



SENATE MEETING

Tuesday, October 2nd, 2018 4:00 pm
 Capilano University – Room LB 322

MINUTES

Present: Laureen Styles (Acting Chair), Sean Ashley, Duncan Brown, Brent Calvert, Dilnavaz Dhillon, Marnie Findlater, Robin Furby, Kyle Guay, Ted Gervan, Deb Jamison, Aisha Lakhdhir, Aurelea Mahood, Brad Martin, Lauren Moffatt, Corey Muench, Majid Raja, Toran Savjord, Debbie Schachter, Ekaterina Sergeeva, Graeme Sleep, Judy Snaydon, Michael Thoma, Diana Twiss, Halia Valladares, Mark Vaughan, Stephanie Wells, Stephen Williams, Recording Secretary: Mary Jukich

Regrets: Paul Dangerfield, Cyndi Banks, David Fung, Michelle Gervais, Joshua Millard, Adam Sale, Jaswinder Singh, Carleen Thomas, Tammy Towill

Acknowledgement

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

The Academic Vice President & Provost called the meeting to order at 4:00 pm.

1. Welcome

In the absence of Tammy Towill, Kyle Guay assumed voting rights for the Faculty of Global and Community Studies.

In the absence of Adam Sale, Judy Snaydon assumed voting rights for the Faculty of Fine and Applied Arts.

2. Approval of the Agenda

Stephanie Wells moved and Deb Jamison seconded:
 To adopt the agenda.

CARRIED

3. Approval of the Minutes

Dilnavaz Dhillon moved and Kyle Guay seconded:
 To adopt the September 11, 2018 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.



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5. Business Arising

5.1 Senate Subcommittees

Presented by: Majid Raja

Membership is now full, and the committees will be moving forward with committee business.

6. New Business

6.1 BA General

Presented by: Laureen Styles

Senate was informed that a recommendation was previously endorsed, with the full support of the Faculty of Arts & Sciences at their All Faculty meeting on August 30th, 2018, to withdraw the Stage 1 Bachelor of Arts (General).

6.2 2019 – 2020 Academic Schedule

Presented by: Toran Savjord

The 2019 – 2020 Academic Schedule was presented for information. On review, the following suggestions were presented:

- Remove the words “(day in lieu)” beside November 11, 2019 as this is a statutory holiday.
- There is a discrepancy between the fall and spring registration dates.
- The current Schedule will result with PD being only two days.
- The Academic Schedule still shows that for Fall 2020 registration begins in July. As there is a possibility that registration may change to an earlier date, it may be beneficial to add a note that the date is subject to change.
- A suggestion was presented if the fee deferral deadline could be included.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma



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The Committee met on September 18th, but there were no proposals to review.

The Committee reviewed a draft PowerPoint presentation on SAPPRC's process and procedures. This presentation was developed as a response to communicate SAPPRC's processes to the University community. It is intended to be presented to DAC's to inform what is expected from Concept Papers and Stage 1 Proposals.

7.2 By-law, Policy and Procedure Committee

Presented by: Majid Raja

The Committee is scheduled to meet on Tuesday, October 9th.

7.3 Curriculum Committee

Presented by: Deb Jamison

8.3.1 Resolution Memorandum

The resolutions brought forward from the September 21st, 2018 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Halia Valladares seconded:

18/42 SCC resolutions 18/96 to 18/98 be adopted by Senate.

CARRIED

7.4 Instructional Technologies Advisory Committee

Presented by: Majid Raja

A meeting has been scheduled and discussion will be around Committee membership. Presently, there are more members on the Committee than allowed; however, all members will be invited to attend the first meeting of 2018/2019. This meeting will be conducted under SITAC's existing terms of reference, with adherence to voting rights defined in the terms of reference.

8. Other Reports

8.1 Chair of Senate

A report was not provided as Paul Dangerfield was absent from the meeting.



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8.2 Vice-Chair Senate

Majid Raja, Vice-Chair, reported on his attendance at the Board of Governors meeting on September 25th as Senate Representative, and PSE Governance Workshop on September 20th as a Board of Governor member.

In response to the Senate Vice-Chair's report to the Board, the Board will look into the Students Appeal Policy B.109 for clarification of jurisdiction.

In response to Majid Raja's question during the PSE Governance Workshop on September 20th, Tony Loughran, Executive Lead, Ministry of AEST informed the audience that the provincial government sees the current funding for teaching-focused universities as sufficient. Shannon Baskerville, Deputy Minister of AEST added that the government appreciates the concerns arising over the funding model for higher education, and therefore the system as a whole will be asked for input to overhaul or fix the funding model. It was indicated that there is some funding available for specific-target programs. For example, post-secondary institutions may seek funding from a pool of \$43m for programs in health/nursing, forestry, electrical and computer engineering.

8.3 VP Academic and Provost

Majid Raja assumed the role of Chair while Laureen Styles presented her report in the capacity of VP Academic and Provost.

Laureen Styles, VP Academic and Provost reported that steady progress continues with program proposals, and provided the following update:

- Stage 1 Bachelor of Science (General) is posted on the government website for peer review.
- Stage 1 Bachelor of Human Kinetics was forwarded to government, but not yet posted.
- Stage 1 Bachelor of Arts (English) is anticipated to be sent to government shortly for internal review prior to being posted for peer review.



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In moving forward, the University has signalled to government that it is growing and now focussing on new degree development.

Work continues on revising the program review template, and the reviewers have been requested for input as the process continues to be refined.

It is anticipated that the program review schedule for 2018/2019 and the program review schedule for 2020 will be brought to the November Senate for approval.

Upon completion of her report, Laureen Styles reassumed the role of Chair.

8.4 Board Report

Duncan Brown provided the following report:

The Board met on September 26, 2018.

Governance

The Board welcomed three new members, addressed Board committee membership and confirmed the appointment of the Chair and Vice-Chair of its Finance and Audit Committee.

In September the Board held a full-day Board orientation meeting. Also, several Board members attended a post-secondary institution governance workshop convened by the Ministry of Advanced Education, Skills and Training (AEST) and several Board members will attend another AEST governance workshop in October.

Administration

The Board approved the appointment of Toran Savjord, Vice President, Strategic Planning, Assessment and Institutional Effectiveness, as Acting Registrar until such time a new University Registrar is appointed.

The Board received reports from its Executive Committee, Finance and Audit Committee and Investment Management Committee, the President and the Senate. The Board received correspondence from The Hon. Melanie Mark,



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Minister of Advanced Education, Skills and Training, regarding the Sexual Violence campaign.

Finances

The Board approved the Statement of Financial Information for the fiscal year ending March 31, 2018, required by the Financial Information Act, which includes:

- Statement of assets and liabilities (i.e., the audited financial statements, previously approved by the Board at its June 19, 2018 meeting)
- Operational statement
- Schedule of debts
- Schedule of guarantee and indemnity agreements
- Statement of severance agreements
- Schedule of remuneration for board members
- Schedule of employee remuneration exceeding \$75,000 plus expenses
- Schedule of supplier goods and services exceeding \$25,000.

The Board approved a Five-year Capital Plan for 2019-20 to 2023-24 for submission to the Ministry of Advanced Education, Skill and Training.

Academic

The Board approved the Bachelor of Human Kinetics Stage 1 Proposal for Minister of Advanced Education, Skills and Training approval.

The Board approved the Bachelor of Arts, Major in English Stage 1 Proposal for Ministry of Advanced Education, Skills and Training approval for the following credentials:

- Bachelor of Arts, Major in English
- Bachelor of Arts, Honours in English
- Bachelor of Arts, Minor in English
- Bachelor of Arts, Minor in Creative Writing
- Bachelor of Arts, Concentration in Creative Writing.

Policy

The Board directed that Policy B.109 – Student Appeals Policy be reviewed to ensure that it is consistent with the section 35.2(5)(j) of the University Act.

The next Board meeting is November 20, 2018.



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9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

The School of Human Kinetics will be holding the Run/Walk Back to 1968 event to celebrate the 50th anniversary of Capilano University on October 4th, 11:30 am – 1:00 pm.

There being no further business the meeting was adjourned at 4:50 pm.

Next Meeting: Tuesday, November 6th, 2018
