



SENATE MEETING

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

MINUTES

Present: Jason Dewling, (Chair), Julia Black, John Brouwer, Jai Djwa, Graham Cook, Caroline Depatie, Alicia Fahey, Thomas Flower, Denise Gingrich, Sofia Hughes, Alan Jenks, Harb Johal, Parnit Kaur, 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, Michael Thoma, Farnoosh Sam, Diana Twiss, Emily Walmsley, Recorder: Mary Jukich

Regrets: Amina El Mantari, Majid Raja

Guests: Maria Valiouk

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

1. Call to Order and Remarks

The Chair called the meeting to order at 4:00 pm and provided introductory remarks.

In the absence of Majid Raja, Robert Omura assumed voting rights for the Faculty of Business and Professional Studies.

Parnit Kaur, new voting student was introduced and welcomed to Senate.

2. Approval of the Agenda

The order of item #7.2 was reversed so that item 7.2.2 was addressed first.

Thomas Flower moved and Vedant Mehra seconded:

To approve the amended agenda.

CARRIED

3. Approval of the Minutes

Two typographical errors were noted.

Diana Twiss moved and Vedant Mehra seconded:

To adopt the February 3, 2026.

CARRIED



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4. Correspondence Received

None

5. Business Arising

5.1 Advice from Senate to the Board on Program Discontinuances and Suspensions (a) Memo from Tracy

At the February 3, 2026 meeting, Senate voted to send the list of programs for discontinuance and suspension to the Senate Academic Program and Review Committee (SAPRC) for advice to be brought back to Senate for consideration. SAPRC held a meeting on February 10, 2026 and began the work on reviewing the memos and presentations/discussion with chairs, coordinators and deans related to each program. At that time, the committee suggested two more meetings would be required to complete the list of programs. During that meeting and in a request to the Chair of SAPRC following the February 10, 2026 meeting, the Vice-President, Academic & Provost requested that the SAPRC meetings occur before the next Senate meeting on March 3, 2026 to enable Senate to provide their advice to the Board in time for the Board to convene a special meeting to make a final decision on the list of programs for discontinuance and suspension at the end of March, 2026.

At the February 24, 2026 meeting, the Board of Governors approved a motion that the Board of Governors request Senate's advice on the list of programs for discontinuance and suspension (intake pause) by March 20, 2026 to ensure the Board can make a decision that serves the needs of students and university constituents by the end of March 2026.

It was noted that two SAPRC meetings are scheduled for March 4th and March 5th to complete the review of the programs. Also, an out-of-cycle Senate meeting will be scheduled so that the advice can reach the Board by March 20th.

Tracy Penny Light moved and Alan Jenks seconded:

26/10 THAT the Senate provide advice on the outstanding programs on the list of programs identified for discontinuance and suspension by March 20, 2026.

CARRIED
13 Yes
7 Opposed
1 Abstention



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5.1 Advice from Senate to the Board on Program Discontinuances and Suspensions (b) Advice from SAPRC on Program Discontinuances and Suspensions

Presented by: Alaa Al-Musalli

The committee met on February 10th and February 19th to discuss the list of programs proposed for suspensions and discontinuations as directed by the Senate motion of February 3rd. Chairs/convenors from the respective programs were invited to present information, data, or share concerns. Deans were present and participated in the deliberations before motions were passed.

Information was provided that after submitting the reports for inclusion in the Senate agenda package, the chair of SAPRC was advised by administration to avoid using 'contested' in discussions. However, the chair of SAPRC indicated the word was appropriate because it was guiding the discussion framework during planning of and deliberations in the meetings.

It was noted that the words "contested" and "non-contested" were not part of the original motion from Senate and from a procedural standpoint, the words be removed moving forward. The chair of SAPRC indicated that a formal word was required to represent the issues that faculty and schools had with the programs and to also represent the actual feelings of schools.

Comments provided by Senators indicated that generally, "uncontested" reflected items that could move quickly forward, but items that were "contested" required more discussion and identified immediately whether there were issues with the proposed suspensions/discontinuances.

SAPRC's role was to advise Senate and the committee determined that some of the items required greater review and others less review. The intent of using "contested" versus "uncontested" was to reflect that some items had little opposition, and others required more dialogue and alignment with the schools. Based on the discussion, no opposition was noted with continuing to proceed in this regard.



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First Report – Attached to the March 3, 2026 Senate Agenda Package

Uncontested discontinuations of eleven programs within the faculties of Education, Health & Human Development, Business and Professional Studies, and Global & Community Studies.

The chairs of the School of Access and Academic Preparation, School of Communication, and Schools of Tourism Management and Outdoor Recreation Management, 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 John Brouwer seconded:

- 26/11** THAT the Senate advise the Board to discontinue the following programs:
1. College & University Preparation (CUP) Citation
 2. Community Leadership & Social Change Diploma
 3. Communication for Professionals Certificate
 4. Human Kinetics Diploma
 5. Human Kinetics – Exercise Science
 6. Human Kinetics – Physical Education
 7. Hotel & Resort Management PBD
 8. Tourism Marketing & Development PBD
 9. Post-Baccalaureate in Global Hospitality & Tourism Management
 10. Tourism Management for International Students Diploma
 11. Tourism Marketing Citation

CARRIED
2 Abstentions

Second Report - Attached to the March 3, 2026 Senate Agenda Package

Uncontested suspensions of five programs within the same faculties in the first report. The chairs confirmed that their schools understand the rationale behind the suspensions.

Senators did not provide any comments.



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Alaa Al-Musalli moved and Priya McMurtrie seconded:

26/12 THAT the Senate advise the Board to continue the intake suspension of:

CARRIED
2 Abstentions

1. EAP – Business Administration Pathway in 2026–27.
2. EAP – Early Childhood Care & Education Pathway in 2026–27.
3. University One for Indigenous Learners Certificate in 2026–27 while the evaluation proceeds.
4. Communication Studies Diploma through 2027–28, with redesign conditions.
5. Diploma in Tourism Management International (TMI) in 2026–27.

Third Report - Attached to the March 3, 2026 Senate Agenda Package

Contested Suspension of the Bachelor of Communication Studies.

In relation to policy B.104, in terms of Labor Market Needs and Expectations, the program offers a unique set of skillsets within professional communication, grounded in theory and media studies. Six of the nine essential employability skills published by Industry Canada in 2025 are communication skills that are taught in the program. The program has a strong identity based on the role of communication and media literacy as leadership competencies, with a focus on strategic communication, which distinguishes it from SFU's communication program, which is theoretical, analytical, and research-based. When it comes to Student Demand, the data on which the proposal to suspend was founded included service courses which are not part of the program profile. Seat utilization averages in CMNS courses are well above 80% on average across the last 4 years and over 90% in 100-level program courses, which are the courses proposed for intake suspension. As of Fall 2025, the school has been working with the Recruitment Office's initiative to promote the program, and the school has initiated a program renewal. Finally, the amount of savings from the intake suspension has not been provided to the school; projected savings could be reached through section 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, offer



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time to renew and strengthen the program, and avoid the likely reputational damage a suspension could cause.

The following comments were provided by Senators:

- A suggestion was presented that because September is a busy month, to consider changing the deadline to June 30th. The chair of SAPRC indicated that the School of Communication has developed a working group to work throughout the summer to meet the deadline.
- In terms of data, administration indicated that the original motion was based on historical applications and enrolment numbers over the last five years and the data was previously provided to Senate in the original motions.
- The School of Communication believes that the Board was provided with incomplete enrolment data on December 17th. The data presented included 400-level courses, one of which is a structured, direct-study course designed for undergraduate thesis research, and two courses are from the already-discontinued NABU program, which is currently being taught out. When removing service courses from tabulations, seat utilization averages in CMNS courses are well above 80% on average across the last 4 years and over 90% in 100-level program courses, which are the courses proposed for intake suspension. These numbers are greatly consistent despite fluctuation in program enrolments, which is the only metric being used to argue for the suspension.
- There may have been a misalignment of the enrolment numbers and further information may be required. Also, there is a broad university cost in terms of suspending a program and this has not been addressed. The SAPRC chair responded that the committee was provided with the February 3rd Senate agenda package and were provided with the statement from the School of Communication. The chair of the School attended the SAPRC meeting and highlighted the most significant points from that statement to the committee and most importantly, lack of data to support the need to put the program on the suspension list, the data or the amount of savings that would be generated from putting the program on the suspension list.



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- Senators were reminded that this is a new process as historically suspensions of an intake would be an operational decision and the reason for using historical enrollment and number of applications. In terms of the applications and enrollments for the Communications degree, it is expected that for 2026/2027 there would be approximately 22 registrants.
- In terms of the past five-year decline in program applications, information was requested on what work has been completed to initiate changes and also completed in the next few months. The chair of SAPRG noted that the program review was completed in 2022 and one of the initiatives was to develop a master's degree and other streams. However, the School was requested by Academic Initiatives Planning (AIP) to stop all work and focus on populating courses for Squamish.

Alaa Al-Musalli moved and Denise Gingrich seconded:

26/13 THAT Senate advise the Board to remove the Bachelor of Communication Studies (BCS) from the suspension list conditional to an immediate initiation of a program renewal and timeline for assessment of program health and viability that satisfies policy B.104 by September 30, 2026.

CARRIED
15 Yes
6 Abstentions

Fourth Report – Attached to the March 3, 2026 Senate Agenda

Contested Suspensions of Bachelor of Tourism Management (BTM) and Tourism Management Co-operative Education Diploma (TM).

Tourism HR Canada estimates that only 20% of tourism programs nationwide will remain in 2026-27, creating an education gap and a strategic opportunity for CapU to lead. Both programs are academically strong, industry-aligned, and nationally recognized. They support provincial priorities and labour market needs. Relating to B.104, Student Demand for Courses or Programs, the school anticipates a growing domestic market with opportunities for tourism education and alignment with the BC Government's Look West Job Prosperity Plan, identifying tourism as a priority-growth sector. Relating to Academic Integrity and the Quality of Course and Program Offerings, the program is the only English language tourism program in Canada that has received the United Nations Tourism Academy (UNTA) TedQual Certification. As leaders in WIL, the BTM and the TM programs are the only



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Nationally Accredited co-op programs (CEWIL) accredited at CapU. The programs have been in operation at CapU for 52 years and have excellent relationships with provincial and national tourism industries. The programs have already reduced section budgets by more than 30% since 2024-25, and a suspension would only account for an additional reduction of four instructional sections for 2026-27. New marketing, recruitment, and admissions strategies are now in place. Combined with planned cost-efficient scheduling for 2026–27, the programs are poised for sustainable operations and increased admission conversion rates. The programs request the opportunity to complete the underway academic review process as part of an official cyclical review to modernize the curriculum, strengthen the program, and align offerings with evolving labour market needs.

At the SAPRC meeting, 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 these programs from the suspension list, offer time and resources to renew and strengthen them, and avoid the likely reputational damage a suspension could cause.

On discussion, the following comments were provided:

- A question was raised regarding the December 31st deadline and information was provided that the date was based on a recommendation from AIP around the timeline that the program's cyclical review and action plan would be completed.
- Administration indicated that there may be risks associated with the dates on the motions as this may not allow timely decisions to be made in advance of opening the 2027/2028 intakes. In terms of the data discrepancy administration's recommendation was that SAPRC determine the criteria using Policy B.104 as to metrics.
- A comment was made about the impact of the program given the location of the Squamish campus and proximity to Whistler and that the program has been a niche in North Vancouver.
- Administration noted that although the program has strong conversion rates; the application numbers are low and approximately 11 or 12 students for the degree and approximately 4 to 5 students for the diploma.



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- In terms of the articulation agreements around the world and locally, once the suspension is announced the articulation agreements may end. In addition, a suspension may be misinterpreted by students that the program is completely gone.
- Campuses are situated in a unique destination and in the heart of tourism in British Columbia and this could be an opportunity to rebrand the program particularly as relationships with industry already exist.

Alaa Al-Musalli moved and Denise Gingham seconded:

26/14 THAT Senate advise the Board to remove BTM and TM Co-op Diploma from the suspension list conditional to the completion of the official cyclical review process and the approval of an action plan and timeline for assessment of program health and viability that satisfies policy B.104 by December 31, 2026.

CARRIED
16 Yes
4 Abstentions

5.2 Election of Senate Vice Chair

Presented by: John Brouwer

Senate was informed that a call for nominations for the position of Senate Vice Chair was distributed and a nomination was received for Alan Jenks.

A further three calls were made at Senate and no further nominations were received. Accordingly, Alan Jenks was acclaimed for Senate Vice Chair for a one-year term, August 2026 to June 2027.

Alan Jenks moved and Emily Walmsley seconded:
 To extend the meeting until 6:30 pm.

CARRIED

6. New Business

6.1 2026/2027 Meeting Schedule

Presented by: Jason Dewling

Senate was presented with the 2026/2027 meeting schedule. The proposed meeting dates follow the schedule from prior years, the first Tuesday of the month,



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except for January and May (to accommodate the Registrar's Office timelines for graduates) and August (to accommodate faculty returning from summer break). In addition, the proposed meeting dates were vetted to ensure no conflicts with significant religious or celebration dates.

Diana Twiss moved and Corey Muench seconded:

26/15 THAT the 2026/2027 meeting schedule be approved as presented.

CARRIED

6.2 TOEFL Update

Presented by: Harb Johal

Senate was informed that effective January 21, 2026, the Educational Testing Service (ETS) introduced a revised TOEFL score scale. The new scale reports scores from 1 to 6, in 0.5-point increments, replacing the current 0–120 scale. ETS has indicated that both scales will be reported during a two-year transition period.

The TOEFL score scale update was shared with the English and English for Academic Purposes departments and other relevant stakeholders in December 2025 and January 2026. Based on discussions with ETS representatives, other post-secondary institutions and a review of current institutional practices, an equivalent score alignment has been identified.

Proposed Equivalent Under the New Scale

- Based on ETS guidance and benchmarking against comparable institutions, the proposed equivalent under the new TOEFL scale is an **overall score of 4.5 with no section score below 4.0**.
- This equivalency aligns with ETS recommendations and emerging sector practice.

6.3 Senate Ad Hoc Committee on Advice To Senate on Faculty Restructuring

Presented by: Diana Twiss

A proposal was previously presented regarding a possible faculty merger and part of the exploration was to seek Senate's advice. A working group was struck; however, there was no student voice on the working group nor was there a defined process on how the findings of the working group would be brought to Senate. A



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motion was previously passed at Senate to strike the Ad Hoc Committee on Advice to Senate on Faculty Restructuring (ad hoc committee) to gather information from the working group and across the campus.

The ad hoc committee met on February 17th and discussion was around the ad hoc committee's mandate and how they would provide service to the Senate, as well as discussion of the working group's mandate and work to date.

7. Committee Reports

7.1 Academic Planning and Review Committee

The report was provided under item #5.1(b).

7.2 Policy and Governance Committee

Presented by: Corey Muench

The committee met on February 10th and February 24th and reviewed various policies including the Final Exam Policy, Grade Change Time Limit and the Posthumous Credentials Policy. In addition, the committee reviewed the newly proposed Tributes Committee terms of reference (combining the mandates and membership of the current Senate Naming Opportunities and Tributes Committee terms of reference).

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

Senators were informed that approval to recommend this policy/procedure to the Board means that the policy will change over to being a Board policy, more in alignment with the *University Act*.

The committee voted to move this policy to Senate for a decision based on discussion of and revisions to the text of the policy and procedure. The committee analyzed the policy for its impact and had concerns mainly about the described implementation of the policy and its relation to the CFA collective agreement. This led to a recommendation by the committee that the Provost discuss impacts on current Non-regular faculty and Reduction Generated Appointment language before this policy goes into effect. Specific to Non-regular faculty, the concern was that Non-regular faculty who are currently employed at the University and were



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hired under the current qualification standard would not be eligible to be considered for regularization if they did not meet the qualification standards of the new policy.

It was agreed with the Provost that this issue should be carefully considered and discussed with CFA before moving forward.

To date, a meeting has not been scheduled between the Provost and the CFA to discuss this issue with a particular focus on ways of mitigating the impact on current Non-regular instructors and Reduction Generated Appointments.

Administration noted that attempts have been made to schedule a meeting with the CFA.

Corey Muench moved and Thomas Flower seconded:

26/16 THAT Senate postpone the discussion of the Academic Qualifications Policy/Procedure to the April Senate meeting depending upon a meeting between the Provost and the CFA.

CARRIED

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

Capilano University currently lacks a curricular Work-Integrated Learning (WIL) policy and procedure. To build a comprehensive framework that supports student learning, institutional accountability, and community engagement, the University seeks to align with national and international standards for high-quality WIL. The WIL Policy and Procedure (S2026-01 and S2026-01-01) will support aligning CapU to national standards while safeguarding University goals of developing WIL experiences in every academic program.

Corey Muench moved and Alan Jenks seconded:

26/17 THAT the Senate approve the Work-Integrated Learning (WIL) Policy, S2026-01, and the WIL Procedure, S2026-01-01.

CARRIED

7.2.3 S2017-02 Final Examinations Policy



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The Final Examinations policy sets out the principles and administration that apply to final exams for credit courses. The policy was written in 2017 and was due for review.

Corey Muench moved and Tracy Penny Light seconded:

26/18 THAT the Senate approve the revisions to the Final Examinations Policy (S2017-02).

CARRIED

7.3 Curriculum Committee

Presented by: John Brouwer

7.3.1 Resolution Memorandum

The resolutions brought forward from the February 20, 2026 Senate Curriculum Committee meeting were presented to Senate for approval.

John Brouwer moved and Alan Jenks seconded:

26/19 THAT Senate approve Resolutions 26/07 to 26/17.

CARRIED

7.4 Graduate Studies

Presented by: Alan Jenks

The committee will be meeting on March 10th.

7.5 Teaching and Learning Committee

Presented by: Diana Twiss

The following report was provided:

- The second annual Faculty Research Symposium is scheduled for May 8th, 2026 which is co-sponsored by Creative Activity, Research, Scholarship and Graduate Studies (CARS) and the library.
- The 10th annual Student Research Symposium is scheduled for April 23rd. Under the leadership of faculty member Kym Stewart, this annual event provides students an opportunity to present their CARS and Capstone projects.



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- The Teaching and Learning Symposium is scheduled for April 29th and April 30th and the focus is Imagining Community, Learning, Belonging and Becoming.

The committee continues to work on their mandate and terms of reference, focussing on how the committee can provide service to Senate.

7.6 Budget Advisory Committee

Presented by Michael Thoma

The Senate Budget Advisory Committee met on February 5, 2026 and was provided with a presentation for the Fiscal 2025/26 January forecast. The presentation indicated an operating deficit of \$3.1 million which is a \$2.3 million favourable variance compared to the Q3 Forecast deficit of \$5.4 million. The Spring term enrolment data at January 19th (after the add/drop deadline) was used to update the forecast revenue.

The committee was also provided with a presentation for the Fiscal 2026/27 Integrated Planning Highlights. The presentation indicated that the planning process normally begins in March; however, this year there was a pause in the work for 2025/2026 due to the enrolment forecast numbers and for senior leadership to relook at their budgets to identify variable and fixed expenses, as well as the restructuring of portfolios due to staff reductions. The integrated planning priorities link the planning process with budget development and ensures alignment with the Ministry's mandate letter.

In addition, the committee was provided with a presentation on the proposed Fiscal 2026/27 Operating and Capital Budget. The proposed budget was presented to the Board on February 24, 2026 as per Section 27(2)(l) of the *University Act*. The Fiscal 2026/27 operating budget is a deficit of \$12.1 million, where expenses of \$164.2 million exceed revenues of \$152.1 million. The change from Q3 projected deficit of \$14.6 million reflects an adjustment of \$1.2 million to return the student success restricted funds budget to a balanced position, reduction in international agent commissions of \$1.1 million and a reduction in teaching section budget of \$0.3 million. It was noted that work is ongoing with the Deficit Mitigation Plan, putting initiatives into place. In terms of assumptions used in budgeting, once the collective agreements expire, Finance uses the rates in the previous agreement



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until the collective agreements are ratified. A further assumption is the tuition fee increase recommended of 2% for domestic and 5% international.

The next committee meeting is scheduled for June 4th.

*Alan Jenks moved and Diana Twiss seconded:
 To extend the meeting to 7:00 pm.*

CARRIED

7.7 Self-Evaluation Committee

Presented by: Graham Cook

The committee is developing this year's survey which will be distributed shortly as well as working on the their terms of reference.

8. Other Reports

8.1 Senate Chair

The Chair's report was not provided.

8.2 Vice Chair

The Vice Chair reported that the remaining Senate subcommittees' terms of reference will be completed by the end of the academic year.

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

Elder Doctor Latash shared that the Squamish Nation recently signed a real estate agreement.

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.



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11. Information Items

Senators were invited to attend the [IDEA Grad Show 2026 Professionals](#) on April 20, 2026.

The meeting was adjourned at 6:35 pm

Next Meeting: Tuesday, April 7, 2026
