



## SENATE MEETING

Tuesday, January 14, 2014 4:00 pm LB322

### MINUTES

**PRESENT:** Kris Bulcroft (Chair), Tammy Towill, Carol Aitken, Stephen Atkins, Brittany Barnes, Jean Bennett, Don Bentley, Chris Bottrill, Brent Calvert, Leighan Crowe, Julia Denholm, Darin Feist, Rick Gale, Devon Gregory, Brandon Hofmarks, Cherry Itty, Violet Jessen, David Kirk, Reini Klein, Clay Little, Nanci Lucas, Grace Makarewicz, Karen McCredie, Kim McLeod, Paul McMillan, Jennifer Moore, Natahsha Prakash, Joanne Quirk, Emma Russell, Sandra Seekins, Sharka Stuyt, Secretary: Mary Jukich

**REGRETS:** Graham Fane, Brent Leigh, Peter Ufford, Daniel Yasinski

Kris Bulcroft called the meeting to order at 4:00 p.m.

#### 1. APPROVAL OF AGENDA

Information Item #2 – Graduates was added to the Agenda.

**CARRIED**

*Brandon Hofmarks moved and Jennifer Moore seconded that:  
The amended agenda be approved.*

#### 2. MINUTES

*David Kirk moved and Rick Gale seconded that:  
The minutes of the December 3, 2013 meeting be approved.*

**CARRIED**

#### 3. CHAIR AND VICE-CHAIR'S REPORTS

##### Chair's Report

Meetings and discussions continue with the Ministry and local government with regard to challenges facing the University.

Senate was informed that government have asked all public sector programs to undertake a program and services core review. A report is required by government by the spring of 2014.

Julia Denholm, Acting Dean of Arts and Sciences was introduced and welcomed to Senate.

## Vice-Chair's Report

Recommendations for Honorary Degrees, Administrator Emeritus and Faculty Emeritus are open and criteria for nominees is posted on the University website. Nominations should be submitted to the President's Office and the deadline for submission is February 7, 2014. Honorary degrees will be presented at the June convocation.

Members were reminded that there are still vacancies on Senate sub-committees and volunteers were asked to contact Tammy Towill.

Tiare Jung has resigned from Senate and a notice of election will be brought to the February Senate.

Sharka Stuyt assumed voting rights as Daniel Yasinski was absent from the meeting.

### 4. APPROVAL IN PRINCIPLE

Certificate in Aboriginal Recreation and Land Stewardship

*Presented by: Kim McLeod*

The Certificate in Aboriginal Recreation and Land Stewardship was developed in response to the needs of Aboriginal communities for outdoor recreation and land and resource management training. The proposed new program is a collaboration between the Capilano Wilderness Leadership program and the Native College in Vancouver, and will be offered in Squamish.

*Kim McLeod moved and Jennifer Moore seconded that:*

**14/01** The Certificate in Aboriginal Recreation and Land Stewardship be given approval in principle.

**CARRIED**

### 5. ALUMNI AWARDS OF EXCELLENCE/ SENATE MEMBERS FOR SELECTION COMMITTEE

*Presented by: Cherry Itty / Tammy Towill*

Nominations are open for the 2014 Alumni Awards of Excellence and will close on January 31<sup>st</sup>. Nomination forms are posted on the Capilano website and Janis Connolly, Alumni Relations Office – Office of Development & Alumni Relations can be contacted with regard to questions or assistance in completing the nomination forms.

Senate was requested for three volunteers to participate on the selection committee to determine the recipients of the Alumni Awards of Excellence. David Kirk and Reini Klein volunteered, and an administrator was requested to contact Tammy indicating their interest.

### 6. CHEATING AND PLAGIARISM AND ACADEMIC APPEAL COMMITTEE

*Presented by: Karen McCredie*

Senate was informed that a lack of consistency was identified as to how faculty responded to cheating and plagiarism issues, as well as lack of clarity with regard to the process and timing of academic appeal. In this regard, Senate requested that the By-law, Policy and Procedure Committee undertake a

review of the Cheating and Plagiarism Policy and the Academic Appeal Policy.

## 7. GRADING PROFILE

*Presented by: Karen McCredie*

In November, a request was brought to Senate to explore the possibility of adding percentage grades in addition to letter grades to the University grading reporting and to the official transcripts. After research and in consultation with IT, it was determined that the current system will not allow for both percentage grades and letter grades without a baseline modification that is resource intensive, potentially costly and would have on-going maintenance requirements.

## 8. CURRICULUM COMMITTEE

*Presented by: Jean Bennett*

### (a) Resolutions

Jean presented the resolutions brought forward from the December 13, 2013 Senate Curriculum Committee meeting.

*Jean Bennett moved and Rick Gale seconded that:*

**14/02** SCC resolutions, 13/94, 13/96 and 13/99, be endorsed by Senate.

**CARRIED**

*Jean Bennett moved and Karen McCredie seconded that:*

**14/03** SCC resolution 13/95 be endorsed by Senate.

**CARRIED**

*Jean Bennett moved and Grace Makarewicz seconded that:*

**14/04** SCC resolutions 13/97 and 13/98 be endorsed by Senate.

**CARRIED**

### (b) Request to By-law, Policy and Procedure Committee

The By-law, Policy and Procedure Committee was requested to undertake a review of the requirements for Certificates and Advanced Certificates and grandfathering of credentials.

## 9. BY-LAW, POLICY AND PROCEDURE COMMITTEE

*Presented by: Nanci Lucas*

### (a) Motion to rescind Policy on Withdrawal EC2006-01

Approval was requested to rescind EC2006-01 Policy on Withdrawal as information in the policy is already captured in the grading procedure.

*Nanci Lucas moved and Brandon Hofmarks seconded that:*

**14/05** Senate rescind EC2006-01 Policy on Withdrawal.

**CARRIED**

**10. BUDGET ADVISORY COMMITTEE***Presented by: Nanci Lucas*

The next Committee meeting will be on Tuesday, January 21<sup>st</sup> and discussion at the meeting will be undertaken with regard to possible guidelines/criteria for budget cuts. An update of the meeting will be posted on the website.

Typed copies of the comments and suggestions received at the two recent budget forums are posted on the Budget Committee website. Some general themes coming from the comments and suggestions centered around interdisciplinary degrees, working together across faculties, cutting back on areas teaching the same material and more awareness of what other areas are doing to create new laddering. As well, some suggestions were received for one time funding, such as the possibility of a bar/pub, rentals, and conferences, and discussions with Cindy Turner have been undertaken with regard to those suggestions. All suggestions and comments received to date continue to be reviewed.

Further forums will be scheduled, beginning with one in early February.

Senate was informed that the Federal government recently announced that it is cutting ESL funding for domestic students. This cut directly impacts the operating budget for Capilano. Though there are still many unknowns, at this time the University is anticipating a possible \$3 - 3.5 million shortfall.

The Committee will be working with the Academic Planning & Program Assessment Committee to determine if there are any key themes coming out of the academic planning process at this early stage that might be of some benefit to the budget process.

**11. ACADEMIC PLANNING & PROGRAM ASSESSMENT COMMITTEE***Presented by: Paul McMillan*

No update was provided as the Committee did not meet in December. A report will be brought to the February Senate.

**12. ACADEMIC PLAN***Presented by: Rick Gale*

Individual and program submissions have been posted to the academic plan website. The sub-committee had its first meeting and preliminary categories and ideas were developed and some commonalities and indications identified. It is anticipated that a preliminary draft document will be prepared by the end of January.

The first open forum will be tentatively scheduled for February.

Any additional material received will be posted to the website.

The campus community was acknowledged and thanked for their participation to date.

**INFORMATION ITEMS:****Item #1 – Senate Sub-Committee Overview**

Academic Planning & Program Assessment Committee

On behalf of the Academic Planning & Program Assessment Committee, Paul McMillan provided a brief summary on the Committee's mandate.

**Item #2 – Graduates**

The Registrar presented a list of 373 students who had met the graduation criteria and program requirements to graduate. One student Senate representative, Brandon Hofmarks, was included in the list.

*Karen McCredie moved and Natahsha Prakash seconded that:*

**14/06** Upon verification by the Registrar's Office that all credential requirements have been met, the Chancellor and the Senate of Capilano University approve the conferring of the credentials.

**CARRIED**

There being no further business and on motion duly made, the meeting was adjourned at 5:00 p.m.

**Next Meeting: Tuesday, February 4, 2014**

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