



## SENATE MEETING

Tuesday, June 3, 2025 4:00 pm

Capilano University, Library Building, Room LB 322

### MINUTES

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**Present:** Laureen Styles (Chair), Julia Black, John Brouwer, Jai Djwa, Graham Cook, Caroline Depatie, Thomas Flower, Brian Ganter, Denise Gingrich, Saksham Goyal, Sofia Hughes, Deb Jamison, Alan Jenks, Harb Johal, Michael Laurence, Tracy Penny Light, Priya McMurtrie, Vedant Mehra, Corey Muench, Alaa Al-Musalli, Christina Neigel, Majid Raja, Farnoosh Sam, Ramin Shadmehr, Michael Thoma, Diana Twiss, Emily Walmsley, Recorder: Mary Jukich

**Regrets:** Victor Gelano, Laura Kinderman, Amina El Mantari, Brad Martin

**Guests:** Claire Carolan, Elder Doctor Latash, Rahul Reandi, Maria Valioux

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#### **Land Acknowledgement**

*Capilano University is named after Chief Joe Capilano (1854–1910), an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the salilwatał (Tsleil-Waututh), shishálh (Sechelt), Skwxwú7mesh (Squamish), and xʷməθkʷəʔəm (Musqueam) Nations.*

#### **1. Welcome**

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

In the absence of Victor Gelano, Alan Jenks assumed the voting rights for the Faculty of Global and Community Studies.

Rahul Reandi, new CSU non-voting student representative, was introduced and welcomed to Senate.

Claire Carolan was introduced as the proponent for agenda item #6.3, Squamish Certificates Extension Request.

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

*Diana Twiss moved and Ramin Shadmehr seconded:*  
To adopt the agenda.

**CARRIED**

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

*Thomas Flower moved and Priya McMurtrie seconded:*  
To adopt the May 13, 2025 minutes.

**CARRIED**



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#### 4. Correspondence Received

Correspondence was received and will be addressed under agenda item #8.1, Chair's Report.

#### 5. Business Arising

##### 5.1 Self-Evaluation Committee

*Presented by: Christina Neigel*

Everyone was appreciated for completing the Senate subcommittee surveys. For this year, the response rate was approximately 65% and one-half of respondents were Senators. A detailed report will be brought back to Senate in the fall.

Last year, there was a recommendation to provide an orientation to the Senate subcommittee chairs and subcommittee members to familiarize with the mandate, processes, etc. and steps have been taken in that direction. Responses from this year's survey also indicated that some subcommittee members had not received an orientation and the Self Evaluation committee identified this as a gap as a result of the transition of vice chair roles. The committee felt that a process should be designed for a more articulate process for orientation of subcommittee chairs and subcommittee members.

#### 6. New Business

##### 6.1 Graduates

*Presented by: Harb Johal*

The interim Registrar submitted a list of 12 additional graduates, verified by the Registrar's Office, who have met the graduation requirements of their programs.

*Harb Johal moved and Diana Twiss seconded:*

**25/18** Senate approve the students from the five Faculties for their respective credentials for graduation. **CARRIED**

##### 6.2 Strategic Enrolment Management (SEM) Program Update

*Presented by: Harb Johal*



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At the November 2024 town hall meeting, there was a commitment to provide an update in six months that included a progress report.

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 the 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. Some of the enrolment management operations workstream progress is as follows:

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

A further update will be provided in approximately six months, possibly before the end of the calendar year.

#### **6.3 Squamish Certificates Extension Request**

*Presented by: Claire Carolan*

Senate was requested to provide 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.



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On discussion, a concern was raised regarding the interpretation of the policy (B.106.02 Program Approval Procedure and Policy), particularly that the enrollment metrics are not part of the program approval process. The policy indicates that the academic side of the program is addressed within one year and to not use the enrollment justification for the proposed approval. In this regard, information was provided that the existing procedures are out of date and currently under revision.

It was also suggested that in undertaking a curriculum review and re-approval of the curriculum, it would be beneficial to do the review from the date of when the program starts, instead of the date that the program was approved.

A further concern was raised regarding the recommendation that any certificates that do not perform well on the Squamish campus be considered for delivery at another location. In this regard, information was provided that the recommendation was based on taking into account the amount of work involved in developing a new program and that if unsuccessful in one location, the program could be successful in a different location.

### Motion 1

On review of the proposed motion 1, it was suggested to remove the rationale from the motion and to strike out the last sentence of the motion.

*Tracy Penny Light moved and Thomas Flower seconded:*

**25/19** 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 enrolment numbers to launch in Fall 2025.

**CARRIED**  
**1 Opposed**

### Motion 2

*Tracy Penny Light moved and Diana Twiss seconded:*

**25/20** 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

**CARRIED**  
**1 Opposed**



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delivery they should re-approved before being delivered a second time in alignment with the procedures for policy B. 106.

#### Motion 3

This motion was considered operational and would require consideration on a number of other factors and based on the discussion, Senate determined that this was not a required motion and, accordingly, a vote was not undertaken.

#### Motion 4

*Tracy Penny Light moved and Christina Neigel seconded:*

**25/21** 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.

**CARRIED**

## 7. Committee Reports

### 7.1 Academic Planning and Review Committee

*Presented by: Alaa Al-Musalli*

The committee met on May 20 and reviewed the Bachelor in Outdoor Recreation, Nature and Wellness concept paper. This 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 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. The proposed program aligns with the University's vision and commitments as set out in Envisioning 2030 and Illuminating 2030.



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The committee provided recommendations on the concept paper mostly around the title of the degree and how it could be supported by a minor or concentration.

#### **7.1.1 Concept Paper – Bachelor of Outdoor Recreation, Nature and Wellness**

On review and discussion, Senate members had not comments or feedback.

*Alaa Al-Musalli moved and Tracy Penny Light seconded:*

**25/22** THAT the Senate approve the Concept Paper for the Bachelor in Outdoor Recreation, Nature and Wellness.

**CARRIED**

#### **7.2 Policy and Governance Committee**

*Presented by: Corey Muench*

The committee met on May 27 and June 3, 2025. As the Academic Qualifications Policy has a broad impact across the university, the committee requested further feedback from faculty. As such, in August, a Constant Contact message will be distributed to all faculty, which will include the latest version of the policy and a FAQ document explaining the policy. The Deans will encourage this item to be discussed at department meetings and/or included in full Faculty meeting agendas for discussion and feedback. The feedback will be collected and brought back to the committee and subsequently brought to Senate.

The committee also discussed the Academic Schedule Policy, particularly around the question of a full week for the Fall reading break and extending the time for faculty to submit final exam marks. An ad hoc committee has been formed to explore these issues and a report will be brought back to the committee. In addition, the committee discussed clarifying the language in the policy around the summer term, specifically the number of teaching and exam weeks.

The Academic Standing Policy will be brought to the Graduate Studies committee for their review.



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#### 7.2.1 Fine and Applied Arts Bylaws

Senate was presented with the Faculty of Fine and Applied Arts Bylaws for approval. The committee identified some items in the document that should be further reviewed during the one-year trial period of the Bylaws. In the Senate discussion there was agreement for minor revision to wording for quorum that can also be pulled forward into other Faculty Bylaws for clarity and consistency.

**CARRIED**

*Corey Muench moved and Denise Gingrich seconded:*

**25/23** THAT the Senate approve the Faculty of Fine and Applied Arts Bylaws noting the items flagged for consideration in the upcoming year.

#### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

##### 7.3.1 Resolution Memorandum

The resolutions brought forward from the May 16, 2025 Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Caroline Depatie seconded:*

**25/24** That Senate approve Resolutions 25/36 to 25/41.

**CARRIED**

#### 7.4 Teaching and Learning Committee

*Presented by: Diana Twiss*

The committee met on May 20<sup>th</sup>, and Senators were provided with a written report on the highlights of the committee meeting. Some of the highlights were as follows:

- The first meeting of the new Senate Graduate Studies Committee has been scheduled for August 19, 2025.
- CapU has been selected by the federal government Tri-Agencies to join the prestigious DEI program, Dimensions. The membership to Dimensions will support participation in a community of practice with institutions across



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Canada, as well as mentorship, training and grant funding that is all focused on building our DEI capacity in research.

- There are several ongoing conversations around the content of Indigenous Studies, and this will involve exploration of practices at other post-secondary institutions.

### 7.5 Budget Advisory Committee

*Presented by: Michael Thoma*

The committee met on May 30, at which time there were two presentations. The first was an update on Integrated Planning – Operational Highlights for Fiscal 2024/25 (IAPR) and the committee was also presented with the Final Fiscal 2024/25 Financial Results.

The second item was a verbal update on the Deficit Mitigation Plan. The University is required to submit to government a Deficit Mitigation Plan with strategies to balance the budget as required by the *University Act*. For the current year, 2025/2026, the Board approved a deficit budget of \$6.4 million, the shortfall attributed mainly to the recent government changes in international education. For 2025/2026 there will be international students remaining in the system, however, enrolment numbers are coming in lower than previously budgeted, and it is now anticipated that the 2025/2026 deficit budget will be approximately \$11 million, with further shortfalls projected for 2026/2027.

## 8. Other Reports

### 8.1 Senate Chair

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

- The university continues to work through approaches for budget mitigation and, as required, has submitted the deficit mitigation plan to government. Additional information is posted to [Frontlines](#) and discussions have been undertaken with the Capilano Faculty Association Executive, MoveUp Executive and the Capilano Student Union. The university is working towards a balanced budget for





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2026/2027 and the goal is to continue information-sharing about the decisions that need to be made for long term university sustainability and stability.

- Deb Jamison, Senate Vice Chair, has indicated that she will be taking early retirement. Deb was acknowledged for her continuous contributions in terms of academic leadership and commitment to academic governance. With this, the Vice-Chair of Senate will be vacant as of August therefore the Nominating Committee is asked to convene as soon as possible.
- A letter was received from a faculty (with other faculty names listed) related to university communication and activity regarding a student protest in November. The chair is reviewing the letter. Any appropriate matters that are under Senate jurisdiction will be brought back to Senate for any next steps/discussion.
- In terms of summer registration, domestic student numbers are up, and international student numbers are down approximately 32%. The university continues to work both in terms of advocacy and being able to participate in processes to encourage approvals of student visas. The university is anticipating meeting the target for international students for the fall though depending on the success of student visas and the timing of these, some may be deferred into January.
- Indigenous Peoples' Day is on Saturday, June 21, 2025, and activities are being scheduled on Friday, June 20, including drumming and the canoe awakening ceremony during that week.
- The following outgoing Senators were acknowledged for their work on Senate:
  - Deb Jamison, Senate Vice Chair
  - Dr. Laura Kinderman, Dean, Faculty of Business and Professional Studies
  - Brian Ganter, Faculty of Arts and Sciences
  - Victor Gelano, Faculty of Global and Community Studies
  - Amanjot Singh, Student
  - Saksham Goyal, Student



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- The Senate orientation will take place on August 26, 2025, from 1:00 – 6:00 p.m. Work is underway in developing an expanded version of the orientation and learning session.

#### 8.2 Vice Chair

The Vice Chair acknowledged the work of the Senate subcommittee chairs and the subcommittees for their work during this year.

The Vice Chair announced that she will be retiring at the end of August 2025, and reflected on her contributions to the University, Senate and the Senate subcommittees.

#### 8.3 VP Academic and Provost

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

- Appreciation was provided to everyone involved and who attended this year's Leading and Learning Academy, which focused on a rapid design thinking session to address redesigning the future of higher education.
- Appreciation was also provided to everyone involved in facilitating the activities during the Asian History month.

#### 8.4 Board Report

As the Board did not meet since the last Senate meeting, a report was not presented. The next Board meeting is June 24, 2025.

#### 8.5 Elder Report

Elder Doctor Latash reflected on his journey and the importance of post-secondary education.

Elder Doctor Latash also spoke on the contributions of the First Nations and the life of Chief Joe Capilano and the importance of young people continuing to be leaders.

#### 9. Discussion Items

No discussion items were presented.



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**10. Other Business**

No other business was presented.

**11. Information Items**

No information items were presented.

**The meeting was adjourned at 5:55 pm.**

**Next Meeting: Tuesday, August 26, 2025 – Orientation**

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