



SENATE MEETING
 Tuesday, August 18, 2015 4:00 pm
 Capilano University – LB322

MINUTES

Present: Kris Bulcroft (Chair), Nanci Lucas (Vice-Chair), Carol Aitken, Don Bentley, Chris Bottrill, Leigha Crowe, Julia Denholm, Sacha Fabry, Darin Feist, Rick Gale, Benjamin Glassen, Rhita Hassar, Sylvia Kind, David Kirk, Grace Makarewicz, Karen McCredie, Kim McLeod, Paul McMillan, Grace McNab, Jennifer Moore, Natahsha Prakash, Emma Russell, Sandra Seekins, Sharka Stuyt, Michael Thoma, Stephanie Wells, Bacel Younan, Recording Secretary: Mary Jukich

Regrets: Jean Bennett, Brent Calvert, Brent Leigh, Zachary Thompson, Cheryl Webb, Daniel Yasinski

The Chair called the meeting to order at 4:00 pm.

1. Approval of Agenda

Admissions Policy was added to the agenda.

Kim McLeod moved and Julia Denholm seconded:
The amended agenda be approved

CARRIED

2. Minutes

Item #9.1 – the motion should indicate the mover as Natahsha Prakash.

Natahsha Prakash moved and David Kirk seconded:
The June 2, 2015 minutes, as amended, be approved

CARRIED

3. Chair and Vice-Chair's Reports

Chair's Report

Senators were welcomed to the 2015/2016 academic year.

Senators were reminded of the joint Board of Governors/Senate education session on Monday, August 24th from 6:00 – 8:00 pm. Thomas A. Roper, of Roper Greyell LLP will provide an overview of the *University Act* and Mary O'Callaghan of KPMG will give a presentation on bicameral governance.

Senate was informed that Shelley McDade will be returning as Board Chair.

Board members, Blair Simonite and Zack Bhatia will not be returning to the Board and work will commence in filling the two vacant positions.

Pam Costanzo, Policy Analyst, has taken a new position and she was thanked for her work on Board and Senate policies.



SENATE MEETING
 Tuesday, August 18, 2015 4:00 pm
 Capilano University – LB322

MINUTES

Kevin Sandhu has been hired as the new Manager of Policy, Privacy and Governance and will be starting at the University on Monday, August 24th.

There will be a Welcome Back Event for the campus community on Thursday, August 27th from 2:30 – 4:00 p.m. in the Cedar Courtyard.

Julie Vanderyagt was thanked for organizing the upcoming student orientation event on Tuesday, September 8th.

Vice-Chair's Report

The following new Senate representatives were introduced and welcomed to Senate:

Michael Thoma	- Faculty of Fine and Applied Arts
Sylvia Kind	- Faculty of Education, Health and Human Development
Bacel Younan	- Staff
Benjamin Glassen	- Student
Rhita Hassar	- Student
Zachary Thompson	- Student

Senators were informed of the vacancy for the Senate COPE representative.

4. Correspondence

Grace McNab moved and Natahsha Prakash seconded:

15/49 To accept the correspondence as presented.

CARRIED

Senate Academic Freedom Policy

Paul McMillan moved and Natahsha Prakash seconded;

15/50 The Senate Academic Freedom Policy be sent to the By-law, Policy and Procedure Committee for revision to include a mechanism for appeal and a procedure on the appeal process.

CARRIED

5. Business Arising

5.1 Senate Self-Evaluation Committee – Survey Results

Presented by: Grace Makarewicz

Senators were thanked for completing this year's Senate survey.

Senate was provided with a brief summary of the results of the Senate self-evaluation survey. The survey indicated that there may be some confusion with regard to the *University Act*, and a lack of clarity as to what constitutes



SENATE MEETING
 Tuesday, August 18, 2015 4:00 pm
 Capilano University – LB322

MINUTES

advice when requested from the Board. Some suggestions were indicated for a more comprehensive website, more information on order of conduct and Robert's Rules, as well as the possibility of workshops for Senators.

5.2 Senate Credential Policy Review Ad Hoc Committee

Presented by: Karen McCredie

The ad hoc committee was tasked to advise Senate on revisions to the Requirements for Credentials Policy, as well as possible revisions to the Credit Hour Policy, and the Course Level and Numbering Policy.

A significant amount of research and comparisons from over 15 other institutions was undertaken, including institutions that have a similar make up to Capilano and those quite different in either size or structure.

The ad-hoc committee work has been completed and the information will be presented to the Senate Curriculum Committee for review and feedback. The information and feedback will then be forwarded to the Senate By-law, Policy and Procedure Committee for drafting of a policy.

The ad hoc committee also reported that recommendations were developed on all aspects of the above mentioned policies, as well as a recommendation to establish a Graduation Requirements Policy to accommodate portions of the current policies that more appropriately fit outside these new policies.

5.3 Senate Ad Hoc Committee on Faculty Structure

Presented by: Nanci Lucas

The ad hoc committee is scheduled to meet on September 1st. A synopsis of the correspondence received to date will be provided at the meeting, and a further report will be provided at the next Senate.

A list of correspondence received to date is posted on Frontlines.

As there is a vacancy from the Faculty of Fine & Applied Arts, faculty were requested to provide a name of a volunteer to serve on the ad hoc committee.

6. New Business

6.1 Senate Representative to the Capilano University Alumni Association Board

Presented by: Nanci Lucas

Senate was requested for a volunteer to serve as the Senate representative to the Capilano University Alumni Association Board. The representative will serve a three year appointment as a liaison between the Alumni Association



SENATE MEETING
 Tuesday, August 18, 2015 4:00 pm
 Capilano University – LB322

MINUTES

Board and Senate.

6.2 Senate Representatives to the Chancellor Search Committee

Presented by: Nanci Lucas

Senate was requested for three representatives (1 faculty, 1 staff, 1 student) to serve on the Chancellor Search Committee.

The following Senators volunteered:

- | | |
|---------|---|
| Faculty | – Don Bentley |
| Student | – Natahsha Prakash |
| Staff | – To be determined once clarification is determined around the definition of staff. |

6.3 Senate Nominating Committee – Election for Chair of Senate Student Appeals Committee

Presented by: Nanci Lucas

Senate was advised that there were three potential candidates for position of Chair of the Senate Student Appeals Committee; however, because of time constraints, the candidates' names could not be brought forward to Senate.

As Senate will not meet until September 8th, members discussed possible processes to place a Chair on the Committee in time for September 1st when the Student Appeals Policy becomes effective.

After discussion, Leighan Crowe volunteered to serve as interim Chair for the Senate Student Appeals Committee, from September 1st – September 8th.

7. Standing Items

7.1 Academic and Strategic Plan

Presented by: Rick Gale

The following report was provided:

Academic Plan

- All aspects completed or underway according to schedule with a few exceptions
 - International Student Recruitment and Retention Strategy being developed in light of changes within the province and abroad
 - Strategic Wellness Plan still to be developed, committee to be struck this Fall



SENATE MEETING
 Tuesday, August 18, 2015 4:00 pm
 Capilano University – LB322

MINUTES

- Credentials Summary Report still to be completed, hoping for next month
- Exempt status on hold, awaiting various policies and procedures

Strategic Plan

- Determining Program Offerings
 - Work continues on program pathways with the goal of providing a degree option for all those students who would like to stay at Cap
 - Review of experiential learning at Cap to begin this Fall as a way of better understanding program offerings
 - Common experiences are being developed through the Cap Year and General Education committees
 - Aboriginal, community, and industry connections will be expanded through new hires including Student Affairs, Aboriginal and Community Liaison, Career Services, and SEM
- Managing Student Enrolment
 - Additional resources going to recruiting including new international and local strategies
 - Review of our advising services with an eye to improving student success
 - Better monitoring of retention and completion data, and greater attention to areas of student need
 - Review of financial aid practices and approaches and how these can best support our students
 - Review of our market approaches and where we need to make changes or improvements
- Enhancing Learning Environments
 - Integrated academic support data gathering
 - University wellness will take center stage
 - Learning/Teaching development will have a new hire
 - Community engagement will have a new hire

8. Other Business Admissions Policy

Karen McCredie moved and Rick Gale seconded:

- 15/51** The By-law, Policy and Procedure Committee begin discussions on developing a University wide Admissions Policy.

CARRIED



SENATE MEETING
 Tuesday, August 18, 2015 4:00 pm
 Capilano University – LB322

MINUTES

9. Committee Reports

9.1.1 Curriculum Committee

Presented by: Karen McCredie

Karen McCredie moved and Kim McLeod seconded:

15/52 SCC resolution 15/62 be endorsed by Senate. **CARRIED**

Karen McCredie moved and Leighan Crowe seconded:

15/53 SCC resolution 15/63 be endorsed by Senate. **CARRIED**

Karen McCredie moved and Julia Denholm seconded:

15/54 SCC resolution 15/64 be endorsed by Senate. **CARRIED**

9.1.2 SCC New Member – Michelle Gunness

Presented by: Karen McCredie

Karen McCredie moved and Don Bentley seconded:

15/55 Senate endorse Michelle Gunness as the new representative from Access and Academic Preparation. **CARRIED**

9.2 By-law, Policy and Procedure Committee

9.2.1 S1995-09 First Nations Student Information Release Policy

Presented by: David Kirk

Senate was informed that the S1995-09 First Nations Student Information Release Policy was brought to the First Nations Advisory Committee and after discussion, it was determined that students would be better served with University's release of information form.

Nanci Lucas moved and Rhita Hassar seconded:

15/56 Senate endorse S1995-09 First Nations Student Information Release Policy be rescinded. **CARRIED**

9.2.2 Grade Assignment in Extraordinary Circumstances

Presented by: Nanci Lucas

The Grade Assignment in Extraordinary Circumstances Policy was presented for review and discussion.



SENATE MEETING
 Tuesday, August 18, 2015 4:00 pm
 Capilano University – LB322

MINUTES

On review of the Policy, concern was expressed that some of the wording in the Policy was confusing, and that a procedure for the policy is required.

Nanci Lucas moved and Julia Denholm seconded:

- 15/57** The Grade Assignment in Extraordinary Circumstances Policy be forwarded to the Senate By-law, Policy and Procedure Committee to amend the wording, and to develop a set of procedures for the Policy, and the two documents brought back to Senate. **CARRIED**

9.2.3 B.XXX Program and Course Review and Approval Policy

Presented by: Nanci Lucas

Senate was reminded that the By-law, Policy and Procedure Committee was requested to provide advice on the Board Policy on Program and Course Review and Approval.

Nanci Lucas moved and Natahsha Prakash seconded:

- 15/58** B.XXX Program and Course Review and Approval Policy be forwarded to the Board as Senate's advice. **CARRIED**

9.2.4 Procedure for Discontinuing Programs or Courses

The Procedure for Discontinuing Programs or Courses was presented to Senate for review and discussion.

Senate was informed that the By-law, Policy and Procedure Committee did not reach consensus with regard to a recommendation.

On review of the Procedure for Discontinuing Programs or Courses, numerous concerns were expressed with regard to the proposed procedures, rationale, and consultation, and that parameters be defined.

Jennifer Moore moved and Paul McMillan seconded:

- 15/59** As Senate's advice to the Board, two versions of the Procedures on the Discontinuance of Programs or Courses Policy will be brought for the Board's consideration, as well as a rationale for the two versions. **CARRIED**

In order to complete Senate business, a motion was presented to extend the meeting end time to 6:30 pm.



SENATE MEETING
 Tuesday, August 18, 2015 4:00 pm
 Capilano University – LB322

MINUTES

Natahsha Prakash moved and *Stephanie Wells* seconded:

15/60 The Senate meeting end time be extended to 6:30 pm.

CARRIED

9.3 Academic Planning and Program Assessment Committee

Presented by: Kim McLeod

Senate was informed that the Committee approved the definitions, as attached, at their June 9th meeting. The definitions will ensure consistency of terminology for new members and for clarification for future work.

Work continues on reviewing performance indicators and setting targets, and this will be completed at the next meeting.

Members of the Committee are working on assessments, in pairs, with each pair reviewing 10 programs.

10. Discussion Items

10.1 Senate Subcommittees

Members were invited to volunteer to serve on the various Senate subcommittees and information on the anticipated subcommittee meeting dates and times will be emailed.

10.2 Fall Senate/Board Orientation

There will be a joint Board of Governors and Senate education session on Monday, August 24th. Topics to be covered include bicameral governance, the *University Act* as well as the respective roles and responsibilities of Board members and Senators. An additional Senate specific orientation may be scheduled if required from feedback received from the joint session.

11. Information Item

No items were presented for information.

There being no further business, and on motion duly made, the meeting was adjourned at 6:30 p.m.

Next Meeting: Tuesday, September 8, 2015
