



## SENATE MEETING

Tuesday, August 25, 2009 4:00 pm LB322

### MINUTES

**PRESENT:** Greg Lee (Chair), Marion Haythorne, Kim Bothen, Chris Bottrill, John Boylan, Bahiyyih Campbell, Robert Campbell, Nicholas Collins, Kevin Cripps, Herbert Cruz, Patrick Donahoe, Casey Dorin, Graham Fane, Michael Fleming, Karen Hodson, Susan Hogan, Karin Jager, Reini Klein, Richard McRae, Paul McMillan, George Modenesi, Jennifer Moore, Jen Moses, Trevor Page, Gordon Rudolph, Tim Schouls, Sandra Seekins, Nicolle Smith, Jackie Snodgrass, Ghazal Tohidi, Milton Williams, Recording Secretary: Mary Jukich

**REGRETS:** Jean Bennett, Darin Feist, Itidal Sadek, Tammy Towill, Peter Ufford, Catherine Vertesi

**GUESTS:** Giselle Aiabens, Cheryl Helm, Lynn Jest,

Greg Lee called the meeting to order and welcomed guests, Lynn Jest from Continuing Education; Cheryl Helm from the Registrar's office; Jennifer Moore, the new Acting Dean of Fine and Applied Arts; and Richard McCrae the new CSU representative.

#### 1. APPROVAL OF AGENDA

Item #8d was moved to item #8b.

On Suggested Motion 9(c) the words "& Important Dates" were removed from the motion.

Correspondence received from the students was added as item #12.

*Jackie Snodgrass moved and Nicolle Smith seconded that:  
the amended Agenda be approved.*

**CARRIED**

#### 2. MINUTES

*Sue Hogan moved and Milton Williams seconded that:  
the Minutes of the June 2, 2009 meeting be approved.*

**CARRIED**

#### 3. CHAIR AND VICE-CHAIR'S REPORTS

Marion Haythorne reported on her activities since the last Senate meeting. She attended Capilano University's graduation ceremonies, a board meeting, a session on the accreditation requirements, the first strategic directions meetings, as well as the film centre groundbreaking ceremony. Senate members were

reminded of the importance of attending the September 8<sup>th</sup> Senate meeting, when the presidential candidate profile will be presented for approval.

#### 4. APPROVALS IN PRINCIPLE

Online Event Planning

*Presented by: Lynn Jest*

Online Event Planning is a new program designed for students interested in building successful events in an online environment. This program is designed to appeal to international and local meeting and event planning associations and their members.

*Jackie Snodgrass moved and Casey Dorin seconded that:*

**09/50** The Online Event Planning be given approval in principle. **CARRIED**

#### 5. SENATE CURRICULUM COMMITTEE RESOLUTIONS

*Presented by: Jackie Snodgrass*

*Jackie Snodgrass moved and Nicolle Smith seconded that:*

**09/51** SCC resolutions 09/41, 09/42, 09/43, 09/44, 09/45 and 09/46 be received and adopted by Senate. **CARRIED**

*Jackie Snodgrass moved and Casey Dorin seconded that:*

**09/52** SCC resolution 09/49 recommending final approval of the Certificate in Tourism Operations be received and adopted by Senate. **CARRIED**

*Jackie Snodgrass moved and Susan Hogan seconded that:*

**09/53** SCC resolution 09/50 recommending final approval of the Citation in Tourism Marketing be received and adopted by Senate. **CARRIED**

*Jackie Snodgrass moved and Jennifer Moore seconded that:*

**09/54** SCC resolution 09/57 recommending final approval of the Bachelor of Motion Picture Arts be received and adopted by Senate. **CARRIED**

*Jackie Snodgrass moved and Casey Dorin seconded that:*

**09/55** SCC resolution 09/59 recommending final approval of the Online Event Planning program be received and adopted by Senate. **CARRIED**

*Jackie Snodgrass moved and Patrick Donahoe seconded that:*

**09/56** SCC resolutions 09/47, 09/48, 09/51, 09/52, 09/53, 09/54, 09/55, 09/56, 09/58, 09/60 and 09/61 be received and adopted by Senate. **CARRIED**

#### 6. CONTINUING EDUCATION

*Presented by: Lynn Jest*

A proposal was presented to Senate for Continuing Education to offer selected courses delivered in an online format by an outside delivery agent. There was a discussion regarding the advantages and disadvantages of beginning this pilot

project and concerns were expressed with Capilano's lack of control over the quality of instructors and the level of scrutiny the University would have over individual courses offered under the Capilano banner. Information on the service provider and on their integrity was provided and reviewed by Senate. As well, Senate requested to have a report on how the program is progressing after a period of time.

*Jackie Snodgrass moved and Casey Dorin seconded that:*

Senate approve the use of this service provider once the courses are approved.

After further discussion, a friendly amendment was requested to the motion in which the motion would state the name of the provider.

**09/57** Senate approve the use of the service provider, Cengage Learning, once the courses are approved.

**CARRIED**  
1 opposed  
2 abstentions

## 7. FACULTY GOVERNANCE

*Presented by: Graham Fane*

Graham Fane presented the Faculty of Business Terms of Reference for approval by Senate.

*Graham Fane moved and Susan Hogan seconded that:*

**09/58** The Faculty of Business Terms of Reference, attached as Schedule 7a, be approved.

**CARRIED**

## 8. COMMITTEES

(a) Planning and Policy Committee

*Presented by: Jackie Snodgrass*

The Planning and Policy Committee continues to work on revising policies, as well as combining and condensing the policies. Policy EC2006-05, Approval process for degree programs, non-degree credit programs, non-credit programs, fast track and course approval was divided into three new policies. Policy numbers will be assigned to the new policies. Also, the committee was asked to reconsider the Fast Track process as a separate policy.

*Jackie Snodgrass moved and Robert Campbell seconded that:*

**09/59** Senate approve the Fast Track Approval Process policy.

**CARRIED**

*Jackie Snodgrass moved and Patrick Donahoe seconded that:*

**09/60** Senate approve the Program Approval Policy.

**CARRIED**

The Course Outlines and Course Approval policy was presented. Concern was expressed regarding the statement on the policy requiring feedback to students before the withdrawal date. Also, a suggestion was made to combine the Fast Track process policy with this policy. Senate asked that this policy be reviewed and brought back to Senate.

*Jackie Snodgrass moved and Robert Campbell seconded that:*

**09/61** Senate approve the Course Outlines and Course Approval policy. **CARRIED**

As the above policies incorporate previous policies EC2006-05, EC1999-08, EC1999-02 and EC1995-05, approval to rescind these policies was requested.

*Jackie Snodgrass moved and Robert Campbell seconded that:*

**09/62** Senate rescind policies EC2006-05, EC1999-08, EC1999-02 and EC1995-05. **CARRIED**

(b) Committee Membership  
*Presented by: Marion Haythorne*

Senate reviewed the current committees membership list. It was agreed by Senate that the same committee structure would continue until July 31, 2010.

Two new student representatives, Ghazal Tohidi and Bahiyiyh Campbell, were selected to sit on the Senate Curriculum Committee.

(c) Senate Nominating Committee – Vice-Chair  
*Presented by: Marion Haythorne*

The Senate Nominating Committee was requested to meet and put forward names for the position of Vice-Chair of Senate at the September Senate meeting. Jennifer Moore will replace Dorothy Jantzen on the committee.

(d) Ad Hoc Committee – Self Evaluation Committee  
*Presented by: Marion Haythorne*

Senate was asked to form an ad hoc committee. This committee will be responsible for developing a self-evaluation survey for Senate, which will be conducted at the end of the year. The members of this committee are:

Herbert Cruz  
Graham Fane  
Michael Fleming  
Milton Williams

## **9. REGISTRAR**

(a) Student Elections  
*Presented by: Marion Haythorne*

Due to the Senate transition and in order to maintain student representation on Senate, student elections last took place in November. At the students' request, Senate was asked to change the term of student office to run from August 1 to July 31. In order to facilitate this, Senate was asked to extend the terms of the current students until elections are next held in Spring 2010.

*Trevor Page moved and Robert Campbell seconded that:*

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|--------------|---|----------------|
| <b>09/63</b> | Senate extend the interim student voting rights until the date of the spring election results.  | <b>CARRIED</b> |
| <b>09/64</b> | The Senate extend the elected student terms until the date of the spring election results.  | <b>CARRIED</b> |
| <b>09/65</b> | Senate student elections be held in early February with election results announced on February 12.  | <b>CARRIED</b> |
| <b>09/66</b> | The elected students assume the Senate positions from February 12, 2010 until July 31, 2010 and begin their elected terms of office on August 1, 2010 to July 31, 2011. | <b>CARRIED</b> |

(b) Graduates

*Presented by: Cheryl Helm*

Cheryl Helm presented a list of potential credentials and noted that this list had not yet been verified. The list of potential credentials will be kept by the Committees Clerk.

*Graham Fane moved and Patrick Donahoe seconded that:*

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|--------------|---|----------------|
| <b>09/67</b> | Upon verification by the Registrar's Office that all credential requirements have been met, the Chancellor and the Senate of Capilano University approve the conferring of the credentials. | <b>CARRIED</b> |
|--------------|---|----------------|

(c) Academic Schedule

*Presented by: Cheryl Helm*

Senate was requested to approve a change to the Academic Schedule to indicate the opening of registration on November 16, 2009.

*Jackie Snodgrass moved and Trevor Page seconded that:*

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|--------------|--|----------------|
| <b>09/68</b> | Senate approve a change to the Academic Schedule to delay the opening of Registration to start on November 16, 2009. | <b>CARRIED</b> |
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## **10. STRATEGIC PLANNING**

*Presented by: Greg Lee*

Greg Lee gave a handout of the slide presentation of the strategic directions which would be shown at the upcoming University strategic directions meetings. Senate members were requested to provide their feedback on this document before the October Board meeting. It was suggested that this document be forwarded to the Planning and Policy committee for their review and recommendations.

## **11. CAMPUS PLANNING**

*Presented by: Greg Lee*

Greg Lee presented to the Senate the proposed location and a preliminary space plan for the new film centre.

**12. STUDENT LETTER**

*Presented by: Greg Lee*

The students presented a letter to Senate requesting that Senate reconsider their endorsement of electronic voting and return to paper ballots at the next election. This issue will be brought back to the September 8<sup>th</sup> Senate meeting and addressed by the Registrar.

**13. PRESIDENTIAL SEARCH**

*Presented by: Marion Haythorne*

Marion updated Senate on the search process for a new president. Generally, Senate agreed that the presidential profile document prepared by Pinton Forrest & Madden had not captured the full intent and determination of the attributes that Capilano was looking for. Senate members were asked to forward further feedback and comments to the presidential search committee and the committee would meet again to discuss this feedback.

**INFORMATION ITEMS**

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None.

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There being no further business, the meeting was adjourned at 6:15 p.m.

**Next Meeting: Tuesday, September 8, 2009.**

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