



SENATE REGULAR MEETING

Tuesday, May 12, 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 Skw̓xwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the sə́lilwətał (Tseil-Waututh), shíshálh (Sechelt), Skw̓xwú7mesh (Squamish), and xʷməθkʷəṅəm (Musqueam) Nations.

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|---|-----------------|
| 1. Welcome | Jason Dewling |
| 2. Approval of the Agenda - Decision | Senate Members |
| 3. Approval of Minutes – Decision | Senate Members |
| 3.1 April 7, 2026 | Schedule 3.1 |
| 4. Correspondence Received | |
| 5. Business Arising | |
| 5.1 Senate Ad Hoc Committee on Advice to Senate on Faculty Restructuring – <i>Information</i> | Diana Twiss |
| 6. New Business | |
| 6.1 Proposed Course Discontinuances - <i>Decision</i> | Lesley Brown |
| 6.1.1 Faculty of Fine and Applied Arts | Schedule 6.1.1 |
| 6.1.2 Faculty of Arts and Sciences | Schedule 6.1.2 |
| 6.2 Senate By-laws – Notice of Motion of Revisions – <i>Information</i> | Harb Johal |
| 6.3 Graduates – <i>Decision</i> | Harb Johal |
| 6.4 Results of Senate Election – <i>Information</i> | Harb Johal |
| 7. Committee Reports | |
| 7.1 Academic Planning and Review Committee – <i>Information</i> | Alaa Al-Musalli |
| 7.2 Policy and Governance Committee – <i>Decision</i> | Corey Muench |
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| 7.2.2 | Terms of Reference - Senate ad hoc Committee on the Evaluation of Teaching and Learning | Schedule 7.2.2 |
| 7.3 | Curriculum Committee – <i>Decision</i> | |
| 7.3.1 | Resolution Memo
April 17 Agenda Package / April 17 Draft Minutes | Julia Black
Schedule 7.3.1 |
| 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 |
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| 8.5 | Elder’s Words – <i>Information</i> | Elder Doctor Latash |
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Present: Jason Dewling, (Chair), Julia Black, John Brouwer, Jai Djwa, Graham Cook, Caroline Depatie, Alica Fahey, Thomas Flower, Alan Jenks, Harb Johal, Panat Kaur, Michael Laurence, Tracy Penny Light, Brad Martin, Priya McMurtrie, Vedant Mehra, Corey Muench, Alaa Al-Musalli, Christina Neigel, Jennifer Nesselroad, Katija Pallot, Robert Omura, Milo Prentice, Michael Thoma, Diana Twiss, Emily Walmsley, Recorder: Mary Jukich

Regrets: Denise Gingrich, Majid Raja, Sofia Hughes, Amina El Mantari, Farnoosh Sam,

Guests: Maria Valioux, Rahul Reandi, Elder Doctor Latash, Elder Delhia

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1. Welcome

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

In the absence of Denise Gingrich, Michael Thoma assumed voting rights for the Faculty of Fine and Applied Arts.

2. Approval of the Agenda

Alan Jenks moved and Diana Twiss seconded:
 To approve the agenda.

CARRIED

3. Approval of the Minutes

3.1 March 17, 2026 – Additional Meeting

3.2 March 3, 2026 – Regular Meeting

Emily Walmsley, moved and Diana Twiss seconded:
 To approve the March 17, 2026 minutes.

CARRIED

Christina Neigel moved and Jennifer Nesselroad seconded:
 To approve the March 3, 2026 minutes.

CARRIED



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4. Correspondence Received

4.1 Correspondence from Alumni Relations

Senate was provided with correspondence relating to the recent posthumous honorary degree nomination for Chief Bill Williams.

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 March 26th; however, the report from the working group had not yet been received.

At the ad hoc committee meeting, discussion focussed on the process for evaluating and assessing the information coming from the working group and other areas of the university regarding Faculty restructuring.

In terms of aligning with the parameters of Board Policy B.105, and from discussions with the VP Academic & Provost, the ad hoc committee developed an initial framework based on questions listed in Policy B.105. In terms of timelines, the recommendations from the working group's report will direct the work of the ad hoc committee moving forward.

6. New Business

6.1 Ad hoc Working Group on the Evaluation of Teaching and Learning

Presented by: Diana Twiss, Aurelea Mahood and Brad Wuetherick

As background, at most universities across Canada, there is a framework for the evaluation of teaching and learning in place that aims to support multiple strategic goals, beyond just the summative, periodic review of faculty as laid out in collective agreements. These frameworks establish the purposes of teaching evaluation – including providing formative feedback to faculty for purposes of ongoing improvement; supporting the evaluation of academic programs, quality assurance, and accreditation; supporting the recognition of teaching excellence, through awards or other recognitions; and to support the summative evaluation of faculty for tenure or promotion. Most frameworks for the evaluation of teaching ensure a multifaceted approach that incorporates peer feedback, student feedback, self-



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reflection and evaluation, and demonstrated engagement in ongoing professional development.

In addition to campus priorities, evaluating teaching (including providing opportunities for students to provide feedback on their learning experience) is an expectation of the BC Government as laid out in the Quality Assessment and Process Criteria established by the Degree Quality Accreditation Board (DQAB). Further, evaluating teaching (including providing opportunities for students to provide feedback on their learning experience) is a Universities Canada expectation of all member institutions. In turn, student feedback on their learning experience is also a quality assurance expectation for maintaining accreditation in several areas of study (including, for example, the AACSB accreditation recently received by the CapU School of Business).

The *University Act in BC* sets out that the Senate at Special Purpose Teaching Universities must advise the board on the development of educational policy for the evaluation of programs and educational services. This would include how to evaluate the overall educational quality of programs, including teaching. Under the terms of reference for STLC, the committee has oversight over the evaluation of the quality of teaching and learning. Any policy developed by Senate would not pre-empt the ability of the University and the CFA to amend the processes for the evaluation of teaching as governed by the collective agreement.

As set out in its terms of reference, the Senate Teaching and Learning committee (STLC) 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 CapU.

On discussion, the following comments were provided:

- Clarification was requested around the proposed process and whether it parallels the collective agreement evaluation process and the end goal of the process. The presenter indicated that the primary goal would be to provide formative feedback to improve practices and inform the ways in which programs are reviewed and understand student and faculty experience.



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- In terms of workload, evaluations are time-consuming and onerous tasks for coordinators and information was requested on how other institutions manage the extra work. Information was provided that some institutions have mechanisms and automated processes to survey students and gather feedback.
- A concern was raised that in terms of faculty capacity, focus should be on collective agreement discussions around evaluation, and the proposal does not have clear outcomes that warrant the energy levels required particularly as evaluations can be addressed during the evaluation process in the CFA agreement.

On discussion of the motion, it was suggested to change the words “working group” to “committee” to align with the Senate Bylaws.

Alan Jenks moved and Tracy Penny Light seconded:

26/27 That the Senate approve the creation of an ad hoc committee on the Evaluation of Teaching and Learning at Capilano University, with an expectation of proposing a framework for the evaluation of teaching and learning at CapU to be submitted to STLC by December 31, 2026.

CARRIED

7. Committee Reports

7.1 Academic Planning and Review Committee

A report was not provided.

7.2 Policy and Governance Committee

Presented by: Corey Muench

The committee met on March 10th and reviewed the Final Grades Policy which was sent back to the proponent for more development, and the committee also completed the review of the Incomplete Grades Policy.

7.2.1 Posthumous Credential Policy S2011-02



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The S2011-02 Posthumous Credentials Policy sets out the principles and administration that apply to granting credentials after a student has died. The policy was written in 2011 and was overdue for review.

Corey Muench moved and Brad Martin seconded:

26/28 That the Senate approve the revisions to the Posthumous Credentials Policy (S2011-02).

CARRIED

7.2.2 Senate Tributes Committee Terms of Reference

Senate was requested to approve new Terms of Reference (ToR) for the Senate Tributes Committee and rescind the existing committee "Mandate and Structure" documents for the Senate Tributes Committee and the Senate Naming Opportunities Committee. The mandate of both the existing Senate Tributes Committee and the Senate Naming Opportunities Committee are combined in the new ToR.

Given that currently there are ten Senate subcommittees and the Senate Naming Opportunities Committee rarely meets, it was felt that a more streamlined approach would be to combine the Senate Naming Opportunities Committee mandate document into the Senate Tributes Committee ToR going forward. It is proposed that this new committee be named the "Senate Tributes Committee" (STC) as the term "tributes" can encompass Honorary Degrees, Faculty Emeritus Awards, and the naming of buildings.

Corey Muench moved and Brad Martin seconded:

26/29 THAT the Senate approve the new Terms of Reference for the Senate Tributes Committee (a standing committee of Senate), thus combining the mandates and committee membership of the Senate Tributes Committee and the Senate Naming Opportunities Committee, to be henceforth known as the "Senate Tributes Committee".

CARRIED

Corey Muench moved and Diana Twiss seconded:



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- 26/30** THAT the Senate rescind the current committee “Mandate and Structure” documents for the Senate Tributes Committee and for the Senate Naming Opportunities Committee. **CARRIED**

7.2.3 Incomplete Grades Policy S2026-02 (rescinding S1990-02)

Senate was requested to approve the newly proposed policy, S2026-02 Incomplete Grades and to rescind S1990-02 Grade Change Time Limit.

Policy S1990-02 Grade Change Time Limit provides direction about the granting of extensions for the completion of course requirements to students impacted by hardship. Upon review by SPGC and with confirmation by the Registrar, it was determined that the policy is really addressing the protocols around Incomplete grades and thus should be renamed to reflect this, with content added that parallels Registrar Office practices concerning Incomplete grade processes.

Corey Muench moved and Christina Neigel seconded:

- 26/31** THAT the Senate approve the Incomplete Grades Policy (S2026-02). **CARRIED**

Corey Muench moved and Alan Jenks seconded:

- 26/32** THAT the Senate rescind the Grade Change Time Limit Policy (S1990-02) upon approval of S2026-02 Incomplete Grades Policy **CARRIED**

During a broader discussion, a concern was raised that there was reference in the March Senate minutes that the Academic Qualifications policy would be brought to the April Senate meeting. Administration indicated that the item was removed from the April Senate agenda because the CFA requested more time for further cross-referencing between the Policy and Collective Agreement to ensure there was no contravention. It is anticipated that the item will be brought to the June Senate meeting.

7.3 Curriculum Committee *Presented by: Julia Black*

7.3.1 Resolution Memorandum



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

Julia Black moved and Jennifer Nesselroad seconded:

26/33 THAT Senate approve Resolutions 26/18 to 26/35.

CARRIED

7.4 Graduate Studies

Presented by: Alan Jenks

The committee did not meet in March, and the next meeting is scheduled for April 21st.

7.5 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on March 17th and received several reports and some of the key highlights were as follows:

- The Faculty Research Symposium, scheduled for May 8th, received 19 applications from faculty for 12 spots.
- Two CARS research grant competitions will announce their results this week. The CARS Service Improvement Allocation Grant) has awarded four faculty research grants, which includes each grant recipient receiving a section release and funds to hire student research assistants.
- The Teaching and Learning symposium will be held online on April 29th and in person on April 30th.
- The Teaching Excellence award recipients for this year will be announced in early April.
- There are 8 sections to support engagement in the Certificate for University Teaching and Learning (CUTL) cohort program and the adjudication process is underway.

7.6 Budget Advisory Committee



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Presented by Michael Thoma

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

7.7 Self-Evaluation Committee

Presented by: Graham Cook

The committee continues to work on the Senate self-evaluation survey which will be distributed shortly to the Senate subcommittees.

8. Other Reports

8.1 Senate Chair

The chair appreciated the various areas of the campus community for the continuing assistance with onboarding to the university. The chair has attended, and will be attending, various events including the Athletics Banquet, Jazz Event, the President's Gala, visiting Squamish and the Sunshine Coast campuses.

The Board recently held a special meeting to review the proposed program discontinuances/suspensions and approved most of the Senate recommendations. In terms of the four programs, the Board requested the program areas to undergo a review in a shorter period of time and a template was developed to provide feedback. After the Board meeting, the chair met with the program areas for feedback and a further special Board meeting is scheduled in early June to further address the four programs.

8.2 Vice Chair

The Vice Chair reported that he recently attended the inaugural Vice Chair of Senate for Teaching Universities meeting. Discussion at the meeting was focussed on the role of Senate Vice Chairs and the operations of Senate.

Senators were encouraged to get involved with the Senate subcommittees and particularly consider serving as chairs on the subcommittees. Students were also recognized for serving on Senate and providing comments and feedback during discussions.



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8.3 VP Academic and Provost

The VP Academic and Provost reported that the faculty restructuring working group has provided their report which was also forwarded to the Senate ad hoc committee. It was noted that part of the report was guided by a survey that garnered approximately 160 responses from both faculty and staff.

Although the Kálaḡ-ay Sunshine Coast facility will be closing, the university will continue to offer academic programming to students in the Sunshine Coast region. The website has been updated to better reflect that applications are open for a set of programs mainly in the Faculty of Education Health and Human Development and Faculty of Arts and Sciences.

At the recent board meeting, the suspensions/discontinuances motions of the four programs were tabled and work is underway as to next steps with the four programs. A template was developed and appreciation was provided for the work in developing the process which will be used as a prototype for the entire university to reflect on whether or not to continue to offer certain programs or expand programs.

The joint CapU and Langara Research Exchange Grant competition recently closed. This grant is funded by CapU and Langara's NSERC Mobilize awards, and supports faculty from both institutions who partner on research. Four faculty will receive a section release and funds to hire student research assistants for their CARS projects.

As this was the last meeting for the VP Academic and Provost, Tracy was acknowledged and appreciated for her work at Senate.

8.4 Board Report

The Board report was not provided.

8.5 Elder's Words

Elder Doctor Latash reflected on the Capilano name and the importance of taking names seriously.

9. Discussion Items

No discussion items were presented.



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10. Other Business

No other business was presented.

11. Information Items

Tourism School will be offering a special FIFA topic course on the impact of the FIFA World Cup 2026. Faculty will be receiving a callout for teaching this 300-level course which will begin on April 27th.

The meeting was adjourned at 5:32 pm

Next Meeting: Tuesday, May 12, 2026

DRAFT

Senate Report

AGENDA ITEM 6.1.1: Proposed Course Discontinuances – Faculty of Fine and Applied Arts	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: 12-May-26	
PRESENTER: Lesley Brown, Interim Vice-President, Academic & Provost	

PURPOSE

The purpose of this report is to seek Senate advice on the proposed discontinuance of inactive courses within the Faculty of Fine and Applied Arts, prior to final consideration by the Board of Governors.

MOTION

THAT the Senate provide advice to the Board of Governors on the proposed discontinuance of 62 courses within the Faculty of Fine and Applied Arts, as outlined in Attachment 1.

BACKGROUND

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. The Board has referred the matter to Senate for advice before making a final decision.

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.

SUMMARY

- 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.

- Reviews confirmed that:
 - Most courses have been replaced by updated curriculum;
 - There is no intention to offer these courses in the future;
 - The courses are not attached to any current program profiles; and
 - The courses are not prerequisites for any active courses.

- Retaining these inactive courses in institutional systems and on the website may create confusion for students.

The Dean and respective School Chairs support the proposed discontinuances.

RECOMMENDATION

THAT Senate provide its advice to the Board of Governors on the proposed course discontinuances.

Attachment

#	Name
1	Faculty of Fine and Applied Arts Inactive Courses Proposed for Discontinuances



Faculty of Fine and Applied Arts Inactive Courses Proposed for Discontinuance

IDEA School of Design

Subject	Number	Long Course Title	Start	End	Last Active
ADVR	130	Strategic Development and Media Planning for Advertising	200620	999999	200620
IDEA	300	Business Practices for Design and Illustration	200330	201620	201530
IDEA	332	Advanced Illustration	200330	201620	201530
IDEA	341	Production for Print and Digital Media	200630	201620	201530
IDEA	345	Self Promotion	200410	201620	201530
IDEA	350	Packaging	200330	201620	201530
IDEA	377	Digital Illustration II	200930	201620	201530
IDEA	381	Digital Applications V: Digital Media	201230	201620	201530
IDEA	390	Applied Design III	200330	201620	201530
IDEA	343	Graduation Show Design and Production	201410	201620	201610
IDEA	361	Digital Media Development	201110	201620	201610
IDEA	383	Post Design and Illustration	200910	201620	201610
IDEA	393	Capstone and Portfolio Development	201410	201620	201610
IDEA	398	Advanced Design and Illustration	201010	201620	201610

School of Performing Arts

Subject	Number	Long Course Title	Start	End	Last Active
AEM	141	Arts and Entertainment Management II	200110	999999	202410
AEM	147	Record Label Management	200710	999999	202410
AEM	240	Practicum in Arts and Entertainment Management I	200030	999999	202510
AEM	251	Industry Seminar in Arts and Entertainment Management	200830	999999	202430
AEM	252	Introduction to Performing Arts Touring	200830	999999	202430
ASAS	190	Practicum I	200730	999999	#N/A
ASAS	191	Practicum II	200730	999999	#N/A
ASAS	192	Practicum III	200730	999999	#N/A
ASAS	193	Practicum IV	200730	999999	#N/A
ASAS	194	Practicum V	200730	999999	#N/A
ASAS	195	Practicum VI	200730	999999	#N/A
ASAS	290	Practicum VII	200730	999999	201030
ASAS	291	Practicum VIII	200730	999999	201030
ASAS	292	Practicum IX	200730	999999	201030
ASAS	293	Practicum X	200730	999999	#N/A
ASAS	294	Practicum XI	200730	999999	#N/A

ASAS	295	Practicum XII	200730	999999	#N/A
ASAS	390	Performance Project I	200730	999999	200830
ASAS	391	Performance Project II	200810	999999	200910
JAZZ	101	Beginning Theory for Jazz Studies I	200930	999999	200930
JAZZ	102	Beginning Theory for Jazz Studies II	201010	999999	201010
JAZZ	172	Arranging I	199410	999999	201630
JAZZ	236	Vocal Improvisation I	199330	999999	201330
JAZZ	237	Vocal Improvisation II	199410	999999	201410
JAZZ	240	Form and Analysis	199330	999999	201630
JAZZ	241	Counterpoint	199410	999999	201710
JAZZ	250	Introduction to Live Music Production	200930	999999	201210
JAZZ	271	Music History I	199830	999999	201430
JAZZ	272	Arranging II	199330	999999	201710
JAZZ	273	Music History II	199830	999999	201510
JAZZ	300	20th Century Theory	199410	999999	201730
JAZZ	310	Jazz Pedagogy	199330	999999	201810
JAZZ	330	Music Theory V: Studies in Musical Form	201530	999999	202130
JAZZ	336	Vocal Improvisation III	199330	999999	201330
JAZZ	337	Vocal Improvisation IV	199410	999999	201410
MUS	122	Lyric Diction I	199230	999999	202330
MUS	123	Lyric Diction II	199310	999999	202410
MUTH	317	Musical Theatre VI	200810	999999	202010
TECT	374	Theatre Institute I - Production	200730	999999	201330
TECT	375	Theatre Institute II - Production	200810	999999	201410
WMPI	100	World Music Private Instruction	201630	999999	202610
WMPI	150	World Music Private Instruction Secondary	201630	999999	202610
WMPI	200	World Music Private Instruction	201630	999999	202610
WMPI	250	World Music Private Instruction Secondary	201630	999999	202610
WMPI	300	World Music Private Instruction	201630	999999	202610
WMPI	350	World Music Private Instruction Secondary	201630	999999	202610
WMPI	400	World Music Private Instruction	201630	999999	202610
WMPI	450	World Music Private Instruction Secondary	201630	999999	202610



Senate Report

AGENDA ITEM 6.1.2 : Proposed Course Discontinuances – Faculty of Arts and Sciences	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: 12-May-26	
PRESENTER: Lesley Brown, Interim Vice-President, Academic & Provost	

PURPOSE

The purpose of this report is to seek Senate advice on the proposed discontinuance of two Sociology courses within the Faculty of Arts and Sciences, prior to final consideration by the Board of Governors.

MOTION

THAT the Senate provide advice to the Board of Governors on the proposed discontinuance of the following courses:

- SOSC 320 People and the Environment: Past and Future Relationships
- SOSC 401 Contemporary Issues: The Presence of the Past

BACKGROUND

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. 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.

SUMMARY

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

- Reviews confirmed that:
 - The courses are not prerequisites for any active courses;
 - Course outlines are outdated; and
 - There is no expectation that these courses will be offered in the future.
- Consultation with the Divisional Supervisor and the Bachelor of Environmental Studies (BES) Coordinator confirmed the courses are no longer relevant to program delivery.
- Curriculum Services confirmed the courses are not linked to other programs.

The School of Social Sciences supports the proposed discontinuances.

RECOMMENDATION

THAT Senate provide its advice to the Board of Governors on the proposed course discontinuances.



School of Motion Picture Arts

Subject	Number	Long Course Title	Start	End	Last Active
ANAR	164	2D Anatomy for Animation	200710	999999	200710
ANAR	262	3D Model and Texture II	200710	999999	200710
ANAR	263	3D Animation and Timing II	200710	999999	200710
ANAR	264	3D Animation Imaging II	200710	999999	200710
ANAR	153	2D Animation Layout	200710	999999	200830
ANAR	163	2D Animation Storyboarding	200710	999999	200930
ANAR	251	3D Fundamentals of Animation I	200710	999999	201030
ANAR	261	3D Fundamentals of Animation II	200710	999999	201030
CINE	118	Applied Cinematography for Film and Video I	200530	999999	201430
CINE	119	Applied Cinematography for Film and Video II	200610	999999	201510
IDF	229	Advanced Production/Post Production I	200730	201720	201530
IDF	234	Indigenous Storytelling Design	201130	201720	201530
IDF	236	Documentary	201130	201720	201530
MOPA	204	Producing	201030	201620	201530
MOPA	303	Aesthetics of Filmmaking	201030	201620	201530
MOPA	320	Development Project I	201030	201620	201530
MOPA	415	Professional Development IV	201130	201620	201530
MOPA	420	Development Project III	201130	201620	201530
IDF	219	Professional Development	200730	201720	201610
IDF	230	Advanced Production/Post Production II	200810	201720	201610
IDF	232	Advanced Production Practicum	200810	201720	201610
IDF	237	Multi Platform Production	201210	201720	201610
IDF	238	Entrepreneurship in the Indigenous Motion Picture Industry	201210	201720	201610
MOPA	215	Professional Development II	201030	201620	201610
MOPA	219	Entrepreneurship in the Motion Picture Industry	201030	201620	201610
MOPA	311	Motion Graphics	201110	201620	201610
MOPA	315	Professional Development III	201110	201620	201610
MOPA	322	Development Project II	201110	201620	201610
MOPA	422	Development Project IV	201210	201620	201610
FILM	328	Performance IV: Film Production	201110	201730	201710
IDF	140	Technical Directing	201310	201720	201710
IDF	141	Technical Arts	201230	201720	201710
IDF	136	Production/Post Production	201230	999999	201830



Senate Report

AGENDA ITEM 7.2.1: Senate Nominating Committee Terms of Reference	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: 12-May-2026	
PRESENTER: Corey Muench (Chair, SPGC) and John Brouwer (Chair of Senate Nominating Committee)	

PURPOSE

To propose updated Terms of Reference (ToR) for the Senate Nominating Committee (a standing committee of Senate) and rescind the existing committee “Mandate and Structure” document.

MOTION

- A. **THAT** the Senate approve the Terms of Reference for the Senate Nominating Committee (a standing committee of Senate)
- B. **THAT** the Senate rescind the current committee “Mandate and Structure” document for the Senate Nominating Committee

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

BACKGROUND

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.” Six Senate committees (SAPRC, SBAC, SCC, SGSC, SPGC, and STC) have completed the transition to ToR documents. As this transition occurs, the subcommittees are updating the content of their ToRs.

CHANGES

- Putting the information into the ToR template
- Addition of standard ToR template language and references

APPROVALS & CONSULTATIONS

<i>Item/Body</i>	<i>Dates</i>
Senate Nominating Committee	Week of March 23, 2026
Senate Policy and Governance Committee	April 14, 2026
Senate	May 12, 2026

DOCUMENTS FOR SENATE REVIEW

- Current, in-use Mandate and Structure document for the Senate Nominating Committee
- Proposed ToR for the Senate Nominating Committee





Senate Nominating Committee Terms of Reference

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

The Senate Nominating Committee (SNC) is a standing committee of Senate that reports directly to Senate.

2. Mandate

The mandate of the committee is to:

- Solicit interest for the Vice-Chair of Senate position at least one month prior to the election.
- Submit a minimum of one nomination for the Vice-Chair position to Senate for an election in accordance with the Senate Bylaws.

3. Membership

The composition of the membership of the Committee includes:

Members

Four (4) members including the Chair.

The **voting** members consist of:

- Two (2) faculty members appointed by Senate from among its members
- Two (2) members appointed by Senate from among its members who are from two of the remaining three Senate groups (staff, students, administrators).

Terms of Office

Members are appointed annually.

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 SNC will be a member of Senate who is elected by the SNC 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:

- call and chair meetings of SNC;
- prepare agendas; and
- ensure the committee's nomination(s) are presented to the Senate.

4. Conduct of Meetings

Schedule

Meetings of the committee are held each February for the March election or as directed by Senate or at the call of the Chair as needed.

Quorum

Three (3) members.

Visitors to Meetings

Meetings will be held in camera for confidentiality.

5. Resources

Senate Bylaws

[University Act](#)

6. Review of Terms of Reference

SNC will review and update these Terms of Reference as necessary and 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)).

Policy No.	Officer Responsible		
S2009-01	Vice President Academic and Provost		
Policy Name			
Senate Nominating Committee Mandate and Structure			
Approved by	Replaces	Category	Next Review
Senate		B	2024
Date Issued	Date Revised	Related Policies, Reference	
January 2009	February 2019	Senate Bylaws	

1. REPORTING

1.1 The Senate Nominating Committee is a standing committee of the Senate.

2. MANDATE

2.1 To solicit interest for the Vice-Chair of Senate position at least one month prior to their election.

2.2 To submit a minimum of one nomination for the Vice-Chair position to the Senate for an election to be held in accordance with the Senate bylaws.

3. COMPOSITION, DUTIES AND TERMS OF OFFICE

3.1. The Senate Nominating Committee will include elected and appointed members, both voting and non-voting, as outlined below:

3.1.1 Elected members (non-voting):

- Chair: The Chair will be a member of the Senate who is elected by the members of the Senate Nominating Committee.

3.1.2 Appointed members (voting):

- Four members are appointed by the Senate from the Senate's members. The committee will include two faculty members and two other members who are not faculty and are from two of the remaining three groups (staff, students, administrators).

3.2. The duties of the Chair of the Nominating Committee are as follows:

3.2.1 To call and chair the meetings of the Nominating Committee.

3.2.2 To present the nomination(s) of the Nominating Committee to the Senate.

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

4. CONDUCT OF MEETINGS

4.1.1 Schedule:

At the call of the Chair as needed.

4.1.2 Quorum:

Three members.

4.1.3 Tie Votes:

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

4.1.4 Visitors to Meetings:

Meetings will be held *in camera* because of issues of confidentiality.

Current in use

Senate Report

AGENDA ITEM 7.2.2: Terms of Reference for Senate ad hoc Committee on the Evaluation of Teaching and Learning at Capilano University	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: 12-May-2026	
PRESENTERS: Corey Muench (Chair, SPGC); Diana Twiss (Chair, Senate Teaching & Learning Committee); Aurelea Mahood (Associate VP, Academic); Brad Wuetherick, Director Teaching and Learning	

PURPOSE

To propose Terms of Reference (ToR) for a Senate ad hoc Committee on the Evaluation of Teaching and Learning. This follows the approval of the following motion at the April 7, 2026 Senate meeting:

That the Senate approve the creation of an ad hoc Working Group on the Evaluation of Teaching and Learning at Capilano University, with an expectation of proposing a framework for the evaluation of teaching and learning at CapU to be submitted to STLC by December 31, 2026.

MOTION

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

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

BACKGROUND

Most of the following has been submitted by the proponent(s):

The processes for how we evaluate teaching and learning at CapU have been identified as an area of focus, with a particular goal of ensuring that we establish a multifaceted approach to gathering feedback from peers and students. As set out in its terms of reference, the Senate Teaching and Learning committee (STLC) 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 asked to create an ad hoc Working Group on the Evaluation of Teaching and Learning at CapU.

Evaluation of Teaching in Canadian Higher Education:

The evaluation of teaching and learning has been identified as an area of strategic importance as we continue to explore how we create a high-quality, innovative learning environment at CapU in alignment with the *Envisioning 2030* and *Illuminating 2030* commitment to “instill a culture of reflective practice and continuous improvement for learners and employees” and providing learners “life-enhancing learning experiences.”

At most universities across Canada, and around the world, there is a framework for the evaluation of teaching and learning in place that aims to support multiple strategic goals, beyond just the summative, periodic review of faculty as laid out in collective agreements. These frameworks establish the purposes of teaching evaluation – including providing formative feedback to faculty for purposes of ongoing improvement; supporting the evaluation of academic programs, quality assurance, and accreditation; supporting the recognition of teaching excellence, through awards or other recognitions; and to support the summative evaluation of faculty for tenure or promotion. Most frameworks for the evaluation of teaching ensure a multifaceted approach that incorporates peer feedback, student feedback, self-reflection and evaluation, and demonstrated engagement in ongoing professional development.

In addition to our own campus priorities, evaluating teaching (including providing opportunities for students to provide feedback on their learning experience) is an expectation of the BC Government as laid out in the *Quality Assessment and Process Criteria* established by the Degree Quality Accreditation Board (DQAB). Further, evaluating teaching (including providing opportunities for students to provide feedback on their learning experience) is a Universities Canada expectation of all member institutions. In turn, student feedback on their learning experience is also a quality assurance expectation for maintaining accreditation in several areas of study (including, for example, the AACSB accreditation recently received by our CapU School of Business).

Role of Senate in the Evaluation of Teaching:

The University Act in BC sets out that the Senate at Special Purpose Teaching Universities must advise the board on the development of educational policy for the evaluation of programs and educational services. This would include how we evaluate the overall educational quality of our programs, including teaching. Under the terms of reference for STLC, the committee has oversight over the evaluation of the quality of teaching and learning. Any policy developed by Senate would not pre-empt the ability of the University and the Capilano Faculty Association (CFA) to amend the processes for the evaluation of teaching as governed by the collective agreement.

Examples from other Institutions:



Holistic Evaluation of Teaching Frameworks:

Sample Senate Policy on Holistic Evaluation of Teaching, providing a framework for how teaching is evaluated on campus from Dalhousie University:

[Holistic Evaluation of Teaching Policy 2021](#)

UBC's Policy on the Integrated Evaluation of Teaching, providing a similar campus framework for the evaluation of teaching:

<https://scs-senate-2021.sites.olt.ubc.ca/files/J-138-Integrated-Evaluation-of-Teaching-v3.1.pdf>

University of Alberta's Teaching, Learning and Evaluation Policy, setting out another similar campus framework:

[Teaching Learning and Evaluation Policy](#)

End-of-Term Student Feedback:

Dalhousie's Student Feedback on Learning Experiences Policy, setting out expectations for gathering end-of-term student feedback: [Student Feedback on Learning Experiences policy 2021](#)

University of Saskatchewan's Policy on student learning experiences feedback:

[Student Learning Experience Feedback within Courses - Policies | University of Saskatchewan](#)

Peer Review of Teaching:

University of Saskatchewan's policy on peer review of teaching practices:

<https://policies.usask.ca/policies/academic-affairs/peer-review-of-teaching-practices.php>

APPROVALS & CONSULTATIONS

<i>Body</i>	<i>Dates</i>
Senate Teaching and Learning Committee	March 2026
Senate (for information)	April 7, 2026
Senate Policy and Governance Committee	April 28, 2026
Senate	May 12, 2026

DOCUMENTS FOR SENATE REVIEW

- Proposed ToR for the ad hoc Committee on the Evaluation of Teaching and Learning (clean copy)
- Proposed ToR for the ad hoc Committee on the Evaluation of Teaching and Learning (marked copy)



**STLC ad hoc Subcommittee on the Evaluation of Teaching and Learning
Terms of Reference**

Created: March 2026	Next review: January 2027
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1. Reporting

The STLC Subcommittee on the Evaluation of Teaching and Learning (aSETL) is an ad hoc subcommittee of the Senate Teaching and Learning Committee (STLC) and makes recommendations to the STLC.

2. Mandate

The mandate of the subcommittee is to:

- develop a high-level framework for the evaluation of teaching and learning at Capilano University;
- prepare a draft policy for the holistic or integrative evaluation of teaching and learning, that incorporates (at a minimum) peer feedback, student feedback, self-reflection and evaluation, and demonstration of professional development; and
- prepare a draft policy/procedures for systematically gathering end-of-term feedback from students on their learning experiences at Capilano University.

3. Membership

The composition of the membership of the Subcommittee includes a total of **fifteen (15) members**, including the Chair of STLC.

Eleven (11) voting members consist of:

- The Chair of the Senate Teaching and Learning Committee,
- The AVP Academic,
- The Director, Teaching and Learning
- Four (4) faculty members (at least one must be a Senator, one must be a Coordinator or Chair, one must be a CFA appointed representative),
- Two (2) students,
- One (1) Divisional Supervisor (DS) or equivalent, and
- One (1) dean.

Four (4) **non-voting resource members** consist of:

- One (1) administrator from Strategy and Analytics
- One (1) administrator from the Academic Planning and Quality Assurance
- One (1) administrator from the AVP Students
- One (1) student appointed by Capilano Student Union

Terms of Office

Faculty, staff, and student members serve for the period between April 15, 2026 and January 15, 2027. Members may be reappointed for subsequent terms if the work of the ad hoc committee is extended by STLC. **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 aSETL will be a member of the Senate who is elected by the aSETL from among its members until the work of the ad hoc committee is completed in January 2027, unless the work is extended (through a vote by the STLC).

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 aSETL;
- prepare agendas;
- ensure that the recommendations of the aSETL are taken to Senate Teaching and Learning Committee; and
- work with the Policy Office to assist with the development of policies and procedures, and any related documentation, for presentation to the STLC.

The Vice-Chair

The Director, Teaching and Learning 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 twice per month between August 15 and June 15.

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 subcommittee's other members, members who are absent for three (3) subcommittee meetings per appointment period, with or without notice, will be deemed to have resigned from the subcommittee by the Chair.

Visitors to Meetings

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

5. Resources

[Senate Bylaws](#)
[University Act](#)

6. Review of Terms of Reference

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

PROPOSED



STLC ad hoc Subcommittee on the Evaluation of Teaching and Learning Terms of Reference

Created: March 2026

Next review: January 2027

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Eleven (11) voting members consist of:

- The Chair of the Senate Teaching and Learning Committee,
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- Four (4) faculty members (at least one must be a Senator, one must be a Coordinator or Chair, one must be a CFA appointed representative),
- Two (2) students,
- One (1) Divisional Supervisor (DS) or equivalent, and
- One (1) dean.

Commented [CM1]: Just wondering about how the number of faculty and student members was arrived at. For something so connected to the faculty and student experience, would more members in these categories be prudent? Maybe 5 faculty and 3 students? I know we may struggle filling the committee the larger it gets!

Four (4) **non-voting resource members** consist of:

- One (1) administrator from Strategy and Analytics
- One (1) administrator from the Academic Planning and Quality Assurance
- One (1) administrator from the AVP Students
- One (1) student appointed by Capilano Student Union

Commented [SG2]: There are already 2 students who have voting rights. What is the point of having a third non-voting student?

Commented [CM3R2]: Yes... I was wondering how the CSU student member's role is differentiated from the voting student members.

Terms of Office

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[University Act](#)

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Proposed



SENATE CURRICULUM COMMITTEE RESOLUTION MEMO

DATE: April 27, 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 April 17, 2026:

- 26/36** The new credential, Leadership for Indigenous Learners Certificate, be recommended to Senate for approval.
- 26/37** The new courses:
- SAKN 300 - Study Abroad - Kinesiology
 - SAKN 301 - Study Abroad - Kinesiology
 - SAKN 302 - Study Abroad - Kinesiology
 - SAKN 303 - Study Abroad - Kinesiology
 - SAKN 304 - Study Abroad – Kinesiology
- be recommended to Senate for approval.
- 26/38** The prerequisite revisions to KINE 320 - Physiology of Healthy Aging and KINE 375 - Advanced Exercise Physiology from 45 credits to 60 credits be recommended to Senate for approval.
- 26/39** The new course, LAW 495 - Applied Clinical Practice for Access to Justice as well as Cap Core designation under the heading of Self and Society be recommended to Senate for approval.
- 26/40** The revisions to the Citation and Certificate in Contract Law program profiles, as presented be recommended to Senate for approval.
- 26/41** The revisions to the Acting for Stage and Screen Diploma program profile and Acting for Stage and Screen Certificate program profile be recommended to Senate for approval.
- 26/42** The Foundation in Visual Communication Design diploma exit credential/graduation only outcome for the Bachelor of Design in Visual Communication be recommended to Senate for approval.
- 26/43** The revisions to TOUR 372 - Tourism and Hospitality Practicum be recommended to Senate for approval.
- 26/44** The prerequisite revisions to MUTH 308 - Performance Project III and MUTH 318 - Ensemble Voice for Musical Theatre I be recommended to Senate for approval.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

26/45 For the 2026/2027 academic year, the September 18, 2026 meeting be in person.

Julia Black, Chair
Senate Curriculum Committee

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

Date: April 27, 2026

Jason Dewling, Chair
Senate

Date:
