



## SENATE MEETING

Tuesday, February 3, 2026 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

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

**Regrets:** Amia El Mantari

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#### ***Land Acknowledgement***

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

#### **1. Welcome**

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

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

The order of the agenda items was revised to ensure adequate discussion time to address the time sensitive items.

*Laureen Styles moved and Jennifer Nesselroad seconded:*

The order of the agenda items be revised so that agenda items #6.1, #6.2 and #7.3 are addressed first, and the remaining items addressed as time allows.

**CARRIED**

*Alan Jenks moved and Emily Walmsley seconded:*

That the meeting be extended to 6:30 as needed.

**CARRIED**

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

Two typographical errors were noted in the minutes.

*Alan Jenks moved and Jennifer Nesselroad seconded:*

To adopt the revised January 13, 2026 minutes.

**CARRIED**



## SENATE MEETING

Tuesday, February 3, 2026 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

#### 4. Correspondence Received

##### 4.1 Program Cuts in Business & Professional Studies

The correspondence was included as information and included during the discussion of agenda item #6.1.

#### 5. Business Arising

None.

#### 6. New Business

##### 6.1 Advice from Senate to the Board on Program Discontinuances and Suspensions

At the December 17, 2025 meeting of the Board of Governors, Dr. Tracy Penny Light proposed a list of programs for discontinuance or suspension (intake pause) to both reflect current program offerings and contribute to addressing the current deficit at Capilano University and recent federal policy changes (IRCC) that lead to a significant decrease in international student enrolments. As the proposed list is aligned with the Deficit Mitigation Plan of May 2025, the Board approved a motion to refer the recommendation to discontinue the programs listed for Senate for advice per B. 104 Discontinuance of Programs or Courses Policy and per *Section 35.2 (6) b) of the University Act*. The Board is also seeking advice on proposed program suspensions (intake pauses) without prejudice or precedent.

It was noted that the proposals presented to Senate include both program discontinuances and program suspensions (intake pauses) and the academic intent is as follows:

- **Discontinuances** reflect programs with little or no current activity, long-standing pauses, administrative replacements, or sustained absence of demand. Few are currently admissible.
- **Suspensions (intake pauses)** are being used deliberately as an academic planning mechanism—creating space to:
  - Re-examine program purpose and distinctiveness;
  - Redesign curriculum and delivery models;
  - Align programs with current and future student and labour market needs;



## SENATE MEETING

Tuesday, February 3, 2026 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

- Reduce ongoing structural pressures while redesign work is undertaken. Suspensions should therefore be understood not as retreat, but as conditions for thoughtful academic re-imagining and future decision-making.

At the February 3<sup>rd</sup> Senate meeting, Dr. Tracy Penny Light presented the following four proposed motions for the program discontinuances and suspensions:

1. That Senate's advice to the Board on program X is to discontinue/suspend program X.
2. That Senate's Advice to the Board on program X is to accept the recommendation of the dean/department to X to (continue the pause for another year; suspend in 27-28 with conditions).
3. That Senate's advice to the Board regarding program X is that program X be discontinued/suspended for these reasons: A, B, C ....
4. Senate determines motion.

On review and discussion of the four proposed motions, the following fifth motion was presented by Senators:

5. That consideration or further consideration of Senate's advice to the Board of Governors regarding any proposed suspensions or discontinuances of programs be adjourned until Senate has received from SAPRC information and advice with respect to each Identified Program on (a) educational losses; (b) expected financial and other resource savings; and (c) alternative actions for cost reduction. Information presented to the subcommittee(s) will include, in addition to information already provided to Senate, responses from the Coordinators and/or faculty of the listed programs.

Discussion was opened and the following comments were provided:

- The February 3 Senate agenda package was complex and contained a lot of information to consider. In addition, information was not provided in terms of the budget effect of the proposed discontinuances/suspensions and how this



## SENATE MEETING

Tuesday, February 3, 2026 4:00 pm  
Capilano University, Library Building, Room LB 322

### MINUTES

---

will mitigate budget issues and is information that Senate requires to provide advice to the Board.

- B.104.1 (4.4) Procedure on Discontinuance allows for Senate to send proposals for discontinuance to committee and at the February 3, 2026 Senate meeting, a motion was passed on how Senate provides advice to the Board. Also, based on research, other peer institutions send this type of proposal to a committee of their version of the Senate Academic Planning and Review Committee (SAPRC). Based on those reasons, it would be appropriate for Senate to send the discontinuance proposals to SAPRC for consideration because when there are proposals for new courses and programs there is a detailed vetting process that goes through Senate subcommittees such as SAPRC and the process should be the same when discontinuance/suspensions are considered. Also, given that there are areas/departments that disagree with the proposals, opportunities for people to address their concerns is best done at the committee.
- Administration indicated that in terms of timing with the discontinuances/suspensions proposal being presented at the February Board meeting, the intention was student focussed and to address student needs. The longer the decision is delayed, the longer the students are in the pipeline thus reducing their ability to find programs at the university or at other institutions.
- Numerous concerns were raised around Senators' unfamiliarity and lack of knowledge of the programs being considered and the inability to have completed sufficient due diligence in the review of the large and complex Senate package before a decision is made. In addition, concern was raised that the process has moved quickly and most of the consultations was in the form of "information" rather than consultations.
- SAPRC is best equipped to assess the list of proposed program discontinuances/suspensions especially as part of the mandate of the committee is to review and make recommendations with respect to academic units.
- One Senator raised Article 14 of the CFA Collective agreement noting that, consultations are required because of significant changes to the work environment and workload of faculty and consultations have not been



## SENATE MEETING

Tuesday, February 3, 2026 4:00 pm  
Capilano University, Library Building, Room LB 322

### MINUTES

---

completed. The Provost responded that there are differences of perspective on the applicability of Article 14

- Generally, there was agreement that some of the proposed program discontinuances/suspensions were straightforward; however, there were some that were more complex and had compelling reasons that needed to be examined and moving the proposals to committee would provide sufficient time for thoughtful and meaningful discussion.
- Senators were reminded that both the university and sector are in a significant budget crisis. A path forward is needed for the university and not only consideration of program discontinuances/suspensions, but other decisions particularly with the Ministry review underway and the Deficit Mitigation Plan not yet approved.
- There was a lack of information on how the program discontinuances/suspensions will affect/impact the budget. As the proposal impacts the academic side, it is important to have information on how this will save money when putting together advice to the Board.
- The Provost reported that in terms of cost savings, cost is not just about running a course or section but is the ongoing cost. Programs can become expensive to run particularly when there is a small number of students registered and the university is committed to the students for the entire time of study. When considering program discontinuances/suspensions, consideration should be given to the overall health of the programs and how to allocate limited resources to grow programs where recruitment and retention can be increased.
- Concern was raised around the university's reputation as there are some community focused programs that have been unique to the university and that the community continues to be served.
- Regarding the financial position and the seriousness of the current situation, there is an urgency for the university to find ways to meet the budget mitigation and program discontinuances/suspensions where it can contribute to that is important. However, if the proposals are addressed at SAPRC, the committee's terms of reference is based on academic matters and not for financial decisions and cost benefit and analysis and accordingly, the committee would not be the



## SENATE MEETING

Tuesday, February 3, 2026 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

appropriate venue for those kinds of cost decisions. As well, given the emphasis of the discussion around the programs being considered for discontinuance/suspension, the process to for fulsome discussion and review of the entire list at the committee may take more time than anticipated.

- In terms of Tourism, the one year pause was concerning because of a view that damage will be done particularly as this is a legacy program and the university may be missing an opportunity with this program. The announcement that the courses would be paused is concerning because it is not for one year or one term, it is four years because the degree will also be paused.
- Senators were also reminded that with respect to timing and scheduling of additional Board and Senate meetings, if required, both the Board and Senate have the ability, at the call of the chair(s), to schedule special meetings with one week's notice.

During the discussion, it was noted that because SAPRC does not deal with cost reductions or expected financial resource savings, that it may be beneficial that the committee instead address program viability, resources available and number of students during their review of the list of proposed program discontinuances/suspensions. In this regard, a friendly amendment was requested to motion #5 so that items (b) and (c) within motion #5 be replaced with "mitigation actions to enable program viability in line with Board Policy B.104".

*Diana Twiss moved and Denise Gingrich seconded:*

**26/05** That consideration or further consideration of Senate's advice to the Board of Governors regarding any proposed suspensions or discontinuances of programs be adjourned until Senate has received from SAPRC information and advice with respect to each Identified Program on educational losses and mitigation actions to enable program viability in line with Board policy B.104. Information presented to the subcommittee(s) will include, in addition to information already provided to Senate, responses from the Coordinators and/or faculty of the listed programs.

**CARRIED**



## SENATE MEETING

Tuesday, February 3, 2026 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

#### 6.2 Structural Enhancements for Undergraduate Admissions at Capilano University: English Language Proficiency Standard and Tiers of Conditional Admission & Support

*Presented by: Tracy Penny Light*

Currently, Capilano University lacks a clear and consistent minimum English language proficiency standard for undergraduate academic programs of study (POSTs). Various stated minimum requirement options for undergraduate admission and enrolment in ENGL 100 are inconsistent, scattered across multiple webpages (making them difficult to follow and find), and are misaligned with standards present at peer and inspirational universities. Many students are fully admitted but remain ineligible to enrol in ENGL 100 or other 100-level English courses. The lack of a clear standard creates confusion for applicants, advisors, and faculty, and diverges from practices at other Canadian universities.

The proposed changes introduce: - One coordinated **Undergraduate-level English Language Proficiency Standard (ugrad-ELPS) applicable** to fully admitted students enrolled in undergraduate POSTs; and - A **tiered Undergraduate-level English Language Conditional Admission and Support (ugrad-ELCAS)** framework for conditionally admitted students requiring further English-language skill development.

On completion of the presentation, the following six concerns were presented by representatives from EAP and the English Department:

1. The proposal is complex; it is doubtful that Senators fully understand it since EAP and English don't fully understand it.
2. Key elements of the proposal have not been determined yet; discussions are ongoing with two additional options presented just recently to the English and EAP Departments. Senate should not vote to approve a non-finalized proposal.
3. No consultation with programs or Faculty Councils has occurred; only consultation with English and EAP has happened, yet the proposal will impact all department/program admissions decisions.
4. The success of the proposed framework relies on programs opting in and guaranteeing admission to students before they meet their full language



## SENATE MEETING

Tuesday, February 3, 2026 4:00 pm  
Capilano University, Library Building, Room LB 322

### MINUTES

---

proficiency requirements. However, many programs will find it difficult to opt in (specifically cohort programs), so it is unclear how successful the framework will be.

5. The proposal may override the authority/expertise of departments (particularly EAP and English) to make decisions about the language proficiency level of EAL students thus not setting students up for success.
6. For the record, it should be noted that elements of this proposal already exist; students entering EAP who are bound for Arts/Science or Business have guaranteed admission pathways (conditional admission). This is also true for students in the ECCE Pathway program; these students are granted conditional admission to ECCE.

On discussion, the following comments were provided:

- The School of Communication was not part of the consultation to determine where CMS 100 fits because it is considered a prerequisite equal to English 100 in some of the courses and if a decision is made without consideration of CMS 100, it will affect course syllabi and the mapping out of courses.
- From a program perspective and student preparedness, the proposal speaks to a coordinated effort and availability of courses.
- Clarity was provided that the purpose of the tiers as a conditional opportunity to get students in the correct tier based on existing scores. The challenge with student preparedness and having courses available, if we know we are conditionally admitting students. This then allows us to know the number of students and that we will need the X of courses, x and we will be able to do the planning well in advance and make sure we have the sections available.
- The purpose of the proposal is so that departments have options and have an opportunity and enables to keep students who have demonstrated interest in their program that don't yet meet the standard and are being turned away. We would like to make sure that students who are studying English here that they are taking our courses and will build into our programs.



## SENATE MEETING

Tuesday, February 3, 2026 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

- The Provost indicated that the proposal does not override a department's ability but work will be undertaken with departments to ensure they are comfortable and concerns are addressed. In addition, clarity will be provided on the calendar to ensure students know whether they are fully or conditionally admitted and that supports are in place.
- A suggestion was presented that for clarity the minimum requirement options be placed at the top of the document.
- Caution was noted that two program areas who have been involved with the proposal continue to have major concerns with the proposal as is, and the document presented is not the final proposal, and anticipate that there will be changes
- Information was requested about the feedback from CIE regarding student impact. The AVP International was invited by the Chair to provide comment and indicated that some observations were that the standard is not too high, the proposal matches other university standards and that students are aware of the different pathways.
- The Provost indicated that as this is new to the university, an annual report is provided to Senate to review the data and whether the university was able to attract or retain students that otherwise would not be attracted or retained.
- The Provost indicated that most of the concerns from the two departments have been addressed and the remaining issue is mostly around definitional concerns.
- The Provost indicated that as the new processes are implemented a report, in the interim and prior to implementation, on the work underway will be provided to keep Senate informed.

*Tracy Penny Light moved and Christina Neigel seconded:*

**26/06** THAT Senate recommends the University adopt the undergrad English Language Proficiency Standard (ugrad-ELPS) and 3 tiers of undergrad English Language Conditional Admission and Supports (ugrad-ECLAS) effective Fall 2027 admissions.

**CARRIED**



## SENATE MEETING

Tuesday, February 3, 2026 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

#### 6.3 Vice Chair Nominating Committee – Request to Convene

*Presented by: Laureen Styles*

The Vice-Chair Nominating Committee was requested to convene and assist in the process of identifying potential Senate Vice-Chair candidates and to bring the name(s) forward to Senate.

#### 6.4 Strategic Enrolment Management (SEM) Update

*Presented by: Harb Johal*

Senate was provided with an update on the on the statuses of various Strategic Enrollment Management (SEM) workstreams. SEM is a toolkit that helps universities strategically manage the student experience throughout their life cycle from recruitment to graduation and beyond. It is a cohesive approach that aligns efforts in recruitment, retention, academic programs, and student services with the university's long-term goals. Appreciation was shared by several Senators on the work done with SEM.

#### 6.6 Election Timelines

*Presented by: Harb Johal*

The spring 2026 spring election timeline for positions on Senate was presented. Nominations opened on January 29 and election results will be announced on March 20.

### 7. Committee Reports

#### 7.1 Academic Planning and Review Committee

*Presented by: Alaa Al-Musalli*

The committee met on January 20<sup>th</sup> and the cyclical reviews for the School of Humanities and for Institute of Interdisciplinary Studies.

##### 7.1.1 Academic Unit Review Approval for the School of Humanities

The School of Humanities Cyclical Review covered the Response and Action Plan of the 2024/2025 Unit Review of the following:



## SENATE MEETING

Tuesday, February 3, 2026 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

- Associate Arts Degree – Creative Writing
- Associate Arts Degree – English

Some of the key issues raised by the presenter of the review was that the word “school” was inconsistently used at the university and in the context of the review process when dividing areas into schools, the division is not being done in the same way. The presenter also noted that most of the recommendations/findings involved changes beyond the scope of any single department and that the template used for the review included categories that did not align with the School of Humanities.

*Alaa Al-Musalli moved and Christina Neigel seconded:*

**26/07** THAT Senate approve the Response and Action Plan for the School of Humanities Review. This signifies that the 2024-2025 academic review cycle is complete for the School of Humanities.

**CARRIED**

#### **7.1.2 Academic Unit Review Approval for Institute of Interdisciplinary Studies**

The review of the Institute of Interdisciplinary Studies covered the Response and Action Plan of the 2024/2025 Unit Review of the following:

- Bachelor of Arts with a Major in Interdisciplinary Studies
- Minor in Interdisciplinary Studies

Some of the key issues raised by the presenter of the review was that Indigenous consultation was not part of the review process as there was no funding available to support that and recommended that such consultation be made easier.

During a broader discussion at the Senate meeting, Senators were reminded that there are indeed resources at the University including the Indigenous Librarian and Indigenous Education Developer whose responsibilities are to provide feedback to departments.



## SENATE MEETING

Tuesday, February 3, 2026 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

*Alaa Al-Musalli moved and Christina Neigel seconded:*

**26/08** THAT the Senate approve the Response and Action Plan for the Institute of Interdisciplinary Studies Review. This signifies that the 2024-2025 academic review cycle is complete for Institute of Interdisciplinary Studies.

**CARRIED**

#### 7.2 Policy and Governance Committee

*Presented by: Corey Muench*

A brief report was provided that indicated that work is underway at the committee regarding Senate advice to the Board. The committee is also working on the Final Exam Policy.

7.2.1 S2026-01 Academic Qualifications Policy  
 S2026-01-01 Academic Qualifications Procedure

7.2.2 S2026-02 Work Integrated Learning Policy  
 S2026-02-01 Work Integrated Learning Procedure

Items 7.2.1 and 7.2.2 were not addressed.

#### 7.3 Curriculum Committee

*Presented by: Julia Black*

##### 7.3.1 Resolution Memorandum

The resolutions brought forward from the January 16, 2026 Senate Curriculum Committee meeting were presented to Senate for approval.

*Julia Black moved and Jennifer Nesselroad seconded:*

**26/09** That Senate approve Resolutions 26/01 to 26/06.

**CARRIED**

#### 7.4 Graduate Studies

This item was not addressed



## SENATE MEETING

Tuesday, February 3, 2026 4:00 pm  
 Capilano University, Library Building, Room LB 322

### MINUTES

---

**7.5 Teaching and Learning Committee**

This item was not addressed.

**8. Other Reports**

**8.1 Senate Chair**

The Chair's report was not provided.

**8.2 Vice Chair**

The Vice Chair's report was not provided.

**8.3 VP Academic and Provost**

The VP Academic and Provost report was not provided.

**8.4 Board Report**

The Board report was not provided.

**8.5 Elder's Words**

A reflection was not provided as Doctor Elder Latash was absent.

**9. Discussion Items**

No discussion items were presented.

**10. Other Business**

No other business was presented.

**11. Information Items**

No information items were presented.

**12. In Camera Session – Tributes Committee**

*Tracy Penny Light moved and Caroline Depatie seconded:*

To move in camera.

**CARRIED**

*Laureen Styles moved and Priya McMurtrie seconded:*

To move out of in camera.

**CARRIED**

The meeting was adjourned at 6:45 pm

**Next Meeting: Tuesday, March 3, 2026**

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