



## SENATE MEETING

Tuesday, August 21, 2018 4:00 pm  
Capilano University – Room LB 322

### MINUTES

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**Present:** Paul Dangerfield (Chair), Sean Ashley, Duncan Brown, Brent Calvert, Dilnavaz Dhillon, Caroline Depatie, Marnie Findlater, Robin Furby, Kyle Guay, Michelle Gervais, Ted Gervan, Deb Jamison, Aurelea Mahood, Brad Martin, Joshua Millard, Lauren Moffatt, Corey Muench, Adam Sale, Debbie Schachter, Jaswinder Singh, Judy Snaydon, Laureen Styles, Toran Savjord, Michael Thoma, Diana Twiss, Halia Valladares, Mark Vaughan, Stephen Williams, Recording Secretary: Mary Jukich

**Regrets:** Cyndi Banks, David Fung, Aisha Lakhdhir, Majid Raja, Ekaterina Sergeeva, Graeme Sleep, Carleen Thomas, Stephanie Wells

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#### ***Acknowledgement***

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

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

#### **1. Welcome**

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

#### **2. Approval of the Agenda**

*Moved by Paul Dangerfield and seconded by Caroline Depatie:  
To adopt the agenda.*

**CARRIED**

#### **3. Approval of the Minutes**

A typographical error was noted.

*Moved by Paul Dangerfield and seconded by Caroline Depatie:  
To adopt the amended June 6, 2018 minutes.*

**CARRIED**

#### **4. Correspondence Received**

No correspondence was received.



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#### 5. Business Arising

##### 5.1 Senate Cap Core Implementation Ad Hoc Committee

*Presented by: Laureen Styles*

Laureen Styles reported that she met with Paul McMillan with regard to the work of the Senate Cap Core Implementation Ad Hoc Committee and the next steps for Cap Core.

Work is underway with sorting out the necessary and needed supports of Cap Core for students and faculty. The next phase will include repopulating a Cap Core committee to move forward this year that would be focussed on refining the implementation of degrees and work emerging from certificates and diplomas. As the work will be more on implementation and not on academic governance, it was suggested that it may be appropriate to have a working group struck by the VP Academic's Office. In this regard, although a motion was not presented, Senate indicated agreement that a working group be struck by the Office of the Vice President Academic & Provost to oversee the implementation of Cap Core.

##### 5.2 Research Task Force

*Presented by: Debbie Schachter*

All members of the Research Ethics Board have been appointed by the President's Office, with the exception of the community member. There is an interim Chair in place and a permanent Chair will be elected by the Board.

##### 5.3 Self-Evaluation Committee

*Presented by: Paul Dangerfield*

Recommendations from the recent Senate self-evaluation survey will be brought to the orientation. Senators were also invited to forward any further recommendations to the Chair, Vice-Chair and the Senate Administrative Assistant.

#### 6. New Business

##### 6.1 Senate Orientation

*Presented by: Debbie Schachter*



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Work is underway in preparing for the orientation scheduled for Tuesday, September 11<sup>th</sup>.

#### **6.2 Volunteers for Senate Subcommittees**

*Presented by: Paul Dangerfield*

Senators were requested to volunteer to serve on the various Senate subcommittees. A reminder email with a copy of the subcommittee listing will be distributed to Senators.

### **7. Committee Reports**

#### **7.1 Academic Planning and Program Review Committee**

*Presented by: Michael Thoma*

The committee met on Tuesday June 12<sup>th</sup> and reviewed two presentations:

- Concept Paper for a Legal Studies Citation
- Stage 1 Proposal for a Bachelor of Human Kinetics and Health Promotion

The Legal Studies Citation is a three to five course citation designed for Crown and other BC corporations with Legal Departments and ongoing educational needs to raise the level of competence of staff and managers on legal issues facing their operations. The Committee recommended that the VPA consider the number of credits offered in the citation and whether there should be multiple citations to reflect different credit values. The Committee approved the Legal Studies Citation Concept Paper and that it be forward to the Vice President, Academic.

Senate was presented with the Stage 1 – Bachelor of Human Kinetics. On review of the proposal, an error was noted between the Sustainability Worksheet (page 6 of 12) and the Proposal (page 20 of 26). The Sustainability Worksheet indicates instructional totals of 11.83 whereas the Proposal indicates a total of 12.08. It was reported that the budget presented in the Proposal will work, and the discrepancy will be sorted out. As a result of the noted error, it was suggested that further discussion is needed to refine the process between Academic Initiatives and the Senate Academic Planning and Program Review Committee, as well as determine responsibility for review of the Sustainability Worksheet.



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On review of the proposal, the following recommendations were presented:

- HKIN add a reference to Cap Core in *Section A. System Context* in the System Coordination/Program Duplication section of the Stage 1 Proposal for the degree in advance of the document being presented to the Board on Tuesday, September 25.
- In terms of the program offerings and in terms of what makes this program unique and distinct, that inclusion of motion capture technology along with force plate technology would give the program an additional unique capability that most other similar programs wouldn't have. Motion Capture technology is a key component these days in terms of analytics for movement specialists.

Members were reminded that the Senate responsibility is the academic integrity of the program whereas the role of the VPA and Board is to make sure the budget and program is sustainable. As well, the proposal is at Stage 1, and there will be a Stage 2 and site visit which will continue to define the program. In this regard, Senate was requested to consider moving the Stage 1 forward to the Board.

*Michael Thoma moved and Michelle Gervais seconded:*

**18/36** That Senate recommends to the board approval of the Stage 1 – Bachelor of Human Kinetics.

**CARRIED**

#### **7.2 By-law, Policy and Procedure Committee**

A report was not provided as members for the subcommittee are not yet in place.

#### **7.3 Curriculum Committee**

*Presented by: Deb Jamison*

##### **7.3.1 Resolution Memorandum**

The resolutions brought forward from the June 8<sup>th</sup>, 2018 Senate Curriculum Committee meeting were presented to Senate for approval.



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*Deb Jamison moved and Caroline Depatie seconded:*

**18/37** SCC resolutions 18/84 to 18/90 be adopted by Senate.

**CARRIED**

#### 7.4 Instructional Technologies Advisory Committee

A report was not presented as members for the subcommittee are not yet in place.

### 8. Other Reports

#### 8.1 Chair of Senate

Paul Dangerfield, President, reported that he had an opportunity to attend the recent new employee orientation wherein approximately 60 new employees were welcomed to the University. Significant progress continues to be made in filling positions at the University that have been vacant, including in IR, Centre for Teaching Excellence and the Deans' positions.

Work continues on the Operating Plan priorities, building capacity and more students on campus.

With regard to more students on campus, review of processes across the campus continues and work is underway on the academic review and implementation of recommendations. More detailed reports are being generated and there may be an opportunity in the coming year to consider some changes to processes, including a review of the registration process.

The University is halfway between Q1 and Q2; however, there are still many unknowns.

Many projects are underway with respect to retaining students and student success, including the student commons and other initiatives for more students on campus.

Everyone was invited to the President's Perspective, on Thursday, August 23<sup>rd</sup> in the Bosa Centre. Paul will present a recap on projects and accomplishments to



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date, the Operating Plan, ideas about innovations, and CapU's 50<sup>th</sup> anniversary celebration.

#### 8.2 Vice Chair Senate

A report was not provided as the Vice Chair was absent.

#### 8.3 VP Academic and Provost

Laureen Styles, VP Academic and Provost reported on her two key priorities; learning about Capilano University and moving initiatives forward.

The program review process is moving forward and collective work is underway with the reviews. Site visits are scheduled for the fall, and consultations are ongoing with the Deans with regard to the program review cycle.

Work continues with Toran Savjord, VP, Strategic Planning, Assessment and Institutional Effectiveness on student enrolment.

#### 8.4 Board Report

The following report was provided by Duncan Brown, Board Representative:

The Board met on June 19, 2018.

- The Board reviewed the 2018/19 Operational Plan and the draft Campus Master Plan.
- The Board approved the Bachelor of Science, General Stage 1 for Minister of Advanced Education, Skills and Training approval.
- The Board approved the Consolidated Financial Statements and the Executive Compensation Disclosure Statement for the year ended March 31, 2018 and appointed KPMG as the University's auditors for 2018/19.
- The Board reelected Soon Kim as Chair and Christopher Doll as Vice Chair.



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- The Board dissolved its Academic Review Committee and requested a review of the University Act, Ministry of Advanced Education, Skills and Training procedures, and academic policies to ensure the process for academic matters is streamlined from Senate to the Board.
- The Board approved the Terms of Reference of its Executive Committee, Governance Committee, Policy and Planning Committee, Finance and Audit Committee and Investment Management Committee.
- The Board reviewed the Board's 2018 Self-Assessment Survey.
- The Board approved several new policies:
  - B.511 – Discrimination, Bullying and Harassment Policy
  - B.512 – Human Rights, Diversity, Inclusion and Equity Policy
  - B.202 – Policy on Tuition and Other Fees Policy
  - B.109 – Student Appeals Policy
- The Board's Policy and Planning Committee sent Policy B.513 – Qualifications for Faculty to the Senate By-law, Policy and Procedure Committee to seek Senate's advice, as per the policy development process outlined in Section 5.2 of B.102 – Policy Development and Management.
- The Cap U Foundation held its AGM on June 21, 2018.

#### 9. Discussion Items

Senators were requested to consider volunteering at student orientation on September 4<sup>th</sup>, and the Capfest Celebration on September 22<sup>nd</sup>.

#### 10. Other Business

No other business was presented.

#### 11. Information Items

No information items were presented.

There being no further business, and on motion duly made and seconded, the meeting was adjourned at 5:28 pm.



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**Next Meeting: Tuesday, September 11<sup>th</sup>, 2018**

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