

SENATE REGULAR MEETING

Tuesday, June 2, 2026 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 Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the səlilwətał (Tseil-Waututh), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and xʷməθkʷəŋəm (Musqueam) Nations.

- | | |
|--|-----------------|
| 1. Welcome | Jason Dewling |
| 2. Approval of the Agenda - Decision | Senate Members |
| 3. Approval of Minutes – Decision | Senate Members |
| 3.1 May 12, 2026 | Schedule 3.1 |
| 4. Correspondence | |
| 4.1 Letter to Elder Dr. Latash | Schedule 4.1 |
| 4.2 CapU History Courses With Indigenous Content Summary | Schedule 4.2 |
| 5. Business Arising | |
| 5.1 Senate Ad Hoc Committee on Advice to Senate on Faculty Restructuring – <i>Information</i> | Diana Twiss |
| 5.2 Graduates – <i>Decision</i> | Harb Johal |
| 6. New Business | |
| None | |
| 7. Committee Reports | |
| 7.1 Academic Planning and Review Committee – <i>Decision</i> | Alaa Al-Musalli |
| 7.1.1 Academic Unit Review Approval of School of Allied Health Programs: | Schedule 7.1.1 |
| <ul style="list-style-type: none"> • Rehabilitation Assistant Diploma Program • Healthcare Assistant Certificate Program | |
| 7.2 Policy and Governance Committee – <i>Decision</i> | Corey Muench |
| 7.2.1 Teaching and Learning Committee Terms of Reference | Schedule 7.2.1 |



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|------------|--|---------------------|
| 7.3 | Curriculum Committee – <i>Decision</i> | Julia Black |
| 7.3.1 | Resolution Memo | Schedule 7.3.1 |
| | May 15 Agenda Package / May 15 Draft Minutes | |
| 7.3.2 | Committee Membership | |
| | Chloe Miller - non-instructional faculty member | |
| | Ashley Manhas – Library | |
| | Caroline Soo – Public Administration or Kinesiology | |
| | John Brouwer – Tourism Management or Outdoor Recreation Management | |
| | Milla Zaenker – Business | |
| 7.4 | Graduate Studies Committee – <i>Information</i> | Alan Jenks |
| 7.5 | Teaching and Learning Committee – <i>Information</i> | Diana Twiss |
| 7.6 | Budget Advisory Committee – <i>Information</i> | Michael Thoma |
| 7.7 | Self Evaluation Committee – <i>Information</i> | Graham Cook |
| 8. | Other Reports | |
| 8.1 | Chair of Senate – <i>Information</i> | Jason Dewling |
| 8.2 | Vice Chair of Senate – <i>Information</i> | Alan Jenks |
| 8.3 | VP Academic and Provost – <i>Information</i> | Lesley Brown |
| 8.4 | Board Report – <i>Information</i> | Amina El Mantari |
| 8.5 | Elder’s Words – <i>Information</i> | Elder Doctor Latash |
| 9. | Discussion Items | |
| 10. | Other Business | |
| 11. | Information Items | |



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Present: Jason Dewling, (Chair), Julia Black, John Brouwer, Lesley Brown, Jai Djwa, Graham Cook, Caroline Depatie, Alicia Fahey, Thomas Flower, Denise Gingrich, Sofia Hughes, Alan Jenks, Harb Johal, Parnit Kaur, Michael Laurence, Brad Martin, Priya McMurtrie, Vedant Mehra, Corey Muench, Alaa Al-Musalli, Christina Neigel, Jennifer Nesselroad, Robert Omura, Katija Pallot, Majid Raja, Farnoosh Sam, Michael Thoma, Diana Twiss, Emily Walmsley, Recorder: Mary Jukich

Regrets: Amina El Mantari, Milo Prentice, Rahul Reandi

Guests: Maria Valioux, Elder Doctor Latash

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1. Welcome

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

Lesley Brown, interim Vice President, Academic and Provost was introduced and welcomed to Senate.

2. Approval of the Agenda

Thomas Flower moved and Jennifer Nesselroad seconded:
 To approve the agenda.

CARRIED

It was noted that the chart on page 19 of the agenda package was accurate but should be listed with the briefing note. The course listing for the Faculty of Arts and Science is missing; however, the briefing note lists the proposed courses for discontinuance.

3. Approval of the Minutes

3.1 April 7, 2026

Caroline Depatie moved and Christina Neigel seconded:
 To approve the April 7, 2026 minutes.

CARRIED



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4. Correspondence Received

5. Business Arising

5.1 Senate Ad Hoc Committee on Advice to Senate on Faculty Restructuring

Presented by: Diana Twiss

The ad hoc committee met on February 19 and March 26th. Since then, the ad hoc committee has received three submissions; a briefing note from the working group on Faculty restructuring which included the results of the survey sent out to faculty and staff; Dean Caroline Depatie's perspective and recommendations; and the merger response memorandum from the School of Business.

A meeting was previously scheduled for May 1st; however, the meeting was postponed to June 2nd which will provide an opportunity for discussions on how to collect the necessary information for the Board.

Information was also provided that within the Collective Agreement are some responsibilities required for the Deans to complete and these responsibilities should be considered when reflecting on the size of the Faculty and ratio to Deans in terms of managing workloads.

6. New Business

6.1 Proposed Course Discontinuances

Presented by: Lesley Brown

6.1.1 Faculty of Fine and Applied Arts

In accordance with Policy B.104 (Discontinuance of Programs or Courses) and Policy S2013-2 (Teaching Out of Discontinued Programs), the Board of Governors must seek advice from Senate prior to approving course discontinuances.

These proposed discontinuances were presented to the Board of Governors on April 28, 2026 and the Board referred the matter to Senate for advice before making a final decision.



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The courses were identified as part of regular curriculum maintenance and institutional review of course activity, conducted in consultation with the Registrar's Office and the relevant Schools.

A total of 62 inactive courses across the IDEA School of Design, School of Performing Arts, and School of Motion Picture Arts are proposed for discontinuance. These courses have not been offered for extended periods and are no longer aligned with current curriculum offerings.

On discussion, it was suggested the wording of the proposed motion reflect a recommendation to the Board, instead of providing advice. It was noted that the word "recommend" carries the endorsement of Senate to assist the Board in making a decision. In addition, it was suggested that Senate considers using the word "recommend" on initiatives moving forward.

Lesley Brown moved and Caroline Depatie seconded:

26/34 THAT the Senate recommend to the Board of Governors the proposed discontinuance of 62 courses within the Faculty of Fine and Applied Arts, as outlined in Attachment 1 of the May 12, 2026 agenda package.

CARRIED

6.1.2 Faculty of Arts and Sciences

In accordance with Policy B.104 (Discontinuance of Programs or Courses) and Policy S2013-2 (Teaching Out of Discontinued Programs), the Board of Governors must seek advice from Senate prior to approving course discontinuances.

These proposed discontinuances were presented to the Board of Governors on April 28, 2026 and the Board has referred the matter to Senate for advice before making a final decision.

The courses were identified through regular curriculum review and unit-level program assessment within the School of Social Sciences, in consultation with the Registrar's Office and relevant academic leadership.

The two Sociology courses are no longer part of any program profile and are not required within any active program. SOSC 320 was last offered in 2014 (2 students



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enrolled), and SOSC 401 was last offered in 2015 (21 students across two offerings).

Lesley Brown moved and Jennifer Nesselroad seconded:

- 26/35** THAT the Senate recommend to the Board of Governors the proposed discontinuance of the following courses: **CARRIED**
- SOSC 320 People and the Environment: Past and Future Relationships
 - SOSC 401 Contemporary Issues: The Presence of the Past

6.2 Senate By-laws – Notice of Motion of Revisions

Presented by: Harb Johal

Senators were provided with a notice of motion of revisions to the Senate By-laws.

The Senate By-laws were last updated in November 2023. Laureen Styles, outgoing interim Vice President Academic and Provost previously provided feedback on proposed revisions to the By-laws which have been reviewed. The Senate By-laws will be reviewed by the Policy and Governance committee and subsequently brought back to Senate for approval.

6.3 Graduates

Presented by: Harb Johal

The Registrar submitted a list of 1,153 eligible graduates verified by the Registrar's Office, who have met the graduation requirements of their programs.

Harb Johal moved and Priya McMurtrie seconded:

- 26/36** Senate approve the students from the five Faculties for their respective credentials for graduation. **CARRIED**

6.4 Results of Senate Election

Presented by: Harb Johal

The results of the Spring 2026 election results were presented as follows:



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- Derek Howell - Faculty of Arts and Sciences
- Francisco Nogueira - Faculty of Business and Professional Studies
- John Brouwer – Faculty of Global and Community Studies
- Denise Gingrich – Faculty of Fine and Applied Arts
- Student Representatives – Sofia Hughes, Owen McLachlan, Milo Prentice, Parnit Kaur

7. Committee Reports

7.1 Academic Planning and Review Committee

The committee met on April 14th and reviewed four self-study reports. The reports incorporated internal data, institutional documents, external research on educational and industry trends, and faculty and community partner consultations. The committee reviewed 26 programs as follows:

- School of Social Sciences
 - Associate of Arts Degree – Psychology
 - Bachelor of Arts with a Major in Psychology
 - Bachelor of Arts (Honours) with a Major in Psychology
 - Minor in Psychology
 - Applied Psychology Concentration
 - Bachelor of Arts Degree – Applied Behaviour Analysis (Autism) (ABA-A)
 - Applied Behaviour Analysis (Autism) Post-Baccalaureate Diploma
 - Applied Behaviour Analysis (Autism) Post-Baccalaureate Certificate
 - Minor in Sociology
 - Certificate in Sustainable Environmental Economics
- Psychology Department
 - Associate of Arts Degree – Psychology
 - Bachelor of Arts with a Major in Psychology
 - Bachelor of Arts (Honours) with a Major in Psychology
 - Minor in Psychology
 - Applied Psychology Concentration
- Applied Behaviour Analysis Department
 - Bachelor of Arts Degree – Applied Behaviour Analysis (Autism)
 - Applied Behaviour Analysis (Autism) Post-Baccalaureate Diploma



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- Applied Behaviour Analysis (Autism) Post-Baccalaureate Certificate
- School of Business
 - Bookkeeping Certificate
 - Retail Operations Certificate
 - Business Administration Certificate
 - Business Administration Diploma
 - Bachelor of Business Administration Degree
 - Minor in Business Administration
 - North American Business Management Applied Post Baccalaureate Diploma
 - North American Business Management Post Baccalaureate Certificate

It was noted that the reports discussed at the committee meeting highlighted a few issues regarding the reporting mechanism. In this regard, the committee recommended that the reports are more standardized in terms of the criteria presented in the packages, including how much to share for each criteria. The reports were not following the same standardized format. Examples are: one report included faculty CVs, which SAPRC considered a concern; also, some reports included more extensive data than others and discussion points than others. The Director of AIP indicated that the AIP office provides a set of guidelines to all units and programs for the review, and the areas are encouraged to follow the guidelines. The AIP team is working on developing a standardized package for program areas so that all areas are reporting on the same thing. In addition, at the committee meeting it was suggested that agenda packages are distributed two weeks in advance of the meeting dates instead of the one-week submission pre-meeting window; however, this might not always be feasible, considering that AIP may not receive the completed packages from the units in time.

7.2 POLICY AND GOVERNANCE COMMITTEE

Presented by: Corey Muench

The committee met on April 14 and April 28.

At the April 14 meeting, the committee reviewed the Nominating Committee terms of reference. An update was also provided on the Senate's motion (February 3, 2026 Senate meeting) on research into how the Senate can be equipped to provide advice to the Board of Governors, or others, as per the



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University Act. Some initial findings indicated a two-pronged approach emerging; the first was to update Board and Senate policies to include processes around *University Act* items that require Senate's advice. Secondly, was to update Senate committee terms of reference to address items listed in the *University Act*. In addition, there could be an opportunity to create a Board/Senate working group to ensure tasks are completed and a detailed report will be provided to Senate moving forward.

At the April 28 committee meeting, the committee reviewed the terms of reference for the Senate ad hoc committee on the Evaluation of Teaching and Learning as well as an update for the terms of reference for the Senate Teaching and Learning committee. In addition, the committee was provided with a presentation on the policy renewal initiative being undertaken by the Academic Initiatives and Planning Office and the Policy Office (Aurelea Mahood and Jacquetta Goy).

7.2.1 Terms of Reference - Senate Nominating Committee

Several Senate subcommittees are currently using policy-like "Mandate and Structure" documents which are found under the Governance section of the University's Policy webpage. However, it is more appropriate that these documents be transitioned to official "Terms of Reference."

A concern was raised that this item be tabled as research may be required around the membership composition relative to other Senate subcommittees to ensure consistency and relative to the Senate By-laws, and practices at other teaching universities. In this regard, it was suggested that the motion move forward and once a Secretariat is in place, a thorough review of processes is undertaken for consistency.

Corey Muench moved and John Brouwer seconded:

26/37 THAT the Senate approve the Terms of Reference for the Senate Nominating Committee (a standing committee of Senate).

CARRIED



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Corey Muench moved and John Brouwer seconded:

26/38 THAT the Senate rescind Policy S2009-01 for the Senate Nominating Committee.

CARRIED

7.2.2 Terms of Reference - Senate ad hoc Committee on the Evaluation of Teaching and Learning

The processes for how teaching and learning at the University is evaluated have been identified as an area of focus, with a particular goal of ensuring that a multifaceted approach is established to gathering feedback from peers and students. As set out in its terms of reference, the Senate Teaching and Learning committee has responsibility for the evaluation of the quality of teaching and learning and the assessment and evaluation of student learning. As such, the Senate Teaching and Learning Committee was requested to create an ad hoc committee on the evaluation of teaching and Learning at the university.

Corey Muench moved and Alaa Al-Musalli seconded:

26/39 THAT the Senate approve the Terms of Reference for the ad hoc Committee on the Evaluation of Teaching and Learning.

CARRIED

7.3 Curriculum Committee

Presented by: Julia Black

The committee met on April 17 and nine programs presented curriculum updates, including a new credential, Leadership For Indigenous Learners Certificate. In the development of new courses, one of the ongoing discussion items is the required robustness of the consultation process across multiple programs and the breadth of the consultation process. At the committee meeting, a presentation was also provided on mental health support for students as well as a report on the vital role of post-secondary counsellors.

7.3.1 Resolution Memorandum

The resolutions brought forward from the April 17, 2026 Senate Curriculum Committee meeting were presented to Senate for approval.



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Julia Black moved and Sofia Hughes seconded:

26/40 THAT Senate approve Resolutions 26/36 to 26/45.

CARRIED

7.4 Graduate Studies

Presented by: Alan Jenks

The committee met on April 21 and made changes to the terms of reference which included incorporating the Associate Vice-President, Creative Activity, Research and Graduate Studies as a voting member and also added a voting staff member to the membership.

The committee will also be meeting every two months until the committee becomes busier.

7.5 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on April 21 and finalized the committee's terms of reference. In addition, the committee received two reports, and some of the highlights were as follows:

- The 10th annual Student Research Symposium took April 23. Over 120+ students from all Faculties presented their research projects to an internal and external audience.
- The 2nd Faculty Research Symposium took place on May 8. Twelve faculty members presented their research and publications. This event was co-led by CARS and the Library.
- The teaching and learning symposium took place on April 29 and April 30. Five faculty were nominated for the Teaching Excellence Awards.

7.6 Budget Advisory Committee

Presented by Michael Thoma

The committee has not met, and the next meeting is scheduled for June 4.



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7.7 Self-Evaluation Committee

Presented by: Graham Cook

Senators were reminded to complete the recently distributed survey for the subcommittees.

8. Other Reports

8.1 Senate Chair

Dr. Jason Dewling was installed as the university's eighth president and vice-chancellor on May 7, 2026.

Finance is now engaged on the costing model for programs and Tally Bains has met with business faculty to garner their insights on the model.

The new president of the Capilano Student Union was introduced and welcomed to Senate.

8.2 Vice Chair

Alan Jenks reflected on his role as mace bearer at the president's installation.

8.3 VP Academic and Provost

Lesley Brown, interim Vice President Academic and Provost provided an appreciation for the warm welcome to Senate and the university.

Some of the work in her portfolio includes exploring an AI framework as well as governance around education technology. In addition, part of the mandate is academic sustainability which includes reviewing the viability of existing programs to position the university moving forward.

8.4 Board Report

A report was not provided because the Board representative was absent.

During a broader discussion, a suggestion was presented on the possibility of appointing a designate in cases wherein the Board representative is not available



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to attend the Senate meeting particularly as a Board representative at Senate meetings is important to maintain the link between the Senate and Board. Accordingly, the Senate Chair will bring the feedback back to the Board in terms of appointing a possible designate.

8.5 Elder's Words

Elder Doctor Latash posed a question regarding the content of history courses at the university and how the content reflects the three local Indigenous tribes. As a response to Elder Doctor Latash's question was not readily available, a report will be prepared on the current state of affairs by the Provost and VPA.

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 5:32 pm

Next Meeting: Tuesday, June 2, 2026



May 25, 2026

To: Elder Dr. Latash Nahanee
Via email: sevenlatash@gmail.com

Dear Elder Doctor Latash,

RE: Courses Containing History of Host Nations

I am writing in follow-up to the question you asked at the recent Capilano University Senate meeting. Specifically, how many History courses at CapU recognize the history of the Host Nations on whose unceded land Capilano University provides education? I regret that we were unable to provide a fulsome response when you asked this question, and so I am very pleased to follow-up on this important issue.

Since the meeting, Dean Graham Cook has reviewed the curriculum within the Faculty of Arts & Sciences and compiled a summary document for you (enclosed). I hope that this information provides the insights and answers that you requested.

I have reviewed the document and was very pleased to learn that Capilano University courses include content that reflects lived experiences and perspective of First Nations people, with several courses sharing captured video content or including guest speakers from Host Nations. Further, and as the enclosed document indicates, Capilano University is deeply committed to working in meaningful partnership with Host Nations, so we can ensure that the content of Capilano University courses appropriately reflects the history of this region, as lived by First Nations people.

Elder Doctor Latash, I am honoured to learn from your experience and to be guided by your expectations for Capilano University. On behalf of Capilano University, thank you for holding us to account, and for walking alongside of us on our journey of Reconciliation.

Respectfully,

A handwritten signature in blue ink, appearing to read "JDewling".

Jason Dewling, PhD
Chair, Capilano University Senate

CapU History Courses With Indigenous Content

A brief overview
20 May 2026



Indigenous issues in Faculty of Arts and Sciences courses

The Faculty of Arts and Sciences at CapU has many courses that cover Indigenous themes and issues, in disciplines like Anthropology, Political Science, Art History, Sociology, and Biology. In particular, the Department of History has several courses that focus on First Nations in what is present-day Canada, and specifically on the history of the host Nations on whose unceded land Capilano University operates: the səliiwətaʔ (Tsleil-Waututh), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations.

CapU History courses that cover Indigenous content

History 110: Canada Before Confederation
History 111: Canada Since Confederation
History 112 : Canadian Military History
History 205: British Columbia History
History 206: People of the Land: Environment in Canadian History
History 209: History of Indigenous Peoples in Canada
History 410: Citizenship and Belonging in Canada

All of these courses look in-depth at the experiences of local First Nations. Several regularly include guest speakers from the host Nations. Almost all of them include the following learning outcomes that are tied to the “Self and Society” designation:

- “Analyze the impacts of colonialism and racism on Indigenous peoples.”
- “Generate strategies for reconciling Indigenous and Canadian relations.”

How our History courses present local First Nations issues

Each history instructor at CapU has some flexibility in how they present First Nations issues. Here are some examples from our instructor Derek Murray:

History 111, Canada Since Confederation

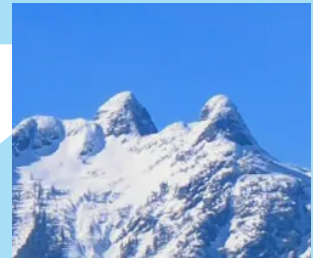
This course introduces students to the Constitution Express, organized by the UBCIC, that travelled from Vancouver to Ottawa in 1980 to pressure the government to recognize Aboriginal rights in the new Constitution. It also looks at the Native Alliance for Red Power (NARP), which formed in Vancouver in 1967 and patrolled the Downtown East Side as part of its campaign to protect Indigenous women and girls. Students read its 10-point program and a statement from Ray Bobb on “Red Power” in Vancouver.

History 206, People of the Land

This course shares a video featuring Tsleil-Waututh Chief Leah George-Wilson speaking at a Vancouver Historical Society event in 2019. Her talk emphasizes the natural environment of the Lower Mainland and Tsleil-Waututh relationships with different parts of and locations within that environment.

History 209, History of Indigenous Peoples in Canada

As part of its first land acknowledgement, this course includes an activity focused on the Sisters mountains. The class looks at a picture of the mountains and is asked to name them; the instructor counts how many refer to them as “the Lions” and how many “the Sisters.” This leads to a discussion about colonialism and erasure, the meaning of place, connections to place, and why acknowledgements are important but as a starting point rather than a check box. The class uses the following video from Dennis Joseph in that activity:



<https://vimeo.com/218065914?share=copy>

The course also uses the following NFB films as part of in-class assessments:

https://www.nfb.ca/film/road_forward

https://www.nfb.ca/film/writing_land

https://www.nfb.ca/film/lepcal_salish

https://www.nfb.ca/film/hkwalus_salish

<https://www.nfb.ca/film/tribe-of-one>

Expanding and improving our offerings

The Department of History is dedicated to regular review of its curriculum. Some of its courses are in line for a full redesign, including History 205, British Columbia History. Instructor Stacey Bishop is planning to restructure the course to provide more depth and focus on the host Nations. This will take place with close consultation with representatives of the Nations.



CapU Main Campus

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North Vancouver, B.C.
Canada V7J 3H5

CapU Lonsdale

250-125 Victory Ship Way
North Vancouver, B.C.
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CapU Squamish Campus

3200 University Blvd
Squamish, B.C.
Canada V8B 0N8

kálox-ay Sunshine Coast Campus

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CapilanoU.ca



Senate Report

AGENDA ITEM: Academic Unit Review Approval of School of Allied Health Programs: Rehabilitation Assistant Diploma and Healthcare Assistant Certificate	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: 02-Jun-26	
PRESENTER: Alaa Al-Musalli	

PURPOSE

This report presents SAPRC’s support of the [Response and Action Plans for the 2024/2025 Program Reviews of the Rehabilitation Assistant Diploma \(RAD\) and the Healthcare Assistant \(HCA\) Certificate Programs.](#)

MOTIONS

THAT Senate approve the Response and Action Plan for the Rehabilitation Assistant Diploma Program review. This signifies that the 2024-25 program review cycle is complete for the Rehabilitation Assistant Diploma program.

THAT Senate approve the Response and Action Plan for the Healthcare Assistant Certificate Program review. This signifies that the 2024-25 program review cycle is complete for the Healthcare Assistant Certificate Program.

BACKGROUND

Both programs were confirmed for review in January 2024. The review teams received their cyclical review evidence packages in mid-August and began preparing their self-study reports in September 2024. Internal data reports, institutional documents, external research on education and industry trends, and consultations with faculty members helped develop these reports. The Rehabilitation Assistant Diploma (RAD) Program self-study report was submitted on February 5th, 2025, and the Healthcare Assistant (HCA) Certificate Program report was submitted on March 8th, 2025. Both have been reviewed by the Dean of the Faculty of Education, Health, and Human Development. It is worth noting that these reviews experienced delays due to external factors beyond the review teams’ control, and they were not brought to Senate for approval until now due to more-urgent reviews initiated at SAPRC this year.

SUMMARY

Tracy Dignum, RAD Coordinator, and Tanya Wroblewski, HCA Co-coordinator, presented an overview of the successes and opportunities their programs have achieved and highlighted the challenges they are facing. They also outlined the actions they are taking to support students' experience. The Response and Action Plan present recommendations reached in consultation with relevant campus partners to support student success, faculty composition, community partnerships, student enrolment, and faculty aspirations. See below for details on each:

Rehabilitation Assistant Diploma (RAD)

The following areas for development were identified:

- a) Need for suitable lab space and updated equipment with expansion / renovation of existing health lab, potential partnerships, and obtaining funding for equipment;
- b) Develop laddering degree completion opportunities at CapU;
- c) Develop Indigenous partnerships as supported by the unit's Indigenous Assessment and Implementation project; and
- d) Reduce student financial burden related to practicums to improve access to out-of-town practicum experiences and reduce burden of obtaining local practicums for all students.

Healthcare Assistant (HCA) Certificate Program

The following areas for development were identified:

- a) Support investment in health lab and equipment upgrades;
- b) Support Investment in Human Resources;
- c) Maintain current and explore novel practice education opportunities;
- d) Maintain best practice standards in program delivery;
- e) Establish explicit pathways for student learning; and
- f) Enhance support for faculty members' research and scholarly activity.

RECOMMENDATION

SAPRC recommends that Senate approve the Response and Action Plans for the 2024/2025 Program Reviews of the Rehabilitation Assistant Diploma (RAD) and the Healthcare Assistant (HCA) Certificate Programs. This signifies that the 2024-25 program review cycle is complete for both programs.



Senate Report

AGENDA ITEM 7.1: Senate Teaching and Learning Committee Terms of Reference	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: 02-Jun-26	
PRESENTER: Corey Muench (Chair, SPGC) and Diana Twiss (Chair of the Senate Teaching and Learning Committee)	

PURPOSE

To propose new Terms of Reference (ToR) for the Senate Teaching and Learning Committee (a standing committee of Senate) and rescind the existing committee “Mandate and Structure” document, S2020-03.

MOTIONS

- A. **THAT** the Senate approve the new Terms of Reference for the Senate Teaching and Learning Committee (a standing committee of Senate)
- B. **THAT** the Senate rescind the current committee “Mandate and Structure” S2020-03 for the Senate Teaching and Learning Committee

Note: A 2/3 vote of Senate members present is required to pass subcommittee Terms of Reference. (University Act, section 37(1b))

BACKGROUND

Two out of the nine Senate subcommittees are currently using policy-like “Mandate and Structure” documents which are found under the Governance section of the University’s Policy webpage. However, it is more appropriate that these documents be transitioned to official “Terms of Reference.” Eight Senate committees (SAPRC, SBAC, SCC, SGSC, SPGC, STC, Senate Nominating Committee, and the Naming Opportunities Committee (amalgamation with STC)) have completed the transition to ToR documents. This is also an opportunity for the committee to update its ToR.

CHANGES

Mandate Section:

- Addition of specific policy examples STLC consults on
- An update to types of educational technology and digital practice

- Addition of university areas/offices the committee may consult with

Membership Section:

- Update of the titles of the committee resource members
- Addition of resource members (increasing from five members to eight members)
- Addition of standard ToR template language
- Addition of Chair’s duty to help with committee member recruitment and orientation

General:

- Use of standard ToR template

APPROVALS & CONSULTATIONS

<i>Item/Body</i>	<i>Dates</i>
Senate Teaching and Learning Committee	Nov. 18, 2025-April 21, 2026
Senate Policy and Governance Committee	April 28, 2026
Senate	June 2, 2026

DOCUMENTS FOR SENATE REVIEW

- Current, in-use Mandate and Structure (S2020-03) document for the Senate Teaching and Learning Committee
- Proposed Terms of Reference





**Senate Teaching and Learning Committee
Terms of Reference**

Last review: April 2026	Next review: April 2029
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1. Reporting

The Senate Teaching and Learning Committee (STLC) is a standing committee of the Senate and makes recommendations to the Senate.

2. Mandate

The mandate of the committee is to:

- Advise the Senate on the development and review of policies and procedures related to teaching and learning, such as:
 - The mission statement and the educational goals, objectives, strategies and priorities of the special purpose, teaching university;
 - The qualifications for faculty members;
 - Faculty creative activity, research, and scholarship;
- Advise the Senate on the evaluation of the quality of teaching and learning;
- Advise the Senate on the assessment and evaluation of the student experience of learning;
- Advise the Senate on educational technology and emerging digital practices (e.g., hybrid learning environments, artificial intelligence, open educational resources), including pedagogical, ethical, and academic integrity considerations;
- Consult with, and to be consulted by the following areas:
 - Academic Planning and Quality Assurance;
 - Creative Activity, Research and Scholarship and Graduate Studies (CARS);
 - Digital Technology Services (DTS);
 - Indigenous Education and Affairs;
 - Teaching and Learning;
 - The Library;
 - Work-Integrated Learning;
 - Deans, and other areas of the university on initiatives that relate to teaching and learning; and
- Other duties as assigned by the Senate.

3. Membership

The composition of the membership of the Committee includes:

Members

Nineteen (19) members including the Chair and Vice-Chair of Senate.

The **eleven (11) voting** members consist of:

- The Chair of the Senate,
- The Vice-Chair of the Senate,
- Five (5) faculty members (with a preference for representation from all Faculties, with at least two of the faculty members being Senators),
- One (1) Librarian,
- One (1) staff,
- One (1) student, and
- One (1) administrator.

The **eight (8) non-voting resource members** consist of:

- Administrator, Academic Planning and Quality Assurance
- Administrator, Creative Activity Research, Scholarship and Graduate Studies
- Administrator, Digital Technology Services
- Administrator, Indigenous Education and Affairs
- Administrator, Library
- Administrator, Teaching and Learning
- Administrator, Work Integrated Learning
- Executive member, Capilano Student Union

Terms of Office

Faculty, staff, and student members serve for one-year terms between September 1 and August 31. Members may be reappointed for subsequent terms. **Administrators** serve until the President replaces them with a new appointment.

When a vacancy occurs, the Chair will follow the procedure outlined in the Senate Bylaws, section 8.7, to fill the vacancy.

The Chair

The Chair of the STLC will be a member of the Senate who is elected by the STLC from among its members for a one-year term.

The Chair is normally non-voting but may vote where their vote could change the result.

In addition to the duties set out in Section 8 of the Senate Bylaws, the duties of the Chair are to:

- chair the meetings of STLC, prepare agendas, and ensure that the recommendations of the STLC are taken to Senate;
- recruit members for the committee, provide orientation to STLC members, and set expectations for participation; and
- ensure that Senate is updated regularly on the activities of the STLC.

The Vice Chair

The Vice-Chair of Senate will be the *de facto* Vice-Chair of the Committee. The Vice-Chair will fulfill the duties of the Chair in their absence.

4. Conduct of Meetings

Schedule

Meetings of the committee are held once a month between September 1 and August 31, with no meetings in June and July.

Quorum

Six (6) voting members (including the Chair).

Decision Making

When consensus cannot be reached, decisions will be made by a 2/3 vote of members present.

Attendance

In accordance with Section 8.8 of the Senate Bylaws, to be fair to the committee's other members, members who are absent for three (3) committee meetings per appointment year, with or without notice, will be deemed to have resigned from the committee by the Chair. In the case of STLC, the Chair will provide written notice to the member, the member will be given an opportunity to respond, and the Chair will then provide written confirmation of the outcome.

Visitors to Meetings

At the discretion of the Chair, members of the Capilano University community may observe and address meetings of the STLC.

5. Resources

[Illuminating 2030](#)

[Chénchenstway \(summary document\)](#)


[Senate Policies and Procedures](#)

[Senate Bylaws](#)

[University Act](#)

6. Review of Terms of Reference

STLC will review and update these Terms of Reference as necessary at least every three (3) years (Senate Bylaws, Section 8.4). Upon presentation of the committee's Terms of Reference to the Senate, a 2/3 vote of members present is required for approval. (*University Act*, section 37(1)(a)).

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2020-03	Senate		
Policy Name			
Senate Teaching and Learning Committee Mandate and Structure			
Approved by	Replaces	Category	Next Review
Senate	S2013-04		2025
Date Issued	Date Revised	Related Policies, Reference	
June 3, 2020			

1. REPORTING

The Senate Teaching and Learning (STL) Committee is a standing committee of the Senate and makes recommendations to Senate.

2. MANDATE

- 2.1 To advise the Senate and provide institutional oversight on policies and practices related to teaching and learning.
- 2.2 To advise the Senate on the evaluation of the quality of teaching and learning and the assessment and evaluation of student learning.
- 2.3 To advise the Senate on educational technology and other resources that support teaching and learning, including open learning resources and practices.
- 2.4 To consult with, and to be consulted by, the Centre for Teaching Excellence (CTE), the Teaching and Learning Council, Information Technology (IT), the Creative Activity, Research and Scholarship (CARS) Office, the Office of Indigenous Education and Affairs, Deans, and other areas of the university on initiatives that relate to teaching and learning.
- 2.5 To establish such subcommittees as needed to fulfill the Committee's responsibilities.
- 2.6 Other duties as assigned by the Senate.

3. MEMBERSHIP

3.1 The Chair

The Chair will be a member of the Senate who is elected by STLC for a one-year term. The duties of the Chair are as follows:

- To chair the meetings of STLC, to prepare agendas, and to ensure that the recommendations of the STLC are taken to Senate.
- To ensure that Senate is updated regularly on the activities of the STLC.

3.2 Voting Members

The voting members consist of eleven members appointed by Senate as follows:

- Chair of Senate
- Vice-chair of Senate
- One Administrator
- Five faculty members, with a preference for representation from all faculties, with at least two of the faculty members being Senators.
- One Librarian
- One Staff
- One Student, with a preference for the student being a Senator

3.3 Non-Voting Members

The non-voting members consist of:

- Administrator, Centre for Teaching Excellence (CTE)
- Administrator, Information Technology (IT)
- Administrator, Creative Activity, Research and Scholarship (CARS)
- Executive member, Capilano Student Union
- Administrator, Indigenous Education and Affairs

3.4 Term of Office

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

4. CONDUCT OF MEETINGS

4.1 Schedule

At least once per month during the fall and spring semesters.

4.2 Quorum

Six voting members

4.3 Tie Votes

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

4.4 Visitors to Meetings

Meetings are usually open to visitors whom the Chair may recognize to speak to specific issues.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: May 19, 2026
TO: Jason Dewling, Chair, Senate
FROM: Julia Black, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on May 15, 2026:

- 26/46** The revisions to the Post-Baccalaureate Diploma in Financial Planning Program Profile be recommended to Senate for approval.
- 26/47** The revisions to the Minor in Legal Studies program profile be recommended to Senate for approval.
- 26/48** The new course, LAW 475 - AI in Legal Research and Analysis, be recommended to Senate for approval.
- 26/49** The revisions to the admission requirements of the Bachelor of Legal Studies (Paralegal) Degree be recommended to Senate for approval.
- 26/50** The revisions to the admission requirements of the Paralegal Diploma be recommended to Senate for approval.
- 26/51** The revisions to the admission requirements of the Paralegal Certificate be recommended to Senate for approval.

A handwritten signature in black ink, appearing to read "Julia Black".

Julia Black, Chair
Senate Curriculum Committee

Jason Dewling, Chair
Senate

Date: May 18, 2026

Date: