



## SENATE MEETING

Tuesday, January 14, 2025 4:00 pm  
Capilano University, Library Building, Room LB 322

### MINUTES

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**Present:** Deb Jamison (Acting Chair), Julia Black, John Brouwer, Jai Djwa, Graham Cook, Caroline Depatie, Thomas Flower, Brian Ganer, Victor Gelano, Denise Gingrich, Alan Jenks, Laura Kinderman, Michael Laurence, Tracy Penny light, Amina El Mantari, Priya McMurtrie, Vedant Mehra, Corey Muench, Alaa Al-Musalli, Christina Neigel, Majid Raja, Michael Thoma, Diana Twiss, Kyle Vuorinen, Emily Walmsley, Recorder: Mary Jukich

**Regrets:** Paul Dangerfield, Saksham Goyal, Brad Martin, Ramin Shadmehr

**Guests:** Miranda Huron, Elder Doctor Latash, Elder Delhia, Maria Valioux, Dawn Whitworth

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#### **Land Acknowledgement**

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

#### **1. Welcome**

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

#### **2. Approval of the Agenda**

*Deb Jamison moved and Emily Walmsley seconded:*  
To adopt the agenda.

**CARRIED**

#### **3. Approval of the Minutes**

*Deb Jamison moved and Denise Gingrich seconded:*  
To adopt the December 3, 2024 minutes.

**CARRIED**

#### **4. Correspondence Received**

No correspondence was received.

#### **5. Business Arising**

None.



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#### 6. New Business

##### 6.1 Update on Senate Committee on Graduate Studies

*Presented by: Dawn Whitworth*

In November 2024 Senate approved striking a new Senate Committee on Graduate Studies. On the recommendation of the Senate Bylaw, Policy and Procedure Committee, a Graduate Studies working group was created to develop a framework and draft Terms of Reference for the new committee.

##### 6.2 Graduates

*Presented by: Kyle Vuorinen*

The Registrar submitted a list of 610 graduates, verified by the Registrar's Office, who have met the graduation requirements of their programs.

During the discussion, the Registrar was requested to provide information on the number of Indigenous students included in the list of graduates.

*Kyle Vuorinen moved and Priya McMurtrie seconded:*

**25/01** That Senate approve the students from the five Faculties for their respective credentials for graduation.

**CARRIED**

##### 6.3 Spring 2025 Senate Election Timeline

*Presented by: Kyle Vuorinen*

Senate members were provided with this year's Senate election timeline. As Senate now operates under staggered elections, the positions up for election include four voting student representatives and one faculty representative from each area whose non-voting term will start on August 1, 2025 and their two-year voting term will start on August 1, 2026.

Nominations will open on January 30, 2025, and election results will be announced on March 21, 2025.



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#### 7. Committee Reports

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

*Presented by: Alaa Al-Musalli*

The committee met on December 10, 2024, and reviewed the second draft of their Terms of Reference, which were approved for submission to the Senate Bylaw, Policy and Procedure Committee for feedback.

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

*Presented by: Corey Muench*

The committee met on January 14, 2025, and reviewed the Faculty Emeritus policy and procedure and began review of the Faculty of Fine and Applied Arts Bylaws proposal.

Based on the advice from the Policy Office and the number of proposed revisions, the Faculty Emeritus policy and procedure proposal will become a new policy and procedure titled "Academic Emeritus" and will replace the previous Policy and Procedure S1999-06.

At the next committee meeting on January 28, 2025, the committee will continue its review of the Faculty of Fine and Applied Arts Bylaws proposal, and it is anticipated that the document will be presented at the March Senate meeting.

There was a meeting of the Chairs of the Curriculum Committee, Academic Planning and Review Committee, Budget Advisory Committee and Bylaw, Policy, and Procedure Committee to review the Terms of Reference for each committee to ensure standardization and the documents will be brought to the committee for review at its January 28, 2025 meeting.

##### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

###### 7.3.1 Resolution Memorandum

The resolutions brought forward from the December 13, 2024 Senate Curriculum Committee meeting were presented to Senate for approval.



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*Deb Jamison moved and John Brouwer seconded:*

**25/02** That Senate approve Resolutions 24/80 to 24/81.

**CARRIED**

#### **7.4 Teaching and Learning Committee**

*Presented by: Diana Twiss*

The committee met on November 19, 2024, and received several reports, including the Illuminating 2030 Three-year Update report.

At the January 21, 2025 meeting, the committee will be engaged in consultation on the proposed revisions to the Academic Qualifications for Instructors Policy and will also provide feedback on the proposed revisions to the Attendance Policy and the Grading Profile Policy.

In February, the committee will be reviewing updates on the initiatives related to the digital framework.

#### **7.5 Budget Advisory Committee**

*Presented by: Michael Thoma*

The committee met on December 13, 2024, and was presented with two presentations. The first was the fiscal 2024/25 Quarter 3 Forecast. A surplus of \$11.2 million is forecast, which is \$8.1 million favourable compared to the Board approved budget of \$3.1 million. Favourable variances include: Enrollment – \$2.6 million due to tuition revenue (22% increase in domestic and 6% international). (As a result of higher enrollment, Teaching Salaries are forecast to increase by \$4.5m.); Staffing – \$2.1 million, mainly due to budgeted vacant positions in 2024/25; Capital – \$2.8 million, mainly due to the delay in opening of Children's Centre and Student Housing. Unfavourable variances include Squamish – \$1.45 million, mainly due to unbudgeted student housing operating expenses and higher-than-budgeted Squamish campus costs.

The second presentation was the Fiscal 2025/26 Budget Update, which is an overview of the development of the budget through the various versions, each version responding to changes in the expectations for the coming year. Currently,



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Version 1.7 of the budget has a \$6.4 million deficit, largely due to the declining international student enrollment as a result of the new Ministry guidelines.

In addition to restricting \$5 million for digital transformation, last year's surplus of \$11.2 million will have \$4 million used to support the \$6 million of the budget deficit, and \$7 million restricted for operating purposes and categorized for the Squamish and North Vancouver campus. Committee members were also provided with a tuition rate analysis undertaken between Capilano and other post-secondary institutions, most of whom have been raising their tuition by more than the standard 2%. This puts Capilano at a lower rate per credit in comparison. As a result of the analysis, and due to the budget challenges for next year, the recommendation made to the Finance Committee was for an increase to domestic tuition to remain at 2%, and international tuition would increase by 5%.

The next committee meeting is scheduled for February 3, 2025.

In terms of the 5% international tuition increase, a question was raised with respect to whether it was possible that international students who were already committed to the university get a lower increase in their tuition. Information was provided that current university systems do not allow a differentiation between new and returning students and part of the digital transformation will be to enable more flexible systems. In addition, the per-credit tuition is still the lowest across the sector, even with the proposed increase.

#### 8. Other Reports

##### 8.1 Senate Chair

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

##### 8.2 Vice Chair

The Chairs of the various Senate subcommittees were commended for the work being undertaken at the subcommittee level.

The Curriculum Committee, Budget Committee, Academic Planning and Program Review Committee and the Bylaw, Policy and Procedure Committee have been working on their Terms of Reference and the finalized documents will be brought



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to the January 28, 2025 Bylaw, Policy and Procedure Committee meeting for review.

#### 8.3 VP Academic and Provost

Tracy Penny Light provided the Vice President Academic and Provost report, including the following highlights:

- Everyone was acknowledged for their work in response to the recent Immigration, Refugees and Citizenship Canada (IRCC) announcements.
- In terms of recognizing the best ways of communicating to the university community on the academic portfolio, the regular monthly coffee hour will continue for this term. In response to feedback, the format of the coffee hour will alternate so that one month will take place in-person and the next month will be online, and guests will also be invited to address specific topics.
- A regular Provost Office Newsletter will be developed and distributed approximately twice per term for information-sharing and also to celebrate the good work that is being done across the campus.
- Work is underway in developing a 2030 e-portfolio to document the work and progress made toward achieving the goals of Illuminating 2030.
- As information, the link to the Capilano University International page with the IRCC PGWP-eligible list of programs of study (and applicable CIP codes) is as follows:  
<https://www.capilanou.ca/programs--courses/capu-for-you/international-students/international-agents--counsellors/international-program-availability-status/>
- As announced at the January President's Perspective, the presidential search process will be restarted, and further information will be provided to the campus community in the next several weeks.

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**8.4 Board Report**

*Presented by: Amina El Mantari*

The Board representative indicated that a report was not available.

**8.5 Elder Report**

Elder Doctor Latash reflected on his ancestors, the history of the name “Capilano” and the importance of names. Elder Doctor Latash also spoke on the importance of students developing leadership skills and the ability to be a leader, as well as the benefit of an Indigenous Studies course for students to appreciate how people arrived on this land.

**9. Discussion Items**

No discussion items were presented.

**10. Other Business**

No other business was presented.

**11. Information Items**

The following information items were presented:

- There will be a two-day ECCE conference on February 21 and 22 at the Squamish campus.
- The high school counsellors and career advisors event will take place on January 17, 2025. Representatives from various high schools will be on campus learning about Capilano’s programming. Further information is on the university website.

The meeting was adjourned at 5:37 pm.

**Next Meeting: Tuesday, February 4, 2025**

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