja (Vice-Chair), Sean Ashley, Brent Calvert, Caroline Depatie, Marnie Findlater, David Fung, Kyle Guay, Michelle Gervais, Ted Gervan, Deb Jamison, Brad Martin, Pouyan Mahboubi, Corey Muench, Debbie Schachter, Ekaterina Sergeeva, Jaswinder Singh, Graeme Sleep, Judy Snaydon, Laureen Styles, Michael Thoma, Diana Twiss, Halia Valladares, Mark Vaughan, Stephanie Wells, Stephen Williams, Recording Secretary: Mary Jukich

**Regrets:** Cyndi Banks, Duncan Brown, Paul Dangerfield, Robin Furby, Aisha Lakhdhir, Joshua Millard, Lauren Moffatt, Adam Sale, Toran Savjord

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

#### **1. Welcome**

Dr. Pouyan Mahboubi the new Dean of the Faculty of Arts & Sciences was introduced and welcomed to Senate.

Caroline Depatie, voting representative from the Faculty of Global and Community Studies, was welcomed back to Senate.

In the absence of Adam Sale, Judy Snaydon assumed voting rights for the Faculty of Fine and Applied Arts.

In the absence of Lauren Moffatt, Mark Vaughan assumed voting rights for the Faculty of Arts & Sciences.

In the absence of Robin Furby, Majid Raja assumed voting rights for the Faculty of Business and Professional Studies.

Dilnavaz Dhillon, the outgoing student representative, was acknowledged and thanked for his contributions at Senate.



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#### 2. Approval of the Agenda

Under New Business, item 6.2 Graduates was added to the agenda.

*Brad Martin moved and Halia Valladares seconded:*  
To adopt the amended agenda.

**CARRIED**

#### 3. Approval of the Minutes

*Majid Raja moved and Stephanie Wells seconded:*  
To adopt the December 4, 2018 minutes.

**CARRIED**

#### 4. Correspondence Received

No correspondence was received.

#### 5. Business Arising

##### 5.1 Follow-up to Clarification Requested about Student Appeals Committee

*Presented by: Lauren Styles*

At a previous Senate meeting, a request was presented for clarification on why students were not included in some appeal tribunals under the new Student Appeals Policy B.109.

Clarification was provided that the rationale for including the statement is that there may be some situations wherein it may not be appropriate for students to participate in the tribunals as students are not bound to the same confidentiality as employees. Some examples of these situations may be sensitive issues, sexual misconduct, sexual harassment, etc.

#### 6. New Business

##### 6.1 Institute of Interdisciplinary Studies

*Presented by: Laureen Styles*

Senate was informed that the Institute of Interdisciplinary Studies was recently created. This is a new unit in the Faculty of Arts & Sciences that will house the Liberal Studies BA, and other programs (current or new) which formally combine resources of two or more disciplines from throughout the University.



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On discussion, it was suggested that a wider consultation with the campus community would have been beneficial because interdisciplinary studies are generally not limited to one faculty. It was noted that as this new Institute emerges, there are still opportunities to engage on how this will manifest across the University.

#### 6.2 Graduates

*Presented by: Laureen Styles*

Senate was presented with a list of 384 graduates from the five Faculties, verified by the Registrar's Office to have met the graduation requirements of their program.

*Laureen Styles moved and Michelle Gervais seconded:*

**19/01** Senate accept the students as graduates.

**CARRIED**

#### 7. Committee Reports

##### 7.1 Academic Planning and Program Review Committee

*Presented by: Michael Thoma*

At the meeting on December 11<sup>th</sup>, 2018, the Committee discussed the role of SAPPRC in the Program Review cycle. Program review is part of the Committee's mandate and there is a clearly defined process/procedure for program review. The Committee's role will be to approve the process, rather than the content, and to ensure that all steps of program review are completed. The approval of content will remain with the programs. SAPPRC will complete a one-year program review progress report that offers an overview of all program reviews at the University.

##### 7.2 Bylaw, Policy and Procedure Committee

*Presented by: Stephen Williams*

###### 7.2.1 Senate Bylaws – Notice of Motion

Senate was provided with a Notice of Motion of revisions to the Senate By-laws.



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On discussion, an issue was raised that the document included in the agenda package did not clearly indicate the proposed revisions to the Senate Bylaws. It was noted that as per past practice, a document with “track changes”, as well as the clean copy of the final draft document should have been provided to Senate for ease of review. Given the scope of the document, members requested that a document with track changes and a clean copy document be forwarded to Senate so that there is an opportunity for review and consultation with constituents.

#### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

##### 7.3.1 Resolution Memorandum

The resolutions brought forward from the December 14<sup>th</sup>, 2018 Senate Curriculum Committee meeting were presented to Senate for approval. On review of the Resolution Memorandum, a request was presented to pull resolution 18/112 for a separate discussion.

*Deb Jamison moved and Marnie Findlater seconded:*

**19/02** SCC resolutions 18/108 to 18/111 and 18/113 be adopted by Senate.

**CARRIED**

On review of resolution 18/112 and on further information provided, no other issues were raised.

*Deb Jamison moved and Michelle Gervais seconded:*

**19/03** SCC resolution 18/112 be adopted by Senate.

**CARRIED**

#### 7.4 Instructional Technologies Advisory Committee

*Presented by: Majid Raja*

Work is underway to schedule a meeting in order to elect a Chair for the Committee.



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#### 7.5 Budget Advisory Committee

*Presented by: Marnie Findlater*

The Committee met on December 17<sup>th</sup>, 2018 and were provided with the budget package that was presented to Executive. Some of the highlights of the documents included:

- Domestic numbers are declining across Canada; the new budget cycle is an opportunity to advance the University's priorities to increase the number of domestic students on campus.
- With the deferred revenue, the opportunities for projects that can be delivered in the next 12 months.
- There is a decrease in revenue from parking and the Bookstore which is more than offset by an increase in revenue from international tuition.
- 67% of expenditures are on salaries and benefits.
- Concern for this budget year is the employer health tax.

The next Committee meetings are scheduled for January 22 and February 19, 2019.

#### 8. Other Reports

##### 8.1 Chair of Senate

A report was not provided as the Chair was absent from the meeting.

##### 8.2 Vice-Chair Senate

Majid Raja, Vice-Chair, reported that with the help of IT Services work is underway in exploring new methods for managing Senate business, facilitating Senate and subcommittee meetings and engagement of the University community in exchange of information, ideas and feedback related to governance.



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#### 8.3 VP Academic and Provost

Laureen Styles, VP Academic and Provost provided the following updates:

- A request was received to open up the credential policy and to put forward some revisions in a timely manner so that the policy is in place which supports degree development.
- New credential development continues in a positive way and progress is being made in terms of proposed degrees.
- The policy on research with human subjects has been reviewed and is with the Research Ethics Board.

#### 8.4 Board Report

A report was not provided as the Board representative was absent. The next Board meeting is on Tuesday, January 22<sup>nd</sup>.

#### 9. Discussion Items

There was a brief discussion on exploring ways to leverage technology for review of Senate documents.

#### 10. Other Business

No other business was presented.

#### 11. Information Items

Laureen Styles, VP Academic and Provost reported that the graduation of the Senate student representative, Dilnavaz Dhillon triggers a by-election for a new student Senator. The Registrar's Office is in the process of determining a timeline for the by-election, and the student Senator membership on subcommittees will be recirculated.

There being no further general business, the meeting moved in-camera at 5:00 pm.

**Next Meeting: Tuesday, February 5<sup>th</sup>, 2019**

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**Memorandum**

To: Mary Jukich

From: Toran Savjord

Date: January 28, 2019

Subject: Spring 2019 Senate Student Election timeline and seats up for election.

**Spring 2019 Senate Election timeline:**

<b>Date</b>	<b>Action</b>	<b>Duration</b>
Thursday, March 7	Call for nominations	Two weeks
Thursday, March 21	Call for nominations CLOSED	One week
Friday, March 22: 11:30am	Orientation (by request)	
Thursday, March 28, 12:01 am	Voting OPEN	One week
Wednesday, April 3: 11:59pm	Voting CLOSED	
Friday, April 5	Election Results Announced	(Posted in two working days)

**Spring 2019 Senate seats up for election:**

Students	4 Voting	Term ending in July 31, 2020
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**CAPILANO UNIVERSITY SENATE  
2020 REGULAR MEETING SCHEDULE  
ROOM – LB 322**

<b>Meeting Date</b>	<b>Deadline for Submission of Agenda Items – 12:00 Noon</b>
<b>January 14 4:00 pm</b>	<b>January 7</b>
<b>February 4 4:00 pm</b>	<b>January 28</b>
<b>March 3 4:00 pm</b>	<b>February 25</b>
<b>April 7 4:00 pm</b>	<b>March 30</b>
<b>May 12 4:00 pm</b>	<b>May 5</b>
<b>June 3 (Wednesday) 4:00 pm</b>	<b>May 27</b>
<b>July – No Meeting</b>	
<b>August 18 4:00 pm</b>	<b>August 11</b>
<b>September 8 4:00 pm</b>	<b>September 1</b>
<b>October 6 4:00 pm</b>	<b>September 29</b>
<b>November 3 4:00 pm</b>	<b>October 27</b>
<b>December 1 4:00 pm</b>	<b>November 24</b>

**Late Additions** - Late additions deny Senate members the opportunity to consider the matter prior to the meeting and are therefore discouraged. In general, they are approved only in unusual circumstances and require the approval of the Chair of Senate. The Senate Administrative Assistant may not approve late additions to the Agenda.

## SENATE REPORT

Schedule 7.1.1

**AGENDA ITEM:** Program Review for Bachelor of Arts with a Major in Liberal Studies

Approval

**PURPOSE:**  Information

Discussion

**MEETING DATE:** February 5, 2019

**PRESENTER:** M. Thoma

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### PURPOSE

The Bachelor of Arts with a Major in Liberal Studies is the first program review brought to the Committee for approval that all steps in the program review process are successfully completed.

### BACKGROUND

The Committee was provided an overview of the program review for the Bachelor of Arts with a Major in Liberal Studies. Prior to the review, members were reminded that based on the presentation at the December 11<sup>th</sup>, 2018 meeting, the Committee's role and approach was to approve the process, rather than content, and to ensure that all steps in the program review process are successfully completed, foster institutional accountability for the implementation of action plans, and enhance institutional awareness of planned changes to programs and an understanding of common challenges and strength.

### RECOMMENDATION:

- That Senate accept for information the Program Review process has been completed for the Bachelor of Arts with a Major in Liberal Studies.

## SENATE REPORT

Schedule 7.2.1

<b>AGENDA ITEM:</b>	<b>Senate Bylaws</b>
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE:</b>	<b>November 5, 2019</b>
<b>PRESENTER:</b>	<b>Stephen Williams</b>

### **PURPOSE**

To update the Senate’s bylaws.

### **BACKGROUND**

The Senate bylaws were revised in 2016. The current revision work began with a previous version of the Bylaw, Policy and Procedure Committee with additional revisions from the current committee.

### **DISCUSSION**

The Senate is being presented with the previous version of the bylaws (watermarked “old version”) and a clean copy of the revised version (subtitled “presented to the Senate for approval, February 5, 2019”). The request at the December Senate meeting for a ‘track changes’ document has not been met.

A summary of changes to the Senate Bylaws:

Terminology revisions:

- “Shall” has been replaced with “will”, or in a few cases with “must” or “may”;
- “Senate” has been replaced with “the Senate” to comply with current practice;
- “Their” has been used in the few cases of “his/her”, specifically under 2.2;
- “Committees Clerk” replaced with “Senate Administrative Assistant”;
- “By-law” has been changed to “bylaw” to reflect a University standard set by Communications and Marketing; and
- Passive voice has been changed to active voice for clarity and consistency.

Rationale for deleted items:

- Items 2.2.3 and 2.2.4 addressed in article 3, so this was removed for clarity;
- The old Article 9 (Senate Student Appeals Committee) has been removed as it is addressed in a separate policy and procedures; and

- Mention of Senate Student Appeals Committee has been removed as this is addressed under its own policy and procedures document.

Rationale for added items:

- Item 3.7.4 was added to reflect compensation in the event a student is elected as Vice-Chair of the Senate;
- Items 6.2.1 and 6.2.2 were added for a clearer distinction between appointed and elected members; and
- Article 8 (The Senate Committees) contains new information about release time for particular committees to reflect Senate's decision in the last year.

**RECOMMENDATION**

*THAT the Senate approve the bylaws.*

Stephen Williams, Chair  
Senate Bylaw, Policy and Procedure Committee

**Article 1      Composition of the Senate**

**1.1**            The Senate will be composed in accordance with the *University Act* (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;
- 2.2.2 if the Vice-Chair is an alternate non-voting member, having the voting rights of the Chair, if the Chair is absent, and only in the instance of 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 interest 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 Chair to conduct the election of the Vice-Chair.
- 3.5** The election process will 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.
  - 3.5.2 Nominee(s) accepts or rejects 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.

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 work load will be adjusted by the nominee and the President.

**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 Procedure.

**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** Article 7.3 notwithstanding, 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, will 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 the 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 the 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.
- 8.5.1    If a chair is a faculty member, the release time will be no less than 0.5 sections per term.
- 8.5.2    If a chair is a staff member other than an administrative position, the release time will be no less 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.
- 8.5.3    If a chair is a staff member in an administrative position, the appropriate workload will be adjusted by the nominee and the President.
- 8.5.4    Release time is also subject to budgetary approval by the Board of Governors.

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

**8.7** 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 Conflict of Interest**

**9.1** A conflict of interest arises when a Senate member uses their position on the Senate to benefit themselves, friends, families, 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:

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 of 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 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.

- 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 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.
- 10.8** 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 REPORT

Schedule 7.2.2

<b>AGENDA ITEM:</b>	<b>Senate Nominating Committee Mandate and Structure</b>
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE:</b>	<b>February 5, 2019</b>
<b>PRESENTER:</b>	<b>Stephen Williams</b>

### **PURPOSE**

To approve the Senate Nominating Committee Mandate and Structure.

### **BACKGROUND**

This document accompanies the Senate Bylaws.


### **DISCUSSION**

Minor changes have been made to this document. The Senate is presented with a track changes document (from SharePoint) and a clean, revised document for approval.

### **RECOMMENDATION**

*THAT Senate approve the Senate Nominating Committee Mandate and Structure policy.*

Stephen Williams, Chair  
 Senate Bylaw, Policy and Procedure Committee

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>S2009-01</b>	<b>Vice President Academic and Provost</b>		
Policy Name			
<b>Senate Nominating Committee Mandate and Structure</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>		<b>B</b>	<b>2020</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>January 2009</b>	<b>May 2015</b>	<b>Senate Bylaws</b>	

### 1. REPORTING

1.1 The Senate Nominating Committee is a standing committee of the Senate.

### 2. MANDATE

2.1 To solicit interest for the Vice-Chair of Senate position at least one month prior to their election.

2.2 To submit a minimum of one nomination for the Vice-Chair position to the Senate for an election to be held in accordance with the Senate bylaws.

### 3. COMPOSITION

3.1. The Senate Nominating Committee will include elected and appointed members, both voting and non-voting, as outlined below:

Elected members (non-voting):

- Chair: The Chair will be a member of the Senate who is elected by the members of the Senate Nominating Committee.

Appointed members (voting):

- Four members are appointed by the Senate from the Senate's members. The committee will include two faculty members and two other members who are not faculty and are from two of the remaining three groups (staff, students, administrators).

3.2. The duties of the Chair of the Nominating Committee are as follows:

3.2.1 To call and chair the meetings of the Nominating Committee.

3.2.2 To present the nomination(s) of the Nominating Committee at the Senate.

- 3.3 Terms of Office:  
Each member is appointed annually. If vacancies occur, appointments will be made to complete the term.

#### **4. CONDUCT OF MEETINGS**

- 4.1.1 Schedule:  
At the call of the Chair as needed.
- 4.1.2 Quorum:  
Three members.
- 4.1.3 Tie Votes:  
In the event of a tie, the Chair will vote to break the tie.
- 4.1.4 Visitors to Meetings:  
Meetings will be held *in camera* because of issues of confidentiality.



## SENATE REPORT

Schedule 7.2.3

<b>AGENDA ITEM:</b>	<b>Admissions Policy</b>
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE:</b>	<b>February 5, 2019</b>
<b>PRESENTER:</b>	<b>Stephen Williams</b>

### **PURPOSE**

To approve an Admissions Policy so the University has in place a document that outlines the framework for admissions.

### **BACKGROUND**

Capilano University is operating without policies and procedures on admissions to programs. According to a recent review, a policy and procedure is required to meet best practices. This document is the first step in setting policy. A procedure document is in development.


### **DISCUSSION**

The Registrar's Office has created the draft policy. The Senate's Bylaw, Policy and Procedure Committee has reviewed and suggested changes to the policy. The committee would have preferred to present both the policy and the procedure documents to Senate at this time.

### **RECOMMENDATION**

*THAT Senate approve the Admissions Policy.*

Stephen Williams, Chair  
Senate Bylaw, Policy and Procedure Committee

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
S2019-01	<b>Vice-President Academic and Provost</b>		
Policy Name			
<b>Admissions</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>		<b>C</b>	<b>2022</b>
Date Issued	Date Revised	Related Policies, Reference	
		<b>S1999-09 Access and Accommodation</b> <b>S2002-03 Prior Learning Assessment</b> <b>S2013-01 Transfer Credit</b> <b>B.108 Credit and Non-Credit Courses</b> <b>B.202 Board Policy on Tuition and Other Fees</b> <b>B.109.1 Student Appeals</b> <b>OP.212 Tuition and Other Fees</b> <b>OP.605 Email for Students, Employees, Alumni and Emeriti</b>	

**1 PURPOSE**

The purpose of this policy is to establish principles and regulations for admission of applicants to credit programs at Capilano University (“University”).

**2 DEFINITIONS**

2.1 Applicant Types:

2.1.1 Applicant: An individual who applies for admission to a credit program(s) at the University.

2.1.2 Concurrent Studies Applicant: A high school student who applies for admission to a credit program(s) at the University and takes a University course(s) while still attending high school.

- 2.1.3 Domestic Applicant: An applicant who is a Canadian citizen, a permanent resident or has refugee status confirmed by Immigration, Refugees and Citizenship Canada.
- 2.2.7 High School Admission: An applicant may meet the high school graduation requirement by being a graduate from high school, by being currently enrolled in Grade 12, or by having equivalent education.
- 2.1.4 International Applicant: An applicant who is not a Domestic Applicant.
- 2.1.5 Visiting Student: An applicant who is enrolled in another post-secondary institute and wishes to take one or more courses at Capilano University without earning a credential.

## 2.2 Admit Types:

- 2.2.1 Competitive Admission: Admission to a program based on a competitive assessment of an applicant using published requirements. Programs will have academic requirements, and non-academic requirements. Program areas must have a selection-ranking rubric to support selection decisions.
- 2.2.2 Conditional Acceptance: Acceptance of an applicant subject to a condition, or set of conditions, pertaining to documents or requirements that the applicant must meet.
- 2.2.3 Discretionary Admission: Admission of an applicant who does not meet one or more of the academic, or non-academic admission requirements.
- 2.2.4 Final Acceptance: Acceptance of an applicant who meets all University and program requirements, and who has submitted all evidence necessary to substantiate their application for admission.
- 2.2.5 First Qualified-First Accepted: Admission to a program based on academic requirements only. Academic requirements consist of specific high school and/or post-secondary courses or credential required for admission as determined by the program area. In certain cases, programs may request attendance to a group or individual information session or submit employment history.
- 2.2.6 General Admission: An applicant who does not meet admission requirements to a specific program may be admitted under a General Admission status. An applicant can also apply directly into General Admission. General Admission permits a student to take courses. The applicant must meet the University's English Language Proficiency. General Admission is not a program that leads to its own credential.

### 3 SCOPE

This policy applies to all applicants applying for admission to University credit programs. Non-credit programs and industry service courses are not within the scope of this policy.

### 4 POLICY STATEMENT

#### Guiding Principles


- 4.1 The Senate is responsible for approving program admission requirements as determined by program areas for Competitive, First Qualified-First Accepted, and General Admission categories.
- 4.2 For programs with Competitive Admission requirements, the applicable program area will establish:
  - 4.2.1 Transparent criteria for assessment of academic and non-academic requirements.
  - 4.2.2 Selection ranking rubrics, which will be available to the Registrar upon request.
- 4.3 For programs with First Qualified-First Accepted admission requirements, an applicant will be accepted in order of the date on which their application was complete. A complete application is defined as one that fulfills all requirements for admission.
- 4.4 An applicant who does not meet the requirements for Competitive or First Qualified-First Accepted admission will be considered for Discretionary Admission. A Discretionary Admission application will be jointly approved by the Faculty Dean and the Registrar.
- 4.5 The University reserves the right to deny admission to an applicant, or to require a student to withdraw from the University, on the basis of fraudulent application or admissions practices. Such practices include, but are not limited to, submitting false or altered supporting documents that are required in the application and admissions process.
- 4.6 Joint approval from the Faculty Dean and Vice President, Academic and Provost is required for a program area to re-open applications once the application deadline has passed.
- 4.7 With approval/recommendation by the secondary school, a parent, and Faculty Dean, a high school student may take Concurrent Studies.

## **5 APPLICATION**

- 5.1 An applicant will apply to each program for which they wish to be considered for admission by the University.
- 5.2 An applicant will apply to two programs with one application fee.
- 5.3 An applicant will meet the program's published admission requirements.
- 5.4 An applicant will demonstrate/provide proof of the appropriate level of English Language Proficiency. The level of English Language Proficiency required may differ depending on the program. The Registrar, in consultation with the Faculty Dean, has the right to waive this requirement under special circumstances.
- 5.5 An applicant will submit official or certified documents for Final Acceptance.
- 5.6 All documents submitted by an applicant become the property of the University. The official and/or certified copies will not be released to the applicant, or anyone outside of the University. Irreplaceable documents will be returned to the applicant upon written request.
- 5.7 An applicant will receive a Conditional Acceptance pending satisfaction/proof of the admission requirements. Unless otherwise stated, the applicant will meet the applicable conditions thirty (30) calendar days prior to the start of their program in order to receive Final Acceptance.
- 5.8 An international applicant who has received Final Acceptance will have adequate medical coverage.
- 5.9 A visiting student will submit a Visiting Course Approval Form, or a Letter of Permission. Special approval will be provided to allow said student to be eligible to register in classes with pre-requisites.
- 5.10 The Registrar's Office will communicate admission decisions to applicants.

## **6 APPLICATION FEES**

- 6.1 Application fees will be determined, administered and communicated in accordance with University policy OP.212 Tuition and Other Fees.

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.		Officer Responsible	
<b>S2017-03</b>		<b>Registrar</b>	
Policy Name			
<b>Mature Student Admission</b>			
			Date of Next Policy Review
			<b>2020</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>November 2017</b>			

**1. PURPOSE**

- 1.1 This policy provides direction regarding admissions for students designated as mature students.

**2. SCOPE**

- 2.1 This policy relates to all individuals applying to Capilano University credit programs.

**3. POLICY STATEMENT**

- 3.1 Applicants nineteen (19) years of age or older who meet the University English Language Requirement but do not meet the minimum program academic admission requirements may apply as mature students. Students applying to programs with other admission requirements (such as portfolio submission, interview, etc.) must complete these requirements as part of the admission evaluation process.




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## MEMORANDUM

To: Senate

From: Faculty of Arts and Sciences

cc: Laureen Styles, VP Academic & Provost

Date: 27 November 2018

Re: Faculty Bylaws

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### EXECUTIVE SUMMARY

Section 40 of the University Act sets the power and duties of Faculties. Sub-section (c) allows the Faculty “to make rules for the government, direction and management of the faculty and its affairs and business” subject to the approval of the Senate. These bylaws were unanimously approved by the Faculty on 9 November 2018 for adoption effective 15 August 2019. They aim to fix a number of problems with the current “rules” (under current Senate-approved terms of reference) and are, as required, submitted to the Senate for ratification. The bylaws were developed by an ad hoc committee with representation from all three Schools in the Faculty of Arts & Sciences. The bylaws closely mirror the governance structure and rules adopted by KPU, VIU, and UFV, all of which are governed by the same sections of the University Act.

### RATIONALE

Currently, governance rules and structures are set by terms of reference documents previously approved by Senate. Terms of reference are for meeting bodies whereas faculties are established, according to the University Act, by the Board with the approval of Senate. It is our view, then, that faculties should have bylaws, not terms of reference. Further, a number of governance rules and structures currently in place are either carry-overs from when Capilano was a college, ill-defined, or simply not in accordance with what we do or need to do. The bylaws for the faculty of Arts and Sciences reflect how we wish to be organized and how we wish to govern ourselves in accordance with the powers delegated to Faculties in Part 8 of the University Act.

### APPROVALS

Senate

### SUMMARY OF REVISIONS

- Replace current faculty terms of reference with bylaws and, subsequently, faculty sub-committee terms of reference.
- Establish a faculty council as the main working governance body of the faculty.

- Establish standing sub-committees to carry out the business matters directed to them by the faculty or Faculty Council.
- Define roles and responsibilities of the faculty as a whole, the Faculty Council, and relevant sub-committees.





## Faculty of Arts and Sciences Bylaws

Approved by the Faculty on [date]

Ratified/Approved by Senate on [date]

### PREAMBLE

The structure, composition, and powers and duties of the Faculty are established by Sections 39-42 of the *University Act* (the Act).

### 1. DEFINITIONS

- 1.1. Key terms in these bylaws follow definitions in the Act.
- 1.2. Other clarifications:
  - 1.2.1. "Faculty" (upper-case "F") refers to the Faculty of Arts and Sciences.
  - 1.2.2. "faculty" (lower-case "f") refers to instructional employees of the Faculty.
  - 1.2.3. "student" refers to a person currently enrolled in credit courses in the university and registered into one of the programs in the Faculty.
  - 1.2.4. "University" means Capilano University.

### 2. COMPOSITION OF THE FACULTY

The Faculty will be composed of the following:

- 2.1 The Dean of the Faculty of Arts and Sciences;
- 2.2 The President or delegate;
- 2.3 All faculty appointed in the Faculty of Arts and Sciences: instructors, lab supervisors, special appointees, librarians and instructional associates;
- 2.4 Such other members of the teaching or administrative staff of the Faculty or University as the Faculty shall appoint in conformity with rules determined by the Faculty and approved by the Senate; staff are non-voting members of the Faculty; and,
- 2.5 Two students as non-voting representatives.
- 2.6 The Registrar as a non-voting member of the Faculty.

### 3. POWERS AND DUTIES OF THE FACULTY

Section 40 of the Act sets the powers and duties, and limits to these powers and duties.  
[See Appendix 1.]

#### 4. CHAIR AND VICE CHAIR

- 4.1 The Dean is the Chair of the Faculty.
- 4.2 A Vice-Chair is elected from the faculty for a two-year term. The Vice-Chair serves as the Chair in the absence of the Dean or when the Dean steps outside of the role of the Chair in a regular meeting of the Faculty.

#### 5. REGULAR MEETINGS OF THE FACULTY

- 5.1 The Faculty will hold a minimum of two regular meetings per year, normally in the spring and the fall terms. A minimum of fourteen (14) days' notice will be given prior to these meetings.
- 5.2 Agendas are prepared by the Chair and published and distributed to all faculty at least seven (7) days before the scheduled meeting.
- 5.3 Minutes of these regular Faculty meetings are taken, circulated, and archived by the Assistant to the Dean.
- 5.4 Quorum of regular Faculty meetings consists of twenty-five percent (25%) or thirty (30) members of the Faculty of Arts and Sciences whichever is the lower number.
- 5.5 Minutes of each meeting are circulated at the subsequent meeting.

#### 6. EXTRAORDINARY MEETINGS OF THE FACULTY

- 6.1 In matters of urgency extraordinary meetings may be called by:
  - 6.1.1 the Chair;
  - 6.1.2 the Vice-Chair in combination with the School Chairs;
  - or,
  - 6.1.3 written petition of at least 50% of voting members.
- 6.2 Notice of extraordinary meetings will be given seven (7) days prior to the meeting.
- 6.3 Minutes of extraordinary meetings will be taken and circulated at the subsequent regular meeting of the Faculty.
- 6.4 Extraordinary meetings of the Faculty will normally be closed to the University community.

#### 7. CONDUCT OF BUSINESS

- 7.1 Meetings of the Faculty will normally be open to members of the University community. The Chair will recognise at the beginning of meetings any non-members of the Faculty.
- 7.2 A meeting, or part thereof, may be held *in camera* subject to a majority vote by those present and eligible to vote.
- 7.3 Robert's Rules of Order will govern the conduct of all Faculty meetings.
- 7.4 Normal resolutions or motions require a simple majority of 50% plus one to pass. Amendments to these Bylaws require a majority of two-thirds of voting members present to pass.

- 7.5 To conduct its ordinary business in a timely and efficient way, the Faculty will establish a Faculty Council and relevant standing sub-committees.
- 7.6 The powers and duties of the Faculty Council and sub-committees are delegated to them by the Faculty but will not include matters on which the Senate requires a decision of the whole Faculty.

## 8. FACULTY COUNCIL

- 8.1 The Faculty of Arts and Sciences Council is the working academic governance body for the Faculty of the Arts and Sciences and is responsible for the Faculty's academic governance, planning, and management and for making recommendations to the Faculty, the Senate, and the University administration where appropriate.

### 8.2 Composition of the Faculty Council

The Faculty Council will be composed of the following:

- The Dean of the Faculty of Arts and Sciences (*ex officio*, voting)
- The Vice-Chair of the Faculty (*ex officio*, voting)
- The Chairs of the Schools (*ex officio*, voting)
- The coordinators of Faculty functional areas (*ex officio*, voting)
- Degree and program coordinators and convenors

### 8.3 Chair and Vice-Chair

- 8.3.1 The Chair of the Faculty Council is the Dean.
- 8.3.2 The Vice-Chair of the Faculty Council is the Vice-Chair of the Faculty.
- 8.3.3 The Vice-Chair will serve as chair in the absence of the Chair.

### 8.4 Meetings of the Faculty Council and Conduct of Business

- 8.4.1 The Faculty Council will meet a minimum of once per month between August 15<sup>th</sup> and June 15<sup>th</sup>.
- 8.4.2 A schedule of meetings will be distributed at the beginning of the fall term.
- 8.4.3 Agendas are prepared by the Chair with the help of Assistant to the Dean, and distributed to the Faculty at least seven (7) days before the scheduled meeting.
- 8.4.4 Minutes are taken, produced, and archived by the Assistant to the Dean.
- 8.4.5 Draft minutes of each meeting are circulated with the agenda for the subsequent meeting.
- 8.4.6 Quorum for the Faculty Council meetings is set at 50% of voting members and must include the Chair or Vice-Chair in the absence of the Chair.
- 8.4.7 Resolutions or motions require a simple majority of 50% plus one to pass.
- 8.4.8 Elections for elected positions will be conducted concurrently with elections for other elected positions in the Faculty normally in the spring term in time for the next academic year's scheduling.

- 8.4.9 Members of the Faculty Council are expected to act in the interests of the entire Faculty and to avoid conflicts of interest in accordance with University Policy B.506.

#### 8.5 Powers and Duties of the Faculty Council

- 8.5.1 The powers and duties of the Faculty Council are delegated to it by the Faculty. In general, the Faculty Council will:
- 8.5.1.1 Develop and maintain a set of Faculty rules and procedures for the governance of the Faculty (in accordance with the Act, and subject to the approval of the Faculty and subsequent ratification by the Senate);
  - 8.5.1.2 Make recommendations to the Senate on relevant academic matters, including the addition of new courses and programs, discontinuance of existing courses, and revisions to existing courses and programs;
  - 8.5.1.3 Make recommendations to the Faculty regarding joint-curricular initiatives with other Faculties;
  - 8.5.1.4 Make recommendations to the Senate, Board, and University administration on relevant matters;
  - 8.5.1.5 Facilitate information sharing within the Faculty and both to and from other Faculties and the University;
  - 8.5.1.6 Form standing sub-committees to expedite the conduct of its business and delegate limited authority to these committees. Sub-committees will conduct their business in accordance with their prescribed terms of reference. The terms of reference for the sub-committees will be approved by the Faculty upon the recommendation of the Faculty Council.;
  - 8.5.1.7 Form any *ad hoc* committees it deems necessary and expedient.

### 9. STANDING SUB-COMMITTEES OF THE FACULTY COUNCIL

#### 9.1 Curriculum Committee

- 9.1.1 Meets monthly during the fall and spring terms. The meeting schedule is set by the Chair of the sub-committee and distributed by the Dean's office.
- 9.1.2 Duties and responsibilities are set in the Sub-Committee's Terms of Reference.

#### 9.2 Strategic Planning Committee

- 9.2.1 Meets at least once during each fall and spring term. The meeting schedule is set by the Chair of the Sub-Committee and distributed by the Dean's office.
- 9.2.2 Duties and responsibilities are set in the Sub-Committee's Terms of Reference.

#### 9.3 Governance and Elections Committee

- 9.3.1 Meets at least once during each fall and spring term. The meeting schedule is set by the Chair of the Sub-Committee and distributed by the Dean's office.
- 9.3.2 Duties and responsibilities are set in the Sub-Committee's Terms of Reference.

#### 9.4 Research and Scholarship Committee

- 9.4.1 Meets at least once during each fall and spring term. The meeting schedule is set by the Chair of the Sub-Committee and distributed by the Dean's office.
- 9.4.2 Duties and responsibilities are set in the Sub-Committee's Terms of Reference.

### 10. REVIEW

- 10.1 These Bylaws will be reviewed one year after initial approval by the Senate and subsequently every five years.

Version date: November, 2018

Review date: January, 2020

## APPENDIX 1

### Part 8 — Faculties

#### Faculties

- 39** (1) The faculties of each university may be constituted by the board, on the recommendation of the senate.
- (2) A dean of a faculty is the chair of the faculty of which he or she is the dean.

#### Powers and duties of faculty

**40** A faculty has the following powers and duties:

- a) to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business;
- b) to provide for student representation in the meetings and proceedings of the faculty;
- c) subject to this Act and to the approval of the senate, to make rules for the government, direction and management of the faculty and its affairs and business;
- d) to determine, subject to the approval of the senate, the courses of instruction in the faculty;
- e) subject to an order of the president to the contrary, to prohibit lecturing and teaching in the faculty by persons other than appointed members of the teaching staff of the faculty and persons authorized by the faculty, and to prevent lecturing or teaching so prohibited;
- f) subject to the approval of the senate, to appoint for the examinations in each faculty examiners, who, subject to an appeal to the senate, must conduct examinations and determine the results;
- g) to deal with and, subject to an appeal to the senate, to decide on all applications and memorials by students and others in connection with their respective faculties;
- h) generally, to deal with all matters assigned to it by the board or the senate.

#### Approval of rules

- 41** A general rule made by a faculty is not effective or enforceable until a copy has been sent to the senate and the senate has given its approval.

**Advice to president**

- 42** Any of the faculties may advise the president in any matter affecting the interests of the university, whether academic or disciplinary, but that advice does not limit the powers and authority of the president.

*University Act:* [http://www.bclaws.ca/Recon/document/ID/freeside/00\\_96468\\_01#part8](http://www.bclaws.ca/Recon/document/ID/freeside/00_96468_01#part8)



**SENATE CURRICULUM COMMITTEE  
RESOLUTION MEMO**

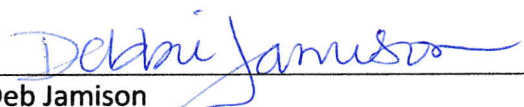
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**DATE:** January 21, 2019  
**TO:** Paul Dangerfield, Chair, Senate  
**FROM:** Deb Jamison, Chair, Senate Curriculum Committee

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The following motions were carried by the Senate Curriculum Committee at its meeting on January 18<sup>th</sup>, 2019. Please acknowledge below that the Senate endorses its approval of the following motions:

- 19/01** FILM 323 – Queer Cinema be recommended to Senate for approval as a Cap Core designated course under the heading *Culture and Creative Expression*.
  
- 19/02** The revisions to TOUR 250 – Tourism Operations I, TOUR 404 – Travel Distribution Management, TOUR 450 – Tourism Operations II, TOUR 422 – People Management – Human Relations in Tourism, TOUR 471 – Human Capital Development in Tourism Management, TOUR 373 – Convention Management and Service, TOUR 400 – Revenue Management and Advanced Sales in Tourism, TOUR 416 – Applied Hotel Financial Management, TOUR 451 – Hotel Operations II, TOUR 457 – Adventure Advanced Risk Management and Tourism Law, and TOUR 342 – Environmental Stewardship – Advanced Principles and Applications be recommended to Senate for approval.
  
- 19/03** The six new elective courses, LAW 322 – Animal Law, LAW 355 – Immigration Law, LAW 421 – Civil Litigation, LAW 423 – E-Discovery, LAW 443 – Commercial Real Estate Law, and LAW 453 – Financing the Tech Start-Up be recommended to Senate for approval, as well as the program profiles for the Paralegal Certificate, the Paralegal Certificate (Online), and the Bachelor of Legal Studies (Paralegal) Degree.
  
- 19/04** The revisions to the Animation Fundamentals Citation admissions requirement be recommended to Senate for approval.
  
- 19/05** The new courses, INMA 540 – Finance for International Business and INMA 545 – Research and Project Skills, and the revisions to the International Management Graduate Certificate, International Management Graduate Diploma, and North American and International Management Graduate Diploma program profiles be recommended to Senate for approval.

  
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Deb Jamison  
Chair, Senate Curriculum Committee

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Paul Dangerfield  
Chair, Senate

Date: Jan. 21, 2019

Date: \_\_\_\_\_