



## SENATE MEETING

Tuesday, April 3, 2018 4:00 pm  
Capilano University – Room LB 322

### MINUTES

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**Present:** Paul Dangerfield (Chair), Imroz Ali, Sean Ashley, Don Bentley, Kim Bothen, Brent Calvert, Caroline Depatie, Julia Denholm, Darin Feist, Megan Fretz, Marnie Findlater, Michelle Gervais, Deb Jamison, Sylvia Kind, David Kirk, Joshua Larsen, Brad Martin, Karen McCredie, Paul McMillan, Jorge Ocegüera, Majid Raja, Emma Russell, Adam Sale, Sandra Seekins, Debbie Schachter, Michael Thoma, Halia Valladares, Stephanie Wells, Bacel Younan, Recording Secretary: Mary Jukich

**Regrets:** Cyndi Banks, Chris Bottrill, Dilnavaz Dhillon, Christopher Doll, David Fung, Jennifer Moore, Carleen Thomas,

**Guests:** Nanci Lucas

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#### ***Acknowledgement***

*We respectfully acknowledge the Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.*

The Chair called the meeting to order at 4:05 pm.

#### **1. Welcome**

Paul Dangerfield informed Senate that he and Brad Martin attended a conference hosted by Yukon College. The topic of the conference was indigenous governance and universities, which provided context for the inaugural meeting of the President's Steering Committee on moving forward with truth and reconciliation and indigenizing.

#### **2. Approval of the Agenda**

*Joshua Larsen moved and Halia Valladares seconded:  
To adopt the agenda.*

**CARRIED**

#### **3. Approval of the Minutes**

A typographical error was noted on page 4.

*Halia Valladares moved and Joshua Larsen seconded:  
To adopt the amended March 6, 2018 minutes.*

**CARRIED**



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#### 4. Correspondence Received

No correspondence was received.

#### 5. Business Arising

##### 5.1 Senate Cap Core Implementation Ad Hoc Committee

*Presented by: Paul McMillan*

Senate was presented with the recommendations from the Cap Core Implementation Ad-Hoc Committee with regard to Cap Core for transfer students.

On review of the recommendations, concern was expressed with Recommendation #2 and the word “appeal” in the first sentence “For other unassigned courses, students can appeal ....”. It was suggested that the word appeal may be perceived as punitive and that it be changed to “request”.

Concern was also raised that for the ease of students, Recommendation #3 come before Recommendation #2.

Discussion arose on whether there is a mechanism in place as well as support for students requesting transfer credit. In this regard, it was suggested that the Cap Core Implementation Ad Hoc Committee work in conjunction with the Registrar’s Office to determine recommendations on how to facilitate the process and provide the service to students.

*Paul McMillan moved and Stephanie Wells seconded:*

**18/12** Senate approve the recommendations from the Cap Core Implementation Ad-Hoc Committee on Cap Core for transfer students dated March 21, 2018 (Schedule 5.1 of the agenda package) with the two modifications as noted.

**CARRIED**

##### 5.2 Task Force on Exceptions to Curriculum Requirements

A report was not provided, and this item will be brought back once the task force is ready to present.



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#### 5.3 Research Task Force

*Presented by: Debbie Schachter*

At a recent meeting, the Task Force crafted language for a communications piece regarding ethics around research, which will be shortly disseminated. The Task Force discussed the need for a research office and made some general recommendations, as well as developed short term requirements for research currently being conducted. As well, the Task Force had a discussion on a research policy, and whether the existing University policy requires further development.

The Task force will be having a final meeting scheduled for April 12<sup>th</sup> to conclude any outstanding items, and to determine whether there is a need for an ongoing committee or task force to support research.

Work is underway on developing a research website page for information and Q/As.

#### 5.4 Fall Reading Break

*Presented by: Karen McCredie*

Senate was informed that the Board approved the addition of the Fall Reading Break to coincide with Remembrance Day. The Academic Schedule will be updated to reflect the Fall Reading Break which for 2018, is scheduled for Friday, November 9<sup>th</sup>.

### 6. New Business

#### 6.1 Alumni Awards of Excellence

*Presented by: Sandra Seekins*

Senators were informed that the Alumni Awards of Excellence Selection Committee requires a Senate representative for the purpose of reviewing nominations and identifying candidates. Sandra Seekins volunteered to serve on the Selection Committee.



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#### 6.2 Student Evaluation of Learning

*Presented by: Nanci Lucas*

As background, the Senate Academic Planning and Program Review Committee (SAPPRC) previously explored student evaluation of learning as a KPI. In April 2017, SAPPRC recommended to Senate to establish an ad hoc committee to make recommendations to Senate on procedures, timelines, reporting structure, who receives the data, and what will be done with the data. However, in November 2017, it was determined that the ad-hoc committee would not be formed until the appropriate policies were revised or created.

Research undertaken across BC and Canada determined that most institutions do not have polices on student evaluation of learning unless it is tied to tenure and promotion.

The University has begun its application to Universities Canada (UC) and its exemption from Degree Quality Assessment Board (DQAB) and these applications require the University to have program assessment and review processes. Currently, the University has one avenue to collecting students' assessment of their learning through the Ministry BC Outcomes Surveys, but this lacks regularity and dependability for Capilano programs and it gives limited and dated information for program reviews, assessments or new developments.

Senate was requested to consider forming an ad hoc committee for the development of student evaluation of learning at the University. On review and discussion of the proposed membership, it was suggested that the AVP be a member of the ad hoc committee, and that along with the student and faculty representatives, there is also a CSU and CFA representative.

*Paul Dangerfield moved and Majid Raja seconded:*

**18/13** That Senate approve the adoption of an ad hoc committee for the development of student evaluation of learning as presented.

**CARRIED**

#### 6.3 Notification of Programs Under Review – 2018/2019

*Presented by: Paul Dangerfield*

Senate was notified of the programs that are up for review for 2018/2019.



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#### 6.4 Senate Elections

*Presented by: Karen McCredie*

The Senate elections for faculty, staff and students has been completed and the results posted on the [website](#). However, there is still one vacant seat for Fine and Applied Arts, as well as for a student representative. A further election will be called for the remaining vacancies on April 4<sup>th</sup> and voting closed on May 2<sup>nd</sup>.

During the discussion, an issue was raised with regard to the common expiry date of all Senate members' terms. In this regard, it was suggested that a review be undertaken to determine whether or not to continue with this practice.

#### 6.5 Self-Evaluation Committee

*Presented by: Sandra Seekins*

The Self-Evaluation Committee was requested to convene to begin work on the Senate self-evaluation survey and report.

#### 6.6 Nominating Committee

*Presented by: Sandra Seekins*

The Nominating Committee was requested to convene to determine candidates for the position of Vice-Chair of Senate.

As a new policy will shortly be in place for student appeals, the Nominating Committee is no longer required to determine candidates for the position of Chair of the Student Appeals Committee.

### 7. Committee Reports

#### 7.1 Academic Planning and Program Review Committee

*Presented by: Michael Thoma*

The committee continues to develop its protocol and procedure with regard to review of Concept Papers and Stage 1 proposals. In pursuit of clarifying the definitions of its responsibilities, the Committee was provided with a presentation from Bernadette Andrade, Academic Initiatives and Planning,



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regarding the committee's role in the review process, a review of the templates, and an overview of the program development process, and culminating with making a recommendation to the VP Academic on whether a proposal should move to the next stage or if it requires additional work. In addition, the chair will bring forward the results as information to Senate.

The Committee reviewed the following proposals at its March 13<sup>th</sup> and March 27<sup>th</sup> meetings:

- The Master's Degree in Public Administration – Local Government (MPA – LG). The Committee recommended that the Masters in Public Administration – Local Government move forward and will provide feedback to the Vice President Academic.
- The Concentration in Information Management and Analytics in the Bachelor of Business Administration. The Committee recognized the value of the concentration but recommended that further work was required before recommending that it move forward.
- The four-year Bachelor of Human Kinetics and Health (BHKH). The Committee indicated a general consensus that the proposal was sufficient in terms of substance, but felt that the proposal itself required some further work, particularly in terms of editing and clarifications.

#### **7.2 Budget Advisory Committee**

*Presented by: Bacel Younan*

The Committee met on March 29<sup>th</sup> and completed its mandate for the 2018/2019 budgetary planning. During the process, the VP Finance presented the overview of the budget, and the Committee went from a high level review of the budget to a detailed review of high priority cases under the categories of more students on campus, student success, building capacity and brand and reputation.

#### **7.3 By-law, Policy and Procedure Committee**

*Presented by: Nanci Lucas*



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#### 7.3.1 S2018-01 Final Grade Appeal Policy

As background, at the November 2017 meeting, Senators were asked to gather feedback on the draft Final Grade Appeal Policy and Final Grade Appeal Procedures. Based on the feedback received, the By-law, Policy and Procedure Committee made revisions to the policy and procedures as presented. Senate was also provided with information as to why some of the feedback was not incorporated into the revisions.

*Bacel Younan moved and Darin Feist seconded:*

**18/14** That Senate approve S2018-01 Final Grade Appeal Policy and S2018-01-01 Final Grade Appeal Procedure as presented, with an implementation date of September 1, 2018.

**CARRIED**

#### 7.4 Curriculum Committee

*Presented by: Deb Jamison*

The resolutions brought forward from the March 16<sup>th</sup> and March 23<sup>rd</sup>, 2018 Senate Curriculum Committee meetings were presented to Senate for approval.

*Deb Jamison moved and Stephanie Wells seconded:*

**18/15** SCC resolutions 18/37 to 18/71 be adopted by Senate.

**CARRIED**

#### 7.5 Instructional Technologies Advisory Committee

*Presented by: Don Bentley*

The Open Education Resources (OER) Working Group is working on OER recommendations for Student Success Task Force, adapted from recommendations SITAC reported to Senate in June 2017. There were 7 attendees at the BCcampus OER presentation on March 8, and the Centre for Teaching Excellence invited BCcampus to present on OER at Teaching and Learning Symposium in May.

The committee received an update on the Online Streaming Integration in Classrooms project from IT Services, and a number of the committee members were able to attend the prototype demonstration on March 28. The technology



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includes cameras at both the front and rear of a classroom that can automatically identify and zoom in on the person currently speaking.

The committee discussed a number of recommendations for policy revision that may enhance its effectiveness and the recommendations will be forwarded to the By-law, Policy and Procedure Committee.

#### 7.6 Tributes Committees

*Presented by: Paul Dangerfield*

##### 7.6.1 Honorary Degrees / Faculty Emeritus

*Paul Dangerfield moved and Michelle Gervais seconded:*

**18/16** Senate approve the nomination for Faculty Emeritus as presented.

**CARRIED**

#### 8. Other Reports

##### 8.1 Chair of Senate

Paul Dangerfield, President, reported that the University budget is expected to be approved at the April 17<sup>th</sup> Board meeting. This year's budget continues to move in the direction of building and supporting capacity and investing in student success.

##### 8.2 Vice Chair Senate

Sandra Seekins, Vice-Chair, recently attended the Road Forward hosted in partnership with the University and the David Suzuki Foundation.

##### 8.3 VP Academic and Provost

*Presented by: Paul Dangerfield*

Chris Bottrill, who is currently serving as Vice-President, Academic & Provost, and Dean, Faculty of Fine & Applied Arts, will be moving to his new role as Director, International for the University.

An announcement will be made shortly for the position of Vice-President, Academic & Provost.





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#### 8.4 Board Report

Paul Dangerfield, President, reported that nine members were recently appointed to the Board, which included faculty and staff. Consideration will also be given to looking at the common expiry dates of the Board members' membership terms.

Members were encouraged to attend the Academica Admissions Review Project town hall meetings on Thursday, April 5<sup>th</sup>, and Friday, April 6<sup>th</sup>.

#### 9. Discussion Items

No discussion items were presented.

#### 10. Other Business

No other business was presented.

#### 11. Information Items

No information items were presented.

There being no further business, and on motion duly made and seconded, the meeting was adjourned at 6:00 pm.

**Next Meeting: Tuesday, May 8<sup>th</sup>, 2018**

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