



SENATE MEETING

Tuesday, October 7, 2025 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

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, Farnoosh Sam, Michael Thoma, Diana Twiss, Recorder: Mary Jukich

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

Guests: Miranda Huron, Rahul Reandi

Land Acknowledgement

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

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, [B 301: Naming of Buildings, Spaces, and Programs](#), 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. | CARRIED |
|--------------|---|----------------|

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 |
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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:

- | | | |
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| 25/27 | That Senate approve Resolutions 25/47 to 25/51. | CARRIED |
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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 - [Student Digital Ambassadors | Centre for Teaching Excellence](#)
- 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 [Frontlines](#).
- 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 on-campus 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 purview, 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 [Academica Top 10](#) on September 30 including a course by First Nations University titled Advancing Re(al)conciliation. The course can be found here [Website](#).
- 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 to Senate for advice per Board Policy 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.
- Concern 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.
- 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 **Lam̓ íwa** and **θqétəw̓ tx̓** 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
