



SENATE MEETING

Tuesday, February 5, 2013 4:00 pm LB322

MINUTES

PRESENT: Kris Bulcroft (Chair), Tammy Towill, Carol Aitken, Stephen Atkins, Brittany Barnes, Don Bentley, Chris Bottrill, Robert Campbell, David Clarkson, Leighan Crowe, Caroline Depatie, Graham Fane, Darin Feist, Brandon Hofmarks, Violet Jessen, Vineet Johnson, David Kirk, Reni Klein, Clay Little, Grace Makarewicz, Karen McCredie, Paul McMillan, Grace McNab, Jennifer Moore, Jared Nash, Erin Robinson, Sandra Seekins, Jenna Theny, Catherine Vertesi, Daniel Yasinski, Recording Secretary: Mary Jukich

REGRETS: Mark Battersby, Jean Bennett, Bill Gibson, Sonja Lebars, Nanci Lucas, Sharka Stuyt, Peter Ufford

GUESTS: Cindy Turner, Cam Sylvester

Kris Bulcroft called the meeting to order at 4:00 p.m.

1. APPROVAL OF AGENDA

*Jared Nash moved and Brandon Hofmarks seconded that:
The agenda be approved.*

CARRIED

2. MINUTES

*Grace McNab moved and Vineet Johnson seconded that:
the minutes of the January 8, 2013 meeting be approved.*

CARRIED

3. CHAIR AND VICE-CHAIR'S REPORTS

Chair's Report

Senate was informed that official word was received on Friday, February 1st of the University's successful NWCCU accreditation. Kris thanked the entire campus community for their commitment in achieving this milestone.

Kris attended the Kéxwusm-áyakn Student Centre grand opening celebration and thanked David Kirk and Clay Little for all their work. A special acknowledgement was noted to the grounds people and to Aramark for their diligence in making the celebration a success.

Vice-Chair's Report

Brittany Barnes, the new CSU student representative, Cindy Turner, Vice-President, Finance and Cam Sylvester, Convenor, Global Stewardship were introduced and welcomed to Senate.

The joint Senate and Board dinner will be held on Tuesday, February 12th.

Members were encouraged to submit Senate agenda items before the noted deadline submission date.

The Chairs and members of the various Senate sub-committees and ad hoc committees were acknowledged for their continuing work and commitment.

4. APPROVALS IN PRINCIPLE

(a) Bachelor of Applied Global Development Studies

Presented by: Cam Sylvester

The Bachelor of Applied Global Development Studies approval in principle was presented. This is a new two-year program developed in response to continuing demand from students to continue through third and fourth year of global studies.

Jared Nash moved and Catherine Vertesi seconded that:

13/08 The Bachelor of Applied Global Development Studies be given approval in principle.

CARRIED

(b) Legal Administrative Management Diploma

(c) Medical Administrative Management Diploma

Presented by: Leighan Crowe

The Legal Administrative Management Diploma is a new two-year program that will allow students who have completed the Legal Administrative Assistant Certificate program to select 30 credits of additional course work from the School of Business and School of Applied Business to complete the diploma. All courses in the proposed program are currently being offered and would require no additional resources.

The Medical Administrative Management Diploma is a new two-year program that will allow students who have completed the Medical Assistant Certificate program to select 30 credits of additional course work from the School of Business and School of Applied Business to complete the diploma. All courses in the proposed program are currently being offered and would require no additional resources.

David Clarkson moved and Chris Bottrill seconded that:

13/09 The Legal Administrative Management Diploma and Medical Administrative Management Diploma be given approval in principle.

CARRIED

5. SENATE CURRICULUM COMMITTEE*Presented by: Robert Campbell*

(a) Resolutions

Robert presented the resolutions brought forward from the January 18th, 2013 Senate Curriculum Committee meeting.

Robert Campbell moved and Jennifer Moore seconded that:

13/10 SCC resolutions 13/01 through 13/14, be received and adopted by Senate.

CARRIED**6. SENATE BY-LAW, POLICY AND PROCEDURE COMMITTEE**

(a) Transfer Credit Policy

Presented by: Robert Campbell

Senate was requested to approve a new Transfer Credit Policy which is required as the University is now designated as both a sending and receiving institution. Members were informed that extensive discussion and review was undertaken by the Committee in preparing the new policy.

Robert Campbell moved and Catherine Vertesi seconded that:

13/11 The Transfer Credit Policy be approved by Senate.

CARRIED**7. SENATE BUDGET ADVISORY COMMITTEE***Presented by: Leighan Crowe*

Senate reviewed the as-is budget and cover letter as presented to date which indicated a deficit of approximately \$2.5 million. Members were reminded that the budget, as presented, looks at the university as a whole rather than only operations. It was noted that several amounts both in revenues and expenses still remain unknown and once the information is received, a more comprehensive draft will be presented.

The Committee will be hosting a Budget Basics 102 Forum for the campus community on Thursday, February 7 at 11:30 a.m. to discuss the budget process. Everyone was encouraged to attend and notice will also be posted on Frontlines.

At a previous meeting, the Committee reviewed the Strategic Directions and a Framework for Academic Planning – Draft II document and agreed that the document will be useful as part of the budget process.

8. SENATE ACADEMIC PLANNING AND PROGRAM ASSESSMENT COMMITTEE*Presented by: Grace McNab*

Senate was presented with the Strategic Directions and a Framework for Academic Planning – Draft II document, which sets out the underlying values and principles in developing the University's strategic plan. Review of the document was undertaken by the Committee, and a forum for the campus community to provide their feedback and comments will be held on Thursday,

February 7 at 12:10 p.m. Work on the document will continue based on input from the forum.

9. SEAT MAX AD HOC COMMITTEE UPDATE

Presented by: Violet Jessen

Senate was advised that the Committee continues to work on developing criteria wording for seat maxima exceptions, and presented four proposed criteria descriptions:

- Regulatory compliance
- Health and safety (documented and supported evidence approved by area Dean)
- Equipment and/or physical classroom size
- Nature of program (documented and supported evidence approved by area Dean)

The Committee also reported that on review of the Chair and Coordinator reports, programs may potentially be grouped according to the following categories:

- Those that fit somewhere into the criteria based on the information submitted by Chairs/Coordinators.
- Those that have voluntarily moved or agreed to move to a seat maximum of 35.
- Those that currently do not appear to fit criteria.

During the discussion, a member requested that attention be given to the impact to students in classes that may become over-enrolled, specifically availability of sufficient seating conducive to learning.

Work will continue with the proposed criteria and placement of programs within the three categories and the information will be forward to the area deans and programs.

Senators were invited to provide comments and feedback to the Committee.

10. GRADING PROFILE COMMITTEE

Presented by: David Clarkson

The Committee reported that discussion with regard to descriptors had taken place and consideration given to three options; to use the existing descriptors, to include the old descriptors, or to develop a new set of descriptors. The Committee reported that various discussions with faculty and DAC's had indicated a general preference for no hard descriptors to accompany the grading profile.

Discussion arose on potential difficulties in crafting common language for the descriptors to be used across all areas, taking into account the various competencies and skills across the various programs at the University. Members discussed the impact to both students and the University if no descriptors were noted on the grading profile. In this regard, it was suggested

not to have an institution wide set of language for the descriptors; however, within departments, consistent language to describe the grade be implemented.

Graham Fane moved and Karen McCredie seconded that:

13/12 Senate approve that no descriptors are associated with the grading profile.

CARRIED

Senate recommends that Departments are strongly encouraged to be consistent in their application of Department specific descriptors in the grading profiles.

11. STUDENT SENATE REPRESENTATIVES ELECTION

Presented by: Karen McCredie

Senate was informed that a call for nominations for Senate and Board student representatives would be issued. On review of the timeline presented for the elections, concern was noted that the call for nominations would take place during the scheduled Reading Break and, after discussion, it was agreed to revise the call for nominations as follows:

Date	Action
Mon, February 25	Call for nominations
Mon, March 11: 4:00pm	Call for nominations CLOSED
Thurs, March 14: 11:30am	Orientation
Tues, April 9: 12:01am	Voting OPEN
Mon, April 15: 11:59pm	Voting CLOSED
Wed, April 17	Election Results Announced

12. UPDATE ON FOCUS GROUP WORK

Presented by: Kris Bulcroft

Senate was advised that as a result of the faculty, staff and student focus groups undertaken on differentiating the University, a number of themes emerged that may provide guidance as the University moves towards re-visiting its core themes. Some of the themes identified were:

- Community engagement
- Providing students with transferable / applied skills
- Providing students with connections
- Individualized learning / creativity
- Pride around specialized programs
- Opportunity to learn how to be a change maker
- A special place because of the natural environment in which we are located

INFORMATION ITEM

Information Item #1 – Call for Candidates –

Alumni Association Board of Directors

Presented by: Erin Robinson

The Capilano University Alumni Association Board of Directors will have several vacancies on the Board as a result of the retirement of four of the founding members having served their maximum term of office under the Association's Constitution. A call for new Board members was made for new members to commence their term in September 2013 with particular interest in candidates from business and film.

There being no further business and on motion duly made and seconded, the meeting was adjourned at 5:50 p.m.

Next Meeting: Tuesday, March 5, 2013.
