



SENATE MEETING

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

MINUTES

Present: Paul Dangerfield (Chair), Imroz Ali, Sean Ashley, Cyndi Banks, Don Bentley, Kim Bothen, Brent Calvert, Julia Denholm, Drin Feist, Marnie Findlater, Megan Fretz, David Fung, Michelle Gervais, Deb Jamison, Sylvia Kind, Joshua Larsen, Brad Martin, Karen McCredie, Paul McMillan, Jorge Ocegüera, Emma Russell, Adam Sale, Sandra Seekins, Debbie Schachter, Michael Thoma, Stephanie Wells, Bacel Younan, Recorder: Mary Jukich

Regrets: Chris Bottrill, Chris Doll, Caroline Depatie, David Kirk, Jennifer Moore, Majid Raja, Erik Steel, Carleen Thomas, Halia Valladares, Andrew Willis

Guests: Nanci Lucas

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

Anna Rempel was introduced as the CSU alternate representative for Andrew Willis.

In the absence of David Kirk, Sylvia Kind assumed voting rights for the Faculty of Education, Health and Human Development.

In the absence of Majid Raja, Jorge Ocegüera assumed voting rights for the Faculty of Business and Professional Studies.

In the absence of Caroline Depatie, Emma Russell assumed voting rights for the Faculty of Global and Community Studies.

2. Approval of the Agenda

Stephanie Wells moved and Michelle Gervais seconded:
To adopt the agenda.

CARRIED



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3. Approval of the Minutes

Bacel Younan moved and Michael Thoma seconded:

To adopt the October 3, 2017 minutes.

CARRIED

4. Correspondence Received

Senate was informed that correspondence was received but was referred to the Board as the correspondence was not related to academic governance.

5. Business Arising

5.1 Senate Cap Core Implementation Ad-Hoc Committee

Presented by: Paul McMillan

Senate was requested to approve the Senate Cap Core Implementation Ad Hoc Committee Mandate and Structure. On review of the document, a suggestion was presented to revise the first bullet under Mandate so that it reads “..... make recommendations to begin implementation”. As well, under bullet 2, it was suggested to add the word “full” before the word implementation so that it now reads “To recommend a timeline for full implementation”.

A question was raised on why there was no student representation on the committee. It was noted that it may be beneficial to have a student perspective as cap core ultimately affect students.

Paul McMillan moved and Julia Denholm seconded:

17/61 To approve the Senate Cap Core Implementation Ad Hoc Committee Mandate and Structure with the revisions to bullets 1 and 2 as noted.

CARRIED

Megan Fretz moved and Joshua Larsen seconded:

17/62 To amend the structure of the Senate Cap Core Implementation Ad Hoc Committee Mandate and Structure to include a student.

CARRIED



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5.2 Task Force on Exceptions to Curriculum Requirements

Presented by: Sandra Seekins

Work continues on determining the participants for this Task Force.

6. New Business

6.1 Ad Hoc Committee on Student Evaluation of Courses and/or Learning

Presented by: Sandra Seekins

At a previous meeting, Senate directed that an ad hoc committee be formed to work on student evaluation of courses and/or learning. Work will commence once the appropriate policies are revised or created.

6.2 Senate Representative to the Capilano University Alumni Association

A request was presented for a Senate representative to the Capilano University Alumni Association.

Deb Jamison moved and Joshua Larsen seconded:

17/63 That Michelle Gervais be appointed as the Senate representative on the CUAA Board of Directors.

CARRIED

6.3 Senate Subcommittee Vacancies

Presented by: Sandra Seekins

Senators were requested to volunteer to fill the remaining vacancies on the subcommittees.

The Committee's Clerk will send out an email listing the remaining vacancies.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

At the October 10th meeting, the Committee reviewed the Program and Course Review Procedures, as well as the draft of the External Review Template.



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Discussion raised some questions particularly who would be considered to make up the External Review Team. As well, discussion centred on whether the language should be changed from 'Program and Course Review' to 'Program and Curriculum Review' in order to capture the proposed purpose of addressing how courses contribute to the program as a whole rather than focusing on the details of an individual course review.

7.2 Budget Advisory Committee

Presented by: Bacel Younan

Senate was informed that the Committee met on November 7th to begin work on the 2018/2019 budget year. Feedback from the prior year's process was discussed, and based on the feedback, work will begin earlier, with longer and less frequent meetings.

For this year, the following meeting dates were scheduled:

- January 16
- February 13 (if required)
- February 27

7.3 By-law, Policy and Procedure Committee

Presented by: Kim Bothen

7.3.1 Student Academic Integrity Policy and Student Academic Integrity Procedures

Senate was requested to approve the new Student Academic Integrity Policy and Procedures which will replace the current Cheating and Plagiarism Policy.

Kim Bothen moved and Jorge Oceguera seconded:

17/64 To approve the Student Academic Integrity Policy with an effective date of January 1, 2018.

CARRIED

Kim Bothen moved and Adam Sale seconded:

17/65 To approve the Student Academic Integrity Procedures with an effective date of January 1, 2018.

CARRIED



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7.3.2 S2017-03 Mature Student Admission Policy

S2017-03 Mature Student Admission Policy is a new policy to provide direction regarding admissions for students designated as mature students.

Kim Bothen moved and Imroz Ali seconded:

17/66 To approve S2017-03 Mature Student Admission Policy effective November 7, 2017. **CARRIED**

7.3.3 S2017-04 Graduation Policy

The Graduation Policy is a new policy which guides decision making and gives students assurance where they stand at the time of application for graduation. On review of the Policy, several concerns were raised with regard to the operational issues around the Policy, and it was suggested that once the Policy is in place, the Registrar provides a report back to Senate.

Kim Bothen moved and Bacel Younan seconded:

17/67 To approve the Graduation Policy with an effective date of November 7, 2017. **CARRIED**

7.4 Curriculum Committee

Presented by: Deb Jamison

The resolutions brought forward from the October 20, 2017 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Julia Denholm seconded:

17/68 SCC resolution 17/65 be adopted by Senate. **CARRIED**

No vote was required on SCC Resolution 17/66 as the resolution was to approve an extension in meeting time.



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7.4.2 Course Outline and Course Syllabus Templates

Members were reminded that feedback was previously requested and subsequently incorporated into the templates. On further review, some minor typographical errors were noted. Once the errors are corrected, the template will be posted on the website in order to move forward with the cap core.

Deb Jamison moved and Imroz Ali seconded:

CARRIED

17/69 SCC resolution 17/67 be adopted by Senate.

7.5 Instructional Technologies Advisory Committee

Presented by: Don Bentley

The Open Education Resources Working Group is developing both a faculty survey (led by Laura MacKay) and a student survey (led by Andrew Willis from the CSU). The Working Group is planning events and workshops to coincide with Open Education Week (March 5-9, 2018) and also with the University's Professional Development Week in May 2018.

The procedures for faculty to apply to IT Services Innovation fund are expected to be finalized by the November SITAC meeting.

The Committee is discussing the creation of an Online Learning Working Committee, which will have representation from faculty, students, IT Services & the Centre for Teaching Excellence.

A suggestion was presented that Student Success may wish to explore technology supports currently in place for mature students.

8. Other Reports

8.1 Chair of Senate

Presented by: Paul Dangerfield

The following report was provided:



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- A number of task force initiatives that are in the Operational Plan are underway, and a report from the leadership development task force will be provided.
- The University has started the budget planning for 2018/2019. Planning will continue to focus on key priorities identified; building our capacity and ability to deliver on the University's vision, mission and goals.
- There will be a shift for more students on campus. Domestic retention and recruitment continues to be a problem, although there has been a slight improvement. Work will focus on making sure that student interest in the University translates into students staying.

8.2 Vice Chair Senate

Presented by: Sandra Seekins

Members were encouraged to visit the Kéxwusm-áyakn Student Centre, particularly Wednesdays and Thursdays for lunch when the Elders are present.

8.3 VP Academic and Provost

Presented by: Sandra Seekins

Bernadette Andrade was acknowledged for her work in moving forward with program review.

8.4 Board Report

Presented by: Paul Dangerfield

Chris Doll continues working with the developer on the second set of student residences.

9. Discussion Items

A suggestion was presented that the range of costs for typical programs offered at Capilano be posted. This will provide useful information for potential students who may be considering attending the University.



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10. Other Business

No other business was presented.

11. Information Items

11.1 2018 Senate Meeting Schedule

Senate was informed that the 2018 meeting schedule indicated a May 15th meeting date, and that this date may be too late in the month for a Senate meeting.

Sandra Seekins moved and Deb Jamison seconded:

17/70 To change the May 15, 2018 Senate meeting date to May 8, 2018, and to advise subcommittees that may be affected by the change of date.

CARRIED

There being no further business, and on motion duly made and seconded, the meeting was adjourned at 5:45 pm.

Next Meeting: Tuesday, December 5, 2017
