CapilanoUniversity

SENATE MEETING
Tuesday, January 13, 2009   4:00 pm   LB322

MINUTES

PRESENT: Marion Haythorne (Vice-Chair), Nadine Bruce, Robert Campbell, Tony Cusanelli, Denis Dubord, Susan Hogan, Karin Jager, Dorothy Jantzen, Towser Jones, Reini Klein, Greg Lee, Rae Nickolichuk, Trevor Page, Gordon Rudolph, Itidal Sadek, Nicolle Smith, Jackie Snodgrass, Sarah Szloboda, Tammy Towill, Mary Lou Trinkwon, Keith Van, Catherine Vertesi, Recording Secretary: Mary Jukich

REGRETS: Giselle Aiabens, Casey Dorin, Brendan O'Donnell, Shoshana Somerville, Milton Williams

GUESTS: Patrick Donahoe, Karen Hodson, Lynn Jest, Seanna McPherson, Jim Wallace

1.   APPROVAL OF AGENDA

Tammy Towill moved and Susan Hogan seconded that:
the Agenda be approved.   **CARRIED**

2.   MINUTES

Susan Hogan moved and Towser Jones seconded that:
the Minutes of the December 2, 2008 meeting be approved.   **CARRIED**

3.   VICE-CHAIR'S REPORT

- Guests were welcomed to the meeting and introduced: Karen Hodson, Board Member; Seanna McPherson and Jim Wallace, School of Motion Picture Arts; and Lynn Jest, Director, Continuing Education.

- Correspondence received from the Council of Education Councils (CoEdCo) was presented to Senate. It was noted that discussions had been held between Capilano University and CoEdCo regarding Capilano University's continued role in CoEdCo. As a result of ongoing discussions with CoEdCo, Capilano University has agreed to continue sending a representative to the CoEdCo meetings.

- It was noted that once Senate elections were complete, the Vice-Chair and Robert Campbell would be holding an orientation session for the newly elected Senate members. Tentative dates for the orientation session are Tuesday, February 24th or Thursday, February 26th, 2009 at 4:00 p.m.

4.   APPROVALS IN PRINCIPLE
Self Employment Program
Schedule 4a
Presented by: Lynn Jest

The Self Employment Program is a new program being offered by Continuing Education that will assist participants who are unemployed and receiving Employment Insurance in creating and developing a small business. This program was created as a result of a direct contract award to Continuing Education by Service Canada.

Catherine Vertesi moved and Robert Campbell seconded that:

09/01   Self Employment Program be given approval in principle.

CARRIED

Motion Picture Arts Certificate
Schedule 4b
Presented by: Seanna McPherson

The Motion Picture Arts Certificate will address and encompass the changing needs in the film industry. The Certificate program is designed to prepare students for an entry level position in the professional motion picture industry and will also enable those graduates to ladder into the Motion Picture Arts Diploma program.

Mary Lou Trinkwon moved and Karen Jager seconded that:

09/02   Motion Picture Arts Certificate be given approval in principle.

CARRIED

Motion Picture Arts Diploma
Schedule 4c
Presented by: Seanna McPherson

The Motion Picture Arts Diploma will build on the knowledge base that students achieve in the Motion Picture Arts Certificate program. The Diploma program will prepare students for an entry level position in almost every facet of film production. Also, for the students who wish to continue in this program, the Motion Picture Arts Diploma program forms the first two years of the Bachelor of Motion Picture Arts.

Dorothy Jantzen moved and Jackie Snodgrass seconded that:

CARRIED

09/03   Motion Picture Arts Diploma be given approval in principle.

Fundamental Lighting for Digital Imaging and Film Program and
Fundamental Grip Work for Digital Imaging and Film
Schedule 4d and Schedule 4e
Presented by: Jim Wallace

Fundamental Lighting for Digital Imaging and Film Program and Fundamental Grip Work for Digital Imaging and Film are two new four-week programs designed to meet the particular and changing needs of the motion picture industry. Students completing these programs will be well qualified as entry level technicians in the Vancouver film service industry and in independent productions. It is anticipated that there will be a strong demand for the two new programs due to the upswing in the local film industry.

Dorothy Jantzen moved and Gordon Rudolph seconded that:

09/04   Fundamental Lighting for Digital Imaging and Film Program be given approval in principle.   **CARRIED**

Dorothy Jantzen moved and Karen Jager seconded that:

09/05   Fundamental Grip Work for Digital Imaging and Film be given approval in principle.   **CARRIED**

5.   SCC RESOLUTIONS
Schedule 5
Presented by: Jackie Snodgrass

Jackie Snodgrass moved and Robert Campbell seconded that:

09/06   SCC resolution 08/106 recommending final approval of the Squamish Nation Language & Culture be received and adopted by Senate.   **CARRIED**

Jackie Snodgrass moved and Susan Hogan seconded that:

09/07   SCC resolutions 08/102, 08/103, 08/104, 08/105, 08/107, 08/108, 08/109, 00/110, 08/111, 08/112 be received and adopted by Senate.   **CARRIED**

Senate was requested to approve the appointment of Jennifer Moore, representative from the School of Motion Picture Arts to the Senate Curriculum Committee.

Jackie Snodgrass moved and Trevor Page seconded that:

09/08   Senate approve the appointment of Jennifer Moore, representative from School of Motion Picture Arts, to the Senate Curriculum Committee.   **CARRIED**

6.   PLANNING COMMITTEE
(a)   Capilano University Senate By-Laws (Draft for Jan. 13, 09)
      Schedule 6a
      Presented by: Jackie Snodgrass

Jackie discussed the ongoing work and progress of the Planning Committee. The Committee met on December 15th for an all day meeting and much was accomplished. The Committee continues to work on establishing a common system to categorize policies and to create a new numbering system for the policies, as well as the reorganization of administration and Board policies.

A draft of the proposed Senate by-laws was presented to Senate. Jackie noted that this document was a work in process and requested that any feedback and/or comments be sent to her before the next Planning Committee meeting.

(b)   Senate Policy –
      Senate Committee on University Honours (SCUH)

(c)   Senate Policy EC1995-07 –
Senate Budget & Finance Committee Mandate and Structure

(d)   Senate Policy EC1998-01 –
Senate Curriculum Committee Mandate and Structure

(e)   Senate Policy EC2004-04 –
Senate Planning and Policy Committee Mandate and Structure

(f)   Senate Policy EC2008-02 –
Senate Naming Opportunities Committee Mandate and Structure

(g)   Senate Policy –
Senate Nominating Committee – Vice-Chair
Schedule 6b, 6c, 6d, 6e, 6f, 6g
Presented by: Jackie Snodgrass

Jackie presented to Senate the policies for some of the major Senate committees. Most of the policies were fairly similar and in revising them, a parallel process for the election of the Chair and term of office for each committee was created. The revisions to the existing policies consisted mainly of name change and amending the membership structure for a composition of at least 50% faculty members. The policy on the Senate Committee on University Honours includes the former policy of Faculty Emeritus, and as this policy had not previously been approved, Senate was requested to approve this policy. Also, the Senate Nominating Committee – Vice-Chair is a new policy which incorporates the previous policy on nominating the Chair.

> *Jackie Snodgrass moved and Robert Campbell seconded that:*

09/09   Senate approve the two new Senate policies, Senate Committee on University Honours (SCUH) and the Senate Nominating Committee – Vice-Chair; and that the Senate approve the revisions to Senate Policy EC1995-07 – Senate Budget & Finance Committee Mandate and Structure; Senate Policy EC1998-01 – Senate Curriculum Committee Mandate and Structure; Senate Policy EC2004-04 – Senate Planning and Policy Committee Mandate and Structure; and Senate Policy EC2008-02 – Senate Naming Opportunities Committee Mandate and Structure.   **CARRIED**

7.   UNIVERSITY TRANSITION
(a)   Selection of Non-Voting Representatives
Presented by: Marion Haythorne

The Faculty of Fine and Applied Arts and the Faculty of Arts and Sciences were previously requested to decide on a selection process for the non-voting member on Senate from their faculties. This member will have speaking rights, and will be granted voting privileges if one of the other two faculty members from his/her Faculty were absent from the Senate meeting. Both Faculties decided to implement identical processes.

Nadine Bruce moved and Towser Jones seconded:

> That in the Faculty of Fine and Applied Arts and the Faculty of Arts and Sciences, the non-voting alternate representative will be the candidate who places third in the Faculty Member Senate Elections.

The motion was opened for discussion. A friendly amendment was suggested by Rae Nickolichuk to delete the word "alternate" from the motion.

The motion now reads:

09/10	That in the Faculty of Fine and Applied Arts and the Faculty of Arts and Sciences, the non-voting representative will be the candidate who places third in the Faculty Member Senate Elections.	**CARRIED**

   (b) Faculty Membership
Presented by: Marion Haythorne

As recommended by Senate to the Board for six Faculties, the Registrar has been working with Human Resources in order to place all faculty members into Faculties. Counselling and Library faculty members have been placed and accepted into Student Services and Development. International and Continuing Education faculty members have been placed and accepted into appropriate Faculties.

   (c) Senate Faculty Member Elections
Presented by: Itidal Sadek

Itidal presented an update on the Senate faculty member election process. It was noted that the closing date for nominations was Friday, January 16th at 4:00 p.m. and, to date, there were few nominations. Once all nominations are received, the names will be posted on the University website and instructions on on-line voting will be distributed. There was a discussion regarding issues that may arise with respect to electronic voting and how these issues will be addressed. Results of the election will be announced and posted on February 25th.

8. REGISTRAR'S OFFICE
   (a) Senate Election Process
Presented by: Itidal Sadek

Itidal reported on the progress of the Senate election procedures that are currently being updated. It was noted that this is ongoing and will be completed by the Registrar's Office.

INFORMATION ITEM
- Senate was advised that the Degree Quality Assessment Board had approved Capilano University's ABA Degree. It now awaits approval from the Minister.

There being no further business, the meeting was adjourned at 5:15 p.m.

Next Meeting: Tuesday, February 3, 2009.