

AGENDA – OPEN SESSION

SENATE MEETING

Wednesday, September 24, 2025

10:00 am – 11:00 am

ECU Boardroom (D2315)

Register to Watch the MS Teams Webinar: <https://events.teams.microsoft.com/event/1a90061c-ef53-4380-8c0b-3b44f910d85b@d22686a0-c1be-48e0-8f91-5bdd033f7dad>

Territorial Acknowledgement: We respectfully acknowledge that Emily Carr University is situated on the unceded, traditional and ancestral territories of the Musqueam, Squamish and Tsleil-Waututh Nations.

I. OPENING PROCEDURES

1. Call to Order	Chair
2. Adoption of the Agenda	Chair

IT IS HEREBY RESOLVED that Senate approve the agenda as circulated.

3. Approval of Minutes	Chair
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IT IS HEREBY RESOLVED that Senate approve the May 14, 2025 Senate open session meeting minutes as circulated.

— **Attachment:** Draft Minutes of the Senate Open Session Meeting of May 14, 2025

II. BUSINESS

1. Chair's Remarks + Report	
2. Vice President, Academic + Provost's Report	D. Achjadi
3. Election for Vice Chair of Senate	N. Himer

IT IS HEREBY RESOLVED that Senate appoint _____ as the Vice Chair of Senate for a one-year term beginning at the September 2025 Senate meeting and ending at the September 2026 Senate meeting.

— **Attachment:** Senate Vice Chair Overview

4. Appointments to Senate Committees

K. Verkerk

The following Committee positions remain vacant:

- Nominations Committee
 - 1 Staff Senate Member
 - 1 Faculty Senate Member
- Governance Committee
 - 1 Administration Senate Member
 - 1 Student Senate Member
 - 1 Faculty Senator
- Curriculum Planning + Review Committee
 - 2 Faculty Senate Members

— **Attachments:** Nominations Committee Terms of Reference, Governance Committee Terms of Reference, and Curriculum Planning + Review Committee Terms of Reference.

5. Administrative Appointments Policy

A. Tees

III. OTHER BUSINESS

IV. NEXT MEETING: Wednesday, November 5, 2025, 9:30AM—11:20AM

V. ADJOURNMENT



SENATE MINUTES (OPEN SESSION) – **DRAFT**

WEDNESDAY, MAY 14, 2025, 10:30AM—11:20AM

ECU Boardroom / Online via Zoom webinar

Trish Kelly (Chair)	Eknoor Matharoo
Jacqueline Turner	Celeste Martin
Laszlo Hollander	Justin Langlois
Vanessa Kam	Kathryn Verkerk (non-voting)
Cameron Cartiere	Alex Phillips
Adrianna Jaroszewics	Helene Day Fraser
Haig Armen	Mimi Gellman
Mark Johnsen	Beth Howe
Ishita Arora	Stuti Gulati
Anoushka Nair	Saanvi Bhat
Shawn Choi	

Regrets: Natasha Himer (University Secretary), Michaela Kwiatkowsky, Kyla Mallett, Diyan Achjadi, Carleen Thomas (Chancellor)

Resources: Gabriel Liosis (Senate Administrative Coordinator), Alex Muir (Technical Support)

LAND ACKNOWLEDGMENT

I. ADMINISTRATIVE BUSINESS

1. Call to Order – T. Kelly, Chair, called the open session of the Senate to order at 10:21 a.m.

2. **Moved / Seconded that Senate approve the agenda as circulated.**

CARRIED.

3. **Moved / Seconded that Senate approve the April 9, 2025, Senate Meeting Minutes, as circulated.**

CARRIED.

II. BUSINESS

1. Chair's Remarks and Report

Resolution Approved in Closed Session:

- T. Kelly noted that the Senate met in closed session earlier in the day and approved the following resolution:

That the Senate Budget Committee will meet at least twice, no less than one week apart, in advance of the budget presentation to the board, the first meeting to receive financial information from the Vice-President of Finance and Administration, the second to consider any resolutions to be forwarded to the president and the board.

Congratulations to Graduating Student Senators

- T. Kelly extended congratulations to the following Student Senators who are graduating this year:
 - Ishita Arora
 - Stuti Gulati
 - Anoushka Nair
 - Eknoor Matharoo
- T. Kelly also congratulated Saanvi Bhat, who will be returning next year to serve on the Board of Governors.

Recognizing Outgoing Senators

- T. Kelly noted that this was C. Cartiere's final Senate meeting and extended congratulations on her upcoming retirement.
- T. Kelly also acknowledged that this was the final Senate meeting of M. Gellman's term and expressed appreciation for her contributions.

The Grad Show

- T. Kelly shared that The Show 2025 was ECU's largest graduation exhibition to date. It featured over 420 works across all five of ECU's degree programs.

Convocation Ceremony

- T. Kelly shared that this was the largest ever ECU grad class with two ceremonies being held last week. She congratulated Student Services and the Convocation Team on organizing the ceremonies.

Convocation

- T. Kelly congratulated the recipients of ECU's 2025 Honorary Degrees, including Alanis Obomsawin, Paul Larocque, and Chief Janice George.
- T. Kelly also congratulated the recipients of the 2025 Emily Award, Brian McBay and Michelle Fu.

2. INFORMATION: Curriculum Planning + Review Committee Report

C. Cartiere, Chair of the Curriculum Planning and Review (CPR) Committee, referred to the committee report in the meeting materials. There were no questions on the report.

3. APPROVAL: Curriculum Planning + Review Committee Recommendations

Faculty of Art Proposals: C. Cartiere commented that the proposed changes to the DRWG courses are intended to improve the clarity of course titles and descriptions, particularly addressing confusion regarding the sequence in which students should take DRWG 208 and DRWG 218.

Faculty of Culture + Community Proposals: J. Turner referred Senate to the report and noted that the changes aim to clarify that the course is open to all students.

Moved / Seconded that Senate approve the following:

1. Faculty of Art - Course Change Proposals:

- **DRWG 208 Drawing: Studio – Material & Techniques**
(changes to name and description)
- **DRWG 218 Drawing Studio: Process/Transformation**
(changes to name and description)

2. Faculty of Culture + Community – Course Change Proposal:

- **FDNT 115 Indigenous Presence/Locating Ourselves in Place**
(changes to description and learning objectives)

CARRIED.

4. INFORMATION: Governance Committee Report

C. Martin referred to the committee report included in the meeting materials. There were no questions on the report.

5. APPROVAL: Nominations Committee Recommendations

K. Verkerk introduced the recommended appointments for non-Senate positions on Senate sub-committees. It was noted that Senators had provided feedback indicating that the September 2024 Senate meeting was overloaded with committee appointments. In response, the Nominations Committee opted to complete the 2025/26 nominations process for non-Senate positions in advance, in order to streamline the September 2025/26 meeting.

Moved / Seconded that Senate approve the new and renewed nominees for appointment to Senate committees as recommended by the Nominations Committee.

CARRIED.

6. INFORMATION: New Timing and Process for Selecting Senate Members for Appointment to Senate Committees

K. Verkerk outlined a new approach being piloted for 2025/26 in response to feedback from Senate last fall. It was noted again that Senators had provided feedback indicating that the September Senate meeting was overloaded with committee appointments. Therefore, once vacant faculty senate positions are filed in mid-June, vacant committee seats will then be circulated for interest, followed by an online ballot. The intent is to complete the committee appointment process

earlier to avoid taking up significant time at the September Senate meeting. New Senators will be offered detailed information and orientation about each committee prior to the ballot.

There was a range of views shared. The following is a summary of the discussion:

- A concern was raised that the summer term is non-teaching for most faculty and that students may be less engaged during this time. It was also noted that making committee appointments at the first fall meeting allows Senators to consult within their constituencies about committee preferences.
- Several Senators supported the new approach, noting that it would allow Senate committees to begin conducting business more efficiently in September. Having an informational document outlining each committee's mandate was seen as helpful in informing Senators' choices.

It was confirmed that a robust orientation process will be in place to ensure new senators are well informed before participating in the electronic ballot.

7. APPROVAL: Approving MDM Graduating Students

A confidential list of graduands eligible for graduation was circulated in hard copy to senators present in the room, and shared virtually with those attending via Zoom, for review and approval.

Moved / Seconded that Senate approve the following candidates presented to the Senate of Emily Carr University for the conferral of their respective jointly credentialed (UBC, SFU, BCIT & ECU) Master of Digital Media Degrees following successful completion of all required coursework.

CARRIED.

8. INFORMATION: Enrollment Processes and Procedures

Senator Phillips re-introduced the topic, introduced at the previous Senate meeting, referring to the following provision under subsection 27(2)(r) of the University Act:

Powers of board

(2) Without limiting subsection (1) or the general powers conferred on the board by this Act, the board has the following powers:

(r) with the approval of the senate, to determine the number of students that may in the opinion of the board, having regard to the resources available, be accommodated in the university or in any faculty of it, and to make rules considered advisable for limiting the admission or accommodation of students to the number so determined.]

K. Verkerk shared that this provision is on the Administration's radar, and there is a review of historical practices underway to align the university's practices with the University Act. Active work is being done to strengthen enrolment management strategies and to involve the Senate in that work. For example, a Strategic Enrolment Management (SEM) consultant was recently engaged to host a staff

workshop. Following this, a SEM Readiness Report will be shared and reviewed by the Registrar's Office. The assessment's primary goal is to identify opportunities for improving enrolment management processes, organizational structures, and policies to better serve learners and address potential barriers to learner success.

The following next steps were shared:

- Spring/Summer 2025 – the recommendations of the SEM Readiness Report will be shared with the SEM Council.
- Fall 2025 – a SEM Core Concepts session will be scheduled with Senate to increase Senate's literacy on SEM.
- Fall 2025/Spring 2026 – develop enrolment planning process with SEM Council to bring to Senate.

In addition to this work, the following policies will be discussed and worked on at the Academic Planning & Priorities Committee in relation to SEM:

- New: Academic Schedule Policy
- New: Undergraduate admission Policy development
- Revise: Policy 4.16 - Assessment & Academic Standing

There was good discussion following the presentation.

A. Phillips introduced a motion from the floor. The Chair ruled the motion out of order, citing the lack of prior notice and the fact that it had not been reviewed by the Senate Executive Committee.

9. APPROVAL: Senate and Senate Committee Schedule 2025/26

K. Verkerk introduced the Senate and Senate Committee schedule for the 2025/26 academic year. No questions were raised.

Moved / Seconded that Senate approve the Senate and Senate Committee Schedule for 2025/26.

CARRIED

10. Closing Remarks

T. Kelly thanked Senators for their work over the past year as we take steps to strengthen the Senate's role in the university's governance.

III. OPEN FORUM

No topics were raised.

1. NEXT MEETING: September 24, 2025

2. MOTION: ADJOURN — The meeting adjourned at 11:26 a.m.



SENATE VICE CHAIR OVERVIEW

The Vice Chair of Senate is elected for a one-year term.

The Vice Chair has a key role to play in support of Senate, including to:

- Chair meetings of the Senate, in the Senate Chair's absence
- Serve as Chair of the [Senate Budget Committee](#) (which meets on average 3 – 4 times a year)
- Serve as a member of the [Executive Committee](#)
- Serve as a member of the [Nominations Committee](#)

For individuals interested in the role the anticipated number of meetings to chair, attend and prepare for will be in the range of 5-10 hours every month or so.

Policy Number	2.1.1
Approval Body	Senate
Policy Officer	President + Vice-Chancellor
Approval Date	Jan 2009, Sept 2010, May 2014, April 2021
Reviewed	April 2018

2.1.1 NOMINATIONS COMMITTEE

TERMS OF REFERENCE

Membership

- Vice Chair of Senate
- Vice President, Academic + Provost
- Registrar / Secretary of Senate
- One (1) Student
- One (1) Staff Member
- One (1) Faculty Member

Support

Support for the Committee will be provided by the Executive Assistant to the Vice President, Academic + Provost.

Chair

The Vice Chair of Senate will be the Chair of the Committee.

Mandate and Authority

The Nominations Committee reports to the Senate. The Nominations Committee will recommend to the Senate the constituency representatives for Senate Committees as required.

Membership on Senate committees will be for a two (2) year renewable term. When terms have expired, the Nominations Committee or Secretary of Senate will contact current committee members to determine their interest in continuing. Where there are vacancies on committees, the Nominations Committee or Secretary of Senate will contact the Deans to elect faculty representatives, the Student Union to appoint student representatives and Staff/Administration/Support to elect the staff representatives as required.

Conflict of Interest

Senate members must consider the Conflict of Interest and Code of Conduct Bylaws prior to any discussion or resolution being considered that might constitute any real, potential or apparent conflict of interest.

Meetings

The Committee will meet prior to the first meeting of the Senate in each academic year. A quorum of the Committee shall consist of 50% plus one of the eligible voting members.

Approval Authority	Senate
Responsible Administrator	University Secretary
Approval Date	January 2009, September 2021, September 2013, May 2014, October 2015, October 2017, April 2021, February 2022
Review Date	Annual - September

SENATE GOVERNANCE COMMITTEE – TERMS OF REFERENCE

- Senate Governance Committee Membership:** Senate Governance Committee is a standing committee of Senate and is subject to the Senate Bylaws, including Article IX Conflict of Interest and Code of Conduct.
- Senate Governance Committee Membership:**

<p>Voting Members (8):</p> <p>3 ex-officio members:</p> <ul style="list-style-type: none"> - President & Vice-Chancellor - Vice-President Academic & Provost - Registrar & Secretary of Senate <p>5 members elected by & from among Senators:</p> <ul style="list-style-type: none"> - 1 Administrator - 1 Faculty - 1 Student* - 1 Dean - 1 Staff <p><i>* If no Student Senator is available or able to serve, a Student Member of a Senate Committee or designate from the Student's Union are eligible to be nominated.</i></p>	<p>Non-voting Members (1):</p> <ul style="list-style-type: none"> - University Secretary <p>Committee Support:</p> <ul style="list-style-type: none"> - Associate University Secretary <p>Note: Additional non-voting members may be appointed by the Committee to bring expertise to the Committee for specific periods of time. Voting members may only be added by amendment to these Terms of Reference.</p>
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- Chair** – A Chair will be elected annually from among the voting members of the Committee.
- Terms** – Elected members sit for two-year terms or until their term on Senate ends, whichever occurs first. Elected members may be re-elected for additional two-year terms. Elections are generally held in September, but may be held at any time to fill a vacancy.
- Quorum** – Quorum is a majority of the current voting members of the Committee.
- Meetings** – The Governance Committee will generally meet monthly during the Academic year, and otherwise as needed at the call of the Chair.
- Authority and Mandate** – The Governance Committee liaises with Senate Executive on all governance and policy issues. Without limiting, the Committee is responsible for reviewing and making recommendations to Senate with respect to:
 - Senate Bylaws and Senate Committee Terms of Reference
 - Schedule of Senate Meetings and Senate Committee Meetings
 - Policies requiring Senate approval, including Policies or Procedures dealing with elections under the *University Act*
 - Communications and liaison with the Board in accordance with the *University Act*
 - The Senate Handbook, orientation of new Senators, and ongoing education and training
 - Evaluation of Senate

Policy Number	2.1.3
Approval Body	Senate
Policy Officer	President + Vice-Chancellor
Approval Date	Jan 2009, Sept 2010, May 2014, April 2021
Reviewed	April 2018

2.1.3 CURRICULUM PLANNING + REVIEW COMMITTEE

TERMS OF REFERENCE

Membership

Voting members

- Vice President, Academic + Provost
- Four (4) Deans, one from each Faculty
- Four (4) Faculty members, one from each Faculty who are not necessarily the Faculty members serving on Senate
- Three (3) students who are not necessarily the student members serving on Senate, one of whom will be a student in good standing from the Master's Program; two of whom will be students in good standing from the Bachelor's Program
- Two (2) staff members, one of whom is an Academic Advisor
- Registrar / Secretary of Senate or designate
- Three (3) members, of whom at least 2 are Faculty members, as appointed by the Senate
- President + Vice Chancellor / Chair of Senate (ex officio)

General

- Membership on the Committee will be for a two (2) year renewable term approved at the September meeting of the Senate, or as soon as possible after the beginning of the academic term.
- In the event there are not enough candidates to fill the above positions, the Committee will operate as formed, reserving the right for the Chair of Senate to appoint individuals to fill any vacant spaces.
- In the event there are more candidates than the Terms of Reference indicate to fill the above positions, a ballot vote shall take place at a Senate meeting to determine the individuals who shall serve.

Resource Personnel

At the invitation of the Chair of the Committee, any other member of the University Community whose expertise and knowledge would be of benefit to the Committee.

Support

Support for the Committee shall be provided by the Executive Assistant to the Vice President, Academic + Provost.

Chair

The Chair shall be elected annually at the first meeting of the Committee after the Senate has reviewed and approved Committee membership. The Chair shall report to Senate.

Authority and Mandate

The Committee reports to Senate, and has the authority to make recommendations to the Senate. The Committee shall arrange for the following to be completed by the appropriate areas/Faculties/departments and brought back to the Committee for review and recommendation to Senate:

- 35.2(5)(c) set curriculum content for courses leading to certificates, diplomas and degrees
- 35.2(5)(k) set policies on curriculum evaluation for determining whether
 - i) courses or programs or course credit, from another university or body are equivalent to courses or programs, or course credit, at Emily Carr University; or,
 - ii) courses or program, or course credit, from one part of Emily Carr University are equivalent to course or programs, or course credit, in another part of Emily Carr University

The Committee shall develop, review and advise the Board, and develop, review and advise the Senate on the following. The Committee shall receive advice from the Board on the preparation, review and recommendations from the Board on the following:

- 35.2 (6)(d) Educational policies setting the priorities for implementation of new programs and courses leading to certificates, diplomas or degrees
- 35.2 (6)(e) Educational policies regarding the establishment or discontinuance of faculties

Conflict of Interest

Committee members must consider the Senate Conflict of Interest and Code of Conduct Bylaws prior to any discussion or resolution being considered that would affect the closure of a specific instructional program, area or Faculty, reductions in their operations, or other situations that might constitute any real, potential or apparent conflict of interest.

Meetings

Normally in October, November, December, February, March, April of each year, or at the call of the Chair of the Committee as required. A quorum of the Committee shall consist of 50% plus one of the eligible voting members.