



SENATE MEETING

Tuesday, January 13, 2026 4:00 pm
 Capilano University, Library Building, Room LB 322

MINUTES

Present: Laureen Styles (Chair), Julia Black, John Brouwer, Jai Djwa, Graham Cook, Caroline Depatie, Alicia Fahey, 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, Michael Thoma, Diana Twiss, Emily Walmsley, Recorder: Mary Jukich

Regrets: Thomas Flower, Farnoosh Sam

Guests: Rahul Reandi, Maria Valiouk, Dawn Whitworth

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 səlilwətaɬ (Tsleil-Waututh), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations.

1. Welcome

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

In the absence of Thomas Flower, Alicia Fahey assumed voting rights for the Faculty of Arts and Sciences.

2. Approval of the Agenda

Vedant Mehra moved and Jennifer Nesselroad seconded:
 To adopt the agenda.

CARRIED
 1 Abstention

3. Approval of the Minutes

Jennifer Nesselroad moved and Alan Jenks seconded:
 To adopt the December 2, 2025 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

None.

6. New Business

SENATE MEETING

Tuesday, January 13, 2026 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

6.1 Graduates

Presented by: Harb Johal

The Registrar submitted a list of 629 graduates, verified by the Registrar's Office, who have met the graduation requirements of their programs.

Harb Johal moved and Tracy Penny Light seconded:

26/01 That Senate approve the students from the five Faculties for their respective credentials for graduation. **CARRIED**

7. Committee Reports

7.1 Academic Planning and Review Committee

Presented by: Alaa Al-Musalli

A report was not provided because the committee did not meet in December.

7.2 Policy and Governance Committee

Presented by: Corey Muench

The committee met on January 13 and reviewed the Academic Qualifications Policy and the Work Integrated Learning Policy and Procedure. The committee also undertook a final review of the proposed terms of reference for the ad hoc committee. The next committee meeting is scheduled for January 27.

7.2.1 S2003-02 Repeated Courses Policy

The S2003-02 Repeated Courses Policy sets out restrictions on the number of times a student may register in a particular course. It also provides information about how grades are calculated when the same course is taken more than once. The policy was last updated in 2018 and was overdue for review. In addition, revisions to the policy included adding language relating to restricting graduate students from repeating courses.

Corey Muench moved and Diana Twiss seconded:

SENATE MEETING

Tuesday, January 13, 2026 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

26/02	The Senate approve the revisions to the S2003-02 Repeated Courses Policy.	CARRIED
--------------	---	----------------

7.2.2 Senate Ad Hoc Committee on Faculty Restructuring

At the December 2, 2025 meeting, Senate passed a motion to form an ad hoc committee whose purpose would be to review a proposal to restructure the CapU Faculties and make a final recommendation to the Senate, which in turn, would make a recommendation to the Board of Governors.

A working group of Senators made up of Corey Muench, Alan Jenks, Majid Raja and Michael Laurence completed a first draft of the Terms of Reference (ToR) in early December, and the draft was submitted to the Senate Policy and Governance Committee for online feedback and discussion. The ToR was further discussed at the January 13 Policy and Governance committee meeting.

The ToR document was written in a general way so that in future when Board policy B.105 is implemented the ToR are not specific to any one situation and can be brought back as a template. In addition, the ad hoc committee, upon dissolution, will provide feedback to the Policy and Governance committee with suggestions on how to make the ToR more effective.

On review and discussion of the proposed ToR document, the following comments were provided:

- Whether changing a school from one faculty to another would be captured in the ToR document. Administration indicated that Board policy B.105 is silent regarding schools and school structures have been organic over time and past practice was that moving schools was an administrative decision.
- At the last Senate meeting, the issue that surfaced was the advice to Senate piece, and in terms of clarity whether the ad hoc committee should be on advice to Senate on faculty restructuring.
- The VP Academic and Provost indicated that a working group has also been created on a proposed faculty merger. That working group has met and there may be some redundancy figuring out how to get the information from the constituent groups to this committee and reproducing the work of a committee



SENATE MEETING

Tuesday, January 13, 2026 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

that has representatives from across the university. The second bullet of the mandate is “to approve the terms or mandate for any working group” and this may be overstepping what this committee ought to do. Information was provided that the terminology of “any working group” was to make a general ToR and not focus on specific instance.

- In terms of framing of the ToRs, there may be a variety of working groups struck that are outside of the purview of Senate and not connected with Senate, and the feedback may go directly to the Board. In this case, in the policy, dissolution or mergers of Faculties can come from various sources, new Faculties can come from Senate or the Board.

Corey Muench moved and Priya McMurtrie seconded:

26/03 The Senate approve the proposed Terms of Reference for the Senate Ad Hoc Committee on Faculty Restructuring with the following revisions, and that the ad hoc committee form and begin its work shortly thereafter.

CARRIED

- In Section 1, replace the title “Reporting” with “Purpose”.
- In Section 2, under Mandate, bullet #2, replace the word “approve” with “review/receive”.
- In Section 4, under Schedule, the wording be changed to “meetings will be held as needed and at least twice per month or at the call of the chair”.
- The name of the committee be changed to “Senate Ad Hoc committee on Advice to Senate on Faculty Restructuring” to align with the purpose.

The discussion around the ToR raised a broader issue regarding a process for when the Board asks Senate for advice and how that was accomplished. Board policy B.105 does not have a procedure that speaks to how advice is gathered and put forward. Senators considered whether there was a need for a more specific process than what is currently in place in terms of providing advice to the Board. It was noted there are two avenues for Senate; one is consultation with Senate and

SENATE MEETING

Tuesday, January 13, 2026 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

secondly providing advice and those have broad meanings and take various forms. In this regard, it was suggested to request the Policy and Governance committee to develop recommendations on how to provide advice and consultation to the Board. In addition, it was suggested not to restrict the review to the Senate bylaws so that recommendations could be revising the Bylaws, creating a procedure or a policy.

Denise Gingrich moved and Alan Jenks seconded:

26/04 Senate request the Policy and Governance committee to review and make recommendations to Senate on providing advice and consultation to the Board.

CARRIED
1 Abstention

7.3 Curriculum Committee

Presented by: Julia Black

A Resolution Memorandum was not presented because the December 12, 2025 meeting was cancelled.

7.4 Graduate Studies

Presented by: Alan Jenks

A report was not provided because the committee did not meet in December.

7.5 Teaching and Learning Committee

Presented by: Diana Twiss

A report was not presented because the committee did not meet in December.

7.6 Budget Committee

Presented by: Michael Thoma

The committee met on December 11, 2025, at which time there were two presentations: an update on Fiscal 2025/26 Q3 forecast and a Draft Fiscal 2026/27 Budget. Prior to the discussion, administration noted that the information provided represents the university's budget position at a "single point in time"; due to the changing environment, the forecast process will be used to update based on new information.



SENATE MEETING

Tuesday, January 13, 2026 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

Toran Savjord, Vice President, Strategic Planning, Assessment & Institutional Effectiveness reported that the Strategic Enrolment Management (SEM) model has been updated and the approach aligns with the submission of the deficit mitigation plan submitted to government in May 2025 and an updated plan to government on December 19, 2025. A special Board meeting will be scheduled to review the deficit mitigation plan and a final Board meeting is scheduled for February 24, 2026 for approval of the final university budget.

Narisha Jessani, Director, Financial Planning and Analysis provided a presentation on the university's fiscal 2025/2026 and 2026/2027 financial update, which included a summary on the operating budget, capital unrestricted accumulated surplus, and cash flow analysis. In terms of operating for 2025/2026 the university is forecasting a \$5.6 million deficit and for fiscal 2026/2027 a \$14.6 million deficit which includes \$1 million deficit for internally restricted student success fee.

The capital forecast considers that the student housing is forecasted to be completed by the end of Fiscal 2025/26 and all facilities projects for 2026/27 will be using Ministry funding. Digital Technology 2026/27 projects to end of 2030 will focus on student retention and academic processes, this includes replacing FAMIS (workloading) and a customer relations management system. The Workday ERP (Enterprise Resource Planning) project phase 1 is near completion with a go live date of April 2026 and costs of approximately \$8.8 million. Executive deemed it necessary to move forward with phase 1. Phase 2 of the project has been reduced in scope with the budgeting/forecasting module remaining in scope and deemed necessary to move forward.

Discussion occurred related to CapU Lonsdale, the Sunshine Coast Campus and the Squamish Campus with concerns raised on regionality and process. Executive indicated that both the benefits and disadvantages as well as costs were considered before decisions are made and a range of factors with options depending on whether the facility/land is leased or owned. In addition, the university will continue to have a regional mandate until the Ministry indicates otherwise, though how we deliver on that mandate is within the agency of the university and not defined by the Ministry.

In discussion regarding the Squamish campus and operational costs, Executive noted it was originally a five-to-seven-year plan. However, due to the shift of revenue and international student enrollment, planning assumptions have



SENATE MEETING

Tuesday, January 13, 2026 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

changed. There is a pause on new investments, with a focus on continuing to generate revenue/monetize the campus and to continue to work toward decreasing the costs associated with the campus pending the incoming new president.

The next meeting is scheduled for February 5, 2026.

8. Other Reports

8.1 Senate Chair

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

- As we begin a new year and semester, there are many feelings of hope, renewal, optimism but also worry and concern around the continued global strife. Thoughts are with the students and employees impacted directly or indirectly by the unfolding situation with Iran and these events and uncertainties and inability to connect is distressing. A message has been posted on Frontlines.
- The new President, Dr. Jason Dewling, will be starting on March 2 and Senators will have an opportunity to meet and connect with the new President at a small gathering before the start of the March 3 Senate meeting.
- In terms of the Vice President, Academic and Provost search, information has been sent out to the university community and Senate will be engaged with the consultation process and the next step will be organizing consultation with the search firm.
- As shared at the recent President's Update, domestic enrollment is up 4% from this time last year, and 6% in terms of course registration. International enrollment is down about 40% from this time last year and consistent with the fall.
- The Federal government sets the number of student visas allocated to the provinces. Those allocations include new incoming students and students who transfer. As anticipated, the program attestation letters (PAL's) were reduced this year from last year and were reduced substantially; however, given where



SENATE MEETING

Tuesday, January 13, 2026 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

the university is for approvals for student visas, it is anticipated that with additional strategies will move forward with positive recruiting numbers.

8.2 Vice Chair

Alan Jenks was congratulated for recently defending his Thesis.

8.3 VP Academic and Provost

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

- The newsletter from the Provost's Office was recently distributed and posted on Frontlines.
- The Cap Universe Series is posted and everyone was encouraged to attend the sessions.
- In terms of program discontinuance and intake pauses or suspension, at the December 10 Board of Governors meeting a motion was passed to refer the recommendations of discontinuance of several programs to Senate for advice, and the second motion was that the Board refer the information on program suspension or intake pause of the programs listed to Senate for advice. As the motions note, Policy B.104 is being followed as has been the process previously to discontinue programs.
- Consultation is ongoing regarding the proposed program discontinuance and suspensions and the following meetings have occurred;
 - December 18, 2025 to update the community;
 - January 7, 2026 meeting with the faculty from Tourism and Communications, and from the Registrars Office, Academic Initiatives and Planning and Teaching and Learning to gather additional questions that are being developed for a question and answer document;
 - January 14, 2026 meeting with faculty in Communications and faculty in Tourism and joined by Joyce Ip and Brad Wuetherick.



SENATE MEETING

Tuesday, January 13, 2026 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

- January 20, 2026 follow up meeting the School of Tourism to discuss the response about the proposed pause of their program.
- The proposed discontinuance and suspension will be brought to the February 3 Senate meeting for advice.
- The University recently announced that it would be closing the Sunshine Coast campus building at the end of the spring academic term. Work is underway with the constituents to re-imagine what learning looks like on the Sunshine Coast campus to revitalize the programs and determine what's needed for learners on the Sunshine Coast.
- Academic programming at Lonsdale is being transitioned to the North Vancouver campus at the end of this academic term as the university continues to explore ways to mitigate costs.
- In terms of the proposed merger of the Faculties, this is being proposed with the aim of improving efficiency, recruiting and retention and ongoing university sustainability. The proposed faculty merger working group met last week and at the first meeting proposed that the working group be renamed to "Faculty Restructuring Working Group".

At the completion of the report, the following issues were raised:

- Whether the decision to recommend the pause to Senate was made before the Board meeting on December 17.
- The recommendation the Board made to suspend the degree program was made on incomplete data and included courses that should not have been considered in terms of the numbers; however, there are 132 applications in process (a) has the corrected data been shared with the Board since this issue was brought to your attention on December 18; (b) why are we proposing an early vote in February on a pause when we should wait to see the recruitment efforts; (c) one of the core priorities mentioned in the email was about high quality learning experiences and has this been measured for the School of Communication if so, how especially because three of the faculty have received teaching excellence awards since 2019 and what data was used to support this and support the pause of the program. Regarding consultation, the School has



SENATE MEETING

Tuesday, January 13, 2026 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

not had any consultation prior to the decision to pause the degree and is there a plan to bring that information to the Board.

- The VP Academic and Provost responded that the Board meeting took place on December 17 and an error had been made. The Board has not made a decision to pause or suspend program intakes, and the motion was to refer to Senate for advice and this is in progress. The purpose of the meeting on January 14 is to discuss the data and the core priorities around measuring high quality learning experience. All the information will come back to Senate to formulate advice to the Board. With respect to consultation, Board policy B.104 addresses program discontinuances. Program suspensions or pause in intake has historically been an operational practice and based on legal advice, administration is following the process and the ongoing consultation.
- A question was raised regarding the data collection and use practice particularly as data has been requested but not provided. Administration responded that depending on the research question that is being answered, further information can be provided on data use.
- Information was requested on what formulized process will be used at the February Senate meeting. Administration indicated that historically, there have not been presentations by others, without approval of the Chair, at the Senate meetings. There are perspectives that need to be brought forward and, as Senators, can do that as part of the discussion during the meeting.

8.4 Board Report

A report was not presented because the Board representative was absent from the meeting. The next Board meeting is scheduled for February 2026.

8.5 Elder's Words

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

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.



SENATE MEETING

Tuesday, January 13, 2026 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

11. Information Items

No information items were presented.

12. In Camera Session – Chancellor Search

Laureen Styles moved and Diana Twiss 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 6:00 pm

Next Meeting: Tuesday, February 3, 2026