



SENATE MEETING

Tuesday, March 7th, 2017 4:00 pm
 Capilano University – Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Carol Aitken, Cyndi Banks, Brittany Barnes, Don Bentley, Kim Bothen, Chris Bottrill, Brent Calvert, Caroline Depatie, Darin Feist, Rick Gale, Michelle Gervais, Carol Howorth, Ali Imroz, Deb Jamison, David Kirk, Nanci Lucas, Brad Martin, Karen McCredie, Paul McMillan, Jennifer Moore, Jorge Ocegueda, Emma Russell, Erik Steel, Michael Thoma, Carleen Thomas, Halia Valladares, Stephanie Wells, Stephen Williams, Bacel Younan, Recorder: Mary Jukich

Regrets: Julia Denholm, David Fung, Grace Makarewicz, Sandra Seekins, Emily Solomon, Sharka Stuyt,

Guests: Bruno Tomberli

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

1. Acknowledgement

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

2. Welcome

In the absence of Sharka Stuyt, Jorge Ocegueda assumed voting rights for the Faculty of Business and Professional Studies.

In the absence of Sandra Seekins, Nanci Lucas assumed voting rights for the Faculty of Arts and Sciences.

3. Approval of the Agenda

Caroline Depatie moved and Michael Thoma seconded:

To adopt the agenda.

CARRIED

4. Approval of the Minutes

Michelle Gervais moved and David Kirk seconded:

To adopt the February 7th, 2017 minutes

CARRIED

5. Correspondence Received – None



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6. Business Arising

6.1 Student Election

Presented by: Karen McCredie

Erik Steel and Imroz Ali were elected as the two new student representatives with a term ending July 31, 2017.

6.2 Cap Core Ad Hoc Committee Update

Presented by: Paul McMillan

The ad hoc committee continues work on refining the Cap Core learning outcomes, establishing a timeline for full implementation, and determining whether some programs may get some kind of exemption. The Committee is currently reviewing learning outcomes, and preparing an initial draft document.

It is anticipated that a recommendation will be provided at the May Senate meeting.

7. New Business

7.1 Approval in Principle

University One for Aboriginal Learners

Senate reviewed the University One for Aboriginal Learners Approval in Principle. The program will help Aboriginal learners meet their academic goals by bridging the gap between their prior learning and education, and the requirements for success in university level courses. The program will also provide Aboriginal students with a meaningful, holistic curriculum and educational context to develop and strengthen key academic skills and benefit from cohort learning and small classes.

During the review, it was noted that the proposed course attached to the AIP will still require to go through the normal approval process.

Brad Martin moved and Don Bentley seconded:



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- 17/26** Senate approve the University One for Aboriginal Learners Approval in Principle, and recommend to move forward to final approval.

CARRIED

7.2 Approval in Principle

Applied Science: Engineering Diploma

Senate reviewed the Applied Science: Engineering Diploma Approval in Principle. The new two-year program is aimed at recent high school graduates, mature students and international students who aspire to a career in engineering. This program is designed to be flexible for those who lack the academic and/or language prerequisites for entry into a traditional engineering pathway program. The diploma program will also build on the current strengths of our existing engineering programs that emphasize multi-disciplinary and project-focussed content with the aim of producing a job ready graduate.

Nanci Lucas moved and Halia Valladares seconded:

- 17/27** Senate approve the Applied Science: Engineering Diploma, and recommend to move forward to final approval.

CARRIED

7.3 Students on Committees

Presented by: Nanci Lucas

There are some vacant student positions on Senate subcommittees and students were encouraged to volunteer to serve on the subcommittees. The CSU will be provided with a list indicating which subcommittees require student representatives.

7.4 Senate Elections and Student Board Elections

Presented by: Karen McCredie

The Registrar announced that an election will be called for student Senate and Board representatives.



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Members were requested to notify the Registrar if they were aware of circumstances that would preclude them from continuing their term on Senate so that an election is also called for faculty positions.

Results of the elections will be announced on April 5th.

8. Committee Reports

8.1 Academic Planning and Program Review Committee

Presented by: Paul McMillan

B.106-02 Program Approval Procedures and B.106-01 Program Review Procedures

As background, an initial draft of both procedures were reviewed by the By-law, Policy and Procedure Committee and the Academic Planning and Program Review Committee. Feedback from both Committees indicated that both sets of procedures should mirror each other in terms of language, and that both documents as drafted at the time contained too much operational information.

Research into the practice at other institutions was undertaken and found that other institutions had very short policies and procedures, and most of the required information was posted on the websites. This information was considered and incorporated into the current version of the Procedures.

At January 31, 2017 meeting, the Academic Planning and Program Review Committee recommended both Procedures to Senate for final approval.

Paul McMillan moved and Deb Jamison seconded:

17/28 That B.106-02 Program Approval Procedures be approved by Senate.

CARRIED

Paul McMillan moved and Halia Valladares seconded:

17/29 That B.106-01 Program Review Procedures be approved by Senate.

CARRIED



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8.2 Budget Advisory Committee

Presented by: Bacel Younan

For this year's budget process, the Budget Advisory Committee met on:

- February 21
- February 28
- March 7

The Committee undertook a review of the following documents:

- A Narrative Document
- Spreadsheet with details by line item
- Line by line budget as prepared in previous years
- 3 Year Operating and Capital Budget (2017/18 – 2019/2020)
- Operational Plan

Jacqui Stewart provided an overview and the Committee had an opportunity to review all the documents, request clarification, ask questions and make recommendations. As well, the Operational Plan was reviewed and information provided on how the Plan informed the budget.

At the March 7th Committee meeting, a motion was made, and unanimously approved, that the Committee met its mandate with respect to the 2017/2018 University budget.

8.3 By-law, Policy and Procedure Committee

Presented by: Nanci Lucas

The Committee continues to meet twice per month, and is exploring the possibility of using SharePoint to facilitate discussion and review, and maximize time working through the various policies and procedures.

8.4 Curriculum Committee

Presented by: Deb Jamison

The resolutions brought forward from the February 17th, 2017 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Bacel Younan seconded:

CARRIED



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17/30 SCC resolution 17/09 be endorsed by Senate.

Deb Jamison moved and Jennifer Moore seconded:

CARRIED

17/31 SCC resolution 17/10 be endorsed by Senate.

Deb Jamison moved and Nanci Lucas seconded:

CARRIED

17/32 SCC resolution 17/11, Final Approval of the Minor in Liberal Studies, be endorsed by Senate.

Deb Jamison moved and Paul McMillan seconded:

CARRIED

17/33 SCC resolution 17/12 be endorsed by Senate.

Deb Jamison moved and Bacel Younan seconded:

CARRIED

17/34 SCC resolution 17/13, Final Approval of the Applied Science: Engineering Certificate, be endorsed by Senate.

Deb Jamison moved and Nanci Lucas seconded:

CARRIED

17/35 SCC resolution 17/14 be endorsed by Senate.

Deb Jamison moved and Jennifer Moore seconded:

CARRIED

17/36 SCC resolution 17/15 be endorsed by Senate.

Deb Jamison moved and Carol Aitken seconded:

CARRIED

17/37 SCC resolution 17/16 be endorsed by Senate.

Deb Jamison moved and Carol Aitken seconded:

CARRIED

17/38 SCC resolution 17/17 be endorsed by Senate.

Deb Jamison moved and Halia Valladares seconded:

CARRIED

17/39 SCC resolution 17/18 be endorsed by Senate.

8.5 Instructional Technologies Advisory Committee

Presented by: Don Bentley

The SITAC and the CFA are jointly hosting an Educational Technology Forum on Tuesday, March 14th; 11:40 – 12:50 pm. Participants are asked to “Share what works, Learn from Others, Request what you need”. Everyone was encouraged to attend.



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8.6 Tributes Committee

Presented by: Chris Bottrill

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

9. Other Reports

9.1 Chair of Senate

Presented by: Paul Dangerfield

Senate was informed that over the next couple of weeks, the Board will be approving the 2017/2018 budget. Once the budget is approved, two open sessions will be scheduled for late March/early April for an Operational Plan and budget presentation, a question and answer session, and information in mapping out the direction of the University.

9.2 Vice Chair Senate

Presented by: Nanci Lucas

Senators were reminded to provide their feedback on the Academic Schedule Policy by Thursday, March 9th, prior to the By-law, Policy and Procedure Committee meeting on Tuesday, March 14th.

Everyone was thanked for providing their feedback on the draft Sexual Violence and Misconduct Policy and Procedures. The feedback gathered will be posted to the website, along with comments as to some of the issues raised, including training and next steps. It is anticipated that the Policy and Procedures will be approved at the April Board meeting.

9.3 VP Academic and Provost

The following report was provided by Rick Gale:

- The academic side of the house has been focusing the lion's share of our attention on the last stages of budget development.



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- We are nearing the end of our search for a Manager of Academic Initiatives and Planning who will be responsible for creating a team to support program development and program review, as well as our ongoing work with NWCCU, AAC&U, and the Ministry of Advanced Education.
- We are near the interview stage of our search for a new University Librarian, with several good candidates and a thoughtful, dedicated search committee.

9.4 Board Report

Presented by: Carol Howorth

At the February 21st Board meeting, the Tourism Marketing and Development Post Baccalaureate Diploma and the Hotel and Resort Management Post Baccalaureate Diploma were approved.

A Board planning session was held on February 21st which included a presentation on the 2017/2018 Plan and Budget, and a draft annual Board schedule.

A presentation was provided to the Board Policy and Planning Committee on the draft Sexual Violence and Misconduct Policy, and some recommendations were provided.

10. Discussion Items

No discussion items were presented.

11. Other Business

No other business was presented.

12. Information Items

No information items were presented.

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

Next Meeting: Tuesday, April 4th, 2017
