



SENATE MEETING

Tuesday, August 15, 2017 4:00 – 6:00 pm
Capilano University – LB 322

AGENDA

Acknowledgments

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

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of the June 7, 2017 Minutes – Decision** Senate Members
Schedule 3
4. **Correspondence Received - None**
5. **Business Arising** Sandra Seekins
5.1 Senate Sub-Committees – Volunteers Schedule 5.1
6. **New Business**
6.1 CSU Presentation
6.2 September Senate Orientation Julia Denholm
7. **Committee Reports**
7.1 Academic Planning and Program Review Committee Paul McMillan
7.2 By-law, Policy and Procedure Committee Caroline Depatie
7.3 Curriculum Committee – Link to [June 9, 2017](#) Agenda Package Deb Jamison
7.3.1 Resolution Memorandum – *Decision* Schedule 7.3.1
7.4 Instructional Technologies Advisory Committee Don Bentley
8. **Other Reports**
8.1 Chair of Senate – *Information* Paul Dangerfield
8.2 Vice Chair of Senate – *Information* Sandra Seekins
8.3 VP Academic and Provost – *Information* Rick Gale
8.4 Board Report – *Information* Christopher Doll



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- 9. Discussion Items**
- 10. Other Business**
- 11. Information Items**



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MINUTES

Present: Paul Dangerfield (Chair), Imroz Ali, Don Bentley, Chris Bottrill, Julia Denholm, Darin Fiest, David Fung, Richard Gale, Michelle Gervais, Christopher Doll, Deb Jamieson, David Kirk, Nanci Lucas, Brad Martin, Karen McCredie, Paul McMillan, Jennifer Moore, Jorge Ocegueda, Sandra Seekins, Sharka Stuyt, Michael Thoma, Carleen Thomas, Halia Valladares, Stephanie Wells, Stephen Williams, Recorder – Joanne Newlove

Regrets: Cyndi Banks, Kim Bothen, Brent Calvert, Caroline Depatie, Emily Solomon, Erik Steel, Bacer Younan

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

1. Acknowledgements

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

2. Announcements

The Chair advised the group that this would be Vice-Chair Nanci Lucas's last Senate meeting and thanked her on behalf of the University and Senate for her tremendous contributions, determination, and character while being on Senate; Nanci was given a standing ovation by Senate.

The Chair acknowledged that student rep Michelle Gervais would also be leaving Senate and commented that the student reps help to keep Senate honest and reminds us why we are all here. He thanked Michelle on behalf of the University and Senate.

Stephen Williams' one-year term filling in for Sylvia Kind as the non-voting representative for the Faculty of Education, Health and Human Development ends as of August 1st and he was also thanked for his contributions to Senate.

3. Approval of the Agenda

*Halia Valladares and Stephanie Wells moved and seconded:
 To adopt the agenda.*

CARRIED



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4. Approval of the Minutes

One error was noted:

- Under agenda item 8.3 “Curriculum Committee”, the word “approved” should be inserted as the last word in the section, after the word “be”.

Jennifer Moore and Michelle Gervais *moved and seconded:*
To adopt the May 9, 2017 minutes, as amended.

CARRIED

5. Correspondence Received – None

6. Business Arising

- 6.1 Senate Self-Evaluation Committee
Presented by: Michelle Gervais

Michelle presented highlights from the results of the Senate Self-Evaluation Survey. The purpose of the survey was to determine how Senate felt it was operating as a body.

Michelle noted that the response rate, 67%, was down slightly from last year.

The one major improvement from last year’s survey was that Senators felt they are coming more prepared to meetings. Some other key findings were that 91% felt that appropriate time was spent on agenda items; however, 50% believed that there was not enough discussion.

There was a lengthy discussion on how to improve the quality of discussions at Senate meetings. The Chair commented that Senate wants to attract the talent of the University so should be a place of lively discussions. He asked Senators to send recommendations to him regarding possible improvements.

Recommendations from the Survey Results Report are:

1. Hold an orientation workshop in late August or September. The survey results reveal that almost half of Senators have been new to senate in the past 12 months (Q23).
2. Increase the joint meetings with the BOG at least 2 per year. Senators and board members benefit from joint meetings but once a year is insufficient for building relationships.



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3. Investigate how to encourage more discussion, and the reasons why some senators do not participate more actively.
4. Investigate the issues around communicating senate information to the wider university community.

The Chair enquired as to the preparation of the Senate Highlights; Nanci informed him that she prepared these herself. The Chair suggested that perhaps someone from Communications could sit in to write the Highlights now that Nanci will no longer be on Senate.

6.3 Senate Nominating Committee

Presented by: Chris Bottrill

6.2.1 Senate Vice-Chair

Chris announced that there was one candidate for the position of Senate Vice-Chair, Sandra Seekins.

Chris asked 3 times for nominations. There were no further nominations.

The Chair declared that Sandra Seekins had won the election for Senate Vice-Chair by acclamation. The Chair acknowledged Sandra's great amount of experience and said he was looking forward to working with her.

6.2.2 Senate Student Appeals Committee Chair

Chris announced that there was one candidate for the position of Senate Student Appeals Committee Chair, Lindy Tucker.

Chris asked 3 times for nominations. There were no further nominations.

The Chair declared that Lindy Tucker had won the election for Senate Student Appeals Committee Chair by acclamation.

6.3 Consent Agenda

Presented by: Nanci Lucas



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Senate had been requested to consider the use of Consent Agendas and a discussion occurred at the last meeting. A small group was formed to continue the discussion and determine which Senate items could be considered for the consent agenda. The group reported that they will be meeting on August 30th; it was noted that Sandra Seekins should be invited to that meeting.

ACTION: Sandra Seekins to be invited to the next meeting regarding Consent Agendas on August 30th.

Paul advised that part of the new senator orientation program should include information on some of the longer-term items that Senate has been working on, such as Consent Agendas, to help get them up to speed.

6.4 Senate Election

Presented by: Karen McCredie

Karen announced the new representatives on Senate as follows:

- Fine & Applied Arts Voting Representative – Adam Sally (it was noted that he should have been invited to the meeting).
- Arts & Science Non-Voting Representative – voting would close at midnight that night for this election.

7. New Business

7.1 Graduates

Presented by: Karen McCredie

The Registrar presented a list of twenty-two additional graduates verified by the Registrar's Office to have met the graduation requirements for their program.

*Karen McCredie and David Kirk moved and seconded:
 Senate accepted the students as graduates.*

CARRIED

Stephen Williams thanked the Registrar's office staff and Brad Martin for making it possible for one student to graduate and cross the stage because her mother had already purchased her plane ticket to come to convocation.



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Jennifer Moore was also thanked for her involvement in enabling many of these 22 students to graduate and attend convocation.

7.2 Ad Hoc Committee – Student Evaluation of Courses and/or Learning

Presented by: Nanci Lucas

Nanci informed Senate that this committee had not yet been struck and reminded the group that what they had previously approved included a fall deadline that would now likely not be met. Nanci asked that Senators have a discussion regarding the composition of this committee.

Rick recommended that first a smaller group be struck, i.e., 3 members, to pull together all the information over the summer to present to Senate in early Fall. Rick volunteered to chair and Michelle Gervais and Stephen Williams volunteered to be members.

Rick advised that Institutional Research had completed a significant amount of work on this and that this work needed to be reviewed before their presentation to Senate.

7.3 Ad Hoc Committee – Implementation of Cap Core

Presented by: Nanci Lucas

Nanci advised that this committee had not been struck. Rick Gale, Julia Denholm, and Paul McMillan volunteered to work on the committee's composition over the summer and be prepared to make a recommendation regarding the makeup of the Ad Hoc Committee by September. Michelle Gervais recommended that student senators, or any students, be included.

They discussed the need for 2 committees – one to deal with the academic aspect and another to facilitate the administrative side of things such as the IT and the website.

Senators were encouraged to send feedback to Rick.

7.4 Senate Sub-Committee Members

Presented by: Nanci Lucas



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Nanci announced that this was the first call for filling vacancies on Senate sub-committees and asked all to review the vacancies and advise Mary which committee they would like to sit on. It was noted that some of these vacancies need to be filled right away due to the nature of the committee, such as student appeals where deadlines need to be met.

8. Committee Reports

8.1 Academic Planning and Program Review Committee

No report was provided as the committee did not meet in May.

Rick reminded Senate that both the Bachelor of Business Administration and the Bachelor of Music Therapy programs are up for review in the next academic year.

8.2 By-law, Policy and Procedure Committee

Presented by: Nanci Lucas

The Committee continues to work on the Academic Integrity Policy and Procedures.). She reported that the Committee's last meeting of the year would be June 14th and that Sandra Seekins, as new Senate Vice-Chair, is welcome to attend.

8.3 Senate Curriculum Committee

Presented by: Deb Jamison

8.3.1 Resolution Memorandum

The resolutions brought forward from the May 19, 2017 Senate Curriculum Committee (SCC) meeting were presented to Senate for approval in a memo from SCC Chair Deb Jamieson. Senators were given an opportunity to identify any items they wanted to discuss prior to approval.

Nanci asked that items 17/56 and 17/57 be discussed prior to approval.

Michelle asked that item 17/52 be discussed prior to approval.

Senate approved the remaining items on the SCC memo by "consent agenda" as follows:



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Deb Jamieson and Jennifer Moore moved and seconded

That Senate approves the following items on SCC memo dated May 29, 2017 addressed to Paul Dangerfield, Chair, Senate:

CARRIED

17/50, 17/51, 17/53, 17/54, 17/55, and 17/58.

Discussion of Items on the SCC Memo

17/52 - Michelle enquired as to the nature of the revisions to the courses presented as the posted SCC minutes did not provide much detail. Deb advised that the changes were not substantial and most of them were to prerequisite courses. Michelle wondered if there still might be an opportunity to see the changes. Deb suggested attaching the rationale from the SCC agenda package. Julia advised that the SCC has discussed giving Senate the same information as the SCC receives but that this issue has not been resolved and was referred to Senate. Senate was reminded that the Curriculum Committee undertakes due diligence in bringing substantial changes to the attention of Senate.

Paul recapped that, while the minutes do not record every small revision to courses, they do show the process that the SCC went through to reach their decisions and suggested that the minutes might state that “there were no revisions that warranted Senate’s review”. Paul advised that other institutions’ senates have definitions for “major” and “minor” changes, but the SCC does not.

After the discussion, Paul concluded that Senate felt they were receiving the right level of detail in the minutes and did not require any additional information.

Deb Jamieson and Michelle Gervais moved and seconded

That Senate approves SCC agenda item no. 17/52.

CARRIED

17/56 and 17/57 – Nanci questioned the SCC’s authority to ask Senate to approve “implementation dates” as the Board approves implementation dates, not Senate. The group agreed that these motions were out of order and would not be approved.

Deb Jamieson and Jennifer Moore moved and seconded

That Senate approves SCC agenda item nos. 17/56 and 17/57.

DEFEATED



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8.3.2 Notice of Exceptional Approval for Implementation of the University One for Aboriginal Learners Certificate

As the motion to approve item 17/57 was defeated, this notice is no longer necessary.

8.3.3 Senate Curriculum Committee Agenda Package

Senators discussed whether the SCC's agenda package should be posted publicly on the university's website and decided not to post it publicly. Reasons cited included the fact that the changes are draft until approved by Senate, and that some new programs may not want to be publicly announced at that stage.

ACTION: Mary to determine if it is possible for Senate to receive the SCC rationales for changes or new programs in their agenda packages.

8.3.4 WebEx Participation

Senate discussed members attending Senate and sub-committee meetings via WebEx or other electronic methods so that staff from the regional offices may participate without having to travel to the North Vancouver Campus. The consensus was that regional members should be able to attend Senate and subcommittee meetings via electronic methods provided there is a policy outlining the criteria, i.e., the expectation is for local members to attend meetings in person. It was agreed that the various technologies should be investigated, with the support of IT, and use the Sechelt member as a pilot. Paul advised the group that he uses Skype for business daily for meetings.

8.4 Instructional Technologies Advisory Committee

Presented by: Don Bentley

Don Bentley advised that the last SITAC meeting focused mainly on open Educational Resources (OER), as 8 members of the campus, representing staff, faculty, and students, recently attended a conference entitled "Open Text Book Summit".



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Michelle thanked Don and SITAC for their work, from a student's perspective as textbooks are very expensive and was in favour of OER.

Paul summarized that Senate supports OER but cannot approve any of the SITAC motions contained in the report as they are outside Senate's authority and mandate. Paul advised that OER should first be presented as a proposal to the Senior Administrative Leadership Team (SALT) with a strategy, implementation plan, and budget asks. He believed that Cap is going in the right direction with this but project but that it requires a champion, i.e., Cyndi Banks or Academic Leadership Committee (ALC). Don was satisfied and happy that the conversation took place regardless of the motions in his report not being seconded.

ACTION: Mary to send SITAC report and OER proposal to the Academic Leadership Council via Cyndi Banks; once a proposal is ready, Cyndi to bring to SALT.

9. Other Reports

9.1 Chair of Senate

Presented by: Paul Dangerfield

Paul advised Senate that CapU will be hosting an event this coming Friday with the Board Chair and the Chiefs In Council from all 5 Nations connected with Capilano University. Paul said that it was the first of its kind and continues the dialogues on Truth and Reconciliation, as well as helping to shape the future direction of University.

9.2 Vice Chair Senate

Presented by: Nanci Lucas

As this would be Nanci's last Senate meeting as Vice-Chair, she said that it had been a pleasure to work with everyone on Senate and gave a special thanks to Mary Jukich for all her hard work.

9.3 VP Academic and Provost

Presented by: Rick Gale



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Highlights from Rick's report included that the Bachelor of Business Administration and the Bachelor of Music Therapy programs are up for review in the next academic year.

9.4 Board Report

Presented by: Christopher Doll

Christopher Doll reported that the Board had not met since the last Senate meeting and therefore had nothing to report. He advised that the next board meeting is on June 13th.

10. Discussion Items

Congratulations was extended to Chris Bottrill and his department for putting their program on the national world stage.

David Fung advised that he attended Grace McCarthy's funeral.

11. Other Business

12. Information Items

12.1 Exceptional Approval Ad Hoc Committee Minutes – Certificate in Rehabilitation Therapy Support Skills

12.2 Exceptional Approval Ad Hoc committee Minutes – Citation in Contract Law

There being no further business, and on motion duly made and seconded, the meeting was adjourned at 6:15 pm.

Next Meeting: Tuesday, August 15, 2017



SENATE SUB-COMMITTEE MEMBERSHIP

August 2016 – July 2017

Academic Planning and Program Review Committee

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Nanci Lucas
VP Academic & Provost	Rick Gale
Dean	Chris Bottrill
Faculty	Paul McMillan (Chair)
Faculty	Jorge Oceguera
Faculty	Laura Mackay
Faculty	Stephen Williams
Faculty	Vacant
Faculty	Stephanie Wells
Faculty	Michael Thoma
Faculty*	
Staff	Darin Feist
Staff	Vacant
Student	Nathalia Souza
Student	Michelle Gervais
(Non-Voting) Resource Members	
Administrator	Jennifer Moore
Administrator	Jillian Feist
Manager, Institutional Research or Designate	Dan Kelly

Budget Advisory Committee

(Voting)	
Vice-Chair of Senate	Nanci Lucas
Administrator	Jennifer Moore
Administrator	Halia Valladares
Faculty	Caroline Depatie
Faculty	Deb Jamison
Faculty	Michael Thoma
Faculty*	
Staff	Bacel Younan
Student	Emily Solomon
Ex-Officio Member (Non-Voting)	
Chair of Senate	Paul Dangerfield
VP Finance and Administration	Jacqui Stewart

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.



SENATE SUB-COMMITTEE MEMBERSHIP
August 2016 – July 2017

By-law, Policy and Procedure Committee

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Nanci Lucas
Administrator	Karen McCredie
Faculty	Judith Watson
Faculty	Jorge Ocegüera
Faculty	Caroline Depatie
Faculty*	
Staff	Bacel Younan
Student	Emily Solomon
(Non-Voting) Resource Members	
Administrator	Julia Denholm

Instructional Technologies Advisory Committee

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Nanci Lucas
Dean	Halia Valladares
University Librarian	Vacant
Student	Andy Chu
Staff	Darin Feist
Faculty	Don Bentley (Chair)
Faculty	Aurelea Mahood
Faculty	Barb Mathieson
Faculty	Vacant
Faculty	Nadja Neubauer
Faculty*	
(Non-Voting) Resource Members	
VP Academic and Provost	Rick Gale
Chief Information Officer or Designate	Stephen O'Connor
Registrar or Designate	Shelly Graff
Teaching and Learning Centre Representative	
Student	

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**CAPILANO
UNIVERSITY**

SENATE SUB-COMMITTEE MEMBERSHIP

August 2016 – July 2017

Naming Opportunities Committee

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Nanci Lucas
Administrator	Chris Bottrill
Faculty	
Faculty	Sandra Seekins
Faculty	Sharka Stuyt
Faculty*	
Staff	Darin Feist
Student	
Ex-Officio Member (Non-Voting)	
Executive Director, Advancement	Irene Chanin

Nominating Committee

Administrator	Chris Bottrill
Faculty	Emma Russell
Faculty	David Kirk
Staff	Darin Feist
Student	Michelle Gervais

Self-Evaluation Committee

Administrator	
Faculty	Emma Russell
Faculty	Stephen Williams
Faculty	Vacant
Staff	Darin Feist
Student	Michelle Gervais

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SENATE SUB-COMMITTEE MEMBERSHIP

August 2016 – July 2017

Student Appeals Committee

Chair	Violet Jessen
Faculty	Sharka Stuyt
Faculty	Paul McMillan
Faculty	
Faculty	Stephanie Wells
Faculty	Don Bentley
Staff	Bacel Younan
Staff	Darin Feist
Student	
Student	
Ex-officio Members (Non-voting)	
VP Academic and Provost	Rick Gale
Registrar	Karen McCredie

Tributes Committee

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Nanci Lucas
Administrator	Chris Bottrill (Chair)
Faculty	Sharka Stuyt
Faculty	Emma Russell
Faculty	David Kirk
Faculty*	
Staff	Darin Feist
Student	Michelle Gervais
Ex-Officio Member (Non-voting)	
Executive Director, Advancement	Irene Chanin

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**CAPILANO
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SENATE SUB-COMMITTEE MEMBERSHIP

August 2016 – July 2017

Curriculum Committee

DAC Recommends to Senate (2 Year Term)	
(Voting)	
Humanities	Aurelea Mahood
Social Sciences	Sean Ashley
Science, Technology, Engineering and Mathematics	Deanna Baxter
Motion Picture Arts	Seanna McPherson
Design	Pascal Milelli
Performing Arts	Kim Bothen
Business, International Programs, Projects and Partnerships	Darcie Hillebrand
Applied Business, Legal Studies, Communications	Deb Jamison
Tourism and Outdoor Recreation Management	Greig Gjerdalen
Health and Education	Annabella Cant
Global Stewardship, Public Administration & Human Kinetics	Caroline Soo
Access and Academic Preparation	Michelle Gunness
Library	Karin Hall
Student Services	Jeff Ross
Students (1 Year Term)	
Administrators	Rick Gale
	Chris Bottrill
	Julia Denholm
	Halia Valladares
Registrar	Karen McCredie
One Academic Advisor	Marnie Findlater
Director of Continuing Studies & Executive Education	Karmen Blackwood
Chair or Vice-Chair of Senate	Paul Dangerfield / Sandra Seekins
(Non-voting)	
Chair	Deb Jamison

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DATE: June 12, 2017

TO: Paul Dangerfield, Chair, Senate

FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on June 9, 2017. Please acknowledge below that the Senate endorses its approval of the following motions:

17/59 The revisions to the admission requirements for the Bachelor of Tourism Management, Tourism Management Co-operative Education Diploma, and the Outdoor Recreation Management Diploma be recommended to Senate for approval.

17/60 The revisions to HIST 209 – History of Aboriginal Peoples in Canada be recommended to Senate for approval.

A handwritten signature in blue ink that reads "Deb Jamison".

Deb Jamison
Chair, Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: June 12, 2017

Date: _____