



SENATE MEETING

Tuesday, October 4, 2011 4:00 pm LB322

MINUTES

- PRESENT:** Kris Bulcroft (Chair), Marion Haythorne, Tania Alekson, Jean Bennett, Parker Busswood, Robert Campbell, David Clarkson, Nicholas Collins, Cristina Delgado, Kelsey Didlick, Graham Fane, Darin Feist, Michael Fleming, Brandon Hofmarks, Susan Hogan, Karin Jager, Reini Klein, Sonja Lebens, Jordon Liden, Karen McCredie, Paul McMillan, Jennifer Moore, Gordon Rudolph, Tim Schouls, Sandra Seekins, Jackie Snodgrass, Tammy Towill, Stephanie Wells, Milton Williams, Recording Secretary: Mary Jukich
- REGRETS:** Chris Bottrill, Herbert Cruz, Clay Little, Grace McNab, Peter Ufford, Catherine Vertesi
- GUESTS:** Azza Sedky
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Kris Bulcroft called the meeting to order at 4:00 p.m.

1. APPROVAL OF AGENDA

Item #9 Tributes Committee was moved to item #3a.

David Clarkson moved and Parker Busswood seconded that:
the amended Agenda be approved.

CARRIED

2. MINUTES

Two errors were noted on the minutes.

The first line that reads "Kris Bulcroft called the meeting to order shortly at 4:00 p.m." should have read "Kris Bulcroft called the meeting to order shortly after 4:00 p.m.".

Under the Chair's Report, the word "Education" should be added after the word "Advanced".

Jackie Snodgrass moved and Jennifer Moore seconded that:
the amended Minutes of the September 13, 2011 meeting be approved.

CARRIED

3. CHAIR AND VICE-CHAIR'S REPORTS

Chair's Report

Kris reported that issues had emerged from the recent Senate survey and these would be addressed after the Vice-Chair's report.

Senate was advised that Scott Bergstrom, Institutional Research, Brigham Young University – Idaho, representing the Northwest Commission of Colleges and Universities would be on campus on Wednesday, October 5 for a follow-up visit on Capilano's progress since the Commission's last visit.

Senate was informed that the President, Vice-Presidents and their assistants would be moving to new offices on the main floor of the Arbutus Building. An open house of the new offices will be held for the campus community.

Kris thanked Senators for attending the Senate and Board dinner last month. The dinner was well received and positive comments had emerged. Members had been asked for their comments on moving forward, what they would like to see for Capilano University. On initial review of comments, three themes emerged; firstly, physical space, facilities, improving and enhancing student space; secondly, academic programs, kinds of degrees, curriculum and thirdly, distinction and reputation and how Capilano can move forward to differentiate itself from other universities. The themes will be considered and a formal write-up prepared.

Kris discussed the possibility of scheduling another Senate and Board meeting for the upcoming year, possibly in a retreat format, and Kris encouraged members to provide their feedback.

Vice-Chair's Report

Marion advised members that the Senate photograph was posted on the website. Marion had inquired whether the absentee members' photos could be photo shopped; however, she had been advised this was not possible.

Senate was informed that discussions continue with Ruth Wittenberg, President of the BC Association of Institutes and Universities about forming a group representing the Senate Vice-Chairs.

Marion addressed Senate issues that emerged from the recent Senate survey. With regard to clarifying Senate's relationship with the Board, Marion volunteered to attend each Faculty meeting to review legislation and provide an introduction on the role of Senate and its relationship to the Board. A formal orientation for Senators will be organized, and the concept of an annual Senate and Board meeting will be explored.

There will be more intent in developing agenda items that address the vision and strategic direction of Capilano.

More attention will be given to allocating sufficient time for discussion and debate of significant agenda items. As well, Senate will be more contentious of creating a friendly forum for discussion in order that everyone feels comfortable to speak.

Marion will ensure that the campus community is kept informed of Senate issues by way of emailing a Senate summary to the campus and posting to the Informer Blog.

4. APPROVALS IN PRINCIPLE

None.

5. SENATE CURRICULUM COMMITTEE

Presented by: Jackie Snodgrass

(a) Resolutions

Jackie presented the resolutions brought forward from the September 16th Senate Curriculum Committee meeting.

Jackie Snodgrass moved and Robert Campbell seconded that:

SCC resolutions, 11/58, 11/59 and 11/60 be received and adopted by Senate.

Concern was expressed with the wording of resolution #11/58 and Senate was informed that lengthy discussion had taken place at SCC. It was noted that the wording of the resolution was in the process of being re-crafted and will be brought back to SCC for their review.

David Clarkson moved and Karen McCredie seconded that:

11/39 SCC resolutions, 11/59 and 11/60 be approved but not 11/58.

CARRIED

Jackie Snodgrass moved and Robert Campbell seconded:

11/40 SCC resolutions, 11/59 and 11/60, be received and adopted by Senate.

CARRIED

6. SENATE BUDGET ADVISORY COMMITTEE

Presented by: Tammy Towill

Tammy reported that the Committee had met on September 29th, and that she was elected Chair of the Committee. Members of the Committee were listed:

Kris Bulcroft
Jennifer Moore
Marion Haythorne
Tammy Towill
Karin Jager
Michael Fleming
Reini Klein
David Clarkson
Cindy Turner
Mary Jukich, Recording Secretary

At the meeting of the Budget Committee, members had discussed objectives in terms of developing communication processes and more effective communication, as well as developing strategic priorities during the budget process. Tammy reported that the meeting had been productive and the

Committee brought forward three draft documents for review by Senate. The documents consisted of a draft Budget Process policy, a detailed schematic of the timeline for the budget process and a draft Strategic Direction: 2012-13 Strategic Priorities document.

Senators were advised that the Budget Process policy and schematic of the timeline for the budget process were revised to indicate an earlier start to the budget process and to include consultation with all constituents.

During the review of the draft Board policy, a Senator questioned the clarity of the wording on page 4 and whether the wording captured students and individual faculties during the budget consultative process. It was noted that the policy had not yet been approved by the Board and on revising the policy, the Board had suggested that the preamble, as written, captured all constituent groups and stakeholders, and not necessary to single out individual groups. As concern continued on clearer wording with regard to both internal and external stakeholders, it was suggested that further comments in this regard be forwarded to Cindy Turner.

Senate reviewed the draft Strategic Direction: 2012-13 Strategic Priorities document. Tammy reported that the document listed overall priorities and areas where data could be gathered to better understand the priorities.

Tammy discussed the concept of an open forum for the campus community during the budget process and the Committee will further explore this concept.

Senators were requested to review the draft documents and to provide Tammy Towill, Chair of the Budget Committee, with any comments and suggestions. The Committee will report at the November Senate meeting.

7. SENATE COMMITTEE RELATIONS

Presented by: Tim Schouls

Senate reviewed the motion brought from the Social Sciences Division. The motion stated:

“When substantial change is required to a recommendation made by a committee struck by Senate, Senate will table the issue and return it to the recommending committee for further consideration with a requirement that the committee report back before the next Senate meeting.”

There was a discussion on the background and rationale for developing the motion.

8. ALTERNATE SENATE SEAT – FACULTY OF FINE AND APPLIED ARTS

Presented by: Marion Haythorne

Marion informed Senate that, Kim Bothen, the alternate representative for the Faculty of Fine and Applied Arts had resigned from Senate and, as a result, the Faculty would be short one voting member if one of the other two members are absent from Senate. As member terms expire in March and a general election will be held in January, Senate was requested to approve appointing an interim member instead of holding an election for the position. On behalf of the

Faculty, Jennifer Moore reported the preference of the Faculty was to appoint a representative due to the difficulties in trying to elect a representative.

Milton Williams moved and Kelsey Didlick seconded:

- 11/41** Approval of Fine and Applied Arts appointing an alternate voting member to Senate until elections can be held in the spring.

CARRIED
1 Abstention
(David Clarkson)

9. TRIBUTES COMMITTEE

Presented by: Marion Haythorne

Senate discussed a nomination for Faculty Emeritus and the names of two candidates for Honorary Degrees. Motions were passed approving the nominations.

10. GRADING PROFILE COMMITTEE

Presented by: Susan Hogan

Susan reported that the Grading Profile Committee met and she and David Clarkson were appointed as co-chairs of the Committee. The co-chairs will be meeting to discuss process, and a further Committee meeting will be held in the upcoming week. The Committee will report back at the November Senate meeting.

11. FACULTY STRUCTURE REVIEW COMMITTEE

Presented by: Marion Haythorne

On behalf of Chris Bottrill, Marion reported that the Committee had received feedback from most Faculties on satisfaction with the six Faculty structure. The Committee will survey Senate members on the question of alternate voting members and whether this allows good representation on Senate. The Committee will report back at the November Senate meeting.

INFORMATION ITEMS

None.

There being no further business and on motion duly made and seconded, the meeting was adjourned at 5:15 p.m.

Next Meeting: Tuesday, November 1, 2011.
