

SENATE REGULAR MEETING

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

AGENDA

Land Acknowledgement

Capilano University is named after Chief Joe Capilano (1854–1910), an important leader of the $S\underline{k}w\underline{x}w\acute{u}7mesh$ (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the səlilwəta $\frac{1}{2}$ (Tsleil-Waututh), shíshálh (Sechelt), $S\underline{k}w\underline{x}$ wú7mesh (Squamish), and x^wm ə ∂k^w ə ∂k^w ə ∂k^w ə k^w

Welcome
 Approval of the Agenda - Decision
 Approval of Minutes - Decision
 Senate Members
 Schedule 3

 Correspondence Received

5. CSU Presentation Josh Thomas

6. Business Arising

6.1 Academic Schedule 2026/2027 – *Information*Harb Johal Schedule 6.1

6.2 Subcommittee Vacancies – *Information*Harb Johal
Schedule 6.2

7. New Business

7.1 Faculty Merger – *Information*Tracy Penny Light
Schedule 7.1

7.2 Paid Educational Technology – *Decision*Priya McMurtrie
Schedule 7.2

7.3 Annual Report – Illuminating 2030 – *Information* Tracy Penny Light

Schedule 7.3



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AGENDA

8.	3. Committee Reports			
	8.1 Academic Planning and Review Committee – <i>Information</i>	Alaa Al-Musalli		
	8.2 Policy and Governance Committee – <i>Information</i>	Corey Muench		
	8.3 Curriculum Committee – <i>Decision</i> 8.3.1 Resolution Memo October 17 Agenda Package / October 17 Draft Minutes	Julia Black Schedule 8.3.1		
	8.4 Graduate Studies Committee – <i>Information</i>	Alan Jenks		
	8.5 Teaching and Learning Committee – <i>Information</i>	Diana Twiss		
	8.6 Budget Advisory Committee – <i>Information</i>	Michael Thoma		
9.	Other Reports			
	9.1 Chair of Senate – <i>Information</i>	Laureen Styles		
	9.2 Vice Chair of Senate – <i>Information</i>	Alan Jenks		
	9.3 VP Academic and Provost – <i>Information</i>	Tracy Penny Light		
	9.4 Board Report – <i>Information</i>	Amina El Mantari		
	9.5 Elder's Words - <i>Information</i>	Elder Doctor Latash		
10.	Discussion Items			
11.	Other Business			
12.	Information Items			



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Present: Laureen Styles (Chair), Julia Black, John Brouwer, Graham Cook, Alicia Fahey, Thomas

Flower, Denise Gingrich, Alan Jenks, Harb Johal, Harleen Kaur, Michael Laurence, Tracy Penny Light, Amina El Mantari, Brad Martin, Priya McMurtrie, Vedant Mehra, Corey Muench, Alaa Al-Musalli, Christina Neigel, Robert Omura, Katija Pallot, Milo Prentice, Majid

Raja, Michael Thoma, Diana Twiss, Recorder: Mary Jukich

Regrets: Jai Djwa, Sofia Hughes, Emily Walmsley, Maria Valiouk

Guests: Miranda Huron, Rahul Reandi

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1. Welcome

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

Robert Omura, new non-voting faculty from the Faculty of Business and Professional Studies was introduced and welcomed to Senate.

In the absence of Jai Djwa, Michael Thoma assumed voting rights for the Faculty of Fine and Applied Arts.

2. Approval of the Agenda

Vedant Mehra moved and Brad Martin seconded: To adopt the agenda.

CARRIED

3. Approval of the Minutes

Diana Twiss moved and Alaa Al-Musalli seconded: To adopt the September 9, 2025 minutes.

CARRIED

4. Correspondence Received

A communication was received regarding a potential agenda item for the November Senate meeting.



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5. Business Arising

5.1 Self-Evaluation Committee

Presented by: Diana Twiss

Last year a survey was distributed to the Senate subcommittees in terms of assessing the ethnicity of Senate and to determine how work was being completed at the subcommittee level. Although the findings have not been processed into recommendations, early results of the survey indicate the value of onboarding committee members.

The next committee meeting is scheduled for October 28th.

6. New Business

6.1 Academic Schedule 2026/2027

Presented by: Harb Johal

Senate members were presented with the Academic Schedule setting out the important dates and deadlines for the 2026/2027 academic year.

On review and discussion, the following items were raised by Senate members:

- For the Spring 2027 exam period the dates were April 14-23. However, this would mean that the final exams begin on a Wednesday and finish on a Friday and leaves two blank days, i.e. no classes, no exams, on April 12 and 13. However, normal practice, would be to begin the exams on a Tuesday (i.e. April 13) and end on a Thursday (April 22) and give faculty an extra workday (Friday, April 23) to mark exams.
- On September 8, classes start at 4:30 pm and whether that should be 5:30 pm.
 The Registrar reported this will be further clarified during the review work of the Academic Schedule Policy.
- For December, the exams close on Thursday and grades due Monday, giving faculty two days to complete the grades. However, in the Spring, exams close on Friday and grades need to be submitted by Monday which gives faculty only one day to complete the grades.



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 A concern was raised with respect to including the Sunday for faculty to complete the final grades particularly as the BC Employee Standards Act under: Hours Free From Work - Act Part 4, Section 36it specifies a requirement for 32 consecutive hours free from work.

The Registrar will review the items raised, and the Academic Schedule will be brought back to the November Senate meeting.

6.2 2026 – 2027 Multi-Term Scheduling

Presented by: Harb Johal

Beginning with the Fall 2026 and Spring 2027 terms, Capilano University will implement Multi-Term Scheduling. This initiative represents a significant change to the University's established scheduling timelines and processes. The new scheduling cycle introduces a single data entry window for both the Fall and Spring terms. The Summer schedule will continue to be produced separately. Course registration dates remain unchanged.

6.3 Subcommittee Vacancies

Presented by: Harb Johal

Senate members were requested to volunteer to serve on the remaining subcommittee vacancies.

7. Committee Reports

7.1 Academic Planning and Review Committee

Presented by: Alaa Al-Musalli

A report was not presented as the September and October committee meetings were cancelled.

7.2 Policy and Governance Committee

Presented by: Corey Muench

The committee met on September 22nd and discussed the combination of the Naming Opportunities Committee and Tributes Committee as well as providing a list, to the Risk Management Officer, of suggested revisions to Board Policy B.301.



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The committee also continued their review work on the Academic Standing Policy S2003-03. The review work was focussed on the revisions not related to graduate studies because those were previously sent to the Graduate Studies committee.

In addition, the committee began their review on the proposed revisions to the Admissions Policy S2019-01.

7.2.1 Proposal to Rescind S2002-04 Definition of a Full-time Student

This policy was identified for rescission during a review of the Registrar's Office policies. The proposal is to rescind the policy with the definition of a full-time student information remaining included within the academic calendar for reference. The policy provides a definition as to what the university considers (for academic purposes) a full-time student. Policy scope specifically excludes scholarships, bursaries, awards, government student aid, students registered with Accessibility Services, or any external agencies.

Corey Muench moved and Brad Martin seconded:

25/28 The Senate approve rescinding Policy S2002-04, Definition of a Full-time Student.

CARRIED

7.2.2 Recommendation on Senate Naming Opportunities Committee

Senate members were requested to consider the Terms of Reference of the Senate Naming Opportunities Committee be combined with those of the Senate Tributes Committee with a new name reflective of the responsibilities of the committee thereby reducing the number of Senate subcommittees by one.

As per Senate Bylaws (Article 8.1), the Senate Policy and Governance Committee has the ability to make recommendations to Senate on the establishment and dissolving of standing and ad-hoc committees. While the Naming Committee has been in existence for some time, this committee rarely meets (perhaps once in six years or so). This year the committee membership has not yet been fully populated.

There are discrete responsibilities of Senate with buildings that are outlined in the university policy, <u>B 301: Naming of Buildings, Spaces, and Programs</u>, and its related



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procedure, consistent with the *University Act*. Given the infrequent requests to the Naming Opportunities Committee and the limited scope of responsibility, there is an opportunity to include the necessary responsibilities with the Tributes Committee with the review of the Terms of Reference for the two committees this year.

Corey Muench moved and Thomas Flower seconded:

25/29 In accordance with Senate Bylaws Article 8.1, the Tributes Committee and Naming Opportunities Committee integrate their terms of reference such that the necessary responsibilities of Senate regarding naming of buildings, spaces, and programs (as per Policy B.301) are included in a new terms of reference document, including consultation with current members and past members (if available) of the Naming Opportunities Committee.

Corey Muench moved and Denise Gingrich seconded:

25/30 That Senate assume the responsibilities of the Naming Opportunities Committee until such time as the new Terms of Reference have been completed and a new committee name for the combined Terms of Reference be identified.

CARRIED

CARRIED

7.3 Curriculum Committee

Presented by: Julia Black

7.3.1 Resolution Memorandum

The resolutions brought forward from the September 19, 2025 Senate Curriculum Committee meeting were presented to Senate for approval.

Julia Black moved and Diana Twiss seconded:

25/27 That Senate approve Resolutions 25/47 to 25/51.

CARRIED

7.4 Graduate Studies

Presented by: Alan Jenks



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The committee met on September 16th and the focus of the meeting was to review and provide feedback on policy S2003-03 Academic Standing. At the committee meeting in October, a representative from the University of the Fraser Valley will attend and share insights of their graduate committee.

7.5 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on September 16th. New committee members were welcomed, and the committee was provided with their orientation. Several reports were provided at the committee meeting, and some of the key highlights from the reports were as follows:

- The student digital ambassadors are back in the learning commons for in-person ed tech support for students, they can also be contacted virtually - <u>Student</u> <u>Digital Ambassadors | Centre for Teaching Excellence</u>
- The fall grants call went out on September 16th outlining the following CARS funding that is available to faculty:
 - Unified Grants (for faculty who need funding to hire student Research Assistants)
 - SSHRC-Engage Grants (for faculty who need funding for early stage research)
 - NSERC-Mobilize Grants (for faculty who need teaching release and funding to build their research partnerships)
- A reminder was provided regarding the process for engaging Elders and the process is posted on <u>Frontlines</u>.
- Indigenous Education and Affairs have been collaborating with various areas on processes for Indigenization and decolonization of courses which includes working with CTE and the Indigenous Librarian. Work is underway in developing a process map which will also be posted to Frontlines.
- A vendor has been selected for the curriculum management project and work is underway with the academic areas to understand resourcing for the path forward.



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7.6 Budget Advisory Committee

Presented by: Michael Thoma

The next committee meeting is scheduled for October 23rd.

8. Other Reports

8.1 Senate Chair

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

The initial forecast for this fiscal year was a \$1.5 million deficit and the university is now trending toward a \$7.9 million deficit for this fiscal year, April 1 to March 31. There have been several significant initiatives to reduce the budget which will be continued based on the remaining months of the fiscal year. The main driver for the increase in the deficit is international student enrolment. The significant decrease in international student enrolment impacts all post-secondary institutions across the country; federal policy is not expected to change, though university presidents continue to advocate for policy stability, and more alignment with local/regional labour market needs.

- The forecast for the 2026/2027 budget was recently shared via Constant Contact and reported a Quarter-2 deficit of approximately \$25 million. As an institution, the focus will now be to shift that deficit to approximately \$15 million through cost saving and restructuring. The original goal was to have a balanced budget for 2026/2027; however, the planning assumptions changed because of the greater impact to the University because of the international student enrollment.
- At the September 9 meeting, Senate approved the naming of the student oncampus housing building in perpetuity with two Indigenous language names.
 This was also approved by the Board and will move to the next steps for implementation.
- There is proposed new provincial legislation focusing on sexual violence. The Sexual Violence Policy is within the Board purvey, and the policy owner is the Vice President, Strategic Planning, Assessment & Institutional Effectiveness,



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Toran Savjord, and administrator, Associate Vice President of Student Success, Daniel Levangie. If the legislation passes, there will be work over the next period of time which will involve an advisory committee being struck This is a topic that the institution takes seriously with a focus on prevention and promotion.

- Senators were encouraged to participate in the various activities during October for Women's History Month and Latin American Heritage Month.
- The call for Academic Emeritus, under the new Academic Emeritus Policy, and call for Honorary Degree is open and the closing deadline is December 1, 2025.
- The call for Chancellor is open and will close on October 16, 2025. The search committee has been struck and will move forward once the nomination period is closed.
- The Presidential search and Provost search continue, and updates will be provided once additional information is available.
- Philanthropy & Alumni Relations has requested a Senator to participate on the Alumni Awards of Excellence selection committee.
- Consultation has been undertaken with the Communications Department in an
 effort to streamline Senate communication, and proposed approaches were
 reviewed. Optimally based on Senate input, the goal will be to have the Senate
 Highlights included in the "body" of the Constant Contact instead of accessing
 the information through a link to the document.

8.2 Vice Chair

Alan Jenks reported that he continues to attend the Senate subcommittee meetings. The subcommittees continue to work efficiently and complete work and provides an opportunity for Senators to understand how Senate works.

8.3 VP Academic and Provost

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



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- Everyone involved organizing the events during Truth and Reconciliation Week
 were acknowledged for their work. It was mentioned that resources for
 reconciliation were shared by the Academica Group on their <u>Academica Top</u> 10
 on September 30 including a course by First Nations University titled Advancing
 Re(al)conciliation. The course can be found here <u>Website</u>.
- The VP Academic and Provost Newsletter was recently distributed via Constant Contact and everyone was encouraged submit updates, news, questions, etc.
- In terms of administrator appointments, work is underway in finalizing the search for a temporary Director, Teaching and Learning, to replace Brit Paris, as well as an Acting Dean for Fine and Applied Arts.
- A motion was recently passed by the Board to refer a proposed merger of the Faculty of Global and Community Studies and Faculty of Business and Professional Studies and to Senate for advice per B 105. In addition to Senate giving advice, the transition working group is being formed to consider and provide advice on faculty and staff communication, student advising, program continuity, communication within internal and external constituents, governance changes and updates as needed. It is anticipated that this will be a two-stage process, Senate will provide advice at the November Senate meeting which will be shared with the transition working group, and their advice will be brought back to Senate in to ensure all considerations have been reviewed. The VP Academic and Provost will consider the recommendations from the transition working group and Senate, and then present a recommendation to the Board as per Policy B105. The Board proposal suggested a timeline of January 26; however, a timeline will be determined to ensure fulsome consultation. On discussion, the following concerns were raised by Senate members:
 - Information was provided as part of the process;, there will be an opportunity to consider the repositioning of units/schools once the merger takes place.
 - In terms of process, whether the merger will generate a new faculty in which
 case would need Senate approval and not advice, and if not, a new faculty
 will have to demonstrate that the merger is not breaking policy.
 Administration indicated that the proposal is a merger and looking to make



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as few changes as possible to schools/student programming and streamline efficiencies and to keep it simple.

- Concern was raised that there are a lot of unknowns for Senate which may cause confusion particularly as there is a perception that the determination to move the proposal forward has already been made although it should be the privilege of Senate to make the recommendation and proposal. Clarity was requested on whether the decision has already been made, or whether there was still an opportunity to have a meaningful conversation and advice provided by Senate. Administration indicated that the University is in unprecedented times and the intention is to gather input, seek advice and consult in a fulsome way. In addition, the process in the Board Policy is being followed and to hear from all constituents, consider the constraints that the University is facing and not make decisions unilaterally.
- Oconcern was raised that the context of the proposal may be understood only by one section of the University. Senate is a representative body of the university, i.e. administration, faculty, staff and students and to consider the context, the conversation should happen at Senate. Consideration needs to be given to the financial context, specific efficiencies, savings, whether there are other ideas, etc. Although there may be good reasons for the merger, there is a perception that that the decision was made "behind closed doors". Administration responded that the financial savings will be unknown until there is clarity on what the proposed structure might look like when considering number of students, enrolment patterns, budgeting for programs and other considerations.
- A concern was raised whether there will be student representatives on the transition working group. Administration indicated that the transition working group will be comprised of representatives from each of the Faculties, MoveUP, and CFA; however, the composition has not yet been fully completed.
- o Moving forward, it is anticipated that there will be advice of Senate in November and at the same time, the transition working group will already be formed and working and accordingly, two channels for feedback. At a later date, and in collaboration with Senate and the transition working group, a



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timeline will be identified to bring this item back to Senate for further advice before the item moves forward.

- A question was raised on whether Senate will vote on the advice to the Board.
 Administration indicated that research will be undertaken regarding past practice on process in this regard.
- The proposal to the Board was detailed and it seems that there could have been an opportunity for more lead time for Senate either by way of a previous Senate meeting or other information channels as there is now a sense of urgency and causing pressure on Senate. Administration indicated that the process was followed as per Board Policy B.105.
- A concern was raised that the proposed merger of the two Faculties will result in a change in the composition of Senate in terms of voting Senators.
- Confirmation was provided that the proposed merger will be an agenda item at the November Senate meeting.
- Concern was raised that Senate will need more information in terms of possible implications of the merger and impact to students and a perspective of not being informed properly or having sufficient time to consider.
- A request was presented that more detailed information about the specific benefits of the proposed merger, similar to that presented to the Board, and substantiated by data, be provided to Senate to assist with the decision at Senate.
- Senators were invited, in the interim, to provide their thoughts, ideas, suggestions.

8.4 Board Report

Presented by: Amina El Mantari

The Board met on October 1, 2025, and the following key highlights were presented:



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- The Board approved Capilano University's Institutional Accountability Plan and Report for 2024–2025. The report highlights key achievements including the growth of the Squamish campus, new program launches, and a significant increase in domestic student enrollment. It also addresses challenges with international student recruitment due to federal visa changes and outlines ongoing efforts to enhance work-integrated learning and Indigenous student support through the implementation of Chénchenstway.
- The Board supports CapU's commitment to academic excellence and community engagement.
- The Board of Governors approved the Indigenous names Lam íwa and θqétaw
 tx^w for Capilano University's first North Vancouver student housing building on
 October 1, 2025.
- The Board was presented with the Capilano Students' Union's 5-year strategic plan, highlighting goals to boost student engagement, enhance operational excellence, and strengthen community trust.

8.5 Elder's Words

A reflection was not provided as Elder Doctor Latash did not attend the meeting.

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 5:45 pm.

Next Meeting: Tuesday, November 4, 2025



CAPILANO UNIVERSITY ACADEMIC SCHEDULE & IMPORTANT DATES FALL 2026 TO SUMMER 2027

	TALL 2020 TO SOIVINGLY 202	
September 3, 2026	Fall 2026 New International Student Orientation New International Student Orientation at the North Vancouver campus. The complete schedule can be found at capilanou.ca/student-services/new-	
	students/orientation/international-student-orientation/	
September 7, 2026 University Closed for Labour Day		
September 8, 2026	Fall 2026 Term Commences / New Student 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 capilanou.ca/orientation	
	Note: Courses/programs commence on various days. Consult your program for further information.	
September 8 – 21, 2026*	Fall 2026 Add/Drop Period	
September 22 – November 13, 2026*	Fall 2026 Withdrawal Period Note: During this period, withdrawals will be noted on the permanent student record as a "W".	
September 30, 2026 University Closed for National Day for Truth and Reconciliation		
October 12, 2026	University Closed for Thanksgiving Day	
November 11, 2026	University Closed for Remembrance Day	
November 12 - 13, 2026 Reading Break Please check the Capilano University Library website for hours o		
November 16 – 25, 2026	Spring 2027 Registration and Waitlisting Opens Note: Students will be able to register in courses at the beginning of their specific registration date found in their myCapU Account until the end of the Spring 2027 add/drop period.	
December 7, 2026	Last Day of Classes for Fall 2026	
	Note: Some courses/programs continue until the last day of the examination period. Consult your program for further information.	
December 9 – 17, 2026	Fall 2026 Final Exam Period (Includes Saturday, December 12, 2026)	
December 21, 2026 (4:00pm)	Fall 2026 Final Grade Submission Deadline for Faculty	
December 21, 2026 (4:00pm)	Fee Payment Deadline – Spring 2027 Full payment must be received by the Student Financial Accounts to avoid deregistration. Registration System Closed. Students will not be able to add, drop, or waitlist for courses for the duration of this day.	
December 22 – 23, 2026	Fall 2026 End-of-Term Processing Registration System Closed for Fall 2026 End-of-Term Processing and Spring 2027 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.	
December 24, 2026	Registration System Re-opens	



CAPILANO UNIVERSITY ACADEMIC SCHEDULE & IMPORTANT DATES FALL 2026 TO SUMMER 2027

	TALE 2020 TO SOMMER 202	
	Students can add, drop, and waitlist for courses. Note: In-person registration will be unavailable from December 24, 2026 through January 1, 2027 due to University closure.	
December 24, 2026 – January 1, 2027	University Closed for Christmas and New Years University closed December 24, 25, 28 and 31, 2026; and January 1, 2027. December 29 and 30, 2026 closed to the public (departments may be open).	
January 4, 2027	Spring 2027 Term Commences Note: Courses/programs commence on various days. Consult your program for further information.	
January 4 – 15, 2027*	Spring 2027 Add/Drop Period	
January 16 – March 12, 2027*	Spring 2027 Withdrawal Period Note: During this period, withdrawals will be noted on the permanent student record as a "W".	
February 15, 2027	University Closed for Family Day	
February 16 – 19, 2027	Reading Break Please check the Capilano University Library website for hours of operation.	
March 8 - 12, 2027	Summer 2027 Registration and Waitlisting Opens Students will be able to register in courses at the beginning of their specific registration date found in their myCapU Account until the end of the applicable Summer 2027 session(s) add/drop period(s).	
March 26 - 29, 2027	University Closed for Easter Please check the Capilano University Library website for hours of operation.	
April 9, 2027	Last Day of Classes for Spring 2027 Note: Some courses/programs continue until the last day of the examination period. Consult your program for further information.	
April 12 – 21, 2027	Spring 2027 Final Exam Period (includes Saturday, April 17, 2027)	
April 26, 2027 (4:00pm)	Spring 2027 Final Grade Submission Deadline for Faculty	
April 26, 2027 (4:00pm)	Fee Payment Deadline – Summer 2027 Full payment must be received by the Student Financial Accounts to avoid deregistration. Registration System Closed. Students will not be able to add, drop, or waitlist for courses for the duration of this day.	
April 27 – 28, 2027	Spring 2027 Grades and End-of-Term Processing Registration System Closed for Spring 2027 End-of-Term processing and Summer 2027 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.	
April 29, 2027	Registration System Re-opens Students can add, drop, and waitlist for courses.	
May 10, 2027	Summer 2027 – Full Term Commences Summer 2027 – Session I Commences	
May 10 - 14, 2027 *	Summer 2027 – Session I Add/Drop Period	
May 10 – 21, 2027 *	Summer 2027 – Full Term Add/Drop Period	



CAPILANO UNIVERSITY ACADEMIC SCHEDULE & IMPORTANT DATES FALL 2026 TO SUMMER 2027

May 15 –	Summer 2027 – Session I Withdrawal Period	
June 4, 2027 *	Note: During this period, withdrawals will be noted on the permanent student record as a "W".	
May 22 -	Summer 2027 – Full Term Withdrawal Period	
July 16, 2027 *	Note: During this period, withdrawals will be noted on the permanent student record as a "W".	
May 24, 2027	University Closed for Victoria Day	
June 8-10, 2027	Spring 2027 Convocation	
June 25, 2027	Last Day of Classes for Summer 2027 – Session I	
June 28, 2027 Summer 2027 - Session I Final Grade Submission Deadline for Faculty (4:00pm)		
June 29, 2027	Summer 2027 – Session I Grades and End-of-Term Processing Registration System Closed for Summer 2027 - Session I grades processing. Students will not be able to add, drop, or waitlist for courses.	
June 30, 2027	Registration System Re-opens	
	Students can add, drop, and waitlist for courses.	
July 1, 2027 University Closed for Canada Day		
July 5 - 16, 2027 Fall 2027 Registration and Waitlisting Opens		
	Students will be able to register in courses at the beginning of their specific registration date found in their myCapU Account until the end of the Fall 2027 add/drop period.	
July 5, 2027	Summer 2027 – Session II Commences	
July 5 – 9, 2027 *	Summer 2027 – Session II Add/Drop Period	
July 10 – 30, 2027 * Summer 2027 – Session II Withdrawal Period		
	Note: During this period, withdrawals will be noted on the permanent student record as a "W".	
August 2, 2027		
August 2, 2027 August 20, 2027	record as a "W".	
	record as a "W". University Closed for BC Day	
August 20, 2027 August 23, 2027	record as a "W". University Closed for BC Day Last Day of Classes for Summer 2027 – Session II and Full Term Summer 2027 - Session II and Full Term Final Grade Submission Deadline for	
August 20, 2027 August 23, 2027 (4:00 p.m.)	record as a "W". University Closed for BC Day Last Day of Classes for Summer 2027 – Session II and Full Term Summer 2027 - Session II and Full Term Final Grade Submission Deadline for Faculty	
August 20, 2027 August 23, 2027 (4:00 p.m.) August 23, 2027	record as a "W". University Closed for BC Day Last Day of Classes for Summer 2027 – Session II and Full Term Summer 2027 - Session II and Full Term Final Grade Submission Deadline for Faculty Fee Payment Deadline – Fall 2027 Full payment must be received by the Student Financial Accounts to avoid deregistration. Registration System Closed. Students will not be able to add, drop, or waitlist for courses for the duration of this day. Summer 2027 - Session II and Full Term End-of-Term Processing Registration System Closed for Summer End-of-Term processing and Fall 2027 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.	
August 20, 2027 August 23, 2027 (4:00 p.m.) August 23, 2027 (4:00 p.m.)	Iniversity Closed for BC Day Last Day of Classes for Summer 2027 – Session II and Full Term Summer 2027 - Session II and Full Term Final Grade Submission Deadline for Faculty Fee Payment Deadline – Fall 2027 Full payment must be received by the Student Financial Accounts to avoid deregistration. Registration System Closed. Students will not be able to add, drop, or waitlist for courses for the duration of this day. Summer 2027 - Session II and Full Term End-of-Term Processing Registration System Closed for Summer End-of-Term processing and Fall 2027 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses. Registration System Re-opens	
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CAPILANO UNIVERSITY ACADEMIC SCHEDULE & IMPORTANT DATES FALL 2026 TO SUMMER 2027

* 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 refer to the 'Non-Standard Add/Drop or Withdrawal' document at capilanou.ca/admissions/course-registration/registration-dates/

Academic Planning and Review Committee

Membership: Senators and non-Senators – Quorum = 8 Meetings: 2^{nd} Tuesday of the Month - 4:00 - 6:00 pm

(Voting)	
Chair of Senate	Laureen Styles
Vice-Chair of Senate	Alan Jenks
VP Academic & Provost	Tracy Penny Light
Dean	Brad Martin
Faculty	Alicia Fahey
Faculty	Alaa Al-Musalli
Faculty	Milla Zaenker
Faculty	Lauren Moffatt
Faculty	Katija Pallot
Faculty	Denise Gingrich
Faculty	John Brouwer
Faculty*	
Staff	Carley Dyer
Staff	Yen Yuen
Student	Priya McMurtrie
Student	Vacant
(Non-Voting) Resource Members	
Director, Academic Initiatives and Planning	Christina Neigel
Administrator	Adam Vincent
Administrator	Jennifer Nesselroad
Resource/Ex Officio Member	

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Budget Advisory Committee

Membership: Senators – Quorum = 4

Meetings: Schedule is determined at first meeting

(Voting)	
Vice-Chair of Senate	Alan Jenks
Administrator	Caroline Depatie
Administrator	Brad Martin
Faculty	Michael Thoma
Faculty	Denise Gingrich
Faculty	Diana Twiss
Faculty*	
Staff	Farnoosh Sam
Student	Sofia Hughes
Ex-Officio Member (Non-Voting)	
President	Laureen Styles
VP Finance and Administration	Tally Bains
VP, Strategic Planning, Assessment &	
Institutional Effectiveness	Toran Savjord
Director, Financial Operations	Holly Hunter
Director, Financial Planning and Analysis	Narisha Jessani

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Curriculum Committee

Membership: Senators and Non-Senators – Quorum = 10 Including Chair

Meetings: 3rd Friday of the Month -12:00 – 2:00 pm

DAC Recommends to Senate (2 Year Term)	
(Voting)	
Humanities	Torin McLachlan
Social Sciences	Hilary Duke
Science, Technology, Engineering and Mathematics	Urmila Jangra
Motion Picture Arts or Animation & Visual Arts	David Geary
Design	Dominique Walker
Performing Arts	Cindy Fairbank
Business	Danielle Wilson
Legal Studies or Communications	Robert Omura
Tourism Management or Outdoor Recreation Management	John Brouwer
Allied Health or Education & Childhood Studies	Julia Black
Public Administration or Kinesiology	Caroline Soo
Access and Academic Preparation	Stephan Evans
Library	Bethany Peterkin
Non-instructional faculty member	Chloe Miller
(any unit other than the Library)	
Students (1 Year Term)	Alisha Samnani
	Sofia Hughes
	Milo Prentice
Administrator	Tracy Penny Light
Dean	Graham Cook
Dean (Acting Dean)	Jennifer Nesselroad
Dean	Caroline Depatie
Registrar	Harb Johal
Academic Advisor	Carley Dyer
Director, Academic Initiatives and Planning	Christina Neigel
Chair or Vice-Chair of Senate	Laureen Styles / Alan Jenks
(Non-voting)	
Chair	Julia Black

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Graduate Studies Committee

Membership: Senators and non-Senators – Quorum = 6

Meetings: 3rd Tuesday of the month – 9:30 am

(Voting)	
Chair of Senate	Laureen Styles
Vice-Chair of Senate	Alan Jenks
Faculty	Alicia Fahey
Faculty	Kiki Chang
Faculty	Pegah Yaghmaie
Faculty	Yi Cui
Faculty	Michael Thoma
Faculty	Thomas Flower
Faculty	Leah Bailly
Faculty*	
Student	lana Paryniuk
Student	Khushi Malhotra
(Non-Voting) Resource / ex Officio	
Provost & Vice-President, Academic (or designate)	Tracy Penny Light
Associate Vice-President, Creative Activity, Research &	
Graduate Studies	Dawn Whitworth
Director of Indigenous Education and Affairs (or designate)	Miranda Huron
Director, Academic Initiatives and Planning	Christina Neigel
University Librarian (or designated librarian)	Christina Neigel

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Policy and Governance Committee

Membership: Senators and non-Senators – Quorum = 4

Meetings: 2^{nd} and 4^{th} Tuesday of the month -1:00-2:30 pm.

(Voting)	
Chair of Senate	Laureen Styles
Vice-Chair of Senate	Alan Jenks
Administrator	Brad Martin
Faculty	Corey Muench
Faculty	Susan Gardner
Faculty	Julia Black
Faculty*	
Staff	Trula Fountaine
Student	Sofia Hughes
(Non-Voting) Resource Members	
Administrator, Policy Office	Jacquetta Goy
Administrator, Registrar's Office	Jordan Lovig

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Teaching and Learning Committee

Membership: Senators and non-Senators – Quorum = 6 Meetings: 3^{rd} Tuesday of the month – 1:00 – 3:00 pm

(Voting)	
Chair of Senate	Laureen Styles
Vice-Chair of Senate	Alan Jenks
Administrator	Graham Cook
Faculty	Diana Twiss (Chair)
Faculty	Michael Laurence
Faculty	Jai Djwa
Faculty	Christine Jackson
Faculty	Lily Yen
Faculty*	
Librarian	Krystyna Nowak
Staff	Maria Valiouk
Student	Harleen Kaur
(Non-Voting)	
Director, Teaching and Learning	Brit Paris
Digital Technology Services	Chris Jacques
AVP, Creative Activity, Research, Scholarship and	Dawn Whitworth
Graduate Studies	
Director, Indigenous Education and Affairs	Miranda Huron
Director, Academic Planning & Quality Assurance	Christina Neigel
Executive Member, Capilano Student Union	Milo Prentice

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Self-Evaluation Committee

Membership: Senators – Quorum = 4

Meetings: TBD

Administrator	Graham Cook
Faculty	Alan Jenks
Faculty	Diana Twiss
Faculty	Vacant
Staff	Vedant Mehra
Student	Vacant

Tributes Committee

Membership: Senators – Quorum = 4

Meetings: Schedule is determined at first meeting

(Voting)	
Chair of Senate	Laureen Styles
Vice-Chair of Senate	Alan Jenks
Administrator	Graham Cook
Faculty	Corey Muench
Faculty	John Brouwer
Faculty	Vacant
Faculty*	
Staff	Vedant Mehra
Student	Priya McMurtrie
Ex-Officio Member (Non-voting)	
Vice President, University Relations	Kari Wharton
	Jennifer Bryan

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Vice-Chair Nominating Committee

Membership: Senators – Quorum = 3

Meetings: One or two meetings between March and April

Administrator	Brad Martin
Faculty	Majid Raja
Faculty	John Brouwer
Staff	Farnoosh Sam
Student	Vacant

Naming Opportunities Committee

Membership: Senators – Quorum = 4

Meetings: As and When

(Voting)	
Chair of Senate	Laureen Styles
Vice-Chair of Senate	Alan Jenks
Administrator	Vacant
Faculty	Corey Muench
Faculty	John Brouwer
Faculty	Vacant
Faculty*	
Staff	Farnoosh Sam
Student	Vacant
Ex-Officio Member (Non-Voting)	
Executive Director, Advancement	Vacant

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Senate Briefing Note

Agenda Item: Faculty Merger

Purpose: Senate Consultation on Proposed Merger of GCS and BPS

Faculties

Meeting Date: November 4, 2025

Presenter: Tracy Penny Light

Purpose

To seek Senate's advice, as required under Section 35.2(6)(e) of the University Act and per Policy B.105 – Establishment and Discontinuance of Faculties, on the proposed merger of the Faculty of Global and Community Studies (GCS) and the Faculty of Business and Professional Studies (BPS). Providing advice will occur in two phases: 1) At the start of the working group's work; 2) In response to the working group's advice or recommendations

Background

At its meeting of October 1, 2025, the Board of Governors approved the following motion:

THAT the Board of Governors seek advice from Senate on the merger of the Faculty of Global & Community Studies and the Faculty of Business and Professional Studies per Section 5 of B. 105 – Establishment and Discontinuance of Faculties and per Section 35.2 (6) e) of the University Act.

The briefing note outlined that the Faculty of Global and Community Studies (GCS) was established to support interdisciplinary education in global citizenship, intercultural engagement, and community development. It is the smallest of the five Faculties and is comprised of four Schools: Tourism Management, Outdoor Recreation Management; Kinesiology; and Public Administration. The School of Outdoor Recreation Management offers one credential at the diploma level, and the School of Kinesiology offers both a diploma and degree. The other two schools offer several credentials. Over the last six years, student FTE has ranged from a high of 703 (2019/20) to a low of 585 (2022/23) with last year's (2024-25) student FTE at 622, 54% being domestic students. The Faculty, based on last year's student FTE, represents 8.4% of the overall university FTE of 7,364 and over the last six years has not represented more than 11% of the overall university FTEs (reference Tableau).

Given the high percentage of international students in the Faculty and programs specific to international students in the School of Tourism Management, it is no surprise that there have been program pauses for the 2025-2026 academic year. These include:

- Global Hospitality & Tourism Management International Post-Baccalaureate Diploma
- Tourism Management International Diploma

In 2024-25, the Outdoor Recreation Management Program was notified by the Vice President Academic & Provost that their program would be suspended if enrolment did not reach an 80% fill rate for the 2025-2026 academic year. While the numbers are up from previous years, the Faculty recognizes that it is not sustainable with its current numbers and discussions are underway to explore the possibility of a new collaborative degree that that would combine Tourism Management, Business, and Outdoor Recreation. Further, program rethinking and redesign will be essential as the Bachelor of Tourism Management has also seen a steady decline in enrolments over the last 5 years.

Rationale for Merging

The merging of the Faculty of Global and Community Studies (GCS) and Faculty of Business of Professional Studies (BPS) provides an opportunity to align the university's academic priorities to foster recruitment and retention, provide high quality learning experiences for students, and enable organizational sustainability and operational efficiency. Additionally, this merger will foster interdisciplinarity and program renewal and growth to better address the need for programs aligned with student interest and labour market outcomes. GCS programs increasingly overlap with those in other Faculties, primarily BPS, and this presents an opportunity for consolidation at a time of budget constraints that necessitates a consideration of all structures and positions at the university. Maintaining a small Faculty structure is resource-intensive and limits scalability while resource optimization could enable enrolment and center the student learning experience. While a growth mandate was identified as a key strategic goal for GCS in 2023-24, the rapidly shifting contexts over the last two years have limited progress on this front. No disruption to current student pathways is anticipated.

It is anticipated that a merger will align with the following institutional priorities and the working group will explore the opportunity of a merger to:

- Support program renewal, student recruitment, and retention by fostering opportunities;
- Enhance interdisciplinary opportunities across related fields of study;
- Increase operational sustainability and efficiency; and
- Enable the strategic redeployment of leadership and administrative resources.

Consultation and Process

Consistent with Policy B.105, the Board has initiated consultation with Senate about the proposed merging of the Faculty of Global and Community Studies (GCS) with the Faculty of Business and Professional Studies (BPS) A Working Group has been established to develop recommendations and a possible plan to guide implementation. Consultations will include:

- Senate subcommittees (e.g., Academic Planning and Program Review, Policy and Governance, and Curriculum);
- · Faculty Councils of both GCS and BPS;
- Students and administrators and staff of units that may be implicated or have perspectives

based on a potential merger (e.g., Capilano Student Union, Academic Advising, Registrar's Office, Communications & Marketing);

Other relevant academic and administrative units.

Areas for Senate Advice

In providing advice to the Board per B. 105 Senate may wish to consider the following areas:

- 1. Budgetary considerations
- 2. Organizational implications for the University, including Senate operations and representation
- 3. Student demand for courses and programs
- 4. Alternative delivery of courses and programs
- 5. Collective agreement considerations

Next Steps

Following Senate's advice:

- 1. A detailed report outlining advice and recommendations of the working group to the VPAP will be finalized by January 2026, addressing academic, governance, and operational implications.
- 2. Second consultation with Senate anticipated at the March 3, 2026 meeting
- 3. Recommendations to the Board anticipated at the April 28, 2026 meeting

Appendices

• Appendix A: Board Briefing Note – Restructuring Faculties (GCS and BPS)



SENATE REPORT

AGENDA ITEM:	Digital Assessment Tools Policy
PURPOSE:	□ Approval □ Information □ Discussion
MEETING DATE:	November 4th, 2025
PRESENTERS:	Priya McMurtie, Senator & Milo Prentice, Senator & Sofia Hughes, Senator

PURPOSE

The purpose of this memorandum is to request that the Capilano University Senate consider directing the development of a Digital Assessment Tools Policy to regulate the use of paid digital assessment platforms at Capilano University. The intent of the proposed policy is to promote financial and academic fairness for students and to align university practices with those established at other institutions, such as UBC Vancouver and UBC Okanagan.

A recent survey conducted by the Capilano Students' Union gathered student perspectives on the use of paid digital assessment tools in their courses. Of the students who responded that they were required to purchase access to an online platform, digital tool, or e-resource for a course (n = 437), the survey results indicate that:

- 60% of respondents were required to purchase access to a digital assessment tool in at least one of their classes.
- The most-used platforms were McGraw Hill Connect and Pearson Revel.
- 38% of respondents did not think the platform was necessary for learning and that the instructor could have taught the material without it. 41% thought it was somewhat useful, and 18% thought it was essential.
- 35% of respondents reported that it was a significant financial burden.
- 46% of students faced technical issues with the online platforms., affecting their ability to complete coursework and exams.

These findings show the significant impact the cost of Digital Assessment Tools has on students regarding affordability, access to education, and academic fairness. These hidden costs disproportionately impact students who are already struggling with financial difficulties, making higher education even less accessible.

Furthermore, reliance on proprietary platforms raises concerns about pedagogical flexibility, as instructors may feel pressured to structure their courses around these tools rather than designing assessments tailored to their course objectives. Technical difficulties also present barriers to learning, particularly for students with unreliable internet access or outdated devices.



APPROVALS & CONSULTATIONS

Not applicable.

DOCUMENTS FOR SENATE REVIEW

- 1. UBC Okanagan Digital Assessment Tools Policy (Policy O-131.2)
- 2. UBC Vancouver Fee-Based Digital Learning Tools Used for Assessment Policy (V-131)

RECOMMENDATION

THAT pursuant to sections 4.2 and 5.2.2 of the B.102 Policy Development Policy, a new policy be developed to govern the use of paid digital assessment tools

THE UNIVERSITY OF BRITISH COLUMBIA



SENATE POLICY: O-131.2

OKANAGAN SENATE 3333 University Way Kelowna, BC V1V 1V

Number & Title

O-131: Digital Assessment Tools

Effective Date:

September 1, 2021

Approval Date:

February 25, 2021

Review Date:

The policy will be reviewed by the *responsible committee* two (2) years after approval and thereafter as deemed necessary by the *responsible committee*.

Responsible Committee:

Okanagan Senate Academic Policy

Authority:

University Act, S. 37(1)

"The academic governance of the university is vested in the senate and it has the following powers:

... (d) to determine the conditions under which candidates must be received for examination, to appoint examiners and to determine the conduct and results of all examinations.

Purpose and Goals:

This policy is designed to:

- 1) Ensure that all student assessment is included in the cost of tuition.
- 2) Provide a degree of financial protection for students.

Applicability:

- 1) This policy is applicable to all compulsory, non-tuition, non-textbook Digital Assessment Tools, for which the student purchases access to said Digital Assessment Tool.
- 2) This policy is applicable to all UBC Okanagan undergraduate and graduate courses, consecutive courses, and full-year courses.

Exclusions:

This policy does not apply to:

- 1) Non-fee-based *Digital Assessment Tools* that are either freely available or centrally funded by UBC;
- 2) Textbooks in any format;
- 3) Computer hardware and other technological costs, including internet access;
- 4) Non-digital costs, including laboratory materials and off-campus learning opportunities; and
- 5) Exemptions as granted by the relevant Dean as outlined in Sections 3 and 4 below.

Definitions:

For the purposes of this policy:

- Centrally-funded means paid by UBC or Units/Departments therein, where students have access to the resource without paying an additional non-tuitionary fee.
- *Digital* means non-physical; including electronic, web-based, online, and similar terminology.
- Digital Assessment Tool means web-based platforms used to assess students using modalities including, but not limited to, questions, assignment submissions, quizzes, exams, and similar activities intended to assess students.

- Bundled Resources are products sold for one price that includes access to a Digital Assessment Tool in addition to one or more additional resource(s), typically textbooks or e-textbooks.

Policy:

- 1) No student shall be required to purchase access to a fee-based *Digital Assessment Tool*, including those sold as a *Bundled Resource*, for any UBC Okanagan course.
- 2) Digital Assessment Tools may not be used for practice/mock questions, quizzes, or similar activities, including cases in which the activity does not directly count towards a student's grade.
- 3) The relevant Dean may grant an exemption to Sections 1-2 above on a case-by-case basis for a course upon appeal by the instructor for pedagogical reasons. Such exemptions must be reported to the Senate Academic Policy Committee on an annual basis by the responsible Dean.
 - a) Instructors requesting such an exemption must normally do so no later than two (2) months before the start of the term in which the *Digital Assessment Tool* is to be used.
 - b) When an exemption is granted, the cost of the *Digital Assessment Tool* may not exceed 12% of the domestic tuition for a 3-credit course and the weighting of assessment performed via the *Digital Assessment Tool* may not exceed 15% of the students' overall course grade.
- 4) The relevant Dean may grant an exemption to Sections 1-2 above on a case-by-case basis for a program upon appeal by the program Head or Coordinator for pedagogical reasons. Such exemptions must be reported to the Senate Academic Policy Committee on an annual basis by the responsible Dean.
 - a) Programs requesting such an exemption must normally do so no later than two (2) months before the start of the term in which the *Digital Assessment Tool* is to be used. When an exemption is granted, the program may use the *Digital Assessment Tool* for four (4) years before reapplying for an exemption.

Calendar Statement:

There will be a calendar statement under this policy.

Consultations

The following groups were invited to provide comments during the development of this policy:

All Faculty; Bookstore; Library; Centre for Teaching and Learning.

History:

This is the second version of this policy. Version 1 – in effect September 1, 2020 to August 31, 2021.

Related Policies:

There are no related policies.

Appendix:

There is no appendix to this policy.

Procedures:

There are no procedures for this policy.

THE UNIVERSITY OF BRITISH COLUMBIA



SENATE POLICY

VANCOUVER SENATE

c/o Enrolment Services 2016 - 1874 East Mall Vancouver, B.C. Canada V6T 1Z1

Number & Title:

V-131: Fee-Based Digital Learning Tools Used for Assessment

Effective Date:

1 September 2023

Approval Date:

15 March 2023

Review Date:

The policy will be reviewed by the responsible committee three (3) years after approval and thereafter as deemed necessary by the responsible committee.

Responsible Committee:

UBC Vancouver Senate Academic Policy Committee.

Authority:

University Act, S. 37(1)

"The academic governance of the university is vested in the senate and it has the following powers:

... (d) to determine the conditions under which candidates must be received for examination, to appoint examiners and to determine the conduct and results of all examinations.

Purpose and Goals:

Digital learning tools and applications are an integral part of many courses at UBC and can demonstrably enhance student learning when integrated appropriately into course designs. Many applications are provisioned at an enterprise level at no cost to students or provided

freely as open source tools. Others, particularly those digital learning tools that are associated with and created by textbook publishers, have costs that are typically passed on to students, currently without any limits on such costs or weighting of such assessments in overall course marks.

By the beginning of the 2028/29 academic year, Senate expects that such costs for students will be eliminated, through continued development and adoption of Open Educational Resources (OERs) or by absorbing costs centrally and/or within Faculties. In the interim, a period of time is required to not only plan for significant course design changes that may be necessary, but also find ways to fund associated costs. During the interim period, this policy limits both the costs of fee-based digital learning tools and the extent to which a student's final grade or standing may be derived from the use of those materials, as steps toward the goal of eliminating such costs for students. Senate expects to receive annual reports from the Provost on steps taken toward this goal.

This policy also sets a limit on how much such digital assessments are permitted to weigh in a student's academic standing. The percentage limit balances the benefits of such tools to support student learning as currently employed in a wide variety of course designs against the principle that tuition should cover the cost of assessment or—where there is an appropriate pedagogical and logistical reason to use these tools—the majority of assessment.

The UBC Vancouver Senate Academic Policy Committee will review this policy in three (3) years and institute a process to track progress towards (a) decreasing the use and (b) lowering the costs of digital learning materials for which students are required to pay a fee.

Applicability

- 1) All UBC Vancouver undergraduate and graduate for-credit courses.
- 2) Compulsory non-tuition related fees for access to learning tools required for assessment in UBC Vancouver courses.

Exclusions

- 1) Digital assessment tools that do not contribute to a course mark or standing.
- 2) Digital assessment tools for which students are not required to pay a fee to access (e.g., assessment tools in UBC's learning management system).
- 3) Learning materials that become the property of the student and are retained beyond the completion of the course, such as art supplies, software, hardware, or laboratory equipment.
- 4) Textbooks, books, manuscripts, case studies, and other similar reference materials, whether purchased or rented by students.

Definitions

Consecutive courses means courses which are meant to be taken as a set, one of which is a prerequisite for the other.

Fee-based Digital Learning Tools Used for Assessment means platforms for which students are required to pay to access, and used to assess students through activities including, but not limited to, questions, assignment submissions, quizzes, exams, and similar activities. Fee-based Digital Learning Tools Used for Assessment are required for a component of a student's final grade or standing.

Policy

- 1) The cost limit to any student for *Fee-based Digital Learning Tools Used for Assessment* for any course shall be determined as follows:
 - a) The cost must be no more than 12% of the per-credit domestic tuition charge in the Bachelor of Arts program multiplied by the credit value of the course. (For a 3-credit course, this limit is \$70 in the year of establishment of this policy based on per-credit tuition rate of \$194.78 for 2023/24.)
 - b) For cases in which students may use the same *Digital Learning Materials Used for Assessment* for two *consecutive courses*, the total cost must be no more than 12% of the per-credit domestic tuition charge in the Bachelor of Arts program multiplied by the combined credit values of the courses.
 - c) For courses or *consecutive courses* with a credit value less than three, the cost limit is calculated using a minimum credit value of three.
 - d) When Fee-based Digital Learning Tools Used for Assessment are bundled with other resources, such as e-textbooks, the university and faculty should engage with publishers to ensure that, wherever possible, the fee-based digital assessment tools are available in a separate, unbundled format, with a cost that complies with the limits stated in (a), (b), or (c) above.
- 2) When Fee-based Digital Learning Tools Used for Assessment are used as a component of a student's academic standing in a course, no more than 20% of their final grade or standing may be derived from the use of those materials.
- 3) The relevant Dean of the Faculty offering the course may grant exceptions to section 1 or 2, or both, on a case-by-case basis for a course upon request by the instructor for pedagogical reasons. Such exceptions must be reported to the UBC Vancouver Senate Academic Policy Committee on an annual basis by the relevant Dean. An exception may be granted for up to three academic years including the year when the request is made.
- 4) The cost of the *Fee-based Digital Learning Tools Used for Assessment* shall be stated on the course syllabus, as required by <u>Policy V-130</u>. Where exceptions have been granted by the relevant Dean under section 3 above, that fact shall also be stated on the syllabus.

Calendar Statement:

As above.

Consultations

Alma Mater Society
Associate Deans, Academic
Bookstore
Centre for Accessibility
Centre for Teaching, Learning and Technology
Equity & Inclusion Office
First Nations House of Learning
Graduate Student Society
Indigenous Working Group
Library
Student Financial Management
Teaching Staff

History

Discussion on Draft Principles for Digital Learning Materials Used for Assessment as a 'Topic of Broad Academic Interest' at the ninth regular meeting of the Vancouver Senate for the 2018/2019 Academic Year (May 2018).

Endorsement of the "UBC Principles for Digital Learning Materials Used for Assessment" at the ninth regular meeting of the Vancouver Senate for the 2019/2020 academic year (May 2019).

Related Policies:

Senate Policy O-131: Digital Assessment Tools

Appendix:

UBC Principles for Digital Learning Materials used for Assessment (endorsed by UBC Vancouver Senate in May 2019).

Procedures:

TBD.



Senate Report: 12030 Update

Background

Each year, the Vice-President, Academic & Provost (VPAP) provides an update to Senate on the progress of *Illuminating 2030*. Historically, this update was provided in memo form, which limited the ability for members of the CapU community to "see" the progress in action. Moving forward, this update will be presented each Fall as a digital portfolio (ePortfolio) that makes visible notable activities completed in the previous academic year. This year, the five-year update—reflects on our collective progress and showcases stories that bring the academic plan to life.

The *Illuminating 2030* ePortfolio

The ePortfolio serves as a living record that highlights initiatives, collaborations, and achievements across the three pillars of *Illuminating 2030*: Where We Are: Community, Who We Are: Imagination, and What Learning Looks Like: Distinct University Experience. It is designed using PebblePad, the university ePortfolio system. In addition to showcasing recent accomplishments, the ePortfolio also provides an overview of *Illuminating 2030* itself, the 2024 Senate memo, and related background materials and resources. Together, these elements document the evolution evolving of our academic journey and collective progress. The portfolio can be found here and is also linked on the VPAP page on *Frontlines*. An brief overview of what can be found in each section of the ePortfolio is below.

Community

Throughout the first half of *Illuminating 2030*, Capilano University has deepened its commitment to community-engaged learning and partnerships—locally, regionally, and globally. Guided by our academic plan, these efforts have strengthened relationships with Indigenous Rightsholders, expanded collaborations with municipalities, industries, and international partners, and fostered new spaces for dialogue, creativity, and reconciliation. From the launch of the Squamish Campus and renewed Indigenous partnerships to sustainability initiatives, intercultural productions, and community-based research, these activities reflect the vibrancy and diversity of our learning community. Together, they demonstrate how CapU continues to learn with and from the communities we serve.

Imagination

Building on our tradition of creativity and curiosity, Capilano University continues to nurture imagination as a defining feature of our academic identity—where innovation, inquiry, and collaboration come together to shape new possibilities for learning and discovery. Guided by *Illuminating 2030*, our faculty, students, and partners have advanced research, teaching, and creative activity that expand the boundaries of knowledge and practice. From new technologies and facilities that enhance immersive and digital learning, to interdisciplinary research collaborations, Indigenous program renewal, and the celebration of faculty scholarship, CapU continues to imagine and co-create a more connected, inclusive, and sustainable future for our communities and the world.

Distinct University Experience

As *Illuminating 2030* reaches its midpoint, Capilano University continues to shape a distinct and transformative learning experience grounded in creativity, inclusivity, and innovation. The University has advanced new programs, spaces, and learning models that reflect our commitments to reconciliation, sustainability, and academic renewal. Highlights include the opening of the Fulmer Family Centre for Childhood Studies, the development of graduate studies governance, and the launch of new interdisciplinary degrees and digital learning frameworks. Together, these initiatives reflect CapU's dedication to fostering flexible, place-based, and learner-centered pathways that prepare students to lead and contribute meaningfully in a rapidly changing world.



SENATE CURRICULUM COMMITTEE RESOLUTION MEMO

DATE:

October 24, 2025

TO:

Laureen Styles, Chair, Senate

FROM:

Julia Black, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on October 17, 2025:

- **25/52** Cap designation under the heading of *Creative and Culture Expression* for LING 101 Introduction to General Linguistics: Language Use be recommended to Senate for approval.
- **25/53** The new courses, MUS 126 Introduction to Music Technology and MUS 226 Career Preparation for Musicians are recommended to Senate for approval.
- **25/54** The revisions to the following courses:

ENSM 160 - Choir Ensemble II

ENSM 210 - Instrumental Ensemble III

ENSM 260 - Instrumental Ensemble IV

MUS 200 - Theory III

be recommended to Senate for approval.

- **25/55** The revisions to the Music Diploma program profile be recommended to Senate for approval.
- **25/56** The new courses, and Cap Core designation as noted:

CRIM 131 - Criminal Legal Systems; Self and Society designation

CRIM 250 - Research Methods in Criminology

CRIM 300 - Criminological Theory: Power, Inequality, and Resistance

CRIM 312 - Sex, Work and Justice; Self and Society designation

CRIM 315 - Countercolonial Criminology; Self and Society designation

CRIM 370 - Domestic Violence:

CRIM 380 - Qualitative Research Methods in Criminology

CRIM 410 - Miscarriages of Justice; Self and Society designation

CRIM 431 - Discretionary Justice

CRIM 470 - Domestic Homicide

CRIM 480 - Community Engaged Criminology; Experiential designation

CRIM 485 - Individualized Work Experience; Experiential designation

SOC 230 - Sociology of the Families: Love, Kin, and Care; Self and Society designation

SOC 305 - Sociology of Colonization; Self and Society designation

SOC 365 - Death and Dying in Society; *Self and Society* designation

be recommended to Senate for approval.



SENATE CURRICULUM COMMITTEE RESOLUTION MEMO

25/57 The revisions to CRIM 240 - Drugs and Society, SOC 250 - Social Research and CMNS 262 -Qualitative Research Methods in Communication Studies be recommended to Senate for approval. 25/58 The revisions to the Bachelor of Science – General program profile be recommended to Senate for approval.

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Julia Black, Chair	Laureen Styles, Chair	
Senate Curriculum Committee	Senate	
Date: 001900 24, 2025	Date:	