



## SENATE MEETING

Tuesday, September 7, 2010 4:00 pm LB322

### MINUTES

**PRESENT:** Kris Bulcroft (Chair), Marion Haythorne, Jean Bennett, Kim Bothen, Chris Bottrill, Robert Campbell, David Clarkson, Kevin Cripps, Herbert Cruz, Patrick Donahoe, Graham Fane, Darin Feist, Michael Fleming, Bahiyyih Galloway, Cheryl Helm, Susan Hogan, Karin Jager, Reini Klein, David Lambert, Jennifer Moore, Jen Moses, Gordon Rudolph, Tim Schouls, Sandra Seekins, Jackie Snodgrass, Tammy Towill, Catherine Vertesi, Stephanie Wells; Recording Secretary: Mary Jukich

**REGRETS:** Nick Collins, Noah Fine, Paul McMillan, Greg Smith, Ghazal Tohidi, Peter Ufford, Milton Williams

**GUESTS:** None.

Kris Bulcroft called the meeting to order and welcomed members to the meeting. She noted that she had been very impressed by all the booths and events at the New Student Orientation.

#### 1. APPROVAL OF AGENDA

*David Lambert moved and Tammy Towill seconded that:  
the Agenda be approved.*

**CARRIED**

#### 2. MINUTES

*Stephanie Wells moved and Jennifer Moore seconded that:  
the Minutes of the August 17, 2010 meeting be approved.*

**CARRIED**

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

Kris reported that she had attended the Workshop on Strategic Resource Allocation on August 31<sup>st</sup>. Capilano was now awaiting the consultants' report which was expected shortly and, once the report was received, the results would be shared with the campus community for review of the recommendations. On going forward with the results of the report, Kris assured Senate that the decision on how to proceed will be a collective one.

Kris attended the new faculty orientation and was impressed with the quality of the new faculty and their dedication to teaching. As well, the approximately 2,000 students at the new student orientation had demonstrated positive and tremendous energy during the day.

Kris noted that the draft of the accreditation report was almost ready for posting and that members should familiarize themselves with the report in preparation for the site visit in early November. In this regard, Jackie informed Senate that the report was now in a more compact format, and that the missing data would be completed this week.

Marion attended the New Student Orientation and thanked Marketing and Communications, especially Shannon Colin, Kelly Aslanowicz and Erica Shimizu, for organizing a very successful and enjoyable day for students.

Senate was notified that two student Senate representatives, Greg Smith and Ghazal Tohidi, were dealing with some personal issues. Marion will meet with the President, Patrick Donahoe and the CSU to determine how to replace the two student representatives. Marion will report back regarding this issue.

Marion informed members that a link to the University Act was now posted on Frontlines, and that the Senate website would be undergoing some further work and revisions, including the addition of honorary degree recipients.

#### 4. APPROVALS IN PRINCIPLE

None.

#### 5. SENATE CURRICULUM COMMITTEE

*Presented by: Jackie Snodgrass*

##### (a) Resolutions

Jackie presented the resolutions brought forward from the August 20<sup>th</sup> Senate Curriculum Committee meeting.

*Tammy Towill moved and David Lambert seconded that:*

**10/48** SCC resolutions 10/60, 10/61, 10/62 and 10/63 be received and adopted by Senate.

**CARRIED**

On presentation of the WorkStart Essentials final approval, Jackie reported that as no new curriculum for this program was required, approval in principle had not been necessary and therefore the program had been allowed to go directly to the final approval stage.

*Jackie Snodgrass moved and Patrick Donahoe seconded that:*

**10/49** SCC resolution 10/64, final approval of WorkStart Essentials be received and adopted by Senate.

**CARRIED**

## (b) Course Level and Numbering Document

Jackie presented the Course Level and Numbering Document and asked Senate to approve the document as policy. Jackie briefly outlined the development of the document with regard to moving to a university standard course numbering system. This document was initiated at SCC in October 2009 at which time a sub-committee was formed to develop a policy on course numbering. After review by Senate in January 2010, it was determined that broader consultation with Faculties was necessary. This was completed and in May 2010, the document was reviewed at Planning and Policy Committee with final approval granted at the June 2010 SCC meeting. There was discussion about some of the wording in the document, but no consensus on modifying the wording in the document as presented.

*Jackie Snodgrass moved and Graham Fane seconded that:*

**10/50** SCC resolution 10/65, the Course Level and Numbering Document, as presented, be approved.

**CARRIED  
1 abstention**

**6. COMMITTEE MEMBERSHIP – VOLUNTEERS**

*Presented by: Marion Haythorne*

Members reviewed the Senate sub-committees list, and it was suggested that the list be emailed to each Senate member for their consideration on whether they wished to continue or withdraw from committees on which they currently serve.

**7. SENATE SELF-EVALUATION COMMITTEE**

*Presented by: Graham Fane/Michael Fleming*

Graham reported that due to the varied results of the self-evaluation survey, an ad hoc committee had been formed to develop a Senate orientation for members. The purpose of the orientation would be for members to more fully understand the role of Senate and Senators and to build strategies to become more effective senators. The orientation consisted of a PowerPoint presentation and “world cafe” style in which members discussed and collected information in small discussion groups.

Members were asked to identify the top five things that are expected of senators and to identify recommendations in preparing for meetings/ participating in meetings/reporting out from meetings. At the end of the breakout groups, several suggestions and ideas were presented by each group. Based on the suggestions developed by the members, Graham will prepare a more thorough report outlining results and recommendations and will present the report at the next Senate meeting.

**8. OTHER BUSINESS**

None.

**INFORMATION ITEMS**

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David Clarkson advised members of the upcoming CSU Pub Night.

There being no further business and on motion duly made and seconded, the meeting was adjourned at 5:30 p.m.

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**Next Meeting: Tuesday, October 5, 2010.**

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