



SENATE MEETING

Tuesday, September 8, 2026 4:00 pm
Capilano University, Library Building, Room LB 322

MINUTES

Present: Jason Dewling, (Chair), Julia Black, Caroline Depatie, Debra Doucette, Alicia Fahey, Denise Gingrich, Derek Howell, Sofia Hughes, Alan Jenks, Harb Johal, Parnit Kaur, Tyesa Kruz, Michael Laurence, Brad Martin, Vedant Mehra, Owen McLachlan, Corey Muench, Alaa Al-Musalli, Francisco Nogueira, Robert Omura, Vicki St. Pierre, Farnoosh Sam, Michael Thoma, Emily Walmsley, Sabrina Wong, Recorder: Mary Jukich

Regrets: Jai Djwa, Graham Cook, Katija Pallot, Milo Prentice

Guests: Tally Bains, Narisha Jessani, Sean Pierce, Kari Wharton, Maria Valioun, Elder Doctor Latash

Land Acknowledgement

Capilano university respectfully acknowledges that our campuses are located on the unceded territories of the səlilwətał (tsleil-waututh), skwxwú7mesh (squamish) and xʷməθkʷəy̓əm (musqueam) nations.

1. Welcome

Chancellor Debra Doucette was introduced and welcomed to Senate.

In the absence of Kat Pallot, John Brouwer assumed voting rights for the Faculty of Global and Community Studies

In the absence of Jai Djwa, Denise Gingrich assumed voting rights for the Faculty of Fine and Applied Arts

2. Approval of the Agenda

Alan Jenks moved and Vicki St. Pierre seconded:
To adopt the agenda.

CARRIED

3. Approval of the Minutes

3.1 June 2, 2026

Jennifer Nesselroad moved and Vedant Mehra seconded:
To approve the June 2, 2026 minutes.

CARRIED
1 Abstention

4. Correspondence Received

No correspondence was received.



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5. Business Arising

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

Presented by: Vicki St. Pierre

The Senate ad hoc committee on advice to Senate on Faculty restructuring was tasked with determining ideas for Faculty restructuring and, subsequently, requested the deans to develop possible proposals for consideration. The proposals were brought to administration for review and will be brought back to the ad hoc committee for consideration.

6. New Business

6.1 Graduates

Presented by: Harb Johal

The Registrar presented a list of 443 graduates verified by the Registrar's Office, who have met the graduation requirements of their programs.

Alan Jenks moved and Vicki St. Pierre seconded:

26/48 Senate approve the students from the five Faculties for their respective credentials for graduation.

CARRIED

6.2 Undergraduate English Language Proficiency Standards (ugrad-ELPS) and Conditional Admission Framework (ugrad-ELCAS)

Presented by: Harb Johal

The proposal was initiated because of inconsistencies that were identified around Duolingo scoring in some programs. Work is underway in reviewing the current policy on English language requirements and the English language proficiency standard and conditional admission framework document that was approved at the February Senate meeting. Further work is underway and an update will be brought to the October Senate meeting.

6.3 Call for Honorary Degree Nominations and Academic Emeritus Nominations

Presented by: Kari Wharton



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A summary was provided on the honorary degree program noting that since 2008, the university has conferred 47 honorary doctorate degrees. For the past several years, External Relations has supported the Senate Tributes committee in overseeing the processes that support the program. At a recent meeting of the Senate Tributes committee, procedural updates were identified to the processes and program, including reviewing the purpose of the program to ensure that the purpose still meets the needs of the institution.

A call for honorary degree nominations will go out shortly.

External Relations currently do not support the call for Academic Emeritus nominations.

6.4 Program Costing Model

Presented by: Tally Bains, Sean Pierce, and Narisha Jessani

An update was provided on the work completed to date on the program costing model which includes reviewing tuition revenue and Faculty direct costs. The tuition methodology considers that program tuition revenue is based on student enrolment in a specific program and is recalculated each term to reflect changes in student program registration. Tuition revenue is attributed to the program in which a student is enrolled and follows the student accordingly. It is not allocated to the Faculty or School responsible for delivering the courses.

Next steps include Faculty indirect costs, university wide support costs. Faculty indirect costs are all faculty non-instructional salaries, faculty-specific operating expenses, and faculty staff salaries. These costs can be thought of as faculty-specific costs that supports the delivery of academic programs. University wide support costs are costs associated with institution-wide services and infrastructure that support academic and operational activities across the university.

7. Committee Reports

7.1 Academic Planning and Review Committee

The next committee meeting is scheduled for September 15th wherein the committee orientation will take place. In addition, the committee's terms of



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reference will be reviewed to ensure alignment with the work of Academic Initiatives and Planning (AIP).

7.2 Policy and Governance Committee

Presented by: Corey Muench

The September 8th meeting was cancelled due to scheduling conflicts, and for this term, committee meetings will take place on the second and fourth Monday of the month.

At the September 21st meeting, the committee will review some minor revisions to the terms of reference of the Senate Budget Advisory committee, Senate Graduate Studies committee and complete the terms of reference for the Self-Evaluation committee.

7.2.1 B.107 Academic Schedule Policy

This policy provides direction for the development of the annual Academic Schedule. The *University Act* requires that the Senate of a special purpose, teaching university must advise the board, and the board must seek advice from the Senate, on the development of educational policy for the setting of the academic schedule.

The policy underwent an extensive consultation process with staff, faculty and CSU particularly around the following issues:

- In terms of the 72-hour submission of final grade deadline that is part of this policy, the Registrar met with faculty after analyzing what other PSIs were doing. In cases where a PSI had an extended grade submission deadline in the Fall term, they could not calculate/communicate academic standing to students until January. As a result, the Registrar's Office feels strongly that from a student experience perspective, it would not be possible to change the date of the deadlines. Additionally, because the tuition payment deadline falls on a Monday, this change would also create a longer closure of the registration system (from 3 to 4 days), along with an additional day of pause for students requesting transcripts and post-graduate work permit letters. Given these challenges it was decided not to implement a longer deadline and to remain with the 72-hour period stated in the current policy. However, in recognition of the challenges some instructors face meeting the 4:00 p.m. deadline on the



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day final grades are due, the Registrar's Office moved the time of the submission deadline from 4:00 p.m. to midnight.

- Students previously requested an analysis of the feasibility of extending the Fall term Reading Break to one week. After consultation with the students and performing an environmental scan, the Registrar recommends maintaining the Fall term Reading Break as is, given the constraints on the number required class days for the term and the greater number of vacation days in the Fall term.

A concern was raised that for this year, there will be two days for Reading Break; however, the proposed policy indicates one day for the Reading Break and whether the language in the policy could be revised to indicate that regardless of when Remembrance Day falls, there be two days for Reading Break.

Sofia Hughes moved and Robert Omura seconded:

The wording under section #3.1c, of the policy be revised to indicate a two-day Reading Break in addition to Remembrance Day.

DEFEATED
2 Yes
14 No
1 Abstention

During the discussion, it was suggested that additional language be added to the 72-hour period stated in the policy that reads exceptions to the deadline can be requested and granted on a case-by-case basis by the Registrar.

Michael Thoma moved and Alan Jenks seconded:

26/49 THAT additional language be added to the 72-hour period stated in the policy that exceptions to the deadline can be requested and granted on a case-by-case basis by the Registrar.

CARRIED
13 Yes
4 Opposed
2 Abstentions

In addition, and for clarification, it was suggested to add the word "period" after "assessment" into the policy, section 3.3(c).

Corey Muench moved and Alaa Al-Musalli seconded:



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26/50 THAT the Senate approve the revisions to the Academic Schedule Policy (B.107). **CARRIED**

Vicki St. Pierre moved and Owen McLachlan seconded:
 To extend the Senate meeting by 30 minutes. **CARRIED**

7.3 Curriculum Committee *Presented by: Julia Black*

7.3.1 Resolution Memorandum – June 12, 2026

The resolutions brought forward from the June 12, 2026 Senate Curriculum Committee meeting were presented to Senate for approval.

Julia Black moved and John Brouwer seconded:

26/51 THAT Senate approve Resolutions 26/52 to 26/57. **CARRIED**

7.3.2 Resolution Memorandum – August 21, 2026

The resolutions brought forward from the August 21, 2026 Senate Curriculum Committee meeting were presented to Senate for approval.

Julia Black moved and John Brouwer seconded:

26/52 THAT senate approve Resolutions 26/58 to 26/67. **CARRIED**

7.3.3 Committee Membership

Julia Black moved and Alan Jenks seconded:

26/53 That the following members be endorsed to serve on the Senate Curriculum Committee for a two-year term ending July 31, 2028: **CARRIED**

Julia Black – Allied Health or Education and Childhood Studies
 Majid Raja – Business
 Cathy Wilmot – Performing Arts



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Leah Bailly – English

7.4 Graduate Studies

Presented by: Alan Jenks

The first committee meeting of the fall semester will be on September 15th.

7.5 Teaching and Learning Committee

Presented by: Alan Jenks

The ad hoc committee on the evaluation of teaching and learning recently met and Aurelea Mahood was elected as chair. The ad hoc committee will be considering the evaluation of teaching and learning at the university and work has been underway through the summer and a report will be provided to the Teaching and Learning committee for review.

7.6 Budget Advisory Committee

Presented by Michael Thoma

The committee met on August 20, 2026 and was presented with a financial update from Tally Bains, VP Finance and Administration. The update indicated that for Fiscal 2025/26 from April 1, 2025 to March 31, 2026, there was an Operating Surplus of \$2.2 million, with Capital Expenditures of \$38.4 million, and an Accumulated Unrestricted Surplus of \$38.2 million.

For the current fiscal year, 2026/2027- April 1, 2026 to March 31, 2027, the Operating Budget anticipates a \$12.1 million deficit. The university is also expecting another decline in international tuition, with course registrations declining by 8,420 and tuition revenue by \$17.5 million. Capital Budget and Accumulated Surplus costs include the Electrical Infrastructure Project and Routine capital at \$9.6 million, which is external funding, and Workday ERP (Enterprise Resource Planning) Phase 2, Integration Hub, Customer Relations Management, Section Planning at \$3.4 million, internal funding.

For the following fiscal year, 2027/2028 budget development, plans are underway for a strategic refresh in the following three categories:



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- Academic Transformation (including reviews of Faculty Instructional Release, Program Costing, Graduate Studies, Academic Leadership),
- Operational Excellence Review (including reviews of VP portfolios, CIE, Workday Phase 2, Technology, Customer Relations, Alumni Practices, Theatre and Performance Centre Facilities)
- Financial Stewardship (including reviews of Squamish revenue, International operations, Excluded Position, Lonsdale, Sechelt, North Van ancillary revenues, Pcard and travel policy).

Budget goals are as follows:

- Fiscal 2026/27 - \$12 million deficit budget targeting an \$8M or less deficit
- Fiscal 2027/28 - Balanced Budget
- Fiscal 2028/29 - Surplus Budget

7.7 Self-Evaluation Committee

A report was not presented as the committee has not met.

8. Other Reports

8.1 Senate Chair

Jason Dewling provided the Chair's report which included the following key highlights:

- This has been the "summer of assessments" which included the work completed by the deans' regarding the faculty restructuring proposal, the costing model work, international operations, the ongoing work of Meyers Norris Penny on the assessment of all exempt and admin positions, and the Great Minds assessment on stewarding the student journey for success. The assessments will provide critical insight into the operations of the university to improve and adjust as required.
- Dr. Lesley Brown will be returning to the university to conduct nine strategic sessions to allow full and transparent feedback from all constituents. This information will be collected to assist with the strategic refresh later this year.



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8.2 Vice Chair

The Vice Chair encouraged Senators to reach out to the Registrar to fill remaining vacancies on the Senate committees and for members to consider serving as chairs of the committees. An orientation of each Senate committee will be provided at the first committee meeting of the fall semester.

8.3 VP Academic and Provost

The Vice President Academic and Provost provided a written report in the agenda package, and no comments or questions were raised.

The Vice President Academic and Provost was requested to consider the recent work undertaken by the School of Communication regarding the possible suspension and provided confirmation that correspondence from the School was received and will be considered.

8.4 Board Report

As a Board representative has not been identified, a report was not provided.

8.5 Elder's Words

Elder Doctor Latash shared reflections on the cultural significance of eagle feathers at convocation ceremonies. Eagle feathers symbolize gratitude, achievement, and respect within Indigenous traditions. Administration indicated that work is underway to further support Indigenous students and Indigenous practices during convocation ceremonies.

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business items were presented.

11. Information Items

No information items were presented.

The meeting was adjourned at 6:30 pm

Next Meeting: Tuesday, October 6, 2026
