

SEPTEMBER 2024

# Senate Orientation

With presenters Stephen Williams and Deb Jamison



## AGENDA & OVERVIEW

1. Senate composition
2. Senate responsibilities
3. Senate sub-committees
4. *University Act 101*
5. Helpful information
6. Robert's Rules presentation



## SENATE COMPOSITION

# 26 Voting Representatives

### Appointed Members

- Chancellor
- President (Chair)
- Vice President - Academic and Provost
- Deans of Faculties (5)
- University Librarian
- Alumni Association Member

### Elected Members

- 10 Faculty (2 from each Faculty)
- 4 Students
- 2 Support Staff



## SENATE COMPOSITION

# Non-voting Members and Permanent Guests

### **Elected Members**

- 5 faculty members  
(1 from each Faculty)

### **Appointed Members**

- University Board of Governors Member
- Registrar

### **Non-voting permanent guests**

- Associate Vice President, Student Success
- 1 representative from each constituency group:
  - CFA - Faculty Union
  - MoveUP - Support Staff Union
  - CSU - Students' Union
  - First Nations





Your overarching  
responsibility is  
to serve the best  
interests of the  
University

## RESPONSIBILITIES OF SENATORS

# As a Senator, you are

- a voice on behalf of your area and bring a perspective from the people whom you represent
- a conduit for the flow of information from Senate to your area
- a channel of communication from your area to the Senate



## SENATE SUB-COMMITTEES

**Note:**     **Green** = made up of Senators and non-Senators  
              **Purple** = made up of only Senators

### **Senate Academic Planning and Program Review Committee (SAPPRC)**

Chair: Alaa Al-Musalli

### **Senate By-law, Policy and Procedure Committee (SBPPC)**

Chair: Corey Muench

### **Senate Teaching & Learning Committee (STL)**

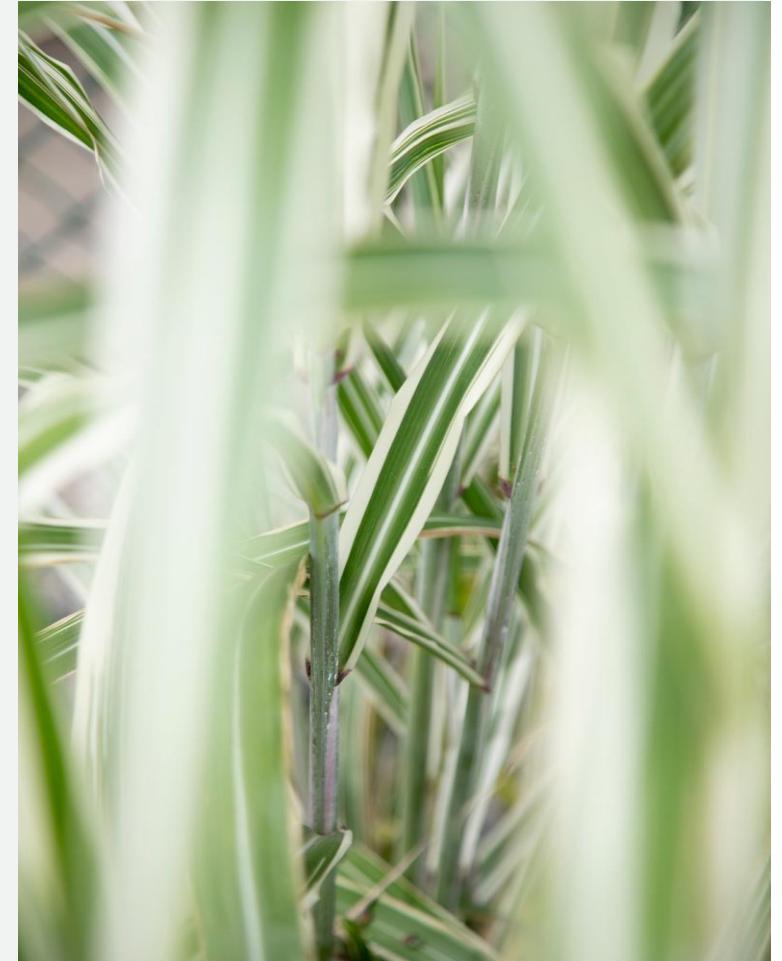
Chair: Diana Twiss

### **Senate Budget Advisory Committee (SBAC)**

Chair: TBD

### **Senate Curriculum Committee (SCC)**

Chair: Deb Jamison





## SENATE SUB-COMMITTEES

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### **Senate Naming Opportunities Committee**

Chair: TBD

### **Senate Vice Chair Nominating Committee**

Chair: TBD

### **Senate Self-Evaluation Committee**

Chair: TBD

### **Senate Tributes Committee**

Chair: TBD



# The *University Act*

- [The University Act, RSBC 1996, c 468](#) establishes and defines the governance and powers of universities.
- [Part 6](#) of the Act outlines the composition and powers of the Board of Governors.

We function within a bicameral system of governance, which separates decision-making between two governance bodies: academic (Senate) and administrative (Board of Governors).



# The Board of Governors

- Conducts the business of the University
- Has 15 members: Chancellor and President, 5 elected representatives (2 faculty, 2 students, 1 employee), and 8 appointed members (2 nominated by alumni association)
- [Current Members of the Board](#)
- When Board business connects with academic business, the Board must consult with or gain approval of the Senate

The Board carries out its responsibilities under the Act through a stewardship role and is accountable for ensuring the University fulfills its mandate.





## UNIVERSITY ACT 101

The Board is concerned with the management, administration, and control of the following:

- Property
- Revenue
- Business
- Affairs of the University
- [Current Board Policies](#)
- The Board receives, analyzes, and adopts the operating and capital budgets from the President.



# The Senate

- Section 35.2 of the *University Act* sets out the nature and powers of the Senate of special purpose, teaching universities, such as Capilano University.
- The Senate:
  - is responsible for academic decisions for the University
  - makes bylaws for the conduct of Senate
  - has the power and duty to set the following:
    - credential criteria
    - curriculum content
    - admission standards
    - exam and evaluation policies
    - residency requirements
    - policies concerning withdrawal
    - criteria for academic standing, standards, and grading system
    - criteria for academic excellence awards
    - policies on appeals, and
    - policies on transfer credit



## UNIVERSITY ACT 101

The Board and Senate are bound by the requirement that Senate must advise the Board, and the Board must seek the advice from Senate, on the development of educational policy in multiple areas.





## UNIVERSITY ACT 101

Senate RECOMMENDATION is required for establishing faculties and departments.

Senate APPROVAL is required for:

- establishing selection/recommendation procedures for president, deans, university librarian, registrar and other senior academic administrators
- determining the number of students to be accommodated by the University



## UNIVERSITY ACT 101

# In Review

**The Board** is primarily concerned with the business of the University.

**The Senate** is primarily concerned with the academic activities of the University





## HELPFUL INFORMATION

### PRONOUNS AND INTRODUCTIONS

As part of Capilano University's effort to ensure that people of all genders feel welcome and safe, senators – as academic leadership – lead by example by normalizing the exchange of pronouns at meetings.

A simple way to introduce yourself with pronouns could be:

“Hello, my name is *[name]*, and I use **they/them** pronouns.”



## HELPFUL INFORMATION

### SENATORS ATTENDING SENATE VIRTUALLY

If you cannot attend a Senate meeting in-person, you have the option of attending virtually.

- If you need to attend virtually, please let the Senate Administrative Assistant know and they will send you an MS Teams link that will allow you to participate and vote.
- Please don't use the Zoom link provided in the Constant Contact email, which is used to notify the university community that there will be a Senate meeting. That Zoom link does not allow the gallery to participate or vote.



## HELPFUL INFORMATION



### SENATORS ADDED TO MS TEAMS SCC TEAM

Please note that Senators are added to the Senate Curriculum (SCC) MS Teams so that all Senators are able to access the SCC agenda package link, which is included in the Senate agenda packages.





## HELPFUL INFORMATION

### SENATE AGENDA DISTRIBUTION PROCESS

The Senate agenda packages are distributed via calendar invites one week before the Senate meeting.

The agenda package will be attached as a PDF and will also be posted to MS Teams.





## HELPFUL INFORMATION

### SENATE MEETING FAMILIARITY

Look through the Senate handbook

Read through the agenda packages before Senate meetings.

Ask questions before, during, and after Senate meetings. The chair and vice-chair will arrive 30 minutes before Senate meetings to answer any questions.

Option for a post-meeting gathering or mentoring.



# Thank you!