



SENATE MEETING
 Tuesday, April 1, 2014 4:00 pm LB322

MINUTES

- PRESENT:** Kris Bulcroft (Chair), Tammy Towill, Carol Aitken, Brittany Barnes, Jean Bennett, Don Bentley, Chris Bottrill, Brent Calvert, Leighan Crowe, Julia Denholm, Graham Fane, Darin Feist, Rick Gale, Devon Gregory, Cherry Itty, Violet Jessen, David Kirk, Reni Klein, Brent Leigh, Clay Little, Nanci Lucas, Grace Makarewicz, Karen McCredie, Kim McLeod, Paul McMillan, Jennifer Moore, Natahsha Prakash, Joanne Quirk, Emma Russell, Sandra Seekins, Sharka Stuyt, Daniel Yasinski, Secretary: Mary Jukich
- REGRETS:** Stephen Atkins, Brandon Hofmarks, Peter Ufford
- GUESTS:** Cindy Turner
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The Chair called the meeting to order at 4:00 p.m.

1. APPROVAL OF AGENDA

Two items were added to the agenda; Item 9(b) Requirements for Credentials and Information Item #2 – Referendum Results.

*David Kirk moved and Jennifer Moore seconded that:
 The amended agenda be approved.*

CARRIED

2. MINUTES

*Leighan Crowe moved and Darin Feist seconded that:
 The minutes of the March 4, 2014 meeting be approved.*

CARRIED

3. CHAIR AND VICE-CHAIR'S REPORTS

Chair's Report

Senate was invited to meet Chancellor Elect, Dr. Ken Haycock at a reception on Monday, April 1th from 4:30 – 6:30 p.m. in the CSU lounge.

Everyone was encouraged to attend the various University events, grad shows, and donor receptions, celebrating collective achievements.

Vice-Chair's Report

Cindy Turner, Vice-President, Finance and Administration was welcomed to the meeting.

Members were reminded of the May 6th Special meeting of Senate. The meeting was called to review only the budget and allow sufficient time for Senate to provide its recommendations to the Board, prior to the Board's May 13th meeting.



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Senators were encouraged to attend the April 7th and 10th Budget forums as the forums will provide opportunity for continuous discussion and feedback during the budget process.

4. TRIBUTES COMMITTEE

Presented by: Chris Bottrill

Two nominations for Honorary Doctorate and two nominations for Faculty Emeritus were presented, and motions passed approving the nominations.

5. ELECTION OF VICE-CHAIR

Presented by: Reini Klein

Nominations are open for Senate Vice-Chair and election will take place at the May 13th Senate meeting. Candidates are required to be voting members of Senate and the successful candidate will serve a one year term.

6. BY-ELECTION RESULTS

Presented by: Karen McCredie

The results of the recent Senate by-election were announced, and Senate informed that Stephanie Wells will assume the one year voting term, beginning August 15, 2014, for the Faculty of Global and Community Studies.

7. CURRICULUM COMMITTEE

Presented by: Jean Bennett

(a) Resolutions

The resolutions brought forward from the March 21, 2014 Senate Curriculum Committee meeting were presented to Senate.

Jean Bennett moved and Jennifer Moore seconded that:

14/18 SCC resolutions, 14/26–14/36, 14/38–14/41 and 14/43–14/48, be endorsed by Senate.

CARRIED

Jean Bennett moved and Jennifer Moore seconded that:

14/19 SCC resolution 14/37, final approval of the Technical Theatre Diploma be endorsed by Senate.

CARRIED



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Jean Bennett moved and Graham Fane seconded that:

- 14/20** SCC resolution 14/42, final approval of the Sechelt Nation Language and Culture Certificate, with the typographical error corrected to read "Nation" be endorsed by Senate. **CARRIED**

Jean Bennett moved and Rick Gale seconded that:

- 14/21** SCC resolution 14/49, final approval of the Community Leadership and Social Change Diploma, be endorsed by Senate. **CARRIED**

Jean Bennett moved and Jennifer Moore seconded that:

- 14/22** SCC resolution 14/50, final approval of the Jazz Studies Diploma, be endorsed by Senate. **CARRIED**

(b) New Members/Reappointment of SCC Members

A list of the proposed members commencing a new term on the Senate Curriculum committee on August 15th was presented for approval.

Jean Bennett moved and Jennifer Moore seconded that:

- 14/23** Debbie Jamison, Jerome Genz, Karin Hall, Kim Bothen, Susan Bell, Natahsha Prakash and Jenna They commence a new term on the Senate Curriculum Committee. **CARRIED**

8. BY-LAW, POLICY AND PROCEDURE COMMITTEE

Presented by: Nanci Lucas

(a) Prior Learning Assessment Policy

The Committee presented a draft policy on Prior Learning Assessment. Senators were requested to take the draft back to their areas for review, and comments and feedback provided to Nanci Lucas by April 21st.

(b) Requirements for Credentials

A request was presented to the Committee to revise Policy S2009-02 Requirements for Credentials to incorporate a definition of majors. It was also suggested, that the Committee, at some point, also look at the definition of minors.



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9. BUDGET ADVISORY COMMITTEE

Presented by: Nanci Lucas

Senators were reminded that the Senate meeting, as well as the two upcoming Forums on Monday, April 7th and Thursday, April 10th, provides opportunities for discussion and a venue for questions, comments and feedback with regard to the budget documents presented.

The purpose of the May 6th Special Meeting of Senate will be to review the budget and to determine Senate's recommendation to the Board, prior to the Board's May 13th meeting.

The revised set of draft parameters, incorporating comments and feedback received at the March 12th Forum, are now posted on the Budget Committee website.

Senators were informed that there were no program cuts, except for the two that were offered by Faculties as part of their 5% initiative.

The major focus of the budget cuts was based on the items put forward as part of the 5% initiative.

Discussion and review from the online input forms has been undertaken; however, not all ideas have been explored at this time. Everyone who submitted a comment or suggestion on the form is a member of the institution and had the opportunity to work with the 5% initiative and the Committee did not want to by-pass the 5% process.

The KPMG report on IT was received by the Committee and will be posted shortly. The Committee has not had an opportunity to completely review the report or request additional details, but in-depth review of the report will be undertaken at a future meeting. Preliminary review indicates that the manner in which IT is structured at Capilano makes it difficult for KPMG to find benchmarks and do comparisons with other institutions. As well, the report is indicative that pay constraints by government makes the hiring process of IT personnel difficult for the University. Further information on the KPMG report, will be brought forward at the upcoming Forums.

The budget documents, as presented, were reviewed and a brief overview provided, as well as items from the 5% initiative which were accepted as recommendations for suspensions or cuts. The Executive and the Committee have agreed to not recommend certain items, such as section cuts that would have a direct impact on the student experience including disability services and academic affairs. Additional work is still required in this area and all information



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will be discussed at the two upcoming forums.

Everyone was encouraged to attend the Budget Forums on:

Monday, April 7 th	12:00 – 1:30
Thursday, April 10 th	11:30 – 1:00

10. ACADEMIC PLANNING & PROGRAM ASSESSMENT COMMITTEE

Presented by: Paul McMillan

On behalf of the Committee, Dianne Ashbourne was thanked for her work in coordinating draft assessment plans with the various program areas.

Senate was informed all programs now have draft plans in place and that the Committee is working on a scheduling survey for this spring, and a PD session for assessment plans on May 28th.

11. ACADEMIC PLAN

Presented by: Rick Gale

Meetings continue with the Advisory Committee and Deans and feedback is being incorporated into the draft. No dates for subsequent forums have been scheduled; however, a revised draft is expected shortly.

INFORMATION ITEMS:

Information Item #1 – 2015 Senate Meeting Schedule

Senate was presented with the proposed 2015 Senate meeting schedule.

Information Item #2 – Results of the Referendum

Senate was informed of the results of the recent CSU referendum.

There being no further business, and on motion duly made, the meeting was adjourned at 5:15 p.m.

Next Meeting: Special Meeting of Senate – Tuesday, May 6, 2014
