CAPILANO
UNIVERSITY

SENATE REGULAR MEETING
Tuesday, October 7, 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_kwx_wú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the səlilwətaɫ (Tsleil-Waututh), shíshálh (Sechelt), S_kwx_wú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) 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*   Diana Twiss

6. **New Business**
    6.1   Academic Schedule 2026/2027 – *Information*   Harb Johal
                                                                                   Schedule 6.1

    6.2   2026 – 2027 Multi-Term Scheduling – *Information*   Harb Johal

    6.3   Subcommittee Vacancies – *Information*   Harb Johal
                                                                                   Schedule 6.3

7. **Committee Reports**
    7.1   Academic Planning and Review Committee – *Information*   Alaa Al-Musalli

    7.2   Policy and Governance Committee – *Decision*   Corey Muench
          7.2.1 Proposal to Rescind S2002-04 Definition of a Full-time Student   Schedule 7.2.1
          7.2.2 Recommendation on Senate Naming Opportunities Committee   Schedule 7.2.2

    7.3   Curriculum Committee – *Decision*   Julia Black
          7.3.1   Resolution Memo   Schedule 7.3.1
                    September 19 Agenda Package / September 19 Draft Minutes

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7.4	Graduate Studies Committee – *Information*	Alan Jenks
7.5	Teaching and Learning Committee – *Information*	Diana Twiss
7.6	Budget Advisory Committee – *Information*	Michael Thoma

8.   Other Reports

8.1	Chair of Senate – *Information*	Laureen Styles
8.2	Vice Chair of Senate – *Information*	Alan Jenks
8.3	VP Academic and Provost – *Information*	Tracy Penny Light
8.4	Board Report – *Information*	Amina El Mantari
8.5	Elder's Words - *Information*	Elder Doctor Latash

9.   Discussion Items

10.   Other Business

11.   Information Items

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Capilano University, Library Building, Room LB 322

MINUTES

Present: Laureen Styles (Chair), Julia Black, John Brouwer, Jai Djwa, Graham Cook, Caroline Depatie, Alicia Fahey, Thomas Flower, Denise Gingrich, Sofia Hughes, Alan Jenks, Harb Johal, Michael Laurence, Tracy Penny Light, Brad Martin, Priya McMurtrie, Vedant Mehra, Corey Muency, Alaa Al-Musalli, Christina Neigel, Katija Pallot, Milo Prentice, Majid Raja, Ramin Shadmehr, Michael Thoma, Diana Twiss, Emily Walmsley, Recorder: Mary Jukich

Regrets: Harleen Kaur, Amina El Mantari

Guests: Miranda Huron, Elder Doctor Latash, Elder Dehlia, Kari Wharton

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

The following new senators were introduced and welcomed to Senate:

- Alicia Fahey, non-voting faculty member from the Faculty of Arts and Sciences.
- Milo Prentice, voting student.
- Rahul Reandi, non-voting CSU representative.

2.   **Approval of the Agenda**

Denise Gringham moved and Priya McMurtrie seconded:
To adopt the agenda.

CARRIED

3.   **Approval of the Minutes**

Graham Cook moved and Diana Twiss seconded:
To adopt the August 26, 2025 minutes.

CARRIED

4.   **Correspondence Received**

5.   **Business Arising**

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5.1   Self-Evaluation Committee
Presented by: Christina Neigel

A report was not provided and will be brought forward once completed.

6.   New Business

6.1   Student Housing Naming
Presented by: Kari Wharton

As background, in Spring 2024, guided by the University's Director, Indigenous Education & Affairs, and the Indigenous Education Steering Committee (IESC), it was determined that each of the host Nations—the Sḵwx̱wú7mesh Úxwumixw (Squamish Nation) and the səlilwətaɬ (Tsleil-Waututh Nation)—would contribute a name for the North Vancouver campus' first on-campus student housing building.

Although the *University Act* is silent on Senate's role in the naming of buildings, Policy B 301 identifies a role for Senate for naming done in perpetuity. Given that in the proposed names are in perpetuity, and that the Senate Naming Committee is not a fully populated committee, in consultation with the previous Senate Vice Chair and Chair of the Policy and Governance Committee, it was determined that the proposal be brought to Senate for approval. The proposal also will go to the Board of Governor's for their consideration of approval at their next meeting.

Diana Twiss moved and Priya McMurtrie seconded:

CARRIED

25/25_ That Senate approve the proposed names—**Laṁíwa** and **θqeteẇtxʷ**—for Capilano University's first North Vancouver on-campus student housing building, as presented.

6.2   Fall 2025 By-Election Timeline
Presented by: Harb Johal

Senate was provided with the Fall 2025 By-election timeline for the vacant seat from the Faculty of Business and Professional Studies. Voting for the vacant position will open on October 16 and the results of the election announced on October 24.

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6.3   Graduates
Presented by: Harb Johal

Senate was presented with a list of 674 students from the five Faculties, as verified by the Registrar's Office to have met the graduation requirements of their programs.

Ramin Shadmehr moved and Graham Cook seconded:

25/26 That Senate approves the 674 students as graduates of the University and as having completed the program requirements for their respective credentials.   **CARRIED**

6.4   Subcommittee Vacancies
Presented by: Harb Johal

The Registrar's office has undertaken an outreach to the Senators to fill the remaining faculty vacancies and the deadline for expression of interest is on September 12th. In addition, an outreach will be undertaken with students to fill the remaining student vacancies.

7.   Committee Reports

7.1   Academic Planning and Review Committee
Presented by: Alaa Al-Musalli

The September committee meeting was cancelled as there were no agenda items. It is anticipated that for the October meeting the committee will review the Health Care Assistance Certificate program and the Rehabilitation Assistance Diploma program.

7.2   Policy and Governance Committee
Presented by: Corey Muench

The committee met on September 9 and discussed the following key items:

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MINUTES

- The committee reviewed Senate policy S2002-04 Definition of a Full-Time Student and the recommendation was to rescind this policy. The policy defines a full-time student but is not bound by rules governing scholarships, bursaries, awards, student aids, etc. and it was suggested that the definition of a full-time student be listed in the university calendar.

- Committee members recommended that it may be beneficial to merge the Naming Opportunities Committee with the Tributes Committee. The Tributes Committee is mainly involved with naming honorary degree recipients and academic emeritus and the Naming Opportunities' mandate also is about naming of university assets thus a logical merger of two committees.

  Committee members indicated some concern regarding Board policy B.301 particularly with the wording with Senate consultation, and naming proposals that are not related to a donation or the naming of an individual, group or organization.

- For this term, the committee will be shifting its meeting time from the 2nd and 4th Tuesday of the month to the 2nd and 4th Monday of each month.

7.3   Curriculum Committee
Presented by: Julia Black

7.3.1   Resolution Memorandum – June 13, 2025

The resolutions brought forward from the June 13, 2025 Senate Curriculum Committee meeting were presented to Senate for approval.

Julia Black moved and Vedant Mehra seconded:

25/27 That Senate approve Resolutions 25/42 to 25/43.   **CARRIED**

7.3.2   Resolution Memorandum – August 22, 2025

The resolutions brought forward from the August 22, 2025 Senate Curriculum Committee meeting were presented to Senate for approval.

Julia Black moved and Denise Gringham seconded:

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25/28   That Senate approve Resolutions 25/44 to 25/46.   **CARRIED**

7.4   Graduate Studies
Presented by: Alan Jenks

The committee will be meeting on September 16th and reviewing Senate policy S2003-03 Academic Standing.

7.5   Teaching and Learning Committee
Presented by: Diana Twiss

The committee met on August 19th; however, quorum was not achieved and committee members indicated that moving forward, the first committee meeting be held in September. A report from the Director of Teaching and Learning was received indicating that the list of the full year of events and activities has been posted to the CTE website. A second report was also received from Creative Activity, Research, Scholarship and Graduate Studies (CARS) and that three faculty had recently received CARS research awards.

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:

- Everyone involved with the student orientation and welcoming new and returning students on September 2nd were appreciated and acknowledged for their work.

- In terms of student enrollment, there is a 5% increase from this time last year for domestic students and 37% decrease for international students.

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- As per the usual process, a call will be going out for nominations for honorary degree and academic emeritus and the nomination period will be from October 1st to December 1st.

- As this was Ramin Shadmehr's last Senate meeting, he was acknowledged and appreciated for his work and contributions to both Senate and the university.

8.2   Vice Chair

Alan Jenks reported that he is looking forward to his new role as the Senate Vice Chair.

8.3   VP Academic and Provost

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

- An acknowledgement was reiterated to everyone involved with the student orientation as well as everyone involved with the student enrolment management program.

- 19 faculty were recently celebrated at the first annual Faculty Book Launch.

- The truth and reconciliation working group are planning several activities during September leading to Truth and Reconciliation Day on September 30th. Members of the working group were acknowledged for their work and everyone was encouraged to attend. Information on the various events is posted to Frontlines.

- The next VP Academic and Provost Newsletter will be distributed next week and subsequently in time for Senate.

- Everyone was encouraged to attend the next coffee hour on Thursday, September 25th at 1:00 pm.

8.4   Board Report

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MINUTES

In the absence of Amina El Mantari, Laureen Styles shared that information on the recent Board appointments is posted to Frontlines.

The next Board meeting is scheduled for October 1st.

8.5   Elder's Words

Elder Dehlia acknowledged the Squamish welcoming party and is looking forward to the events during Reconciliation Week.

Elder Doctor Latash reflected on the name "Capilano" and the life of his uncle Chief Joe Capilano and seeing the world through his lens.

9.   Discussion Items
The search process for the president, the provost and vice president academic and chancellor are ongoing.

10.   Other Business
No other business was presented.

11.   Information Items
A proposal was recently accepted by the International Association of Art in Early Childhood for ECCE to host the 2027 international conference at the Squamish campus.

The meeting was adjourned at 5:00 pm.

Next Meeting: Tuesday, October 7, 2025

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, 2026	**Reading Break** Please check the Capilano University Library website for hours of operation.
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 13, 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**

	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 14 – 23, 2027	**Spring 2027 Final Exam Period** *(includes Saturday, April17, 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**

May 15 – June 4, 2027 *	**Summer 2027 – Session I Withdrawal Period** *Note: During this period, withdrawals will be noted on the permanent student record as a "W".*
May 22 – July 16, 2027 *	**Summer 2027 – Full Term Withdrawal Period** *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 (4:00pm)	**Summer 2027 - Session I Final Grade Submission Deadline for Faculty**
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	University Closed for **BC Day**
August 20, 2027	**Last Day of Classes for Summer 2027 – Session II and Full Term**
August 23, 2027 (4:00 p.m.)	**Summer 2027 - Session II and Full Term Final Grade Submission Deadline for Faculty**
August 23, 2027 (4:00 p.m.)	**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.
August 24 - 25, 2027	**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 26, 2027	**Registration System Re-opens** Students can add, drop, and waitlist for courses.
September 6, 2027	University Closed for **Labour Day**

* 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/

CAPILANO
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SENATE SUBCOMMITTEES
August 2025 – June 2026

Academic Planning and Review Committee

Membership: Senators and non-Senators – Quorum = 8
Meetings: 2nd 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	Vacant
Student	Priya McMurtrie
Student	Vacant
(Non-Voting) Resource Members	
Director, Academic Initiatives and Planning	Christina Neigel
Administrator	Adam Vincent
Administrator	ACTING DEAN FAA?
Resource/Ex Officio Member	

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

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

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

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 (any unit other than the Library)	Chloe Miller
Students (1 Year Term)	Alisha Samnani
	Sofia Hughes
	Milo Prentice
Administrator	Tracy Penny Light
Dean	Graham Cook
Dean	ACTING DEAN FAA
Dean	Caroline Depatie
Registrar	Harb Johal
Academic Advisor	Shahnaz Darayan
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	Iana 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

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

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August 2025 – June 2026

Policy and Governance Committee

Membership: Senators and non-Senators – Quorum = 4
Meetings: 2nd and 4th 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

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

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August 2025 – June 2026

Teaching and Learning Committee

Membership: Senators and non-Senators – Quorum = 6
Meetings: 3rd 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 Graduate Studies	Dawn Whitworth
Director, Indigenous Education and Affairs	Miranda Huron
Director, Academic Planning & Quality Assurance	Christina Neigel
Executive Member, Capilano Student Union	Milo Prentice

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

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	Vacant
Faculty	Vacant
Faculty*	
Staff	Vedant Mehra
Student	Priya McMurtrie
Ex-Officio Member (Non-voting)	
Vice President, University Relations	Kari Wharton
	Jennifer Bryan

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

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	Vacant
Faculty	Vacant
Faculty*	
Staff	Farnoosh Sam
Student	Vacant
Ex-Officio Member (Non-Voting)	
Executive Director, Advancement	Vacant

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*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

Senate Report: Policy and Governance Committee

AGENDA ITEM 7.2.1: Proposal to rescind S2002-04 Definition of a Full-time Student	
PURPOSE:	☒ **Approval** ☐ **Information** ☐ **Discussion**
MEETING DATE: 07-Oct-25	
PRESENTER: Corey Muench, Chair SPGC; Harb Johal, Registrar (Proponent)	

PURPOSE

To propose that Senate vote to rescind Policy S2002-04, Definition of a Full-time Student

MOTION

THAT the Senate approve rescinding Policy S2002-04, Definition of a Full-time Student

BACKGROUND

The following was submitted by the proponent:

This policy was identified as a candidate 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.

Context

This policy simply 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.

This application of this policy is limited as the policy explicitly states that the definition does not relate to student loan eligibility, students with accessibility needs approved by Accessibility Services, or external agencies (i..e sponsorships).

Issues identified

No issues have been raised in relation to this policy beyond whether it is necessary to have a standalone policy with such narrow scope.

Risk, Benefits and Strategy alignment

No significant risks, benefits or strategic alignment have been identified for this policy. Rescission will simply reduce the volume of policies maintained by the university.

Consultation

Consultation has taken place within the Registrar's Office and with the Senate Policy and Governance Committee. An environmental scan was conducted, and the result of this scan is that the definition of a full-time student is either included within another policy (not a stand-alone policy) and/or included is the university's academic calendar.

Date	Committee	Purpose
9 Sept., 2025	Senate Policy and Governance Committee	Review and make recommendation.
7 Oct., 2025	Senate	Review and vote on proposal.

RECOMMENDATION

Rescind the policy with the definition of a full-time student remaining included in the University Calendar.

2

	Policy No.	Replaces	Policy	
CAPILANO UNIVERSITY	**S2002-04**	**EC2002-04 02/42**	**Senate**	1 of 1
	Policy Name			
	Definition of Full-Time Student			
Approved by	Responsibility		Category	
Senate	**Senate**			
Date Issued	Date Revised	Revision	Related Policies, Reference	
November 2002	**April 2016**			

Purpose:

This policy is to provide guidance regarding the criteria used for Capilano University enrolment purposes.

Scope:

This policy does not relate to definitions provided by scholarships, bursaries, awards, government student aid, students registered with Accessibility Services, or any external agencies.

Definition:

A full time student at Capilano University is enrolled in nine or more credits in a given term.

Senate Report: Policy and Governance Committee

AGENDA ITEM 7.2.2: Recommendation on Senate Naming Opportunities Committee	
PURPOSE:	☒ **Approval** ☐ **Information** ☐ **Discussion**
MEETING DATE: 07-Oct-02	
PRESENTER: Corey Muench, Chair SPGC; Dr. Laureen Styles, Chair of Senate	

PURPOSE

To propose that 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.

MOTION

THAT 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.

THAT 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.

BACKGROUND

The Background section was submitted by Dr. Laureen Styles, Chair of Senate:

As per Senate Bylaws (Article 8.1), the Senate Policy and Governance Committee has the ability to make recommendation to Senate on the establishment and dissolving of standing and ad-hoc committees. While the Naming Committee has been in existence for some time, in reality, 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, B 301: Naming of Buildings, Spaces, and Programs, and its related 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.

Context

In the 2024-25 academic year, Senate approved a new committee, the Graduate Studies Committee, thus increasing the number of Senate subcommittees by one. Combining the functions of the Naming Opportunities Committee with the Tributes Committee will bring the number of Senate committees back to its original number and thus reduce the number of committee members needed overall to populate the Senate subcommittees.

Issues identified

In considering the proposal to combine the functions of the Naming Opportunities Committee with the Tributes Committee, SPGC reviewed Board Policy B.301 and the accompanying Procedure B.301.1. SPGC made a number of recommendations to the Policy Office (and thus to the Board). These included a recommendation to broaden the scope of B.301 and B.301.1 such that names other than those associated with philanthropy be included. A second recommendation was to make the policy and procedures clearer about when Senate is to be consulted regarding naming proposals (i.e. which types of names/naming opportunities require Senate approval). Third, a suggestion was made that a nomination process be outlined when a unit is to be named. Fourth, the committee suggested that the policy/procedure be clearer about how/when Indigenous people are consulted for naming opportunities. Finally, the committee recommended that the policy/procedures be clearer about the broader spectrum of names which could be proposed (i.e. names other than those of donors or important people).

2

Risk, Benefits and Strategy alignment

No significant risks have been identified with this proposal. A benefit would be fewer Senate committees and fewer committee members needed.

Consultation

Date	Committee	Purpose
9 Sept., 2025	Senate Policy and Governance Committee	Review proposal and make recommendation
7 Oct., 2025	Senate	Review and decide on proposal

CAPILANO UNIVERSITY	POLICY		
Policy No.	Officer Responsible		
S2008-02	**Senate**		
Policy Name			
Senate Naming Opportunities Committee			
Approved by	Replaces	Category	Next Review
Senate	**EC2008-02**		**2021**
Date Issued	Date Revised	Related Policies, Reference	
March 2009	**April 2016**	**B.301** **B.305**	

1. REPORTING

The Senate Naming Opportunities Committee (SNOC) is a standing committee of Senate that gives advice to the Board.

2. MANDATE

To act on behalf of Senate to fulfill its responsibilities regarding the advice for the naming of buildings, spaces and programs as outlined in B. 301 and B. 305, and in Section 27(2)(d) of the *University Act*.

3. MEMBERSHIP

The Chair
The Chair will be a member of Senate who is elected by the members of the Committee. The duties of the Chair are as follows:

- To chair the meetings of SNOC and to prepare agendas.
- To ensure that the advice of the SNOC is presented to the Chair of the Board.

Members
The voting members consist of:

- eight members appointed by Senate from the Senate voting (or alternate voting) members as follows:
  - Chair of Senate
  - Vice-chair of Senate
  - Six additional members such that the committee membership, includes four faculty members, one staff member, one student and one administrator.

Resource Members
The non-voting members consist of:

- The Executive Director, Advancement will be invited to attend all meetings *ex officio* (non-voting)*.*

Term of Office
Each member is appointed annually. If vacancies occur, appointments are made to complete the term

4.   **CONDUCT OF MEETINGS**

Schedule
As required, at the call of the Chair.

Quorum
Four voting members

Tie Votes
In the event of a tie, the Chair may vote to break the tie.

Visitors to Meetings
All meetings are held *in camera*.

	POLICY		
Policy No.	**Officer Responsible**		
S2009-02	**Senate**		
Policy Name			
Senate Tributes Committee Mandate and Structure			
Approved by	Replaces	Category	Next Review
Senate			**2019**
Date Issued	Date Revised	Related Policies, Reference	
January 2009	**March 2014**		

1. REPORTING

The Senate Tributes Committee is a standing committee of Senate and makes recommendations to Senate.

2. MANDATE

- To develop and periodically review criteria and procedures for the recommendation of candidates for Honorary Degrees.
- To recommend to Senate candidates for Honorary Degrees.
- To recommend to Senate candidates for Faculty Emeritus following existing criteria and procedures (see S1999-06).
- To periodically review criteria and procedures for the recommendation of candidates for Faculty Emeritus.

3. MEMBERSHIP

The Chair
The Chair will be a member of Senate who is elected by the members of the committee. The duties of the Chair are as follows:

- To chair the meetings and to prepare agendas.
- To ensure that the recommendations of the committee are taken to Senate.

Members
The voting members consist of:

- eight members appointed by Senate from the Senate voting (or alternate voting) members as follows:
  - Chair of Senate
  - Vice-chair of Senate
  - Six additional members such that the committee membership, excluding the Chair of Senate, includes four faculty members, one staff member, one student and one administrator

Resource Members

The non-voting members consist of:

- The Administrator responsible for Development and Alumni Relations is invited to attend all meetings ex-officio (non-voting).
- Additional non-voting resource members may be added by the Committee as required.

Term of Office

Each member is appointed annually. If vacancies occur, appointments are made to complete the term.

4. **CONDUCT OF MEETINGS**

Schedule

As often as necessary, but at least once each year.

Quorum

Four voting members

Tie Votes

In the event of a tie, the Chair may vote to break the tie.

Visitors to Meetings

All meetings are held *in camera*. The chair, however, is authorized to invite relevant individuals to speak to particular nominations.

CAPILANO
UNIVERSITY

SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO

DATE: September 25, 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 September 19, 2025:

25/47 The revisions to the prerequisite of BADM 365 from "45 credits; or NABU 320 and CMNS 305" to "45 credits of 100-level or higher coursework; or NABU 320 and CMNS 305" be recommended to Senate for approval.

25/48 The revision to the admission requirements of the School of Legal Studies in the Paralegal Certificate program be recommended to Senate for approval.

25/49 The prerequisite revisions of BCPT 223 from "BCPT 123 or BTEC 124 or 129" to "One of the following: BCPT 123, BTEC 124, TOUR 149 or COMP 101 be recommended to Senate for approval.

25/50 The prerequisite revisions of BCPT 420 from "45 credits of 100-level or higher coursework including BCPT 123 and BADM 201" to "75 credits of 100-level or higher coursework including BCPT 123 and BADM 201" be recommended to Senate for approval.

25/51 The meeting format remains online, and the August meeting will be scheduled as an in-person meeting.

_____
Julia Black, Chair
Senate Curriculum Committee

_____
Laureen Styles, Chair
Senate

Date: Sept. 25, 2025
_____

Date:
_____