CAPILANO UNIVERSITY

SENATE CURRICULUM COMMITTEE MEETING

Friday, November 20, 2026 12:00 pm
ONLINE VIA MS TEAMS

MINUTES

PRESENT: John Brouwer (Vice-Chair), Leah Bailly, Hilary Duke, Chelsea Eady, Michelle Gunness, David Geary, Urmila Jangra, Alan Jenks, Savneet Kaur, Ashley Manhas, Jennifer Nesselroad, Laura Prada, Majid Raja, Caroline Soo, Cathy Wilmot, Sabrina Wong, Recorder: Mary Jukich

REGRETS: Julia Black, Graham Cook, Carley Dyer, Mohammad Hamdullah, Harb Johal, Jasleen Kaur, Chloe Miller, Vicki St. Pierre

GUESTS: Deanna Baxter, Jas Singh

Land Acknowledgement
Capilano University respectfully acknowledges that our campuses are located on the unceded territories of the səlilwətaɬ (Tsleil-Waututh), Sḵwxwú7mesh (Squamish) and xʷməθkʷəy̓əm (Musqueam) Nations.

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

Jas Singh attended the meeting on behalf of Harb Johal.

Michelle Gunness, new representative from Access and Academic Preparation was introduced and welcomed.

2. Approval of the Agenda
Urmila Jangra moved and Jennifer Nesselroad seconded:
To adopt the agenda. **CARRIED**

3. Approval of the Minutes
Jennifer Nesselroad moved and Hilary Duke seconded:
To adopt the October 16, 2026 minutes. **CARRIED**

4. SCHOOL OF BUSINESS
Bookkeeping Certificate Program Duration
Retail Operations Certificate Program Duration
Presented by: Majid Raja

SCC was requested to approve revisions to the program duration of the Bookkeeping Certificate and Retail Operations Certificate from eight months to twelve months. The change addresses ongoing challenges related to prerequisite sequencing, course scheduling, and student progression, particularly during summer terms. A twelve-month structure provides greater flexibility for working

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and part-time students, who make up a significant portion of the certificate population, while maintaining the existing curriculum, program learning outcomes, admission requirements, and credential requirements.

Extending the program duration from eight months to twelve months will provide greater flexibility in course scheduling and program delivery while maintaining the existing curriculum, admission requirements, graduation requirements, academic standards, and program learning outcomes. A twelve-month structure better reflects the actual progression pathways available to students and supports more effective academic planning. The proposed change will also align program delivery with preferred international student study patterns.

Majid Raja moved and Hilary Duke seconded:

26/77 The revision to the program duration of the Bookkeeping Certificate from eight months to twelve months be recommended to Senate for approval. **CARRIED**

Jennifer Nesselroad moved and Caroline Soo seconded:

26/78 The revision to the program duration of the Retail Operations Certificate from eight months to twelve months be recommended to Senate for approval. **CARRIED**

5. MATHEMATICS AND STATISTICS

MATH 180 - Algebra and Functions
Presented by: Deanna Baxter

MATH 180 - Algebra and Functions is a new course that will provide essential preparation in algebra, functions, and trigonometry for students pursuing further mathematical studies, particularly those intending to progress through the precalculus and calculus sequence. This is a new four-credit course that will replace MATH 097 as the primary preparatory pathway for students who require additional instruction in algebra, functions, and trigonometry before entering the precalculus and calculus course stream.

SCC was also requested to approve science designation, quantitative/analytical designation and Cap Core designation under the heading of *Science and Technology* and *Numeracy*.

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John Brouwer moved and Jennifer Nesselroad seconded:

26/79 The new course, MATH 180 - Algebra and Functions, as well as science designation, quantitative/analytical designation and Cap Core designation under the heading of *Science and Technology* and *Numeracy* be recommended to Senate for approval. **CARRIED**

6. INFORMATION ITEMS

(a) Global Leadership in Sustainable Tourism Post-Baccalaureate Diploma (PDIPGLST-GLST)

- Fall 2027: Admission Requirements: Housekeeping Item - update to TOEFL test scores and Duolingo

(b) MOPA 416 - Professional Practices

- Fall 2029: Effective start term change

(c) LAW 425 - Law Office Procedures

- Spring 2027: Course Revisions (Course Description, Required Text, Learning Outcomes, Course Content, Evaluation Profile)

7. BUSINESS ITEMS

(a) Submission Timelines for January 15, 2027 Committee Meeting

SCC was requested to approve a change to the 2027 meeting schedule, particularly the "Deadline for Submission to the Registrar's Office" deadline for the January 15, 2027 meeting date. The current December 30 deadline where all documents need to be submitted to the Registrar's Office may be too short given the holidays and resulting in less than 3 working days. The request was to change the "Deadline for Submission to the Registrar's Office" deadline for the January 15 meeting from December 30 to December 16, 2026. On discussion, no comments or concerns were presented.

John Brouwer moved and Majid Raja seconded:

26/80 The change to the SCC meeting schedule, "Deadline for Submission to the Registrar's Office" date for the January 15, 2027 meeting be changed from the current December 30, 2026 **CARRIED**

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date to December 16, 2026 be recommended to Senate for approval.

(b) Academic Policy Renewal Project Update / Cross Unit Consultation

Laura Prada provided an update on the academic policy renewal project and cross unit consultation process noting that the project was launched earlier this year and part of the initiative is to review seven policies.

In addition, committee members were provided with a case scenario to continue the discussions related to the implementation of a new "cross-unit consultation" step for SCC.

The meeting was adjourned at 1:45 pm.

Next Meeting: Friday, December 11, 2026

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