

SPECIAL MEETING OF SENATE

Tuesday, March 17, 2026 4:00 pm
Capilano University, Library Building, Room BR 126

MINUTES

Present: Jason Dewling, (Chair), Julia Black, John Brouwer, Jai Djwa, Caroline Depatie, Alicia Fahey, Denise Gingrich, Alan Jenks, Harb Johal, Parnit Kaur, Tracy Penny Light, Brad Martin, Priya McMurtrie, Vedant Mehra, Corey Muench, Alaa Al-Musalli, Christina Neigel, Katija Pallot, Milo Prentice, Majid Raja, Farnoosh Sam, Michael Thoma, Diana Twiss, Emily Walmsley, Recorder: Mary Jukich

Regrets: Graham Cook, Thomas Flower, Michael Laurence, Amina El Mantari, Jennifer Nesselroad, Robert Omura, Maria Valiok

Guests: 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 (Tseil-Waututh), shishálh (Sechelt), Skwxwú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations.

1. Welcome

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

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

2. Approval of the Agenda

Alan Jenks moved and Christina Neigel seconded:
To approve the agenda.

CARRIED

3. Business Item

3.1 Advice from Senate to the Board on Program Discontinuance and Suspensions

Senate continues to work through the process.

**(a) Advice from the Senate Academic Planning and Review Committee (SAPRC)
on Program Discontinuance and Suspensions**

The committee met on March 4th to continue discussions of the pending programs proposed for suspension and discontinuation. The committee was able to provide the schools the chance to share concerns regarding some of the decisions, and administration provided advice and feedback pertaining to some of the arguments presented. SAPRC committee members were thanked for their dedication to these

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reviews, considering the short timeframe within which they were completed. The school chairs/convenors who presented information on behalf of their schools and the deans were also thanked. The motions presented captures advice to Senate provided by SAPRC. The committee ensured that everyone was heard and contributed to the sharing and shaping of the motions, especially those pertaining to the contested suspensions.

4. First Report – Attached to the March 17, 2026 Agenda Package

The first report covers the uncontested discontinuations of eleven programs within the Faculties of Arts and Sciences, Business and Professional Studies, and Fine and Applied Arts. The chairs of the School confirmed that their schools understand the rationale behind the discontinuations of the respective programs and, therefore, the schools are not contesting these discontinuations.

Senators did not provide any comments.

Alaa Al-Musalli moved and Alan Jenks seconded:

26/20 THAT the Senate advise the Board to discontinue the following programs: **CARRIED**

1. Accounting Assistant Certificate
2. Accounting Assistant Diploma
3. Advanced Business Administration Certificate
4. Business Fundamentals Certificate
5. Retail Business Fundamentals Certificate
6. Computer Information Systems Certificate
7. Visual Communication Advanced Diploma
8. Conducting in Music Certificate
9. Music Diploma – Music Therapy Course Stream
10. Music Therapy Preparatory Stream
11. Digital Visual Effects Diploma

Second Report – Attached to the March 17, 2026 Agenda Package

The second report covers the uncontested suspensions of two programs within the Faculty of Fine and Applied Arts. The chair confirmed that their school understands the rationale behind the suspensions.

Senators did not provide any comments.

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Alaa Al-Musalli moved and Denise Gingrich seconded:

- 26/21** THAT the Senate advise the Board to continue the intake suspension of:
1. Visual Effects for Film, Streaming & Immersive Media Diploma for 2026– 27 for redesign.
 2. Advanced Arts & Entertainment Management Certificate for 2026–27 and focus on the diploma/degree pipeline.

CARRIED

Third Report – Attached to March 17, 2026 Agenda Package

The third report covers the contested suspension of the Music Diploma Program. Heather Pawsey, Interim Music Coordinator, presented the following arguments and concerns to SAPRC to contest the proposed suspension of the Music Diploma program:

- (1) The Music Diploma is a low-cost program that shares resource with Jazz Studies. The program has identified \$66,000 in cost savings through strategic enrolment management initiatives and has discontinued the use of dedicated service sections for a cost-saving of \$31,000 annually.
- (2) The program is working on a new Bachelor’s Degree in Music with potential pathways into music, wellbeing, therapeutic arts, early childhood, and community music education, which are not currently offered at any other post-secondary institution in BC. This new degree capitalises on the University’s strengths in Music, Early Childhood Education, Psychology, and interdisciplinary arts.
- (3) The program recognises the need for change and has worked actively to achieve it. Multiple concept papers have been written since 2022 but were met with roadblocks and/or contradictory advice from AIP before AIP put a moratorium on all concept papers in 2024. The revisions will be implemented in Fall 2026, so maintaining intake enables evaluation and realisation of the work done.
- (4) The program serves as an important feeder into Music Therapy by providing foundational musical training that prepares students for advanced therapeutic application.
- (5) The decision to suspend does not take into account application patterns. Historically, applications peak in July; therefore, approximately 25-44% of the program applications are expected to come.

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- (6) Music Diploma is requesting the opportunity to implement the newly revised curriculum (which was approved by SCC in October 2025) in Fall 2026, while developing a new Bachelor's degree in Music, with the revised diploma serving as a stable transitional platform to preserve necessary faculty expertise, sustain curriculum coherence, and support integrated planning.

Administration provided advice and feedback pertaining to some of the points above. The motion presented captures advice provided by SAPRC committee members to support the removal of this program from the suspension list, taking into account the work that is already underway to revise the curriculum and strengthen the program and to avoid the likely reputational damage a suspension could cause.

On discussion, the following comments were provided by Senators:

- Whether the Board can make a decision without enrolment data and patterns and if this information will be provided to the Board. Administration indicated the data was provided to the Board with the original recommendation. Historical applications and enrolments over the last five years were primarily the basis for the recommendation.
- The program has been running successfully for the past 55 years and the idea of the reputational damage the suspension might cause is enormous. The data submitted in the original report might have changed since the date of finalizing that report and whether it was likely that the report captures the most current data considering that it may be over a month old and this should be considered when this is brought to the Board. The numbers are changing by the day and historically the intake peaks in mid July.
- A question was raised on whether the data will be updated for the Board by March 27th. Administration indicated the data will be “crystalized” for the Board and focus will be on the motions where there were differences of opinion and addressed at the special meeting of the Board.
- Administration indicated that the memorandum and work that the program areas provided will be sent to the Board as appendices.
- Michael Begg, CFA President, has requested to present at the Board meeting, and the Board Chair has agreed to allow that presentation.

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- Administration indicated that both the Senate and the Board have seen the same data.
- No data was provided in the agenda package, memos, or at the last Senate meeting. Administration indicated that what the Board and Senate originally received was the historical application and enrolment numbers over the last five years. Additionally, after further consultation with the department areas, more information was provided. Different programs areas provided additional data that went beyond the application and enrolment data and all that data was provided to Senate and will also be provided to the Board.
- There was no intent or desire to conceal data around enrolment trends and where there is still work is to align on for everyone to be comfortable with the data set. This process has exposed some different ways of gathering data.

Alaa Al-Musalli moved and Denise Gingrich seconded:

26/22 That Senate advise the Board to remove the Music Diploma from the suspension list conditional to implementation of the revised curriculum and program efficiency and timeline for assessment of program health and viability that satisfies policy B104 by June 30th 2026, and that includes a plan to reassess enrolment targets in 2027–28.

CARRIED
14 Yes
3 Abstentions

Fourth Report – Attached to March 17, 2026 Agenda Package

The fourth report covers four program clusters divided into two types of contested decisions.

Contested Discontinuations of:

1. Postbaccalaureate Certificates in Financial Planning & Financial Planning (Professional)
2. Retail Operations Certificate
3. International Management Graduate Certificate/Diploma & North American/International Management Graduate Diploma

Contesting the Suspension Conditions of:

4. North American Business Management (NABU) PB Applied Diploma & PB Diploma

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Dr. Natasha Mrkic-Subotic, Chair of the School of Business, presented the following arguments and concerns to SAPRC to contest the proposals for these programs (see also Appendices A & B):

1. The four program clusters are currently under review with zero-net-cost. Each represents extensive strategic infrastructure, regulatory approvals, international pathways, and market positioning, which would take years to rebuild if discontinued or inaptly suspended.
2. The Postbaccalaureate Certificates in Financial Planning & Financial Planning (Professional) are two growing credentials with two distinct revenue streams. Recent graduates are entering financial services and mid-career professionals upskilling. Both programs are growing without any marketing. The Postbaccalaureate yields premium per-student revenue. Discontinuance would eliminate growing revenue with no offsetting savings.
3. The Retail Operations Certificate is a new credential with no equivalent in the Lower Mainland. Core courses in this program run at 90%+ with waitlists. Unique student applicants in Fall 2025 were gained before any marketing spend.
4. The International Management Graduate Certificate/Diploma & North American/International Management Graduate Diploma Programs are already paused at \$0 cost. Discontinuance permanently eliminates a government-approved graduate credential required as a Master's approval precondition, the approved 2+2 international pathway, and the EU/Asia consortium anchor. The past enrolment data is flawed: domestic BBA-to-INMA students paying graduate fees are miscounted as 'low international uptake.' The school requests to keep these paused, pending Program Review and Masters' Review recommendations.
5. North American Business Management (NABU) PB Applied Diploma & PB Diploma have two proposals ready for implementation, namely Digital Marketing and Global Leadership in Sustainable Business, both of which are CIP-aligned for international student eligibility and confirmed as marketable by CIE. Changes and revisions fall under the 30% modification threshold, with dean's support, no budget requests, and a target launch of January 2027.

Administration provided advice and feedback pertaining to some of the points above.

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Recommendation #1 - Contested Discontinuation

On discussion, the following comments were provided by Senators:

- The summary identifies that the programs are growing; however, the application numbers indicate that the programs are not growing and the information may need to be verified.
- Clarification was provided by administration that by discontinuing or suspending a credential does not mean the courses necessarily go away.
- The profession is growing and this is a new program that underwent the entire review process including research by AIP and all the approval processes and it was established that these are good programs to provide skill sets to students. The programs are not at the maturity stage where there would be information on how the market is responding. If the profession is growing there is a demand for the skills in the market and if energy is put into marketing these are the type of programs that can provide the university an advantage.
- Information was provided that work was recently completed on demographic trends in British Columbia. Currently, projections indicated that the British Columbia population will grow in the next 20 years. It is expected that there will be a significant growth in the 25 – 45 age group and a credential like this lends itself to a second career, re-training and re-trenching and this is important when thinking about programs that serve the community.

Alaa Al-Musalli moved and Alan Jenks seconded:

26/23 That Senate advise the Board to remove the Postbaccalaureate Certificates in Financial Planning & Financial Planning (Professional) from the discontinuance list and reassess enrolment in 2027–28 (with no new resources allocated).

CARRIED
16 Yes
1 Abstention

Recommendation #2 - Contested Discontinuation

Senators did not provide any comments.

Alaa Al-Musalli moved and Vedant Mehra seconded:

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26/24 That Senate advise the Board to remove the Retail Operations Certificate from the discontinuance list and reassess enrolment in 2027–28 (with no new resources).

CARRIED
17 Yes
1 Abstention

Recommendation #3 - Contested Discontinuation

On discussion, the following comments were provided by Senators:

- In terms of the wording in the motion around “pending program review”, confirmation was provided that a program review is being undertaken by AIP. The self-study has been submitted which identified gaps and pathways towards the review. Work is also underway on a master’s proposal and is at the stage where a working group will be formed to proceed further. The department is not requesting resources, but time to determine what to do with the program review and grant studies.

Alaa Al-Musalli moved and Alan Jenks seconded:

26/25 That Senate advise the Board to remove the International Management Graduate Certificate/Diploma & North American/International Management Graduate Diploma from the discontinuance list and to continue suspension pending program review recommendations with redesign option and reassess in 2027–28 (with no new resources).

CARRIED
13 Yes
2 Abstentions

Recommendation #4 - Contesting the Suspension Conditions

On discussion, the following comments were provided by Senators:

- The memorandum provided a reference to 30% modification threshold; however, the 30% is specific to requirement by DQAB for degrees and curriculum changes at that level.
- Information was provided that during the committee discussion, representatives from AIP were present and assisted in developing a timeline and the 30% was discussed. At this point, the goal is to reach an agreement that a decision is made about the programs and then address the discussion of the 30%.

Alaa Al-Musalli moved and Denise Gingrich seconded:

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| <p>26/26 That Senate advise the Board to continue suspension of the North American Business Management (NABU) PB Applied Diploma & PB Diploma programs for 2026–27, with direction to explore profile changes to restore PGWP eligibility by December 31st, 2027.</p> | <p>CARRIED
16 Yes
1 Abstention</p> |
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In addition to the recommended advice to Senate, SAPRC provided a synopsis of the common themes that emerged during the process and requested this information be taken into consideration by the Board:

Contesting Enrolment and Seat-Utilization Data

Programs provided enrolment and seat-utilization data which they believe the original proposal should have considered. As such, they viewed the original proposal as flawed/incomplete for some programs, namely the International Management Graduate Certificate/Diploma & North American/International Management Graduate Diploma Programs and the Bachelor of Communication Studies. Both programs provided additional data to SAPRC for consideration. Please see:

- two SAPRC reports which includes additional data presented by the two programs, and
- the February 3rd Senate Package for a statement from the school of communication with seat utilization data.

Savings

Savings have not been shared with the programs. Most programs have been told that savings will result in suspending a small number of courses. The programs are requesting the savings data and believe they can accommodate savings without suspension by reducing section numbers.

Programs undergoing reviews and renewal

The proposal does not consider the actions and initiatives that programs have taken to re-imagine and renew the programs. Reviews and renewals are currently underway for some of these programs, so any decisions made before these are completed are counterproductive and wasteful of resources the university has already invested in. The programs are asking to see the fruits of their reviews and renewals and believe that they have good plans to strengthen the programs.

Consultation

For many of the programs, consultation was initiated after the proposal was presented. If consultation had been done before the programs were put on the list, much of the

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abovementioned information could have been provided to reach more accurate recommendations.

Costs and Marketing

Some programs have zero-costs associated with them, and they have taken years to develop. Marketing is already underway to promote some of the programs, and enrolment numbers have gone up since the proposal was submitted.

The meeting was adjourned at 5:20 pm

Next Meeting: Regular Meeting Tuesday, April 7, 2026