



SENATE MEETING  
 Tuesday, May 12, 2015 4:00 pm  
 Capilano University – LB322

MINUTES

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**Present:** Kris Bulcroft (Chair), Nanci Lucas (Vice-Chair), Carol Aitken, Jean Bennett, Don Bentley, Chris Bottrill, Brent Calvert, Cierrah DiCesare-Cawker, Leighan Crowe, Julia Denholm, Sacha Fabry, Rick Gale, Violet Jessen, David Kirk, Reini Klein, Grace Makarewicz, Karen McCredie, Kim McLeod, Paul McMillan, Grace McNab, Jennifer Moore, Todd Nickel, Natahsha Prakash, Sandra Seekins, Murray Stiller, Sharka Stuyt, Cheryl Webb, Recording Secretary: Mary Jukich

**Regrets:** Calvin DeGroot, Darin Feist, Ken Haycock, Brent Leigh, Emma Russell, Stephanie Wells, Daniel Yasinski

**Guest:** Jocelyn Hallman

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

The meeting end time was extended to 6:30 pm.

*Grace McNab moved and Sandra Seekins seconded:*

**To extend the May 12, 2015 Senate meeting end time to 6:30 pm. CARRIED**

**1. Approval of Agenda**

*Kim McLeod moved and Paul McMillan seconded:*

**The agenda be approved CARRIED**

**2. Minutes**

Item #5.1 – revision to the mover to indicate Natahsha Prakash

*Grace McNab moved and David Kirk seconded that:*

**The April 7, 2015 minutes, as amended, be approved CARRIED**

**3. Chair and Vice-Chair's Reports**

**Chair's Report**

Kris will be attending year-end events, including Convocation on June 1<sup>st</sup>, and the Alumni Awards of Excellence on June 2<sup>nd</sup>.

**Vice-Chair's Report**

In the absence of Daniel Yasinski, Sharka Stuyt assumed voting rights for the Faculty of Business.

The Senate subcommittee list for 2015/2016 will be sent out shortly for new and returning Senators to indicate which subcommittees they wish to serve.

At the April 27<sup>th</sup> Board meeting, the concern with regard to the newly implemented process of noting voting results by constituency was raised. The Board provided



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clarification that in going forward, the Board will only require the voting results, by constituency, when the results are close.

The Board Governance Committee will be asked to provide some details as to what prompted the request for the breakdown of votes.

**4. Business Arising**

**4.1 Senate Nominating Committee – Vice-Chair**

*Presented by: Reini Klein*

The Senate Nominating Committee – Vice-Chair reported that two nominations, Nanci Lucas and Natahsha Prakash, were received for the position of Senate Vice-Chair.

On the Senate floor, Carol Aitken nominated Grace McNab, and Grace indicated acceptance of the nomination.

The Chair called three times for further nominations, and on hearing none, Senators were requested to cast ballots.

Nanci Lucas was elected as Vice-Chair of Senate for a one-year term.

**4.2 Senate Credential Policy Review Ad Hoc Committee**

*Presented by: Nanci Lucas*

The Senate Credential Policy Review Ad Hoc Committee Mandate and Structure Policy was brought to Senate for information to indicate that the ad hoc committee reporting date was revised to August 18, 2015. This revision was agreed to at the April Senate meeting.

The ad hoc committee continues work on the policy to meet the reporting deadline of the August Senate meeting. As well, the policy will be reviewed by the Senate Curriculum Committee and the By-law, Policy and Procedure Committee.

**4.3 Senate Ad Hoc Committee on Faculty Structure**

*Presented by: Nanci Lucas*

Members reviewed the report submitted by the ad hoc committee on its work to date. It is also anticipated further forums will be held in Fall 2015.

The ad hoc committee continues to receive submissions and, to date, 35 reports were received. Members were encouraged to continue to submit reports and feedback.



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The submissions will be posted on the Academic and Strategic Plans webpage in the near future.

Kim McLeod resigned from her position on the Senate Ad Hoc Committee on Faculty Structure and Stephanie Wells will assume the position.

*Nanci Lucas moved and Kim McLeod seconded:*

**15/31** To accept Stephanie Wells on the Senate Ad Hoc Committee on Faculty Structure. **CARRIED**

**5. New Business**

**5.1 Graduates**

*Presented by: Karen McCredie*

The Registrar submitted a list of 1,233 graduates who have been verified by the Registrar's Office to have met the graduation requirements for their program.

*Karen McCredie moved and Reini Klein seconded that:*

**15/32** Senate accept the students as graduates. **CARRIED**

It was noted that the Senate student representative, Cierrah DiCesare-Cawker was among the list of graduates.

**5.2 Senate Self-Evaluation Committee**

*Presented by: Grace Makarewicz*

The Committee reported that the online survey was distributed and Senators were encouraged to complete the survey.

**5.3 Report on General Education**

*Presented by: Jocelyn Hallman*

On behalf of Rick Gale, Jocelyn Hallman provided a presentation on General Education.

In recognition of and response to the work that the Provost's Ad Hoc Committee on General Education has done to produce a report plus recommended timelines for development and implementation of a general education curriculum at Capilano University:

*Rick Gale moved and Sandra Seekins seconded:*



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**15/33** Senate endorses the Report of the General Education Committee and supports the creation of a new Provost's ad hoc committee on General Education with a mandate to conduct a collaborative, faculty-led consultation and design process to develop a general education curriculum for launch in September 2017.

**CARRIED**

**5.4 Staff By-Election**

*Presented by: Karen McCredie*

Senate was informed that the staff member recently elected to Senate has received a temporary position as administrator and, as a result, has submitted a request for a leave from Senate.

A By-election will be called on May 14<sup>th</sup> and results announced on July 6<sup>th</sup>, for a member to take over the vacant seat at the August, September and October Senate meeting, and thereafter the staff member initially elected will resume their seat.

**6. Standing Items**

**6.1 Academic and Strategic Plan**

*Presented by: Rick Gale*

The following report was provided to Senate:

General Education:

The report of the Provost's Ad-Hoc Committee on General Education has been received and is available on the academic and strategic planning website.

Academic and Strategic Planning:

The website has been recently revised in an effort to make information, process, and results more accessible and open to examination. The aforementioned general education report, and a Report on Consultation produced for the Board are the most recent additions to the site. Conversations about faculty structure, credential review continue, enrolment management, and program development continue.

**7. Other Business**

**7.1 Timelines for Agendas/Packages**

*Presented by: Kim McLeod*

An issue was raised with regard to the current practice of distributing the



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Senate package one week prior to the Senate meeting and whether this allows for sufficient time for consultation within areas and departments.

A request was presented that when Senate agendas are lengthy and include requests for approval on policies, whether or not the agendas could be distributed one month in advance, with notices of motion to allow sufficient time for consultation.

At this point members were informed that the process around development and revision of policies is being revised. Once the Board adopts Board Policy B.102, Senate will be informed as to the new consultation process.

**7.2 Senate Seating Arrangement**

*Presented by: Kim McLeod*

Members discussed the Senate seating configuration, and a motion was presented to revert back to the original rectangular configuration.

*Kim McLeod moved and Carol Aitken seconded that:*

**15/34** The Senate seating configuration reverts back to the rectangular configuration.

**Carried**  
**1 opposed**

**7.3 Section Allocation of Senate Vice-Chair / Subcommittee Chairs**

*Presented by: Kim McLeod*

A request was presented for a review of the Senate Vice-Chair section allocation as well as for the Senate Subcommittee Chairs.

A discussion with Kris Bulcroft, Rick Gale and Nanci Lucas will be undertaken and this item brought back.

**8. Committee Reports**

**8.1 Curriculum Committee**

No report was provided as the April 17<sup>th</sup> meeting was cancelled.

**8.2 By-law, Policy and Procedure Committee**

**8.2.1 S2010-01 Honorary Degrees Policy**

*Nanci Lucas moved and Julia Denholm seconded:*

**15/35** The revisions to S2010-01 Honorary Degrees Policy be

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approved, including the amendments as requested at Senate.

### 8.2.2 Honorary Degrees Procedure

This item was brought as an information item and some further revisions requested.

### 8.2.3 S1999-06 Faculty Emeritus Policy

*Nanci Lucas moved and Grace McNab seconded:*

**15/36** The revisions to S1999-06 Faculty Emeritus Policy be approved, including the amendments as requested at Senate.

**CARRIED**

### 8.2.4 B.102 Policy Development & Management

Senate reviewed the proposed advice to the Board on B.102 Policy Development & Management.

*Nanci Lucas moved and Reini Klein seconded:*

To adopt the advice.

On review of the advice, and discussion, various issues of concern were raised with regard to the advice and procedure.

*Carol Aitken moved and Paul McMillan seconded:*

**15/37** The Policy include wording to the effect that “C” policy procedure changes must come to Senate as information and/or discussion items.

**CARRIED**  
**11 yes**  
**7 no**

Concern was expressed with regard to defining the words “informally” and “frequently” and the mechanism for changing procedure. A suggestion was presented to revise the advice to read:

This separation will permit procedures to be reviewed and updated, and does not necessarily require review of the governing policy.”

*Carol Aitken moved and Paul McMillian seconded:*

**15/38** The advice to the Board with regard to the B.102 Policy Development & Management be amended to read, “This

**CARRIED**



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separation will permit procedures to be reviewed and updated, and does not necessarily require review of the governing policy.”

**8.2.5 Senate Budget Advisory Committee Mandate and Structure Policy**

Senate was requested to approve revisions to the Senate Budget Advisory Committee Mandate and Structure Policy. On review of the revisions, concern was expressed that Senate will no longer provide input or recommendations on the budget. It was noted, however, that the revisions to the policy are required to align with the *University Act*.

*Nanci Lucas moved and Jennifer Moore seconded that:*

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|---|---|
| <p><b>15/39</b> The revisions to the Senate Budget Advisory Committee Mandate and Structure Policy be approved.</p> | <p><b>CARRIED</b><br/> <b>12 yes</b><br/> <b>7 no</b></p> |
|---|---|

**8.2.6 Senate Appeals Committee Mandate and Structure Policy**

*Nanci Lucas moved and Carol Aitken seconded:*

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| <p><b>15/40</b> The Senate Student Appeals Committee Mandate and Structure Policy be approved, and that the policy becomes effective as of the Fall 2015.</p> | <p><b>CARRIED</b></p> |
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**8.2.7 Student Appeals Policy**

*Karen McCredie moved and Julia Denholm seconded:*

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|--|-----------------------|
| <p><b>15/41</b> The Student Appeals Policy be approved, and that the policy becomes effective as of the Fall 2015.</p> | <p><b>CARRIED</b></p> |
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**8.2.8 Senate Nominating Committee**

*Nanci Lucas moved and Carol Aitken seconded:*

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|--|-----------------------|
| <p><b>15/42</b> The revisions to the Senate Nominating Committee Mandate and Structure Policy be approved.</p> | <p><b>CARRIED</b></p> |
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**8.2.9 Notice of Motion for Revision to Senate By-laws**



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Notice of motion was provided to Senate of revisions to the Senate By-laws.

8.3 **Budget Advisory Committee**

*Presented by: Violet Jessen*

The Budget Advisory Committee provided a summary and report of work undertaken with regard to the 2015/2016 budget, including regular Committee meetings beginning in September 2014, review of various documents, and requests for detailed explanations and additional information.

A question was raised on whether the Committee had sufficient time to thoroughly review and undertake due diligence on the budget as the documents were not received by the Committee until April 8<sup>th</sup>. Clarification was provided that most of the major items with regard to the budget were not resolved until the Board met and then subsequently submitted to the Committee.

8.4 **Academic Planning and Program Assessment Committee**

This item will be brought to the June meeting.

9. **Discussion Items**

None.

10. **Information Item**

Item #1 – Budget Documents

There being no further business, and on motion duly made, the meeting was adjourned at 6:30 pm.

**Next Meeting: Tuesday, June 2<sup>nd</sup>, 2015**

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