



SENATE MEETING

Tuesday, October 1st, 2019 4:00 – 6:00 pm
Capilano University – LB 322

AGENDA

Acknowledgement

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

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of the September 10th, 2019 Minutes – Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
 - 5.1 Faculty By-election Results Toran Savjord
6. **New Business**
 - 6.1 Annual Academic Schedule – *Information* Toran Savjord
Schedule 6.1
 - 6.2 Volunteers for Senate Subcommittees – *Information* Paul Dangerfield
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Information* Michael Thoma
 - 7.2 Bylaw, Policy and Procedure Committee – *Information* Marnie Findlater
 - 7.3 Curriculum Committee – *Decision* Deb Jamison
 - 7.3.1 Resolution Memo Schedule 7.3.1
[September 20 Agenda Package](#) / [September 20 Draft Minutes](#)
 - 7.4 Instructional Technologies Advisory Committee - *Information* Debbie Schachter
 - 7.5 Budget Advisory Committee – *Information* Marnie Findlater
8. **Other Reports**
 - 8.1 Chair of Senate – *Information* Paul Dangerfield



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| 8.2 Vice Chair of Senate – <i>Information</i> | Stephen Williams |
| 8.3 VP Academic and Provost – <i>Information</i> | Laureen Styles |
| 8.4 Board Report – <i>Information</i> | Duncan Brown |
| 9. Discussion Items | |
| 10. Other Business | |
| 11. Information Items | |
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Present: Paul Dangerfield (Chair), Sean Ashley, Christopher Ballard, Oscar Blue, Brent Calvert, Joel Cardinal, Lara Duke, Marnie Findlater, Michelle Gervais, Ted Gervan, Kyle Guay, Bridget Stringer-Holden, Deb Jamison, Pouyan Mahboubi, Anthea Mallinson, Brad Martin, Lauren Moffatt, Corey Muench, Alea Rzeplinski, Toran Savjord, Debbie Schachter, Judy Snaydon, Laureen Styles, Michael Thoma, Diana Twiss, Mark Vaughan, Stephanie Wells, Stephen Williams, Recording Secretary: Mary Jukich

Regrets: Cyndi Banks, Duncan Brown, David Fung, Majid Raja, Nandini Sharda, Jaswinder Singh

Acknowledgement

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

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

1. Welcome

Senate was informed that, during the faculty by-election period, Kyle Guay will assume voting rights for the Faculty of Global and Community Studies and Majid Raja (absent) voting rights for the Faculty of Business and Professional Studies.

2. Approval of the Agenda

*Paul Dangerfield moved and Kyle Guay seconded:
To adopt the agenda.*

CARRIED

3. Approval of the Minutes

*Paul Dangerfield moved and Marnie Findlater seconded:
To adopt the August 20th, 2019 minutes.*

CARRIED

4. Senate Orientation

The Senate orientation was presented, including a review of the Senate composition, bylaws, subcommittees, University Act, Robert's Rules, and the recently implemented inclusion of self-identified pronouns.



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The orientation document is posted on the [Senate website](#).

5. Correspondence Received

No correspondence was received.

6. Business Arising

5.1 Graduates

Presented by: Toran Savjord

Toran Savjord submitted a list of 17 additional June graduates, verified by the Registrar's Office, to have met the graduation requirements of their program.

Michelle Gervais moved and Laureen Styles seconded:

19/38 Senate accept the students as graduates.

CARRIED

Toran Savjord submitted a list of 367 graduates verified by the Registrar's Office to have met the graduation requirements of their programs.

Debbie Schachter moved and Deb Jamison seconded:

19/39 Senate accept the students as graduates.

CARRIED

7. New Business

7.1 Call for Honorary Degree and Faculty Emeritus Candidates

Presented by: Kyle Guay

As information, the Senate Tributes Committee will be calling for nominations for Honorary Degrees and Faculty Emeritus, on or about October 1st via Frontlines. Nominations must be submitted in writing no later than December 1st to the Office of the President, Attention: Honorary Degrees / Faculty Emeritus.

7.2 Volunteers for Senate Subcommittees

Presented by: Paul Dangerfield

Members were requested to review the Senate subcommittee listing and volunteer for vacant positions.



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8. Committee Reports

8.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

The Committee met on Tuesday, August 27, at which time the Program Review for the Bachelor of Business Administration, Diploma in Business Administration, Certificate in Business Administration, and Advanced Certificate in Business Administration was brought to the Committee for approval that all steps in the program review process were successfully completed.

The Committee was provided an overview of the program review for the credentials in Business Administration, including excerpts from the External Review. 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 were 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 strengths. During the Committee's review of the program review, questions arose regarding the number of doctorates in faculty, references to alumni in the review, which may contribute to the acknowledged need for a robust differentiation strategy, and clarification for resources necessary to implement changes.

Recommendation:

- That Senate accept for information the Program Review process has been completed for the Bachelor of Business Administration, Diploma in Business Administration, Certificate in Business Administration, and Advanced Certificate in Business Administration.

Also at the Committee meeting, the following items were discussed:

- The Terms of Reference for SAPPRC, rubrics and templates for Concept Papers and Stage 1 proposals, including the use of pronouns, the formation of a working group to prioritize program development proposals, as well as consideration for a future discussion of the institutional view of all the Program Reviews received to date.



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- A review of process is currently underway with Aurelea Mahood as the new Director, Academic Initiatives and Planning.
- A request for nominations for the Chair position was presented; however, there were no volunteers and as such, this will be revisited at the next meeting.

8.2 Bylaw, Policy and Procedure Committee

Presented by: Marnie Findlater

The Committee continues its work in reviewing policy and procedures, and recently reviewed the Admissions Procedure.

A question was raised with respect to prioritization of Committee work and it was noted that direction comes for the President, Vice-Presidents, and from the Policy, Privacy & Governance Office, in setting priorities.

8.3 Curriculum Committee

As the August 16th, 2019 Curriculum Committee meeting was cancelled, a report was not provided.

8.4 Instructional Technologies Advisory Committee

Presented by: Debbie Schachter

No report was provided as the working group has not yet met.

8.5 Budget Advisory Committee

Presented by: Marnie Findlater

The Committee met on August 27th, and there was discussion around setting a meeting schedule based on financial timelines, as well as reviewing the terms of reference to establish better clarity on the objective and mandate of the Committee.

The Committee was also presented with an overview of the Integrated Planning 2020/21 to 2022/23: Themes and High Level Process. This year's themes were



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highlighted, focussing on the main theme of increasing domestic enrolment at the University.

9. Other Reports

9.1 Chair of Senate

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

- Focus continues on ensuring more domestic students on campus. Work includes admissions review, recruiting and looking at the approach for international and indigenous student recruitment and how this can be applied to domestic students.
- Activities continue around the appropriate use of pronouns and taking this to a higher level around positive workspace and supporting diversity and integrating University processes.
- Staff in service areas were acknowledged for participating in the positive space workshops and faculty who have not yet attended, were also encouraged to participate.

9.2 Vice-Chair Senate

Stephen Williams, Vice-Chair of Senate, was pleased to note that carrying the Mace at both the student orientation and at graduation was part of the Senate Vice-Chair role.

9.3 VP Academic and Provost

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

- Senators were acknowledged for their work in terms of quality programs and programming and the important role they serve on standing committees.
- A Regional Director was hired for Sechelt and will be working with deans and others in evolving the next Academic Plan, serving the regional need in the Sunshine Coast and working with the Sechelt Nation.



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- Continuing conversations with the First Nations and how the University can adapt from an indigenous perspective and meeting the needs of the local community in informing the University priorities.
- The University has 19 new credentials in various stages of development and the work of the Academic Planning and Program Review Committee will continue to evolve on how priorities are set especially in alignment with University priorities.
- Appreciation was expressed for the important academic service and work that members do as Senators.

9.4 Board Report

On behalf of the Board representative Duncan Brown, Paul Dangerfield provided the following report:

- The Board elected Cherian Itty as Chair and Duncan Brown as Vice Chair.
- Four new members joined the Board: Barbara Joe and Roger So were appointed by the Minister of Advanced Education, Skills and Training and Grace Dupasquier and Layne North were elected as student representatives. As well, there is currently a vacancy on the Board at the faculty level.
- The Board approved three new proposed Degrees (Stage 2):
 - Bachelor of Science, General
 - Bachelor of Science in Human Kinetics
 - Bachelor of Arts, with a Major in English
 - Bachelor of Arts with a Major in English
 - Bachelor of Arts with a Major in English (Honours)
 - Minor in English
 - Minor in Creative Writing
 - Bachelor of Arts with a Major in English, Creative Writing Concentration
- As information, at Capilano University Foundation AGM on June 25th, 2019, the Foundation reviewed a report on better integrating the management



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structure of the Foundation with the University, and enhancing the focus on fund raising activities.

- The Board has already commenced its new year with orientation and planning meetings for all of the Board Committees. A full-day Board orientation meeting is scheduled for September 19 and the Board's first business meeting is scheduled for September 24.

10. Discussion Items

Kyle Guay encouraged everyone to participate in the "Back to Cap Run/Walk" event on Thursday, September 19th.

Toran Savjord provided a follow-up with respect to the discrepancy noted at the August meeting with respect to the Senate faculty by-election process. In going forward, and in aligning with other institutions, the posting period after the call for elections will be four weeks.

11. Other Business

No other business items were presented.

12. Information Items

No information items were presented.

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

Next Meeting: Tuesday, October 1st, 2019

CAPILANO UNIVERSITY ACADEMIC SCHEDULE & IMPORTANT DATES FALL 2020 TO SUMMER 2021

September 7, 2020	University Closed for Labour Day
September 8, 2020	Fall 2020 Term Commences / 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 8 – 21, 2020 *	Fall 2020 Add/Drop Period
September 22 – October 16, 2020 *	Fall 2020 Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
October 12, 2020	University Closed for Thanksgiving Day
November 11, 2020	University Closed for Remembrance Day
November 12, 2020	Reading Break Please check the Capilano University Library website for hours of operation.
November 16 – 24, 2020	Spring 2021 Registration and Waitlisting
December 7, 2020	Last Day of Classes for Fall 2020 <i>Note: Some courses/programs continue until the last day of the examination period. Consult your program for further information.</i>
December 9 – 17, 2020	Fall 2020 Final Exam Period (Includes Saturday, December 12, 2020)
December 20, 2020 (4:00pm)	Fall 2020 Final Grade Submission Deadline for Faculty
December 21, 2020 (4:00pm)	Fee Payment Deadline – Spring 2020 Full payment must be received by the Cashier's Office to avoid deregistration.
December 21 – 22, 2020	Fall 2020 End-of-Term Processing Registration System Closed for Fall 2020 End-of-Term Processing and Spring 2021 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
December 23, 2020	Registration System Re-opens Students can add, drop, and waitlist for courses. <i>Note: In-person registration will be unavailable from December 24, 2020, to December 31, 2020, due to University closure.</i>
December 24, 2020 – January 1, 2021	University Closed <i>University closed December 24, 25, 28, 29, 30, 31, and January 1, 2021. December 28, 29 and 30 closed to the public. (departments may be open)</i>
January 4, 2021	Spring 2021 Term Commences <i>Note: Courses/programs commence on various days. Consult your program for further information.</i>
January 4 – 15, 2021*	Spring 2021 Add/Drop Period
January 16 – February 19, 2021*	Spring 2021 Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
February 15, 2021	University Closed for Family Day
February 19, 2021	Winter 2021 Convocation
February 16 – 19, 2021	Reading Break <i>Note: Please check the Capilano University Library website for hours of operation.</i>
March 8 – 12, 2021	Summer 2021 Registration and Waitlisting
April 2 - 5, 2021	University Closed for Easter (days in lieu) <i>Please check the Capilano University Library website for hours of operation.</i>
April 9, 2021	Last Day of Classes for Spring 2021

CAPILANO UNIVERSITY ACADEMIC SCHEDULE & IMPORTANT DATES FALL 2020 TO SUMMER 2021

	<i>Note: Some courses/programs continue until the last day of the examination period. Consult your program for further information.</i>
April 13 – 22, 2021	Spring 2021 Final Exam Period (includes Saturday, April 17, 2021)
April 25, 2021 (4:00pm)	Spring 2021 Final Grade Submission Deadline for Faculty
April 26, 2021 (4:00pm)	Fee Payment Deadline – Summer 2021 Full payment must be received by the Cashier's Office to avoid deregistration.
April 26 – 27, 2021	Spring 2021 Grades and End-of-Term Processing Registration System Closed for Spring 2021 End-of-Term processing and Summer 2021 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
April 28, 2021	Registration System Re-opens Students can add, drop, and waitlist for courses.
May 10, 2021	Summer 2021 – Full Term Commences Summer 2021 – Session I Commences
May 10 - 14, 2021 *	Summer 2021– Session I Add/Drop Period
May 10 – 21, 2021 *	Summer 2021– Full Term Add/Drop Period
May 15 – 28, 2021 *	Summer 2021 – Session I Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
May 24, 2021 *	University Closed for Victoria Day
May 22 – June 18, 2021 *	Summer 2021 – Full Term Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
June 7, 2021	Spring 2021 Convocation
June 25, 2021	Last Day of Classes for Summer 2021 – Session I
June 28, 2021 (4:00pm)	Summer 2021 - Session I Final Grade Submission Deadline for Faculty
June 29, 2021	Summer 2021 – Session I Grades and End-of-Term Processing Registration System Closed for Summer 2021 - Session I grades processing. Students will not be able to add, drop, or waitlist for courses.
June 30, 2021	Registration System Re-opens Students can add, drop, and waitlist for courses.
July 1, 2021	University Closed for Canada Day
July 5, 2021	Summer 2021 – Session II Commences
July 5 – 9, 2021 *	Summer 2021 – Session II Add/Drop Period
July 10 – 16, 2021 *	Summer 2021 – Session II Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
July 5 – 16, 2021	Fall 2021 Registration and Waitlisting
August 2, 2021	University Closed for BC Day
August 20, 2021	Last Day of Classes for Summer 2021 – Session II and Full Term
August 23, 2021 (4:00 p.m.)	Summer 2021 - Session II and Full Term Final Grade Submission Deadline for Faculty
August 24, 2021 (4:00 p.m.)	Fee Payment Deadline – Fall 2021 Full payment must be received by the Cashier's Office to avoid deregistration.
August 24, 2021	Summer 2021 - Session II and Full Term End-of-Term Processing Registration System Closed for Summer End-of-Term processing and Fall 2021 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
August 25, 2021	Registration System Re-opens Students can add, drop, and waitlist for courses.
September 6, 2021	University Closed for Labour Day

CAPILANO UNIVERSITY ACADEMIC SCHEDULE & IMPORTANT DATES

FALL 2020 TO SUMMER 2021

* 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 CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: September 23 2019
TO: Paul Dangerfield, Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on September 20th, 2019. Please acknowledge below that the Senate endorses its approval of the following motions:

- 19/58** The revisions to the pre- and co-requisites of EDUC 475 – Graduating Seminar be recommended to Senate for approval.
- 19/59** The revisions to the Bachelor of Music Therapy program profile be recommended to Senate for approval.
- 19/60** The revisions to the admission requirements of the Conducting in Music Certificate be recommended to Senate for approval.
- 19/61** The revisions to the admission requirements and program profile of the Music Diploma be recommended to Senate for approval.
- 19/62** The program revisions to the Diploma in Human Kinetics be recommended to Senate for approval.
- 19/63** The revisions to the course start date for HKIN 125 – Introduction to Leadership, HKIN 225 – Aging and Health, HKIN 162 – Contemporary Health Issues and HKIN 296 – HK Career Seminar Series to Fall 2020 be recommended to Senate for approval.
- 19/64** The pre-requisite revisions and Cap Core designation under the heading *Self and Society* to SOC 300 – The Sociology of Consumer Culture and SOC 352 – Marxism and Social Theory, and Cap Core designation under the heading *Self and Society* to SOC 301 – Social Inequality, SOC 302 – Sociology of Climate Change, and SOC 330 – Sociology of the City: Issues and Processes of Exclusion, be recommended to Senate for approval.
- 19/65** The new course, WGST 347 – Women and Prisons: Gender Confined, as well as Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

19/66 The revisions to the admission requirements of the North American Business Management Post Baccalaureate Diploma, the North American Business Management Applied Post Baccalaureate Diploma, and the North American and International Management Graduate Diploma be recommended to Senate for approval.

Deb Jamison

Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: *Sep. 23, 2019*

Date: