

SENATE CURRICULUM COMMITTEE MEETING

Friday, September 19, 2025 12:00 pm

VIA MS TEAMS

MINUTES

- PRESENT:** Julia Black (Chair), John Brouwer, Caroline Depatie, Hilary Duke, Stephen Evans, Cindy Fairbank, David Geary, Urmila Jangra, Alan Jenks, Harb Johal, Torin McLachlan, Chloe Miller, Milo Prentice, Robert Omura, Alisha Samnani, Caroline Soo, Dominique Walker, Danielle Wilson, Recorder: Mary Jukich
- REGRETS:** Graham Cook, Shahnaz Darayan, Sofia Hughes, Tracy Penny Light, Christina Neigel, Bethany Peterkin
- GUESTS:** Melissa Panjer
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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 səlilwataʔ (Tsleil-Waututh), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations.

1. Welcome

The Chair called the meeting to order at 12:00 pm.

- The following new committee members were introduced and welcomed:
 - Alan Jenks, Senate Vice Chair
 - Christina Neigel, Acting Director, Academic Initiatives and Planning
 - Torin McLachlan, voting faculty from Humanities
 - Stephan Evans, voting member from Access and Academic Preparation
 - Robert Omura, voting faculty from Legal Studies
 - Sofia Hughes, voting student
 - Milo Prentice, voting student
- Tamarack Hockin attended the meeting, with speaking rights but no voting rights, on behalf of Bethany Paul.

2. Approval of the Agenda

Hilary Duke moved and John Brouwer seconded:
To adopt the agenda.

CARRIED

3. Approval of the Minutes

Hilary Duke moved and Caroline Depatie seconded:
To adopt the August 22, 2025 minutes.

CARRIED

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4. BUSINESS AND PROFESSIONAL STUDIES

BADM 365 – Entrepreneurship

Presented by: Danielle Wilson

SCC was requested to approve the following prerequisite revisions to
BADM 365 – Entrepreneurship as follows:

- Current: 45 credits; or NABU 320 and CMNS 305
- Proposed: 45 credits of 100-level or higher coursework; or NABU 320 and CMNS 305

John Brouwer moved and Caroline Depatie seconded:

25/47 The revisions to the prerequisite of BADM 365 from "45 credits; or NABU 320 and CMNS 305" to "45 credits of 100-level or higher coursework; or NABU 320 and CMNS 305" be recommended to Senate for approval.

CARRIED

5. LEGAL STUDIES

Paralegal Certificate Admission Requirement

Presented by: Melissa Panjer

SCC was requested to approve the revisions to the admission requirement for the Paralegal Certificate by removing the requirement of graduation from one of CapU's Legal Administrative Assistant (LAA) program and replacing with graduation requirements from an approved legal administrative assistant program.

The revision promotes fairness and mobility by recognizing the legitimacy of other accredited LAA programs, such as those at Vancouver Community College and Okanagan College. This supports students who wish to apply for the Paralegal Certificate with CapU's values of access and transferability and increases CapU's likelihood of attracting qualified students to the program.

Harb Johal moved and Hilary Duke seconded:

25/48 The revision to the admission requirements of the School of Legal Studies in the Paralegal Certificate program be recommended to Senate for approval.

CARRIED

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6. SCHOOL OF BUSINESS

BCPT 223 - Advanced Excel with Visual Basic for Applications

BCPT 420 - Business Info Ethics, Privacy, Security & Sustainability

Presented by: Danielle Wilson

SCC was requested to approve the following prerequisite revisions

- BCPT 223 - Advanced Excel with Visual Basic for Applications
 - Current: BCPT 123 or BTEC 124 or TOUR 149
 - Proposed: One of the following: BCPT 123, BTEC 124, TOUR 149 or COMP 101.
- BCPT 420 - Business Info Ethics, Privacy, Security & Sustainability
 - Current: 45 credits of 100 - level or higher coursework including BCPT 123 and BADM 201
 - Proposed: 75 credits of 100-level or higher coursework including BCPT 123 and BADM 201.

Caroline Depatie moved and Caroline Soo seconded:

25/49 The prerequisite revisions of BCPT 223 from "BCPT 123 or BTEC 124 or 129" to "One of the following: BCPT 123, BTEC 124, TOUR 149 or COMP 101 be recommended to Senate for approval.

CARRIED

Urmila Jangra moved and Hilary Duke seconded:

25/50 The prerequisite revisions of BCPT 420 from "45 credits of 100 - level or higher coursework including BCPT 123 and BADM 201" to "75 credits of 100-level or higher coursework including BCPT 123 and BADM 201" be recommended to Senate for approval.

CARRIED

7. INFORMATION ITEMS

- (a) USS 100 - Introduction to University Success Strategies
 - FALL 2025: Course Revisions (Learning Outcomes, Course Content).
- (b) CRIM 101 - Introduction to Criminology
 - SPRING 2026: Course Revisions (Calendar Description, Course Content, Evaluation Profile).
- (c) CRIM 305 - Minorities and Justice

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- SPRING 2026: Course Revisions (Long/Short Title, Calendar Description, Learning Outcomes, Course Content, Evaluation Profile).
- (d) SOC 301 - Social Inequality
 - SPRING 2026: Course Revisions (Calendar Description, Course Content, Evaluation Profile).
- (e) SOC 480 - Sociology Studio Experience
 - SPRING 2026: Course Revisions (Long/Short Title, Calendar Description).
- (f) BADM 106 - Organizational Behaviour
BADM 107 - Business Law I
BADM 365 - Entrepreneurship
 - SPRING 2026: Course Revisions (Learning Outcomes, Evaluation Profile, Course Content).
- (g) TOUR 233 - Cross Cultural Tourism
 - FALL 2025: Course Revisions (Evaluation Profile, Course Content).
- (h) BCPT 223 - Advanced Excel with Visual Basic for Applications
 - SPRING 2026: Course Revisions (Course Title (short/long), Calendar Description, Contact Hours, Method of Delivery).
- (i) BCPT 330 - Business Systems Process Modeling, Analysis and Design
SPRING 2026: Course Revisions (Learning Outcomes, Course Content, Evaluation Profile).
- (j) BCPT 404 - Advanced Business Analytics
 - SPRING 2026: Course Revisions (Calendar Description, Learning Outcomes, Course Content, Evaluation Profile)
- (k) BCPT - 420 Business Info Ethics, Privacy, Security & Sustainability
 - SPRING 2026: Course Revisions (Calendar Description, Learning Outcomes, Evaluation Profile).

8. BUSINESS ITEMS

- (a) **2025 Orientation**

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Julia Black provided the committee members with the 2025 orientation presentation, including an overview of membership, mandate and structure, processes, procedures, and resource information.

The orientation slides are posted to [MS Teams](#).

(b) Meeting Format September 2025 – June 2026

Committee members discussed the meeting format for the 2025 – 2026 academic year and whether meetings continue online or move to in-person. On discussion, committee members indicated that there may be some value in scheduling an in-person meeting, possibly the first or last meeting of each year.

Caroline Depatie moved and Caroline Soo seconded:

25/51 The meeting format remains online, and the August meeting will be scheduled as an in-person meeting.

CARRIED

The meeting was adjourned at 1:15pm.

Next Meeting: Friday, October 17, 2025
