



SENATE MEETING

Wednesday, June 7, 2017 4:00 – 6:00 pm
Capilano University – LB 322

AGENDA

1. **Acknowledgments**
We respectfully acknowledge the Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.
2. **Welcome**
3. **Approval of the Agenda - Decision** Senate Members
4. **Approval of the May 9, 2017 Minutes – Decision** Senate Members
Schedule 4
5. **Correspondence Received - None**
6. **Business Arising** Michelle Gervais
6.1 Senate Self-Evaluation Committee – *Information* Schedule 6.1
6.2 Senate Nominating Committee Chris Bottrill
6.2.1 Senate Vice-Chair – *Decision*
6.2.2 Senate Student Appeals Committee Chair – *Decision*
6.3 Consent Agenda – *Information* Nanci Lucas
6.4 Senate Election: Fine & Applied Arts Voting Representative and
Arts & Science Non-Voting Representative - *Information* Karen McCredie
7. **New Business**
7.1 Graduates – *Decision* Karen McCredie
7.2 Ad Hoc Committee – Student Evaluation of Courses and/or Learning –
Decision Nanci Lucas
7.3 Ad Hoc Committee – Implementation of Cap Core – *Decision* Nanci Lucas
7.4 Senate Sub-Committee Members Nanci Lucas
Schedule 7.4
8. **Committee Reports**
8.1 Academic Planning and Program Review Committee – *No report as the
Committee did not meet in May.*



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AGENDA

- | | | |
|------------|--|-----------------------------|
| 8.2 | By-law, Policy and Procedure Committee – <i>Information</i> | Nanci Lucas |
| 8.3 | Curriculum Committee – Link to May 19, 2017 Minutes | Deb Jamison |
| 8.3.1 | Resolution Memorandum – <i>Decision</i> | Schedule 8.3.1 |
| 8.3.2 | Notice of Exceptional Approval for Implementation of the University One for Aboriginal Learners Certificate – <i>Information</i> | |
| 8.3.3 | SCC Agenda Package – <i>Decision</i> | |
| 8.3.4 | SCC WebEx Participation – <i>Decision</i> | |
| 8.4 | Instructional Technologies Advisory Committee – <i>Decision</i> | Don Bentley
Schedule 8.4 |
| 9. | Other Reports | |
| 9.1 | Chair of Senate – <i>Information</i> | Paul Dangerfield |
| 9.2 | Vice Chair of Senate – <i>Information</i> | Nanci Lucas |
| 9.3 | VP Academic and Provost – <i>Information</i> | Rick Gale |
| 9.4 | Board Report – <i>Information</i> | Christopher Doll |
| 10. | Discussion Items | |
| 11. | Other Business | |
| 12. | Information Items | |
| 12.1 | Exceptional Approval Ad Hoc Committee Minutes - Certificate in Rehabilitation Therapy Support Skills | Schedule 12.1 |
| 12.2 | Exceptional Approval Ad Hoc Committee Minutes – Citation in Contract Law | Schedule 12.2 |



SENATE MEETING

Tuesday, May 9th, 2017 4:00 pm
 Capilano University – Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Cyndi Banks, Don Bentley, Kim Bothen, Chris Bottrill, Brent Calvert, Julia Denholm, Caroline Depatie, Chris Doll, Rick Gale, Michelle Gervais, Deb Jamison, David Kirk, Erik Steel, Nanci Lucas, Grace Makarewicz, Brad Martin , Karen McCredie, Paul McMillan, Jennifer Moore, Jorge Ocegueda, Emma Russell, Sandra Seekins, Emily Solomon, Michael Thoma, Carleen Thomas, Halia Valladares, Stephanie Wells, Stephen Williams, Bacle Younan, Recorder: Mary Jukich

Regrets: Darin Feist, David Fung, Imroz Ali, Sharka Stuyt

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

1. Acknowledgement

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

2. Welcome

Chris Doll is replacing Carol Howorth as the Board representative on Senate.

Jorge Ocegueda assumed voting rights for the Faculty of Business in the absence of Sharka Stuyt.

As a result of a vacant seat, Kim Bothen assumed voting rights for the Faculty of Fine and Applied Arts.

3. Approval of the Agenda

Emily Solomon moved and Halia Valladares seconded:

To adopt the agenda.

CARRIED

4. Approval of the Minutes

Two errors were noted:

- Item #6.1, first line, remove the word "style".
- Item #7.4, last paragraph, follow up action item with regard to SCC agendas.



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MINUTES

Michelle Gervais *moved and Deb Jamison seconded:*
To adopt the amended April 4th, 2017 minutes

CARRIED

5. Correspondence Received – None

6. Business Arising

6.1 Cap Core Ad Hoc Committee Update *Presented by: Paul McMillan*

Cap Core was adopted in November 2016 and an ad hoc committee established to work toward implementation of the Cap Core program by fall 2018. The mandate of the committee had three components; to recommend Cap Core learning outcomes to Senate, to recommend a timeline for implementation of the Cap Core curriculum to Senate and to consider possible exceptions to the Cap Core curriculum and recommend them to Senate. The committee met on a regular basis, and in fulfilling the first part of its mandate, developed the learning outcomes as attached in Schedule 6.1 of the Senate package, and provided the following recommendations.

On review, of the proposed learning outcomes, two revisions were requested for consistency throughout the document:

- Under Culture and Creative Expression, third bullet, replace the word “oneself”;
- Under Experiential, first bullet, replace the word “learner’s” with the word “their”.

Paul McMillan moved and Julia Denholm seconded:

17/45 Recommendation 1 – Senate approve the Cap Core learning outcomes developed by the Senate Cap Core Ad-Hoc committee, with the two revisions noted.

CARRIED

Paul McMillan moved and Michelle Gervais seconded:

Recommendation 2 – Senate direct the University to review and assess the success of the Cap Core program, including the Cap Core learning outcomes, within two years of implementation.



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On review of Recommendation 2, concern was expressed on whether the word “success” was required, and on discussion, it was suggested to strike the word out.

Nanci Lucas moved and Emily Solomon seconded:

17/46 Recommendation 2 – Senate direct the University to review and assess the Cap Core program, including the Cap Core learning outcomes, within two years of implementation.

CARRIED

Paul McMillan moved and Michelle Gervais seconded:

Recommendation 3 – Senate establish another ad-hoc committee to facilitate full implementation of the Cap Core program by fall 2018.

On review and discussion, it was suggested to revise the recommendation as follows:

Paul McMillan moved and Halia Valladares seconded:

17/47 Recommendation 3 – Senate establish another ad-hoc committee to facilitate and make recommendations on full implementation of the Cap Core program by fall 2018.

CARRIED

6.2 Senate Self-Evaluation Committee

Presented by: Grace Makarewicz

The Senate self-evaluation survey is now closed with approximately 24 responses received. Work is underway in reviewing and tabulating the responses, and a report will be brought to the June meeting.

6.3 Senate Nominating Committee

Presented by: Chris Bottrill

No nominations were received for Senate Vice-Chair and Chair of the Student Appeals Committee. Senators were encouraged to re-consider volunteering for the position of Vice-Chair, and were also reminded that the Chair of the Student



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Appeal Committee can be a non-Senator. A further call for nominations will be distributed and will close on Thursday, June 1st.

6.4 Consent Agenda

Presented by: Nanci Lucas

A meeting will be scheduled to explore the possibility of Senate moving towards, and implementing, a consent agenda.

7. New Business

7.1 Graduates

Presented by: Karen McCredie

The Registrar submitted a list of 1,034 graduates, verified by the Registrar's Office, to have met the graduation requirements of their program. It was noted that student Senator Michelle Gervais was among the graduates.

Karen McCredie moved and Stephanie Wells seconded:

17/48 Senate accept the students as graduates.

CARRIED

7.2 Senate Election

Presented by: Karen McCredie

The Registrar announced that a bi-election will be called for both the voting seat from Fine & Applied Arts, and the non-voting seat from Arts & Sciences. Voting will commence on June 1 and close on June 7.

8. Committee Reports

8.1 Academic Planning and Program Review Committee

Presented by: Paul McMillan

The Committee reviewed a Concept Paper for a Bachelor of Arts with a Major in Behavioural Science and provided feedback to the developer.



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8.2 By-law, Policy and Procedure Committee

Presented by: Caroline Depatie

The Committee continues work on policy review using SharePoint. Policies currently under review include Academic Integrity and Final Grade Appeal, and these will be brought to Senate once review is complete.

8.3 Curriculum Committee

Presented by: Deb Jamison

The resolutions brought forward from the April 21st, 2017 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Halia Valladares seconded:

17/49 SCC resolutions 170 through 17/49 be

CARRIED

8.4 Instructional Technologies Advisory Committee

Presented by: Don Bentley

Seven people from the University are attending the Open Textbook Summit 2017 which is taking place May 24 - 25 at SFU Downtown. Funding was made available by the VP Academic to cover the \$200 registration fee for three additional attendees. After the Summit, attendees are being asked to attend a SITAC meeting on Tuesday, May 30th to discuss Open Textbook ideas for the University.

9. Other Reports

9.1 Chair of Senate

Presented by: Paul Dangerfield

At the end of the month, there will be an executive joint planning session with the CFA/CSU and MoveUP for information sharing and on discussion on joint initiatives.

Paul Dangerfield and the Board Chair will be hosting the Chiefs in Council. This will be an opportunity for building relationships as the University moves forward with the Strategic Plan and to ensure that Capilano is aligned with the needs in the North Shore and Sea to Sky.



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As Grace Makarewicz is retiring, she was acknowledged and thanked for her contribution and work to both the Senate and University.

9.2 Vice Chair Senate

Presented by: Nanci Lucas

The Board recently passed the Sexual Violence and Misconduct Policy and the Procedures will be presented at SALT. Training has begun on campus for the various stakeholders as this policy is required to be made public by May 18th.

Emily Solomon was acknowledged for being in a recent article of the North Shore News, and thanked for all her work and contributions.

The new Student Code of Conduct Policy and Procedures are available on the website, and it was suggested that Senators familiarize themselves with the Policy and Procedures.

Senators were encouraged to volunteer to serve as the Vice-Chair of Senate, and to contact Nanci Lucas for if further information was required pertaining to the role.

9.3 VP Academic and Provost

Presented by: Rick Gale

There will be a forum for the campus community on May 17th, 12:00 noon in BR 126 on the new credential map. This will be an opportunity for questions and discussion on the development of the credential map, and the new Manager of Academic Initiatives will be in attendance for questions on the process.

Debbie Schacter was hired as the new Librarian and will start on August 1st.

Melanie Schumacher was hired as the Executive Assistant to the VP Academic and Provost.



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MINUTES

9.4 Board Report

Presented by: Christopher Doll

At the Board meeting on April 18th the Board approved the Certificate in Applied Science – Engineering; and the Rehabilitation Therapy Support Skills Certificate Program, as well as the Sexual Violence and Misconduct Policy and the Student Code of Conduct Policy.

The Board will not meet in May, and the next meeting will be in June.

10. Discussion Items

No discussion items were presented.

11. Other Business

A request was received for exceptional approval of curriculum and Senators were requested to volunteer to serve on the ad hoc committee. A response to the request is required prior to the June 13 Board meeting.

12. Information Items

Members were reminded that the June meeting is scheduled for Wednesday, June 7th, 4:00 – 6:00 pm.

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

Next Meeting: Wednesday, June 7th, 2017



Senate Evaluation Survey 2017

Committee members

Darin Feist, Michelle Gervais, Grace Makarewicz (chair), Emma Russell, and Stephen Williams.

Thanks to Christine Chan (IR) for administering the survey and collating the results.

Purpose of survey

The survey measures the effectiveness of the organization and functioning of senate, and senators' understanding of their role in relation to the various subs committees and the university. Based on survey results, the Senate Evaluation Committee recommends improvements to increase senate effectiveness.

Survey profile

The response rate was 67% or 24/36, down from 77% response rate in 2016. The survey opened April 18 and closed May 5, 2017.

Changes to the 2017 survey

Aside from minor tweaking, the only substantive change to this year's survey was to add a question to Q22: "Senate members attend meetings prepared to discuss agenda items."

Overview of survey results - key findings

The survey results were very positive. 96% believe that senators in general, and themselves in particular, are clear about roles and responsibilities (compared to 59% in 2016) (Q1, Q2).

87.5% indicated that Senate is clear about its role and responsibilities with respect to academic governance, as compared to 63% in 2016 (Q4).

Positive gains over last year's results were made in almost all areas (see attached survey results). Some results are perplexing and should be further investigated. For example, (Q26, Q32) indicate that 91% find that 'appropriate time' was spent on agenda items; however, slightly more than half (54%) find that there is 'adequate or robust discussions.' This seems to suggest that senators are not feeling that discussions are shut down, so it's possible that the dissatisfaction relates to the content of the agenda. In the comments accompanying the survey, several asked for more 'big picture' discussion about the new academic plan, how we are fulfilling the president's vision, and the future of CapU. It is also possible that 'robustness' pertains to the general level of engagement by members on a particular topic or issue.

SAPPRC and SCC could benefit by continuing to fine tune their mandates, and sub committees could improve communicating their mandates.

Overall, just over half of members agree that senate sufficiently communicates its mandate to the university community. It would be of benefit to explore what effective communication would look like, and to explore ways to measure success.

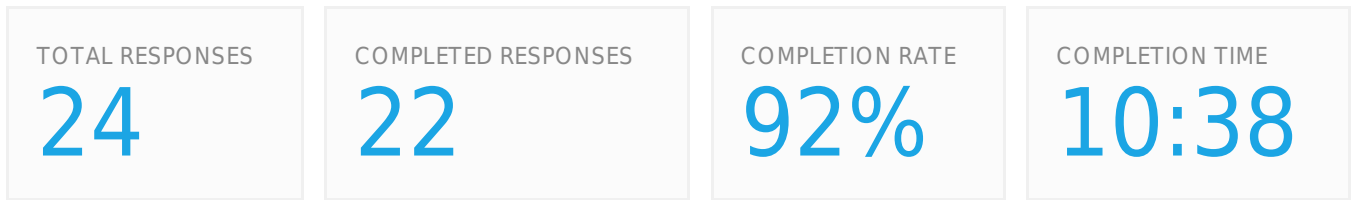
The timing and effectiveness of orientation to Senate continues to concern senators. Only 63.6% of senators agree that orientation of new members is effective (Q24), and about half responded that the orientation was timely and thorough (Q25).

Recommendations

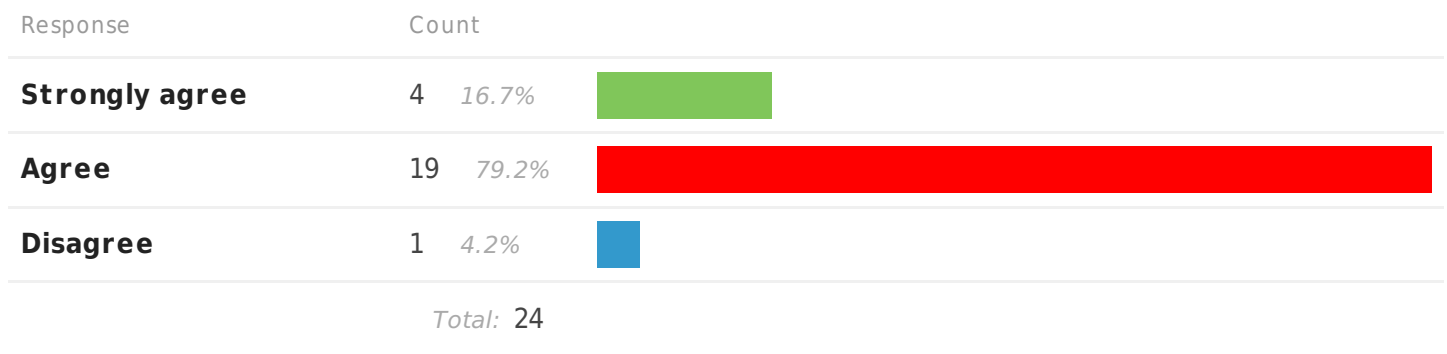
1. Hold an orientation workshop in late August or September. The survey results reveal that almost half of senators are new to senate in the past 12 months (Q23).
2. Increase the joint meetings with the BOG at least 2 per year. Senators and board members benefit from joint meetings but once a year is insufficient for building relationships.
3. Investigate how to encourage more discussion, and the reasons why some senators do not participate more actively.
4. Investigate the issues around communicating senate information to the wider university community.

Submitted by: Michelle Gervais on behalf of the Senate Evaluation Sub Committee, June 6, 2017

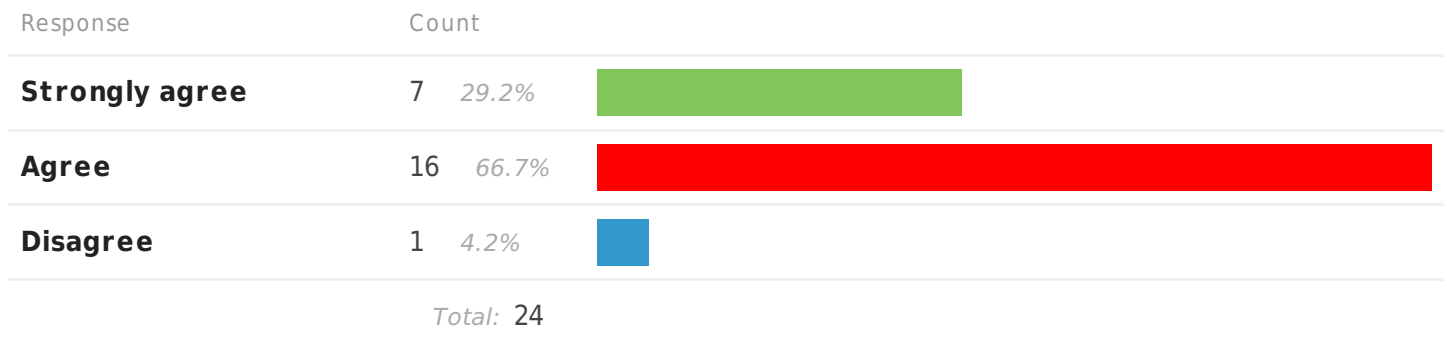
2017 Senate Self-Evaluation Summary



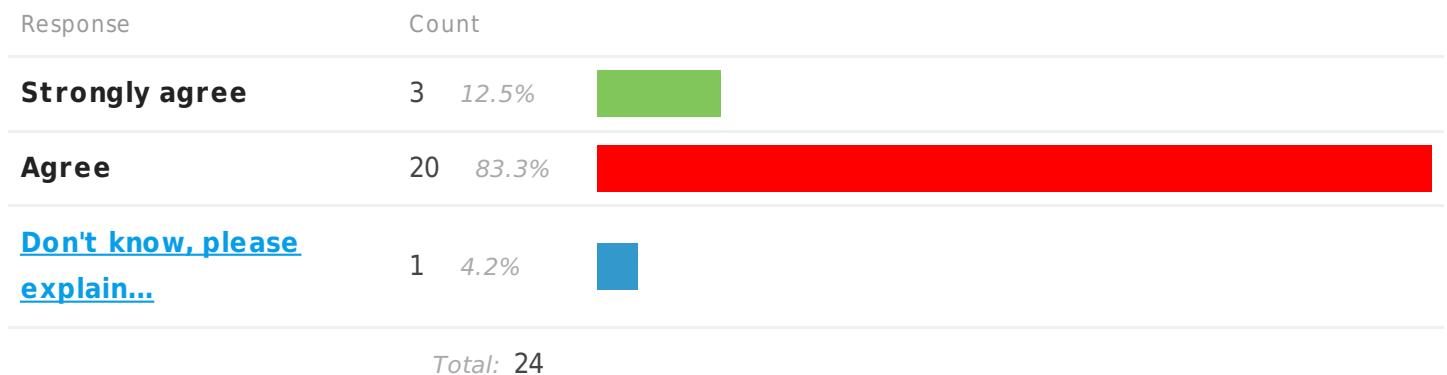
[Q1] The Senate is clear about its role and obligations under the University Act.



[Q2] I am clear about my role and responsibilities as a member of the Senate.



[Q3] The Senate is providing relevant advice to the Board about the university's academic governance.



We could perhaps be doing more to look at the Academic Plan since it is up for renewal next year.

[R1] Please provide any additional information regarding the advice the Senate provides to the Board about academic governance.

Response	Count
	7 responses

There needs to be better working relationships between senate members and board members. More opportunities to connect, train and work together are needed.

The board approves the strategic plan of the University and provides oversight on the implementation of the approved strategy and the business plan by the management of the University. The board relies on the specialized expertise and proper policies and procedures of the Senate to ensure the design and delivery of the academic programs.

I'm not always sure how that advice is delivered in each case. Hopefully as written and hence, more of a formal process.

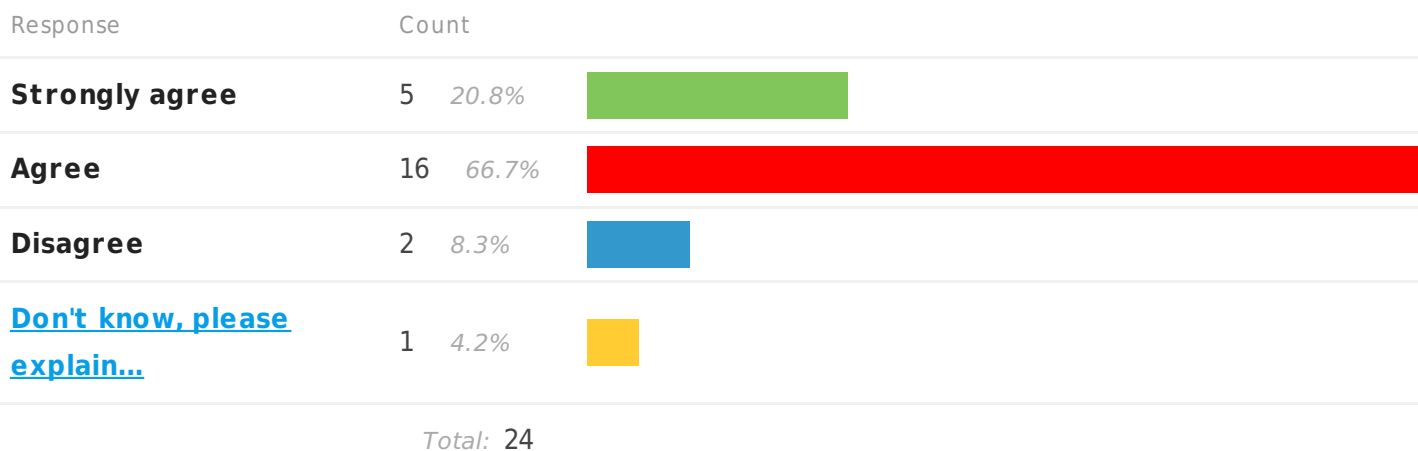
I think we have found what Senate needs and what the Board requires. Growing pains are almost over.

The Senate has been steadily becoming more effective and in understanding its role.

Nancy attends Board meetings and keeps the Board well advised of Senate affairs.

At times, it appears that we might engage in more fulsome discussion .

[Q4] The Senate is clear about its role and responsibilities with respect to academic governance.



At SAPPRC we are confused about the Academic Plan direction (when and who should be reviewing it)

[R2] Please provide any additional comments about the Senate's role and responsibilities regarding academic governance.

Response

Count

6 responses

The Senate provides oversight and quality assurance for the academic programs in the University. Through its committee structure, the Senate provides the academic programs to fulfill the strategic framework approved by the board. The Senate ensures that the quality of academic programs are not compromised by the financial constraints in operating budgets approved by the board.

I think there are times when the Academic Planning Committees should be playing a more robust role in relation to Senate. New initiatives and curriculum should come from faculty, in collaboration with Administrators. Administrators should not be determining the direction of curriculum and then advising faculty to develop it. The approval process for new courses and programs and credentials is still too unruly. There has to be a better way. Why can't we track it on a digital program so that all the various areas can see what is in the cooker?




The senate is approving curriculum course by course - this is not necessary and another bureaucratic step that serves to slow down the process of curricular approvals. Programs should be the subject of the Senate's attention but not every course. It would be better to trust the SCC to do that work.

Senate is pretty good in knowing its role. I would like there to be more discussion on academic issues.

Excellent work has been done on policy and procedures this past year!

Senate has the responsibility to approve new curriculum and programs. To keep offering quality and innovative programs needed for our society.

[Q5] The Senate is effective in its review of policies.

Response	Count	
Strongly agree	6 26.1%	
Agree	13 56.5%	
Disagree	4 17.4%	
<i>Total: 23</i>		

[R3] Please provide any additional comments about the effectiveness of the Senate's review of policies.

Response	Count
5 responses	

There are many policies that we still lack but they are coming. The process is very slow from the time a draft is ready to the time it is ready for approval.






A heavy year for policy - very productive and kudos to the By-law committee. They worked very hard and should be commended.

Specifically this year, we reviewed and approved several policies to stay up to date and within legal requirements. For example: Sexual violence and misconduct policy (new).

There is a large volume of new policies coming through at this time, which has been discussed thoroughly by the committee responsible, however the nuances that come into those discussions are difficult to bring forward to the larger Senate body. I am yet to be convinced that the Senate has been able to take time to consider the consequences of the policies that are presented.

While I agree with the statement, I think the same can be said for most of these questions that it all comes down to people doing their due diligence in reading the policies and feeling free to speak should they question it.

[Q6] The Senate is effective in identifying areas for policy development.

Response	Count	
Strongly agree	3 13.0%	
Agree	13 56.5%	
Disagree	5 21.7%	
Strongly disagree	1 4.3%	
<u>Don't know, please explain...</u>	1 4.3%	
<i>Total: 23</i>		

policy direction is not happening at the Senate level, but at the Board or Executive levels.

[R4] Please provide any additional comments about the effectiveness of the Senate in identifying areas for policy development.

Response	Count
	6 responses

There doesn't seem to be a clear plan of what policies need to be developed or reviewed or the plan isn't shared.

The flurry of policy development doesn't allow timely and thoughtful reflection on policy wording and implications.

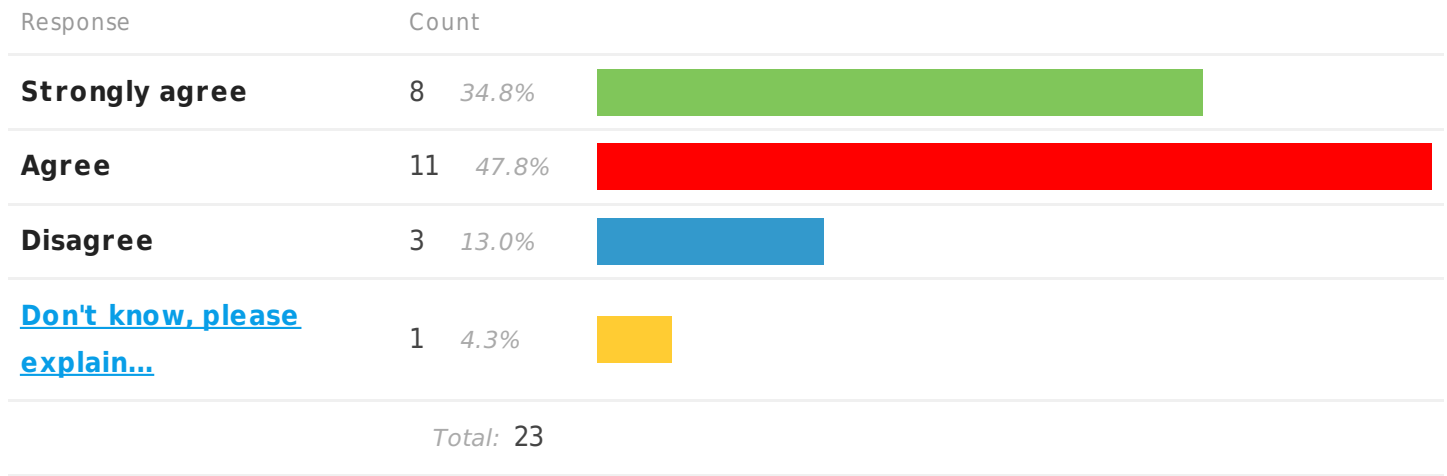
Some Senators need to become more ambitious and demanding for academic programs as the institution moves from a college mentality to a university mandate.

Much of this work is done elsewhere--for example someone notices an out-of-date policy and brings it to the attention of the committee. It is not up to Senate alone to accomplish this task.

weak

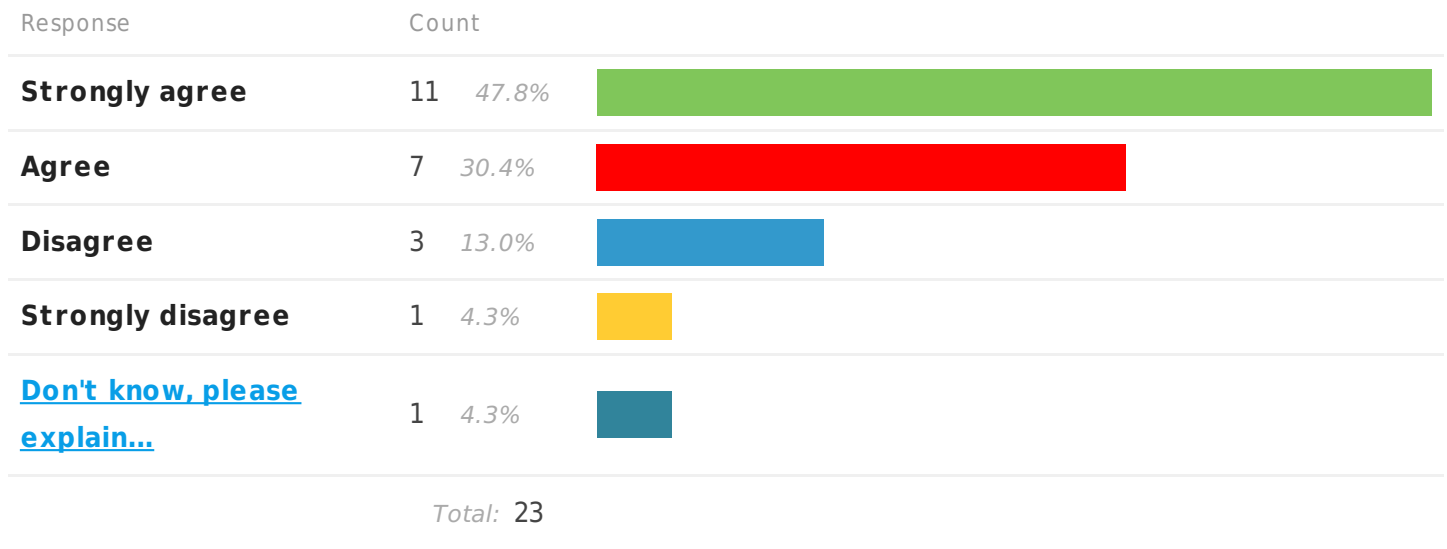
At almost all levels of the university community, policy development seems necessary and how the various areas proceed seems unclear.

[Q7] The areas of responsibility of the Senate Sub-Committees are clear (e.g., functions and mandates).



I am newly appointed, so my experience is limited. What I have observed, it seems sun-committees are aware of their responsibilities

[Q8] The Senate Curriculum Committee (SCC) is effective in helping Senate to fulfill its role in course and program approval.







As above

[Q9] Are you a member of the Senate Curriculum Committee (SCC)?

Response	Count	
Yes	7 30.4%	
No	16 69.6%	
<i>Total: 23</i>		

[Q10] The Senate Budget Advisory Committee (SBAC) is an effective means for the Senate to fulfill its role in advising the president on the balanced budget.

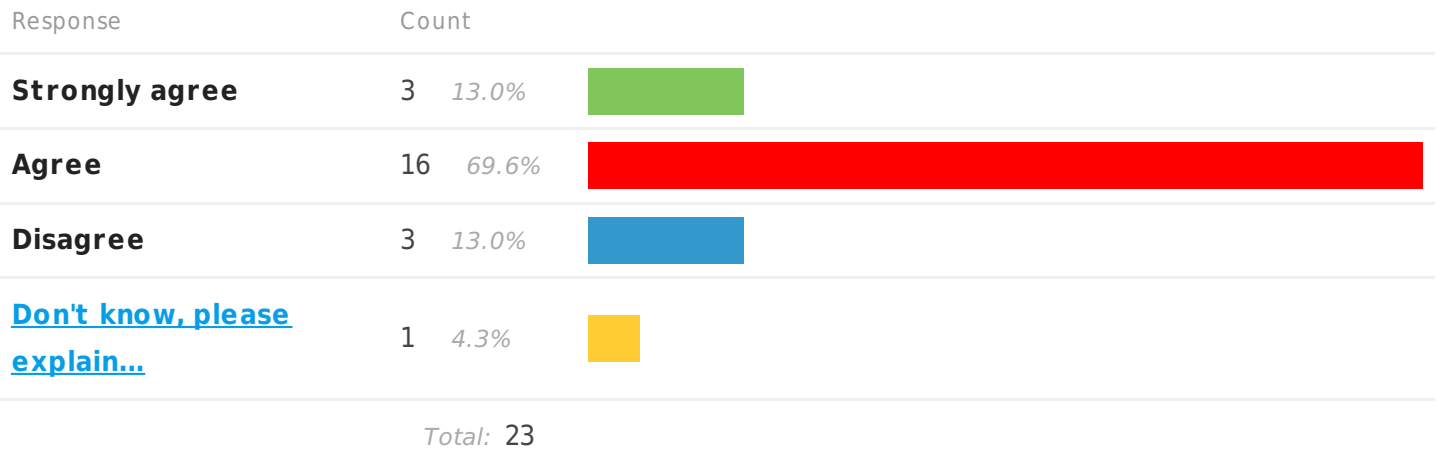
Response	Count	
Strongly agree	2 8.7%	
Agree	18 78.3%	
Disagree	2 8.7%	
<u>Don't know, please explain...</u>	1 4.3%	
<i>Total: 23</i>		

As above

[Q11] Are you a member of the Senate Budget Advisory Committee (SBAC)?

Response	Count	
Yes	7 30.4%	
No	16 69.6%	
<i>Total: 23</i>		

[Q12] The Senate Academic Planning and Program Review Committee (SAPPRC) is an effective means for the Senate to fulfill its role in reviewing programs and educational services and academic planning.

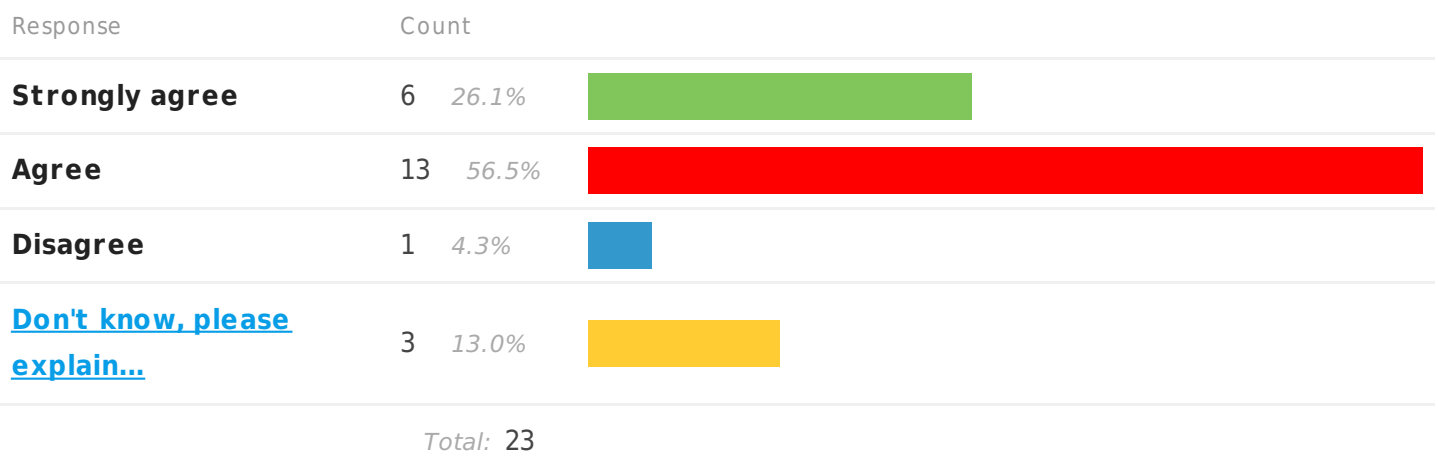


Over the last year and a half SAPPRC has changed its mandate and therefore no actual work was done in terms of reviewing programs or doing academic planning.

[Q13] Are you a member of the Senate Academic Planning and Program Review Committee (SAPPRC)?



[Q14] The Senate By-law, Policy and Procedure Committee is an effective means for the Senate to fulfill its role in the development and assessment of Senate by-laws and university policies and procedures.



As above

see comments above re policy

[Q15] Are you a member of the By-Law Committee?

Response	Count	
Yes	5 21.7%	
No	18 78.3%	
<i>Total: 23</i>		

[R5] Please provide any additional comments about the effectiveness of the Senate Sub-Committees.

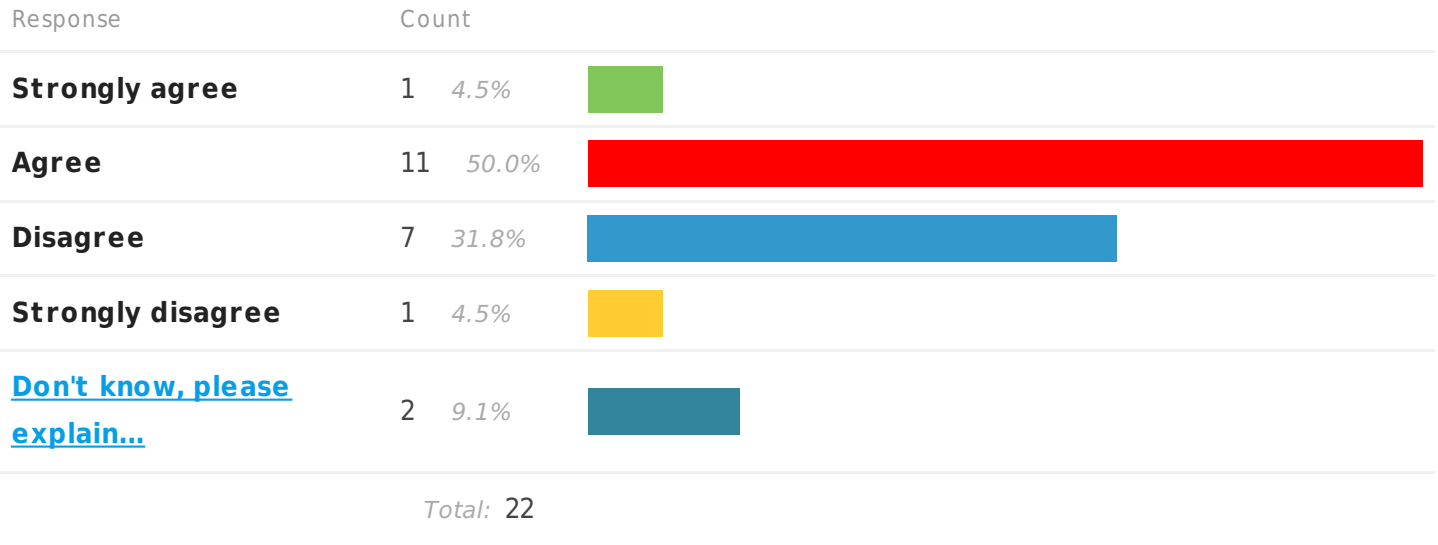
Response	Count
	3 responses

The Senate Sub-Committees appear to be well staffed and have been fulfilling their respective mandates.

The SCC is approving more than curriculum. Some of the feedback is minor and should not require a resubmission but simply a person appointed to check that the changes were made. The implementation process should not be discussed at the SCC and nor should it be a reason for requesting a resubmission of a proposal.

I think SAPPRC is still trying to find its role. SCC's role will now change with the adoption of the new program approval procedures.

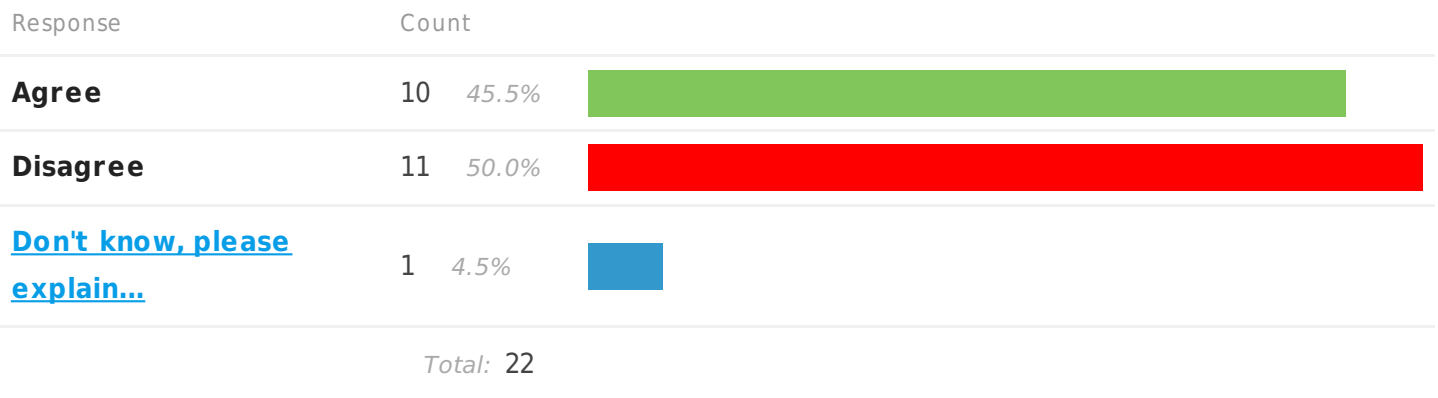
[Q16] The Senate clearly communicates its mandate to the university community.



I don't know what the university community at large thinks about Senate.

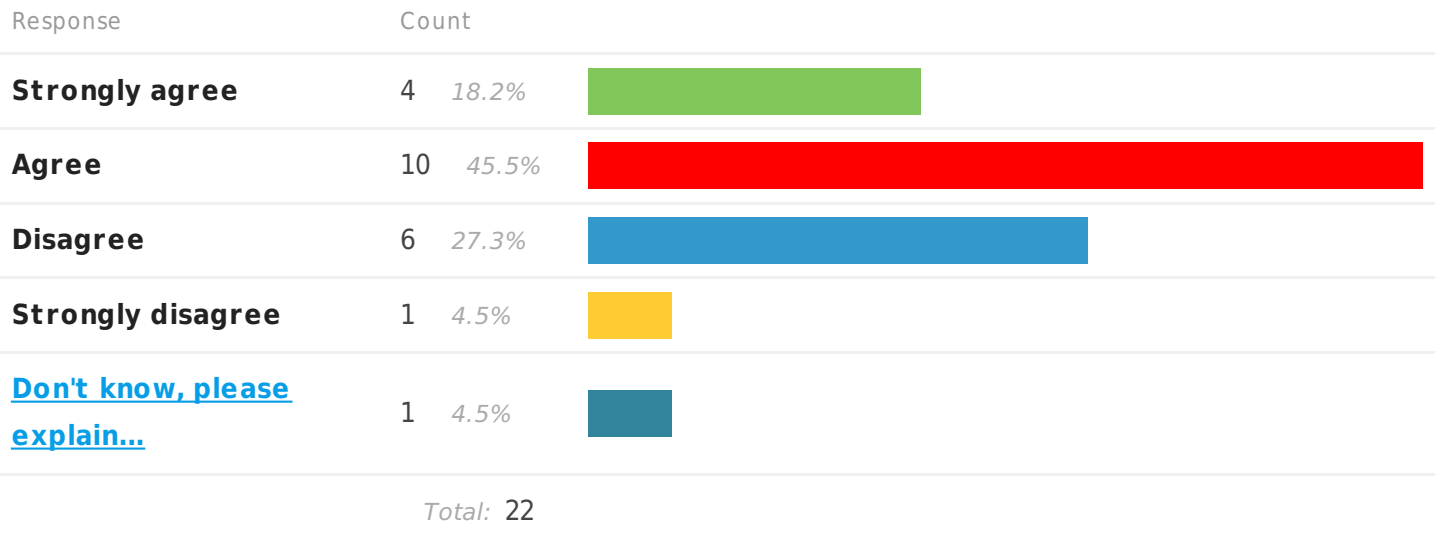
As previously stated, I am newly appointed and have not had this experience at this point in time.

[Q17] The processes of the Senate Academic Planning and Program Review Committee (SAPPRC) are clear and well communicated to the university community.



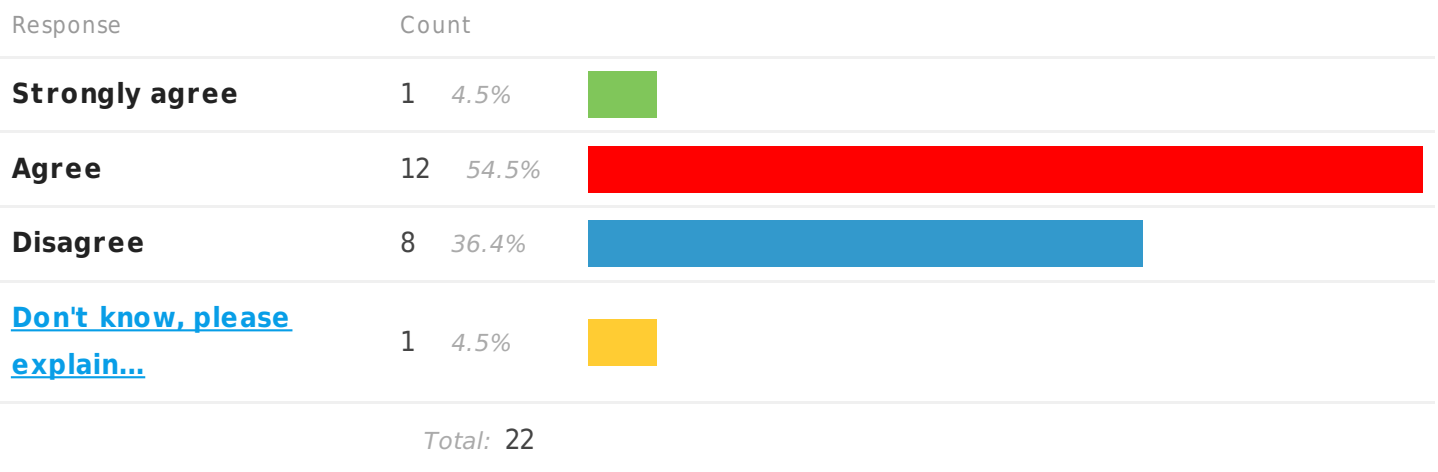
As mentioned earlier

[Q18] The processes of the Senate Curriculum Committee (SCC) are clear and well communicated to the university community.



As mentioned above

[Q19] The processes of the Senate Budget Advisory Committee (SBAC) are clear and well communicated to the university community.



As above

[R6] Please provide any additional comments about Senate Sub-Committee communications with the university community.

Response	Count
	6 responses

I did not know that the Senate Sub-Committees had a mandate to communicate their processes to the university community. The questions above "The processes of the Senate xyz Committee are clear and well communicated to the university community" might be double-barreled and might need to be revised. Not sure how to answer these questions.

The Senate Budget Advisory Committee needs to be more transparent to the University community in its mandate and explains its priorities in the annual budgeting process.

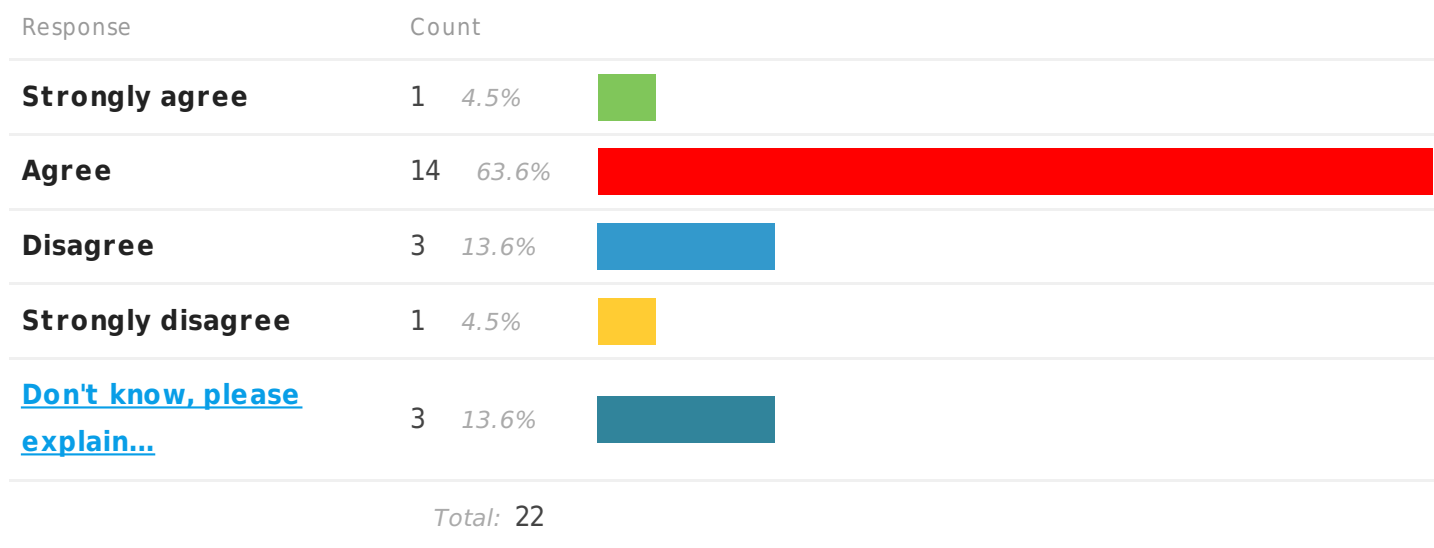
I'm not sure how clearly the sub-committees communicate with the university but the processes and mandates are clear. It took a while for SAPPRC's new mandate and procedures to be completed but now they seem well-defined.

We still need a way for diverse areas to meet and discuss interdisciplinary curriculum development. Too many areas are still developing credentials entirely in house in isolation without connecting themselves to the bigger picture. We need robust structures to facilitate this working together to connect course areas and benefit from each other's expertise.

The university community is still confused as to what the role of SBAC is.

I believe that the processes are communicated within each area to smaller groups when relevant but there is no overall communications to the university at large. Maybe each committee could be featured in the senate updates sent out each month.

[Q20] The Senate meetings provide effective discussions of academic governance issues facing the university.

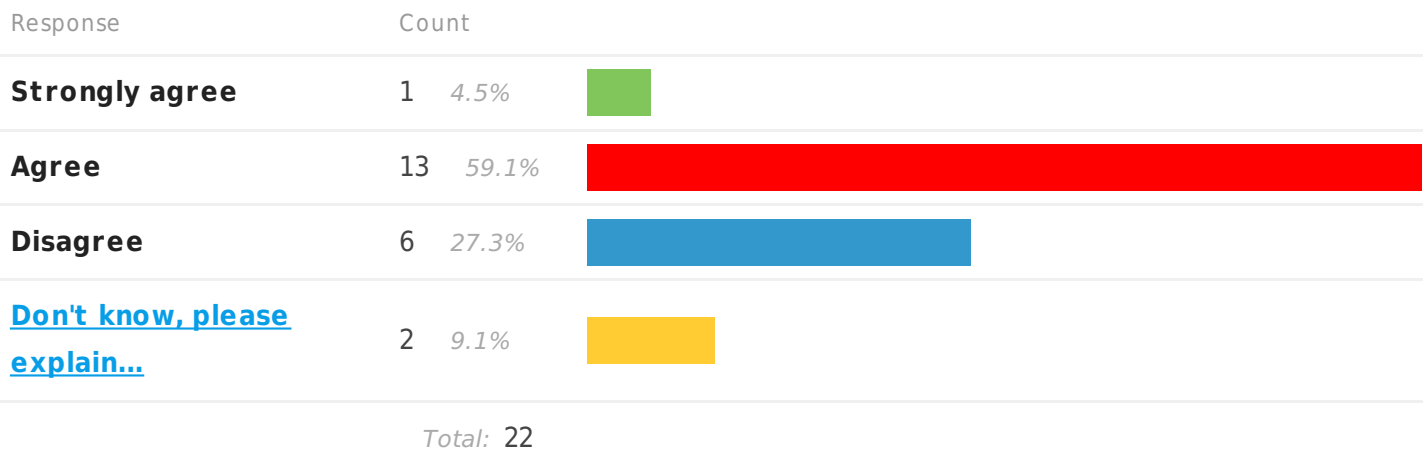


We could and should be doing more to talk about the Academic Plan and how it relates to the Strategic and Operational plans.

Sometimes feels like more discussion is needed.

I do not believe I've had this experience yet.

[Q21] The Senate is effective at seeking and properly utilizing input from its constituencies.



I don't know the extent that this is done - how to know this?

As above

[Q22] In terms of how Senate meetings function, please answer the following:

Variable	Strongly agree	Agree	Disagree	Strongly disagree	Don't know	
The Senate is a rubber stamp	0 0.0%	7 31.8%	15 68.2%	0 0.0%	0 0.0%	Total: 22
Senate members are inclusive of others' points of view	2 9.1%	17 77.3%	3 13.6%	0 0.0%	0 0.0%	Total: 22
Senate members have good listening skills	1 4.5%	17 77.3%	3 13.6%	0 0.0%	1 4.5%	Total: 22
Senate members encourage open and free debate	1 4.5%	12 54.5%	8 36.4%	1 4.5%	0 0.0%	Total: 22
Senate members create an inviting atmosphere where members and constituents feel comfortable expressing their points of view	2 9.1%	9 40.9%	10 45.5%	0 0.0%	1 4.5%	Total: 22
Senate members attend meetings prepared to discuss agenda items	2 9.1%	8 36.4%	7 31.8%	3 13.6%	2 9.1%	Total: 22

[R7] Please provide any additional comments about how the Senate provides a forum on academic matters.

Response	Count
	4 responses

To help educate Senate members who are not professors, it would be beneficial to feature in more details the work of one project in a Sub-Committee in each Senate meeting.

Some may perceive Senate of being a rubber stamp but that may be because of SCC motions which are not usually debated. A consent agenda will likely help alleviate that perception.

It seems most Senators attend meetings prepared to discuss agenda items however some Senators are consistently quiet and therefore I wonder if they are not prepared, not engaged or just satisfied with the work being done and don't feel the need to voice their opinions.

It is very clear that many senators do not read the agenda package in advance or at all.

It's a large group, depending on how much homework I have done is the indicator of how comfortable I am to speak. I wouldn't however, ask a question or challenge a comment to find out more information, it would be too intimidating to do that.

[Q23] Are you a new Senator this year (last 12 months)?

Response	Count	
Yes	10 45.5%	
No	12 54.5%	
<i>Total: 22</i>		

[Q24] Orientation of new members is effective.

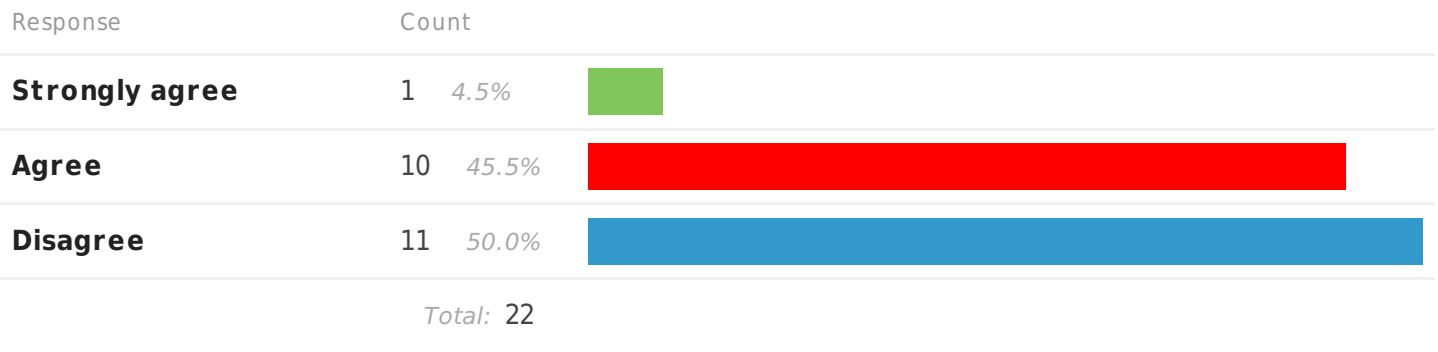
Response	Count	
Strongly agree	2 9.1%	
Agree	12 54.5%	
Disagree	2 9.1%	
Strongly disagree	1 4.5%	
<u>Don't know, please explain...</u>	5 22.7%	
<i>Total: 22</i>		

Orientation was pretty good this year however it could be done earlier.

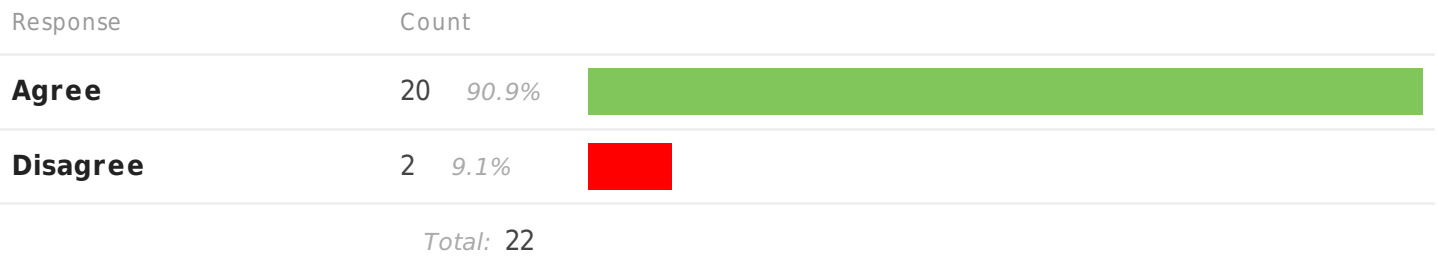
As one of those responsible for orientation I'm more interested in the answers here

I don't believe I had orientation...

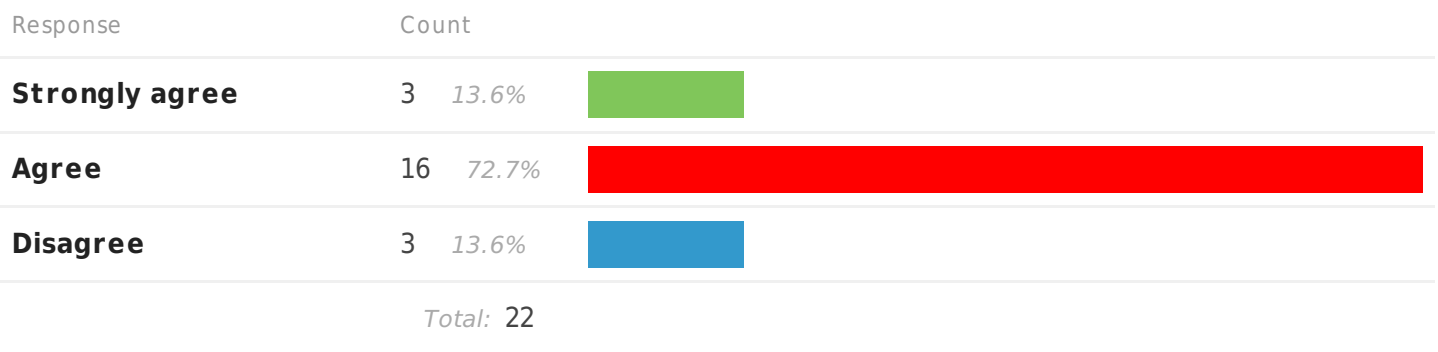
[Q25] My orientation to the Senate was timely and thorough.



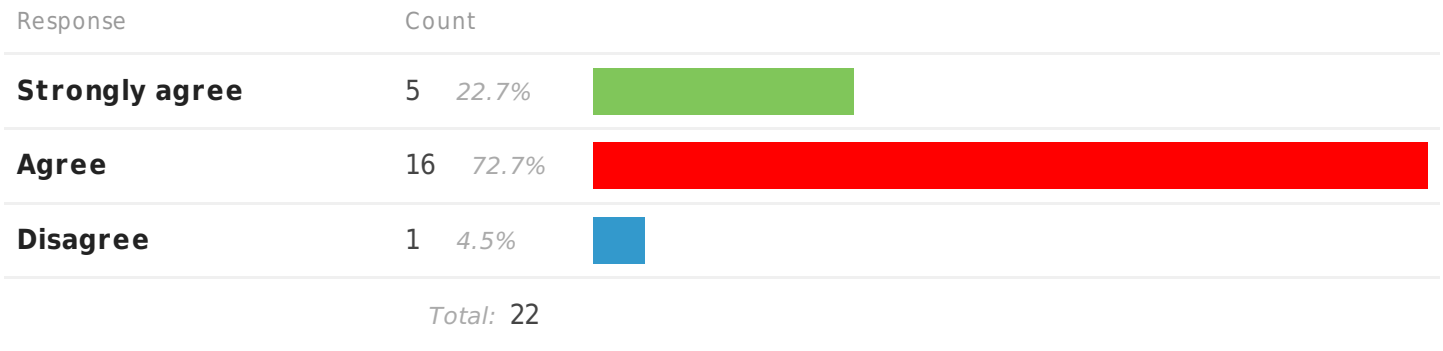
[Q26] The time spent on agenda items is appropriate to the significance of the item.



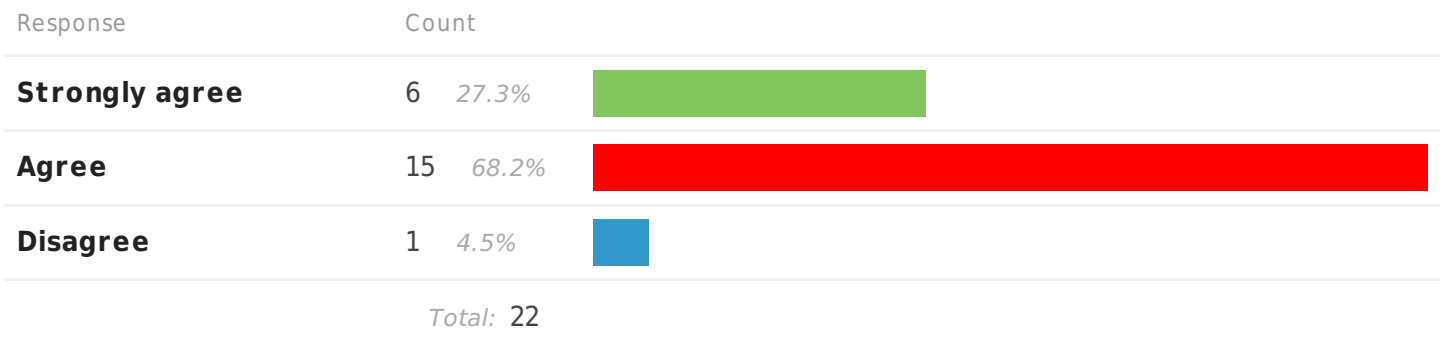
[Q27] I have a clear understanding of Robert's Rule of Order, as a procedure to run meetings.



[Q28] I think it is important that the Senate meetings closely follow Robert's Rules of Order.



[Q29] Members of Senate representing students are accorded the same respect as other Senate members.






[Q30] Senate members are given adequate time to present their views and positions.



[Q31] Meetings are well organized.



[Q32] There is adequate and robust discussion at Senate meetings.

Response	Count	
Agree	10 45.5%	
Disagree	10 45.5%	
Strongly disagree	2 9.1%	
<i>Total: 22</i>		

[R8] Please provide any additional comments, information or suggestions that might be helpful in improving Senate operations.

Response	Count
6 responses	

Improved governance education and more systematic orientation of new Senate members would improve the effectiveness of the Senate.

Senate orientation was not timely, it could've been done sooner (prepared in the summer, given in September rather than October).

There isn't really robust discussion at most Senate meetings, I'm not entirely sure how to change this though.

By the time items come to Senate a lot of the discussion has happened at sub-committees. I find the Senate meetings to be very short. Therefore I would like opportunities to discuss big picture issues at Senate. How are we fulfilling the new President's vision? What kinds of things do we want to see in the future? Where are we excelling and where are we falling short? That kind of thing. We spend a lot of time on systems and policies and not much on discussions about what students want and need or what faculty want and need in order to operate effectively. I'm not talking about HR problems, but rather empowerment and capacity building.

Senators must be responsible for the robust discussion. If they don't talk, there is no possibility for discussion.

The additional joint meetings with the BOG and the presence of a BOG representative at Senate meetings has been helpful in building bridges between Senate and the BOG.

Sometimes for some topics there is not enough discussion.



SENATE SUB-COMMITTEE MEMBERSHIP

August 2016 – July 2017

Academic Planning and Program Review Committee

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Nanci Lucas
VP Academic & Provost	Rick Gale
Dean	Chris Bottrill
Faculty	Paul McMillan (Chair)
Faculty	Jorge Oceguera
Faculty	Laura Mackay
Faculty	Stephen Williams
Faculty	Vacant
Faculty	Stephanie Wells
Faculty	Michael Thoma
Faculty*	
Staff	Darin Feist
Staff	Vacant
Student	Nathalia Souza
Student	Michelle Gervais
(Non-Voting) Resource Members	
Administrator	Jennifer Moore
Administrator	Jillian Feist
Manager, Institutional Research or Designate	Dan Kelly

Budget Advisory Committee

(Voting)	
Vice-Chair of Senate	Nanci Lucas
Administrator	Jennifer Moore
Administrator	Halia Valladares
Faculty	Caroline Depatie
Faculty	Deb Jamison
Faculty	Michael Thoma
Faculty*	
Staff	Bacel Younan
Student	Emily Solomon
Ex-Officio Member (Non-Voting)	
Chair of Senate	Paul Dangerfield
VP Finance and Administration	Jacqui Stewart

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.



SENATE SUB-COMMITTEE MEMBERSHIP
August 2016 – July 2017

By-law, Policy and Procedure Committee

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Nanci Lucas
Administrator	Karen McCredie
Faculty	Judith Watson
Faculty	Jorge Ocegüera
Faculty	Caroline Depatie
Faculty*	
Staff	Bacel Younan
Student	Emily Solomon
(Non-Voting) Resource Members	
Administrator	Julia Denholm

Instructional Technologies Advisory Committee

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Nanci Lucas
Dean	Halia Valladares
University Librarian	Vacant
Student	Andy Chu
Staff	Darin Feist
Faculty	Don Bentley (Chair)
Faculty	Aurelea Mahood
Faculty	Barb Mathieson
Faculty	Vacant
Faculty	Nadja Neubauer
Faculty*	
(Non-Voting) Resource Members	
VP Academic and Provost	Rick Gale
Chief Information Officer or Designate	Stephen O'Connor
Registrar or Designate	Shelly Graff
Teaching and Learning Centre Representative	
Student	

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.



**CAPILANO
UNIVERSITY**

SENATE SUB-COMMITTEE MEMBERSHIP

August 2016 – July 2017

Naming Opportunities Committee

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Nanci Lucas
Administrator	Chris Bottrill
Faculty	
Faculty	Sandra Seekins
Faculty	Sharka Stuyt
Faculty*	
Staff	Darin Feist
Student	
Ex-Officio Member (Non-Voting)	
Executive Director, Advancement	Irene Chanin

Nominating Committee

Administrator	Chris Bottrill
Faculty	Emma Russell
Faculty	David Kirk
Staff	Darin Feist
Student	Michelle Gervais

Self-Evaluation Committee

Administrator	
Faculty	Emma Russell
Faculty	Stephen Williams
Faculty	Vacant
Staff	Darin Feist
Student	Michelle Gervais

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SENATE SUB-COMMITTEE MEMBERSHIP

August 2016 – July 2017

Student Appeals Committee

Chair	Violet Jessen
Faculty	Sharka Stuyt
Faculty	Paul McMillan
Faculty	
Faculty	Stephanie Wells
Faculty	Don Bentley
Staff	Bacel Younan
Staff	Darin Feist
Student	
Student	
Ex-officio Members (Non-voting)	
VP Academic and Provost	Rick Gale
Registrar	Karen McCredie

Tributes Committee

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Nanci Lucas
Administrator	Chris Bottrill (Chair)
Faculty	Sharka Stuyt
Faculty	Emma Russell
Faculty	David Kirk
Faculty*	
Staff	Darin Feist
Student	Michelle Gervais
Ex-Officio Member (Non-voting)	
Executive Director, Advancement	Irene Chanin

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**CAPILANO
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SENATE SUB-COMMITTEE MEMBERSHIP

August 2016 – July 2017

Curriculum Committee

DAC Recommends to Senate (2 Year Term)	
(Voting)	
Humanities	Aurelea Mahood
Social Sciences	Derek Murray
Science, Technology, Engineering and Mathematics	Deanna Baxter
Motion Picture Arts	Seanna McPherson
Design	Pascal Milelli
Performing Arts	Kim Bothen
Business, International Programs, Projects and Partnerships	Darcie Hillebrand
Applied Business, Legal Studies, Communications	Deb Jamison
Tourism and Outdoor Recreation Management	Greig Gjerdalen
Health and Education	Annabella Cant
Global Stewardship, Public Administration & Human Kinetics	Caroline Soo
Access and Academic Preparation	Michelle Gunness
Library	Karin Hall
Student Services	Jeff Ross
Students (1 Year Term)	Ramneet Kang
	Christina Schulz
	Anahita Hooman
Administrators	Rick Gale
	Chris Bottrill
	Julia Denholm
	Halia Valladares
Registrar	Karen McCredie
One Academic Advisor	Marnie Findlater
Director of Continuing Studies & Executive Education	Karmen Blackwood
Chair or Vice-Chair of Senate	Paul Dangerfield /Nanci Lucas
(Non-voting)	
Chair	Deb Jamison

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.



DATE: May 29, 2017

TO: Paul Dangerfield, Chair, Senate

FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on May 19, 2017. Please acknowledge below that the Senate endorses its approval of the following motions:

- 17/50** The revisions to the Early Childhood Care and Education Certificate program profile be recommended to Senate for approval.
- 17/51** SCC recommends to Senate that TOUR 316 – Financial Management in Tourism and TOUR 325 – Tourism Managerial Accounting be granted quantitative/analytical status.
- 17/52** The new course, NABU 366 – Personal and Professional Sales for North America, and the revisions to the following courses:

BADM 305 - Leadership
 BADM 306 - Directed Study II
 BADM 321 - Special Topics in Business Administration II
 BADM 329 - Performance Management
 BADM 332 - Managing Not-for-Profit Organizations & Social Enterprises
 BADM 382 - Case Analysis and Decision Making in Human Resources Management
 BADM 465 - Management Decision Making
 BADM 466 - Managing Change
 BADM 475 - Negotiation Skills
 BCPT 305 - Management of Information Systems
 BFIN 353 - International Finance
 BFIN 386 - Risk Management and Insurance
 BFIN 441 - Investment Strategies
 BFIN 486 - Retirement and Estate Planning
 BMKT 316 - Branding and Innovation
 BMKT 364 - Consumer Behaviour
 BMKT - 365 Marketing Strategies and Decisions
 BMKT - 369 Digital Marketing
 BMKT - 401 Applied Marketing Methods
 IBUS - 321 International Business
 IBUS - 341 Global Logistics & Supply Chain Management
 IBUS - 357 International Marketing
 IBUS - 358 Principles of Quality Management
 IBUS - 368 International Entrepreneurship
 IBUS - 440 Advanced Topics in International Business
 NABU - 318 Project Management



DATE: May 29, 2017

TO: Paul Dangerfield, Chair, Senate

FROM: Deb Jamison, Chair, Senate Curriculum Committee

NABU - 330 Cross Border Issues in Strategic Human Resource Management
NABU - 340 North American Financial Management
NABU - 480 North American Business Practicum Work Experience I

be recommended to Senate for approval.

- 17/53** SCC recommends to Senate that approval be granted for the revisions to and the addition of the concentration to the North American Business Management Post Baccalaureate Diploma Program Profile, New Concentration; North American Business Management Applied Post Baccalaureate Diploma Program Profile, New Concentration; North American and International Management Graduate Diploma Program Profile, New Concentration; and the revisions to International Management Graduate Certificate – Admission Requirements, International Management Graduate Diploma – Admission Requirements and Program Profile.
- 17/54** Final Approval of the University One for Aboriginal Learners Certificate be recommended to Senate for approval.
- 17/55** The two new courses, ABST 098 – Foundations in Quantitative Reason and ABST 099 – Foundations in Critical Reflection be recommended to Senate for approval.
- 17/56** That the University One for Aboriginal Learners Certificate be implemented in September 2017.
- 17/57** That Senate be informed, and a notation made on the Senate minutes, that final approval for University One for Aboriginal Learners Certificate was granted for a September 2017 implementation date on an exceptional basis only as the program was brought to SCC after the scheduling deadline.
- 17/58** SCC recommend to Senate approval of the new course, SCI 369 - Revolutions and Revolutionary Thinking in Science, as well as the granting of quantitative/analytical status and science status.

Deb Jamison
Chair, Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: May 29, 2017

Date:

SITAC Report to Senate for June 7, 2017

BCcampus held the Open Textbook Summit 2017, on May 24-25, which was attended by 8 representatives from CapilanoU, who represented faculty, students and administration.

Open Educational Resources are teaching and learning materials that may be freely used, reused, and modified without charge.

The goals of the open textbook project at BCcampus are to:

- Increase access to education by decreasing student costs
- Enhance control over instructional resources for faculty
- Improve learning outcomes for students

Through the BCcampus open textbook project educators are invited to:

- **Find** – discover an open textbook from the top 40 subject areas in B.C.
- **Adopt** – build the content from an open textbook into your curriculum
- **Adapt** – customize a textbook or lesson to fit your specific teaching needs

From 2012-2017, through the open textbook project, BCcampus has worked with 30+ institutions and 300+ faculty, resulting in 1,000+ open textbook adoptions which have saved BC students in excess of \$4,000,000

Top 5 adopting institutions (in order): Kwantlen Polytechnic University, Douglas College, Langara College, Camosun College, Thompson Rivers University

Some other facts presented at the conference:

- 50% of students ask instructors if they really need to buy the textbook
- 75% of students inquire about using an older version of the textbook
- 22% - the estimate by instructors of how many students don't buy the textbook
- 50% - the number of students that say they haven't purchased a required textbook
- 40% - the number of faculty who admit to being unaware of OER

The CapilanoU participants of the Open Textbook Summit 2017 recommended to SITAC that it establish an Open Education Resources (OER) sub-committee, open to any member of the university community, and that the committee will meet monthly and make recommendations for SITAC's consideration and endorsement. SITAC has accepted this recommendation.

SITAC would like to make the following motions:

SITAC moves that Senate approve that new faculty receive an introduction to Open Education Resources (OER) as part of the new faculty orientation process.

SITAC moves that a financial incentive be created for faculty willing to **adopt**¹ OER resources.

SITAC moves that the Cap Core, Cap Year Experience and Indigenization initiatives encourage adoption of OER resources.

SITAC moves that the Manager of Learning & Teaching be given the responsibility and resources to raise awareness and encourage OER adoption through collaboration with faculty, students, administration, IT Services, and the library.

¹ BC Campus has financial resources & grants for adapting and developing open textbooks, as well as lists of open textbooks available for use.

Minutes for Ad-Hoc Committee formed under S.2009-04 - Exceptional Approval of Curriculum

April 4, 2017

Attendees: Brad Martin (Dean of EHHD), Richard Gale (VPAP), Paul McMillan (Faculty rep), Caroline Depatie (Faculty rep), Deb Jamison (Chair of SCC), Nanci Lucas (Chair), Julia Denholm (Dean of AS), Karen McCredie (Registrar), Tracy Dignum (guest).

The exceptional meeting was called to consider the Certificate in Rehabilitation Therapy Support Skills pilot project (one time offering). After some discussion and some suggested changes, Nanci Lucas moved that:

“The ad-hoc committee recommends the Certificate in Rehabilitation Therapy Support Skills to the Board of Governors for approval once the suggested changes are made in the final document package.”

Seconded by Brad Martin.

Motion carried.



Exceptional Approval Ad Hoc Committee Meeting

Friday, May 26, 2017 10:00 am

By Tele-conference

MINUTES

Present: Rick Gale, Deb Jamison, Nanci Lucas, Karen McCredie, Paul McMillan, Jorge Oceguela, Halia Valladares, Recorder: Mary Jukich

Guest: John Fairlie

1. Acknowledgement

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

2. Citation in Contract Law

The exceptional approval ad hoc committee reviewed and considered the Citation in Contract Law.

Karen McCredie informed members that the Registrar's Office had revised the admission requirements from "selection" to "nomination by BC Hydro" in order to ensure that the University had control of admissions.

No issues were raised with regard to the curriculum or academic aspects of the Citation.

Halia Valladares moves and Jorge Oceguela seconded:

The exceptional approval ad hoc committee recommends to the Board approval of a one-time offering of the Citation in Contract Law.

CARRIED
