



SENATE REGULAR MEETING

Tuesday, June 3, 2025 4:00 – 6:00 pm
Capilano University – Library Room 322

AGENDA

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 Səlíl'wataʔ/Selilwitulh (Tsleil-Waututh) Nations.

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of Minutes - Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
 - 5.1 Self Evaluation Committee – *Information* Christina Neigel
6. **New Business**
 - 6.1 Graduates – *Decision* Harb Johal
 - 6.2 Strategic Enrolment Management (SEM)
Program Update – *Information* Harb Johal
Schedule 6.2
 - 6.3 Squamish Certificates Extension Request – *Decision* Claire Carolan
Schedule 6.3
7. **Committee Reports**
 - 7.1 Academic Planning and Review Committee – *Decision* Alaa Al-Musalli
7.1.1 Committee Report Schedule 7.1.1
Concept Paper – Bachelor of Outdoor Recreation, Nature and
Wellness – [Link to Concept Paper and Reference Documents](#)
 - 7.2 Policy and Governance Committee – *Decision* Corey Muench
7.2.1 Fine and Applied Arts Bylaws Schedule 7.2.1



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7.3 Curriculum Committee – *Decision*

Deb Jamison

7.3.1 Resolution Memo

Schedule 7.3.1

[May 16 Agenda Package](#) / [May 16 Draft Minutes](#)

7.4 Teaching and Learning Committee – *Information*

Diana Twiss

Schedule 7.4

7.5 Budget Advisory Committee – *Information*

Michael Thoma

8. Other Reports

8.1 Chair of Senate – *Information*

Laureen Styles

8.2 Vice Chair of Senate – *Information*

Deb Jamison

8.3 VP Academic and Provost – *Information*

Tracy Penny Light

8.4 Board Report – *Information*

Amina El Mantari

8.5 Elder Report - *Information*

Elder Doctor Latash

9. Discussion Items

10. Other Business

11. Information Items



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MINUTES

Present: Laureen Styles (Chair), Julia Black, John Brouwer, Grham Cook, Caroline Depatie, Brian Ganter, Denise Gingrich, Saksham Goyal, Sofia Hughes, Deb Jamison, Alan Jenks, Harb Johal, Laura Kinderman, Michael Laurence, Tracy Penny Light, Amina El Mantari, Brad Martin, Priya McMurtrie, Vedant Mehra, Corey Muench, Alaa Al-Musalli, Christina Neigel, Majid Raja, Farnoosh Sam, Diana Twiss, Emily Walmsley, Recorder: Mary Jukich

Regrets: Jai Djwa, Thomas Flower, Victor Gelano, Ramin Shadmehr, Michael Thoma

Guests: Elder Doctor Latash, Miranda Huron, Dawn Whitworth

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1. Welcome

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

In the absence of Thomas Flower, Michael Laurence assumed voting rights for the Faculty of Arts and Sciences.

2. Approval of the Agenda

*Denise Gingrich moved and Christina Neigel seconded:
 To adopt the agenda.*

CARRIED

3. Approval of the Minutes

*Vedant Mehra moved and Emily Walmsley seconded:
 To adopt the April 1, 2025 minutes.*

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Self-Evaluation Committee



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Presented by: Christina Neigel

A report with general recommendations on the survey results will be brought to the June meeting and it is anticipated that a more detailed report will be brought to Senate in the fall. Senators were appreciated for completing the survey and for encouraging committee members to also complete the surveys.

6. New Business

6.1 Graduates

Presented by: Harb Johal

The interim Registrar submitted a list of 1,297 graduates, verified by the Registrar's Office, who have met the graduation requirements of their programs.

Graham Cook moved and Priya McMurtrie seconded:

25/14 Senate approve the students from the five Faculties for their respective credentials for graduation.

CARRIED

6.2 Results of Senate Election

Presented by: Harb Johal

The Senate election is completed, and all student and faculty vacancies filled.

6.3 Subcommittees Members List

Presented by: Harb Johal

Senate was presented with the subcommittee members list for information.

7. Committee Reports

7.1 Academic Planning and Review Committee

Presented by: Alaa Al-Musalli

The committee met on April 8th and reviewed the Rehabilitation Assistant Diploma and the Healthcare Assistant Certificate self-study reports.



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Regarding the Rehabilitation Assistant Diploma, the committee recommended that laddering be considered to encourage students to stay at Capilano University. Also, Prior Learning Assessment and Recognition (PLAR) was suggested to boost enrolment and encourage students, especially mature and international students who have education and training in the field, to complete the degree at Capilano University with a fewer number of credits.

Regarding the Healthcare Assistant Certificate, the committee noted whether the school missed an opportunity to function as a unit rather than a program through the review process as the university shifted to unit review frameworks.

7.2 Policy and Governance Committee

Presented by: Corey Muench

The committee met on April 8 and reviewed the Graduation Policy and Academic Honours Policy and the main revision was the addition of provisions for graduate programs.

At the April 22 meeting, committee members discussed the Academic Qualifications for Faculty Policy. Claire Carolan provided an update on the comparative scan undertaken at similar institutions regarding their faculty qualifications and an update was also provided on how terminal degrees would work if they did not meet the general qualifications of the policy. In addition, the committee was presented with an expanded section in the policy relating to a repository and recordkeeping for any exceptions that are made to increase transparency. There was also discussion on how current non-regular faculty would be affected by the policy when they did not meet the new qualification being specified in a regularization process.

At the May 13 meeting, the committee reviewed the Faculty of Fine and Applied Arts Bylaws and began work on the Board policy B.107 Academic Schedule.

7.2.1 S2017-04 Graduation Policy

The policy was reviewed as part of the regular review and the main revision was the addition of content related to graduate programs.

Corey Muench moved and Tracy Penny Light seconded:



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CARRIED

25/15 The Senate approve the revisions to the S2017-04 Graduation Policy.

7.2.2 S1989-02 Academic Honours Policy

The policy was reviewed as part of the regular review and the main revision was the addition of content related to graduate programs.

Corey Muench moved and Graham Cook seconded:

CARRIED

25/16 The Senate approve the revisions to the S1989-02 Academic Honours Policy.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the April 25, 2025 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Vedant Mehra seconded:

25/17 That Senate approve Resolutions 25/28 to 25/35.

CARRIED

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on April 15th and Senators were provided with a written report on the highlights of the committee meeting.

7.5 Budget Advisory Committee

Presented by: Deb Jamison on behalf of Michael Thoma

A report was not provided as the committee will be meeting on May 30, 2025.



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8. Other Reports

8.1 Senate Chair

Laureen Styles, interim President, provided the Chair's report, including the following highlights:

- The interim President attended the following events which celebrated students, employees and connections to community partners:
 - The opening of the Fulmer Family Centre for Childhood Studies;
 - The Employee Long Service Award Recognition event which celebrated long term employees and the first employee Envisioning and Illuminating Awards celebration;
 - The research symposium which involved over 70 faculty showcasing the work that faculty are doing as well as the student research symposium which is in its 9th year wherein students share their undergraduate research;
 - The Centre for Teaching and Learning Symposium.
- The President Search is underway, and internal communications will be distributed from time to time, and information will also be posted to the President Search [website](#).
- The search for the next permanent Vice President Academic and Provost will be moving forward.
- The university will begin the search process for the next Chancellor and more information will be distributed in the next few months.
- In 2020, Capilano joined Universities Canada and there is a five-year renewal process that the university, under the president, undertakes and this was recently completed by Paul Dangerfield.



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- In terms of summer student registration, enrolment is up 13% in domestic students and down 26% in international student numbers. The university is up 15% in domestic student course enrollments and down 33% in international student course enrollments.
- Senators were encouraged to participate in the Asia Heritage Month events.

8.2 Vice Chair

The Vice Chair attended the Employee Long Service Award Recognition event and was also acknowledged for 20 years of service.

The Vice Chair also acknowledged the work of the Senate subcommittee chairs and ensuring that committee members remain engaged.

In terms of populating the Senate subcommittee vacancies, committee membership will be part of the subcommittee agendas in May, and it is anticipated that vacancies will be filled by June.

8.3 VP Academic and Provost

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

- Faculty have received the recently published newsletter from the VP Academic and Provost Office which shares good news and updates around the university. The Provost Office will also be working on a prototype for a shared calendar for all the various monthly events.
- The university recently signed an agreement with the Universidad du Dagupan in the Philippines.
- The university has been accepted into the Tri-Agency Dimensions Canada Program which recognizes the progress toward EDI and recognizes the importance and commitment to future EDI work.
- In terms of upcoming events and faculty recognition, there will be an opportunity in June to celebrate faculty who have published books.



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- The second annual reading and learning academic institute will be available and this year will be focused on designing the future of higher education.

8.4 Board Report

The Board met on April 29th, and some of the key highlights from the meeting were as follows:

- The Board was provided with a presentation on the Digital Transformation Strategy which focusses on enhancing the student and employee experience through smarter, more integrated systems.
- Kartik Bharadwa, VP of People, Culture & Diversity provided an update on the People Plan and the building of a more inclusive and engaged workplace, with ongoing work in areas like leadership development, equity, and employee wellness.
- The Board approved revisions to the following policies:
 - Public Interest Disclosure Policy (B.310)
 - Standards of Conduct Policy (B.506)
 - Conflict of Interest Policy (B.517)
 - Chancellor Search Procedure

8.5 Elder Report

Elder Doctor Latash spoke on the June 21 National Indigenous Day and suggested that drummers be invited to the common area to share music and cultural dancing as part of the celebrations.

Elder Doctor Latash reflected on Chief Joe Capilano's life and appreciated that the university was named after someone that students can aspire to and appreciate the world. Elder Doctor Latash also appreciated being part of a university that recognizes important issues and nurtures the next generation to enter university to grow their talents and encourages them to become a stronger community.

The Indigenous Community Engagement Facilitator will be communicating information around events for the June 21 celebration.



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9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

No information items were presented.

The meeting was adjourned at 5:00 pm.

Next Meeting: Tuesday, June 3, 2025

DRAFT

Senate Report

AGENDA ITEM 6.2: SEM Program Update	
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: 03-Jun-25	
PRESENTER: Harb Johal, Interim Registrar	

MOTION

THAT the Senate accept as information the presented Strategic Enrollment Management (SEM) Program update.

BACKGROUND

Building on the November 5, 2024 Town Hall where co-leads Aurelea Mahood, Vice-Provost and AVP, Academic and Joyce Ip, AVP Strategy, Analytics and Transformation, provided an introduction to SEM that included the following and committed to providing an update in 6 months that included a progress report, this memo provides the concrete updates about the in progress workstreams and highlights a few of the positive outcomes and learnings thus far.

TOWNHALL SEM PROGRAM INTRODUCTION

1. **What is SEM** – A toolkit that helps universities strategically manage the student experience throughout their life cycle from recruitment to graduation and beyond. It is a cohesive approach that aligns our efforts in recruitment, retention, academic programs, and student services with our long-term goals. Done right, SEM enables universities to foresee and adapt to large-scale changes – like shifting demographics or policy updates – by integrating these priorities across all functions.
2. **SEM and CapU** – The university’s journey has evolved over the past few years, from initials “SEM readiness” milestones such as creating the Centre for Teaching Excellence in 2017 and the Indigenous Education and Affairs Office in 2020 to capturing feedback from the university community as detailed in 5 internal and external SEM related reports spanning 2015 to 2023.

3. **Current Focus and Approach** – The priority has been on synthesizing the foundational initiatives captured in these reports to make progress on the pre-identified gaps instead of repeating the data collection process. The first syntheses prioritized university level workstreams with nested action items. This first phase was tasked with designing a program that can leverage as many of our existing governance structures, expertise and roles and responsibilities as possible to maximize impact while minimizing resource strain. The approach is to leverage lean start-up principles to thoughtfully scope, design, resource, pilot, implement and sustain each workstream.

NOTABLE ENROLLMENT MANAGEMENT OPERATIONS (EMO) WORKSTREAM PROGRESS

1. Admissions: Data-informed application processing times
2. Admissions: Financial aid and scholarship key performance indicators and analyses
3. Admissions: English Language Requirements (ELR) for student success
4. Registration: Time ticketing/registration priority
5. Scheduling: Mult-term scheduling
6. Transfer credit: Block transfer credits
7. Domestic recruitment and conversion: Summer and Fall high touch outreach

SUMMARY

Bright spots summary (positive impact and learnings thus far):

- Increased domestic enrollment across registration and retention metrics when comparing 2023/2024 to 2024/2025 academic year.
- More effective and efficient cross team collaboration to capture feedback to inform next steps by being clear on expectations, roles and responsibilities.
- Demonstrated commitment to progress and execution despite limited resources and a challenging landscape by leveraging focused expertise and strategic prioritization.
- Strengthened (and continuously improved) use of data, and rigorous research and analyses for prioritization and solutions design.
- Meaningful reporting out on progress to increase transparency and accountability.



WHAT's NEXT

Our commitment is to provide another update in the next 6 months (i.e., before the end of the calendar year).



Memo

To: Dr. Tracy Penny Light, Interim VPAP; Dr. Aurelea Mahood, AVPA; Dr. Ramin Shadmehr, Dean, FAA; Dr. Caroline Dépatie, Dean, GCS; Dr. Laura Kinderman, Dean, BPS; Dr. Graham Cook, Interim Dean, FAS; Senior Leadership Council; Senate; Board of Governors

From: Dr. Claire Carolan, Director, Academic Programming & Quality Assurance

Date: May 22, 2025

Subject: Proposed rationale and timeline for re-approval of the expedited Squamish Certificates – Outdoor Filmmaking; Sustainable Economics; Computing Systems; and Communication for Professionals

This memo seeks approval to defer the mandatory re-approval of the four expedited certificate programs launched at the Squamish campus—Outdoor Filmmaking, Sustainable Economics, Computing Systems, and Communication for Professionals (the Squamish certificates) beyond the one-year re-approval requirement outlined in [B.106.02 Program Approval Procedure](#). (policy B.106). This extension will allow time to gather sufficient evidence of early program performance, enabling a more data-informed, equitable, and sustainable decision on full program re-approval.

Background

Section 4 of the B.106.02 Program Approval Procedure¹ currently requires that expedited programs undergo a full standard program approval process before being offered a second time. The use of the expedited process to approve new Certificates for the Squamish campus has highlighted challenges with this timeline. While appropriate for short-term pilots, it has become apparent that the one-year horizon does not allow for sufficient operational, enrollment, and student outcome data to determine whether these newly launched programs are viable in the long term, particularly in the context of establishing a new regional campus.

Rationale for Extension

Given the complexity of launching these programs in a newly established campus setting, the original one-year timeframe is insufficient to:

- Achieve stabilized enrollment patterns across three academic terms.
- Assess post-completion outcomes or student satisfaction.
- Evaluate faculty capacity and operational feasibility.
- Engage in meaningful community and industry partnership building.

¹ Currently under review and revision. Expected completion in Fall 2025.

A two-year assessment period effective from the first semester of delivery provides a more realistic and responsible window to capture the predictive indicators of healthy and sustainable post-secondary programs at the certificate level.

Key Metrics for Evaluation Over Two Years

Category	Key Metrics	Timeline / Recommended Action Dates
Enrollment & Demand	<ul style="list-style-type: none"> - Number of unique applicants and enrolled students per term - Seat fill rate per section offered - Year-over-year enrollment growth 	Fall 2025 – Begin enrollment trend analysis; set baseline targets
Retention & Completion	<ul style="list-style-type: none"> - Term-to-term retention rates - Certificate completion rate within expected duration 	Spring 2026 – Review fall-to-spring retention and interim completions
Labour Market Alignment	<ul style="list-style-type: none"> - Alignment with regional NOC codes and WorkBC labour projections - Student employment opportunities or pathway continuation to further studies available within 6 months of completion 	Spring 2025 – Conduct NOC/labour market alignment review with Institutional Research
Student Satisfaction	<ul style="list-style-type: none"> - Course and program-level evaluations - Student focus group feedback on relevance, delivery, and experience 	Winter 2026 – Launch mid-cycle student survey and focus groups
Operational Efficiency	<ul style="list-style-type: none"> - Cost recovery analysis by program - Faculty and instructional resource availability - Utilization of campus infrastructure and shared services 	Spring-Summer 2026 – Conduct cost recovery and infrastructure utilization analysis
Community and Industry Engagement	<ul style="list-style-type: none"> - Number and quality of potential partnerships with local employers, community organizations, or school districts - Identify opportunities to Participate in work-integrated learning or applied projects (where applicable) 	Summer 2026 – Document potential community partnerships and applied learning activities
Strategic Fit	<ul style="list-style-type: none"> - Contribution to Squamish campus strategic goals - Advancement of Envisioning 2030 and Illuminating 2030 priorities - Alignment with Integrated Academic Strategic Plans 	Fall 2026 – Prepare and submit re-approval documentation; Senate review by February 2027 to accommodate academic calendar deadlines.

Recommendations

The Dir. APQA recommends the following:

1. [That] the re-approval deadline be extended to Spring 2027 (in alignment with the academic calendar deadline) for the expedited Squamish certificate programs with sufficient enrollment numbers to launch in Fall 2025. This extension will support a more meaningful, data-informed re-approval process that better reflects the timeline required to build, assess, and refine new regional academic offerings.
2. [That] those programs unable to launch due to insufficient registration numbers for Fall 2025 be considered for promotion and scheduling for Fall 2026. If the programs have sufficient enrollment for Fall 2026 delivery they should re-approved before being delivered a second time in alignment with the procedures for policy B. 106 time.
3. [That] any certificates that do not perform well on the Squamish campus are considered for delivery at another location.
4. [That] this deferral plan be recommended by Senate to the Board of Governors, with interim reporting scheduled for Fall 2026 to demonstrate progress and preliminary performance indicators.

Next Steps

If approved, Academic Initiatives and Planning will:

- Update the program development priorities and planning
- Provide a revised review schedule to the program working groups and deans for each certificate program
- Coordinate with Institutional Research to ensure regular data collection aligned with the proposed metrics.

Senate Report

AGENDA ITEM: Concept Paper – Bachelor in Outdoor Recreation, Nature and Wellness	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: 20-May-25	
PRESENTER: Alaa Al-Musalli	

PURPOSE

This proposed credential is a four-year, full-time, interdisciplinary baccalaureate grounded in the outdoor recreation context with a focus on health and wellness, business and tourism management, community economic development, applied environmental studies and sustainability, outdoor education and leadership. The degree is designed to attract high school students, students from diplomas in outdoor recreation, arts and sciences who can ladder into 3rd year, and mature and international students interested in pursuing their studies in this area. The primary location proposed for this program is the Squamish campus, which provides a unique student experience through land-based learning and partnership opportunities with the Town of Squamish and the Howe Sound UNESCO Biosphere Region. This aligns with the University's priorities of Indigenous resurgence, innovation, community and sustainability.

MOTION

THAT the Senate approve the Concept Paper of Bachelor in Outdoor Recreation, Nature and Wellness.

BACKGROUND

The program adopts four main lenses:

1. Indigenous: to embed reconciliation into the curriculum through place-based education and honouring Indigenous ways of knowing, governance and cultural teachings,
2. Accessibility and Inclusivity: to empower and engage individuals of all abilities and backgrounds,
3. Diverse Settings: to consider the different environments where people live and recreate, including urban, peri-urban and remote settings, and
4. Innovation: to integrate new ways of thinking in community economic development and addressing the impact of climate change on nature, wellness and outdoor recreation.

This program will allow students to develop knowledge in the outdoor recreation industry, health and wellness, tourism and business, and environmental stewardship. Students will learn skills, such as outdoor guiding and leadership, trail development, communication, environment conservation, nature-based therapeutic applications, and relationship building, all of which align with the values of the School of Outdoor Recreation Management.

SUMMARY

The working group gave a 20-minute PowerPoint presentation, followed by a one-hour discussion with SAPRC committee members. The working group outlined how the proposed program aligns with the University's vision and commitments as set out in Envisioning 2030 and Illuminating 2030. They discussed how the proposed learning outcomes address the Envisioning 2030 goals, and how the program may bring tangible actions to fulfil the action plans in Illuminating 2030.

AIP suggested the inclusion of a [Tracking Sheet](#), which is a new addition to the Concept Papers review process. This sheet includes the stages of the review, feedback from approving bodies, and actions.

RECOMMENDATION

SAPRC recommends that Senate approve the concept paper on the assumption that the program developers will follow the recommendations outlined in the Tracking Sheet when developing the program.



Senate Report

AGENDA ITEM 7.2.1 Faculty of Fine and Applied Arts Bylaws	
PURPOSE:	<input type="checkbox"/> Approval X <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: 03-Jun-25	
PRESENTER: Corey Muench, Chair, Senate Policy and Governance Committee; Ramin Shadmehr, Dean, Faculty of Fine and Applied Arts	

PURPOSE

The consideration and approval of the Bylaws of the Faculty of Fine and Applied Arts

MOTION

THAT the Senate approve the Faculty of Fine and Applied Arts Bylaws noting the items flagged for consideration in the upcoming year.

BACKGROUND

(The following has been submitted partially by the proponent.)

In October 2020 the then dean of the Faculty of Fine and Applied Arts started a discussion on creating formalized terms of reference (ToR) for the FAA Dean's Advisory council (DAC). The dean introduced the new DAC ToR to the FAA DAC on May 10, 2021, and the proposal was approved on May 31, 2021. At this time, the DAC became the Faculty Council for FAA (FAA-FC), per University convention. In 2024, following other CapU Faculties, FAA then wrote bylaws for the full Faculty, incorporating the Faculty Council model. These bylaws were approved by FAA-FC on October 7, 2024. The bylaw draft was approved at the FAA Full-Faculty meeting on April 29, 2025, and its final version was sent to the Senate Policy and Governance Committee (SPGC) for approval at their May 13, 2025 meeting.

SUMMARY

APPROVALS & CONSULTATIONS

(The following has been submitted partially by the proponent.)

- **May 31, 2021** – FAA-DAC approves the draft Terms of Reference for the FAA-DAC; FAA-DAC name changed to the FAA Faculty Council (FAA-FC).
- **Oct 7, 2024** – FAA-FC approves new Faculty bylaws.
- **Jan 6, 2025** – FAA-FC approves minor changes to the FAA Bylaws.
- **Jan 28, 2025** – Senate Bylaw, Policy, and Procedure Committee recommends changes/additions to the FAA Bylaws.
- **April 29, 2025** – FAA Full Faculty approves SPGC recommendations to the bylaws.
- **May 13, 2025** – Senate Policy and Governance Committee formerly the Senate, Bylaw, Policy, and Procedure Committee, approves final draft for Senate.

HIGHLIGHTS OF MAJOR SPGC MODIFICATIONS & RECOMMENDATIONS

- **Section 5.4** – Added “25%” to quorum requirement (change made prior to Full Faculty approval)
- **Section 5.4** – Added wording “whichever is less” to quorum requirement
- **Section 6** – Added this new section, 6.0, titled “Extraordinary Faculty Meetings,” which includes requirements for calling such a meeting, quorum instructions, etc. (change made prior to Full Faculty approval)
- **Section 8.2** – Added role of Vice-Chair to Faculty Council (change made prior to Full Faculty approval)
- **Section 8.2** – Moved Convenors into own category such that they are not grouped with Staff and re-ordered the list.

Items that have been flagged for analysis for the one-year review in June of 2026:

- **Section 5.4** – Review if the “twenty-five percent or twenty member, whichever is less” quorum requirement for Full Faculty meetings is sufficient.
- **Section 7.0** – Consider adding information about *in-camera* meetings and parameters around visitors to meetings.
- **Section 8.5.2.e** – Consider identifying specific subcommittees to include in the bylaws.

RECOMMENDATION

THAT the Senate approve the Faculty of Fine and Applied Arts Bylaws noting the items flagged for consideration in the upcoming year.



Faculty of Fine and Applied Arts (FAA) Bylaws

Approved by the Full Faculty on *April 29, 2025*

Approved by Senate on *month day, year*

PREAMBLE

The Faculty of Fine and Applied Arts (FAA) will conduct business according to these Bylaws. The Faculty includes faculty and staff in the following schools: School of Motion Picture Arts (SMPA), School of Performing Arts (SPA), School of Animation Visual Effects (SAVFX), and School of Design (IDEA).

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

These bylaws provide a framework for governance within the Faculty of Fine and Applied Arts, ensuring representation, structured meetings, and clear roles and responsibilities.

1. DEFINITIONS

1.1. Key terms in these bylaws follow definitions in the *Act*.

1.2. Other Clarifications:

- a) “Faculty” (upper-case “F”) refers to the Faculty of Fine and Applied Arts.
- b) “faculty” (lower-case “f”) refers to instructional employees of the Faculty.
- c) “Student” refers to a person currently enrolled in credit courses in the university and registered in one of the programs in the Faculty.
- d) “University” means Capilano University.

2. COMPOSITION OF THE FACULTY

2.1 For All-Faculty meetings, the Faculty will be composed of the following:

- a) **The Dean** of the Faculty of Fine and Applied Arts
- b) **The President** or a delegate of the University
- c) **All faculty** appointed in the Faculty, including instructors, lab supervisors, special appointees, librarians and instructional associates
- d) **Directors and managers** of special units in the Faculty
- e) **Divisional Supervisors** employed in the Faculty
- f) **Technicians and support staff** (except Divisional Supervisors) as non-voting representatives
- g) **One (1) student from each School** within the Faculty as a non-voting representative
- h) **The Registrar** as a non-voting member

3. POWERS AND DUTIES OF THE FACULTY

The powers and duties of a Faculty are broadly set out in Section 40 of the *University Act*. (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 one-year term with no term limits, serving in the absence of the Chair.

5. ALL-FACULTY MEETINGS

- 5.1 Meetings are held at least two (2) times per year. A minimum of fourteen (14) days' notice will be given before these meetings.
- 5.2 Agendas are prepared by the Chair and distributed at least seven (7) days before the scheduled meeting.
- 5.3 Minutes are recorded, circulated at least seven (7) days before the subsequent meeting, and archived by the Dean's Administrative Lead.
- 5.4 The quorum of All-Faculty meetings consists of twenty-five percent (25%) or twenty (20) members of the Faculty of FAA, whichever is less.

6. EXTRAORDINARY MEETINGS OF THE FACULTY

- 6.1. In matters of urgency, extraordinary meetings will be called by:
 - a) The Chair (Dean); or
 - b) The Vice-Chair in combination with the School Chairs/Coordinators, or a written petition of at least fifty percent (50%) of voting members.
- 6.2. Notice of extraordinary meetings will be given at least seven (7) days prior to the meeting.
- 6.3. Minutes of extraordinary meetings will be taken and circulated prior to 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 are governed by *Robert's Rules of Order*.
- 7.2. Normal resolutions or motions require a simple majority of fifty percent (50%) plus one (1) to pass. Amendments to these Bylaws require a two-thirds (2/3) majority of voting members present to pass.
- 7.3. The Faculty Council and sub-committees are established to conduct ordinary business.
- 7.4. The Faculty delegates the powers and duties of the Faculty Council and sub-committees, but these do not include matters on which the Senate requires a decision from the whole Faculty.

8. FACULTY COUNCIL

- 8.1. The Faculty of Fine and Applied Arts Council is the working academic governance body for the Faculty of Fine and Applied Arts 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

- a) **The Dean** of the Faculty of Fine and Applied Arts
- b) **The Vice-Chair** of the Faculty
- c) **Chairs of the Schools and Program Coordinators** or equivalent positions (a maximum of one representative for each program department)
- d) **Five (5) Convenors** employed within the Faculty
- e) **Four (4) administrative staff** employed within the Faculty, prioritizing lead staff in schools
- f) **Staff representation** from the Director of the Bosa Centre, the Manager of the BlueShore Centre for the Performing Arts, and Divisional Supervisors or their equivalent positions
- g) **Up to four (4) students** (one from each school) elected by students in the Faculty for one (1) year and
- h) **Non-voting staff representatives** (guests) invited to attend meetings and proceedings that are relevant to staff

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 is the Vice-Chair of the Faculty Council.

8.3.3 The Vice-Chair will serve as Chair in the absence of the Chair.

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8.4.1 The Faculty Council will meet at least once a month between August 15 and June 15.

8.4.2 A schedule of meetings will be set annually and distributed in August.

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8.4.4 Agendas are prepared by the Chair with the help of the administrative support provided through the Dean's office, and they are distributed at least five (5) working days before the scheduled meeting.

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8.4.12 Elections will be conducted through the Dean's office in June each year as needed, with terms commencing August 15.

8.4.13 Members are expected to fully participate, be prepared for meetings, attend regularly, and conduct themselves in a manner aligned with University policies (e.g. B.506 Standard of Conduct) and in a professional manner, consistently considering the interests of the entire Faculty in the business of the Council.

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.

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- b) make recommendations to the Senate on academic matters, including courses and programs;
- c) provide advice and recommendations to the dean for annual integrated planning;
- d) facilitate information sharing within the Faculty and with other University bodies; and
- e) form standing committees and ad-hoc working groups as needed.

9. REVIEW

These Bylaws will be reviewed one (1) year after initial approval by the Senate and subsequently every five (5) years.

10. REFERENCES

[B.506 Standard of Conduct](#)

[University Act](#)

Version date: May 13, 2025

Review date: TBD, 2026

APPENDIX 1

The scope and mandate of the Fine and Applied Arts Faculty Council (FAA-FC) are broadly set out in the *University Act* (Part 8 – Faculties) as outlined below:

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Powers and duties of faculty

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- a) to **make rules governing its proceedings**, including the determination 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 the 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.

Faculty of Fine and Applied Arts (FAA) Bylaws

Approved by the Full Faculty on *April 29, 2025*

Approved by Senate on *month day, year*

PREAMBLE

The Faculty of Fine and Applied Arts (FAA) will conduct business according to these Bylaws. The Faculty includes faculty and staff in the following schools: School of Motion Picture Arts (SMPA), School of Performing Arts (SPA), School of Animation Visual Effects (SAVFX), and School of Design (IDEA).

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

These bylaws provide a framework for governance within the Faculty of Fine and Applied Arts, ensuring representation, structured meetings, and clear roles and responsibilities.

1. DEFINITIONS

1.1. Key terms in these bylaws follow definitions in the *Act*.

1.2. Other Clarifications:

- a) “Faculty” (upper-case “F”) refers to the Faculty of Fine and Applied Arts.
- b) “faculty” (lower-case “f”) refers to instructional employees of the Faculty.
- c) “Student” refers to a person currently enrolled in credit courses in the university and registered in one of the programs in the Faculty.
- d) “University” means Capilano University.

2. COMPOSITION OF THE FACULTY

2.1 For All-Faculty meetings, the Faculty will be composed of the following:

- a) **The Dean** of the Faculty of Fine and Applied Arts
- b) **The President** or a delegate of the University
- c) **All faculty** appointed in the Faculty, including instructors, lab supervisors, special appointees, librarians and instructional associates
- d) **Directors and managers** of special units in the Faculty
- e) **Divisional Supervisors** employed in the Faculty
- f) **Technicians and support staff** (except Divisional Supervisors) as non-voting representatives
- g) **One (1) student from each School** within the Faculty as a non-voting representative
- h) **The Registrar** as a non-voting member

3. POWERS AND DUTIES OF THE FACULTY

The powers and duties of a Faculty are broadly set out in Section 40 of the *University Act*. (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 one-year term with no term limits, serving in the absence of the Chair.

5. ALL-FACULTY MEETINGS

- 5.1 Meetings are held at least two (2) times per year. A minimum of fourteen (14) days' notice will be given before these meetings.
- 5.2 Agendas are prepared by the Chair and distributed at least seven (7) days before the scheduled meeting.
- 5.3 Minutes are recorded, circulated **at least seven (7) days before the subsequent meeting**, and archived by the Dean's Administrative Lead.
- 5.4 The quorum of All-Faculty meetings consists of **twenty-five percent (25%)** or twenty (20) members of the Faculty of FAA, **whichever is less**.

6. EXTRAORDINARY MEETINGS OF THE FACULTY

- 6.1. In matters of urgency, extraordinary meetings will be called by:
 - a) The Chair (Dean); or
 - b) The Vice-Chair in combination with the School Chairs/Coordinators, or a written petition of at least fifty percent (50%) of voting members.
- 6.2. Notice of extraordinary meetings will be given at least seven (7) days prior to the meeting.
- 6.3. Minutes of extraordinary meetings will be taken and circulated prior to 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

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- 7.2. Normal resolutions or motions require a simple majority of fifty percent (50%) plus one (1) to pass. Amendments to these Bylaws require a two-thirds (2/3) majority of voting members present to pass.
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**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: May 20, 2025
TO: Laureen Styles, Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on May 16, 2025:

- 25/36** The two new courses, REC 121 – Introduction to Sustainable Trail Development Concepts and REC 221 – Trail Design and Relationships, be recommended to Senate for approval.
- 25/37** The new course, EAS 100 – English for Academic Success, as well as Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.
- 25/38** The two new courses, LAW 316 – Small Claims and Civil Resolution Tribunal Procedures and LAW 467 – Transnational Criminal Law, as well as Cap Core designation under the heading *Self and Society* for LAW 467 – Transnational Criminal Law, be recommended to Senate for approval.
- 25/39** The revisions to the contact hours and number of weeks of:
- LGST 108 – Family Law Litigation Procedures
 - LGST 114 – Wills and Probate Procedures
 - LGST 116 – Introduction to the Legal System
 - LGST 126 – Basic Securities Procedures
- be recommended to Senate for approval.
- 25/40** The revisions to the admission requirements for the Paralegal Certificate be recommended to Senate for approval.
- 25/41** The revisions to the Minor in Legal Studies Program Profile and the Bachelor of Legal Studies (Paralegal) Degree Program Profile be recommended to Senate for approval.


Deb Jamison, Chair
Senate Curriculum Committee

Laureen Styles, Chair
Senate

Date: May 20, 2025

Date: _____

Senate Report

AGENDA ITEM: Senate Teaching and Learning Committee report on May 20 th meeting	
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: 03-Jun-25	
PRESENTER: Diana Twiss, Chair Senate Teaching and Learning Committee	

PURPOSE

Provide Senate with a written summary of the STL committee discussions of May 20th meeting.

The committee met on May 20th, discussed proctoring software and TurnItIn; received reports from four directors/AVP, and confirmed membership for 2025-26.

SUMMARY

Discussion: Proctoring Software and TurnItIn

Dr. Brit Paris led us in a discussion about proctoring software, its history and use at CapU and challenges ahead. Brit reported that currently the university uses *Turnitin* similarity checker since 2021; however, plagiarism has changed and most academic integrity cases are not related to plagiarism but to generative AI. Currently there is not a software at the university that detects AI, nor any approved proctoring software tools.

The committee was asked to consider the possibility that the university moves away from *Turnitin* and explore other options for monitoring plagiarism. There will be a Critical GenAI Literacies workshop coming in August and September.

Reports/Updates

- 1. Director, Teaching and Learning** – Dr. Brit Paris
 - Everyone was acknowledged for participating in the annual CTE Teaching and Learning Symposium April 30 – May 2.
- 2. Creative Activity, Research, Scholarship and Graduate Studies (CARS)** - Dr. Dawn Whitworth
 - The new Senate Graduate Studies Committee has now recruited all of its faculty members (via a call by the Registrar) and plans to have its first meeting at the end of August.

- CapU has been selected by the federal government Tri-Agencies to join the prestigious DEI program, Dimensions. Our membership to Dimensions will support our participation in a community of practice with institutions across Canada, as well as mentorship, training and grant funding that is all focused on building our DEI capacity in research.
- 3. Director, Indigenous Education and Affairs (IEA) - Miranda Huron**
- The *ChenChenStway* input from the Nations will be finalized in June and will be looking at the content and confirming if there are any gaps and determining the degree to which they wish to be involved.
 - There are several ongoing conversations around the content of Indigenous Studies, and this will involve exploration of practices at other post-secondary institutions.
- 4. Director, Academic Planning and Quality Assurance (APQA) – Dr. Claire Carolan**
Current number of programs in development: 19

Ongoing program development

- In the last 4-5 weeks, the Academic Programming and Quality Assurance office has received requests from deans to begin work on 6 new programs: 3 minors (Philosophy, Political Science & Art History), two certificates (Ethnographic Methods & Healthcare Science) and one baccalaureate (Outdoor Recreation, Nature and Wellness) in addition new programs already in various stages of development, with anticipated launch dates within a 12–24-month timeframe.
- More new programs are suggested by deans and faculty on a weekly basis. In addition, 8 existing programs continue to be in curriculum renewal. (AVFx Diploma, 3D Animation Diploma, Communications Diploma & Baccalaureate, Tourism Diploma, Music Diploma, Music Therapy Baccalaureate.)
- Two micro-credential proposals were put forward to the ministry for funding requests (Drone Engineering & Sustainable Trails).

Program Review of note for May

- The School of Tourism has been approved for an out-of-cycle program review. They were originally scheduled for review in 2028 but requested for the review to take place earlier to address enrolment and curricular concerns. The 7-year Cycle will need to be updated to accommodate out-of-cycle reviews.

Curriculum Catalogue Management System (CCMS) search

- Claire Carolan, Chris Jacques and Brit Paris have met with BPS, GCS and EHHD and will be meeting FAA and FAS in the first two phases of the communication plan for the Curriculum Catalogue Management System (CCMS).
- The BCNET-led NRFP (negotiated request for proposals) is nearing the end of its process to identify a curriculum management software system that we hope to implement and launch before Summer 2026. Participation in this process has been a shared project between APQA, RO and DTS.



- The implementation is going to necessitate a university-wide course outline update. The change management plan for that important work is a joint initiative between CTE, APQA, DTS and the RO and plans are currently underway to ensure that we can achieve the launch as smoothly as possible within a given timeframe with the least amount of impact across the institution. This is a project that almost all faculty will have the opportunity to participate in and the benefits to our institution and students is substantive.

Committee Membership for 2025-26

The following faculty and staff members have expressed interest in being on the committee for 2025-26. Need to follow-up with the CSU for student membership on this committee. The administrators will be appointed by the Vice President, Academic and Provost:

- Deb Jamison, Faculty, Vice-Chair
- Krystyna Nowak, Faculty, Library Representative
- Alan Jenks, Faculty, GCS representative
- Jai Djwa, Faculty, FAA, representative
- Christine Jackson, Faculty, BPS representative
- Lily Yen, Faculty, FAS representative
- Diana Twiss, Faculty, EHHD representative
- Maria Valioux, Staff representative

