



SENATE MEETING

Tuesday, December 5, 2017 4:00 pm
Capilano University – Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Sean Ashley, Don Bentley, Kim Bothen, Chris Bottrill, Julia Denholm, Chris Doll, Caroline Depatie, Dilnavaz Dhillon, Darin Feist, Marnie Findlater, Megan Fretz, Michelle Gervais, Deb Jamison, David Kirk, Joshua Larsen, Brad Martin, Anthea Mallinson (alternate for Brent Calvert), Karen McCredie, Paul McMillan, Jorge Ocegüera, Emma Russell, Sandra Seekins, Debbie Schachter, Majid Raja, Michael Thoma, Carleen Thomas, Halia Valladares, Stephanie Wells, Anna Rempel (alternate for Andrew Willis), Bacel Younan, Recording Secretary: Mary Jukich

Regrets: Imroz Ali, Cyndi Banks, Brent Calvert, David Fung, Sylvia Kind, Jennifer Moore, Adam Sale, Andrew Willis

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 4:05 pm.

1. Welcome

In the absence of Adam Sale, Kim Bothen assumed voting rights for the Faculty of Fine and Applied.

2. Approval of the Agenda

The following revisions were requested:

- Item 6.6 and Item 6.7 should indicate "Decision", instead of Information.
- Tributes Committee was added as an Information Item.

*Caroline Depatie moved and Michael Thoma seconded:
To adopt the agenda.*

CARRIED

3. Approval of the Minutes

Page 7, item 8.2 should indicate that the Elders attend the Kéxwusm-áyakn Student Centre on Tuesdays and Thursdays.

*Stephanie Wells moved and Bacel Younan seconded:
To adopt the November 7, 2017 amended minutes.*

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4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Senate Cap Core Implementation Ad-Hoc Committee

Presented by: Paul McMillan

The ad hoc committee continues its work on the Cap Core implementation and has developed guidelines which are now posted on Frontlines. The ad hoc committee is reviewing a process on how to handle transfers from other institutions, as well as Cap Core approval process and consultation.

Members were encouraged to continue to provide the ad hoc committee with feedback and comments.

5.2 Task Force on Exceptions to Curriculum Requirements

Presented by: Sandra Seekins

The Registrar and Dean of Arts and Sciences will be gathering some background information prior to the call for membership on the Task Force.

6. New Business

6.1 Student by-Election

Presented by: Karen McCredie

Senate was informed that Dilnavaz Dhillon was acclaimed for the vacant student voting seat, with a term ending July 31, 2018.

6.2 Academic Schedule

Presented by: Karen McCredie

The fall 2018 to summer 2019 Academic Schedule was presented to Senate for information. Senate was informed that the Schedule was delayed as a result of implementation of the Academic Schedule Policy.

A question was raised with regard to the possibility of a fall reading break. It was noted that an ad hoc committee was previously struck to do some research, and



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an outcome was determined. This will be presented to the VP Academic, to senior leadership, and then subsequently to Senate.

6.3 Program/School Review Schedule 2017 – 2022

The Program/School Review Schedule 2017 – 2022 was presented to Senate for information. The document maps out the proposed review schedule to have all the programs go through the review cycle by Faculty and then by school. It was noted that this is a “living” document and will be updated from time to time. Information and the most current list of when a program/school is scheduled for review can be found on [Frontlines](#).

6.4 Senate Subcommittee Vacancies

Presented by: Sandra Seekins

Members were requested to consider volunteering for the remaining Senate subcommittee vacancies.

6.5 Ad Hoc Committee for Release Sections

Presented by: Sandra Seekins

Senate was requested to strike an ad hoc committee to undertake a review and research practices at other institutions with regard to release sections for faculty, as well as staff and students, who serve as Chairs of Senate committees.

Paul Millan moved and Deb Jamison seconded:

17/71 To strike an ad hoc committee to review release sections for members who serve as Chairs of Senate committees.

CARRIED

6.6 B.102 Policy Development and Management

Presented by: Sandra Seekins

Michelle Gervais moved and Stephanie Wells seconded:

17/72 B.102 Policy Development and Management Policy be sent to Senate By-law, Policy and Procedure Committee to seek its advice under Section 35.2(6) of the *University Act*.

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6.7 B.108 Credit and Non-Credit Courses

Presented by: Sandra Seekins

Deb Jamison moved and Michelle Gervais seconded:

17/73 B.108 Credit and Non-Credit Courses Policy be sent to the Senate By-law, Policy and Procedure Committee to seek its advice under Section 35.2(6) of the *University Act*.

CARRIED

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

The Committee met on November 14th, and reviewed three Concept Papers; Minor in English and a Minor in History, as well as a Minor in Cinema Studies and a recommendation was provided for all three Papers to move to the next stage. As well, the Committee reviewed the Program Review Schedule for 2017 – 2022, and the Program Review Release Criteria.

7.2 Budget Advisory Committee

No report was provided as the Committee will not meet until January.

7.3 By-law, Policy and Procedure Committee

Presented by: Kim Bothen

7.3.1 S2018-01 Final Grade Appeal Policy and S2018-01-01 Final Grade Appeal Procedures

The Final Grade Appeal Policy and Procedures were presented at Senate for information, and to request that Senators collect feedback on the documents from their constituencies. Feedback should be sent to senatebylaw@capilanou.ca by January 16th, 2018.



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7.3.2 B.106-02 Program Approval Procedures

Senate was requested to approve the revisions to B.106-02 Program Approval Procedures.

Kim Bothen moved and Paul McMillan seconded:

17/74 To approve the revisions to the B.106-02 Program Approval Procedures. **CARRIED**

Senate was requested to rescind S2009-04 Process for Exceptional Approval Policy as the policy was incorporated into the Board Program Approval Procedure.

Kim Bothen moved and Deb Jamison seconded:

17/75 To rescind S2009-04 Process for Exceptional Approval Policy. **CARRIED**

7.3.3 S2003-03 Academic Standing

Kim Bothen moved and Halia Valladares seconded:

17/76 To approve S2003-03 Academic Standing Policy with an implementation date of September 1, 2018. **CARRIED**

7.3.4 S1999-01 Cheating and Plagiarism Policy

Senate was requested to approve rescinding S1999-01 Cheating and Plagiarism Policy as this policy was replaced with the Academic Integrity Policy.

Kim Bothen moved and Bacel Younan seconded:

17/77 S1999-01 Cheating and Plagiarism Policy be rescinded effective January 1, 2018. **CARRIED**



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7.4 Curriculum Committee

Presented by: Deb Jamison

The resolutions brought forward from the November 17, 2017 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Halia Valladares seconded:

17/78 SCC resolutions 17/68 through to 17/71 be adopted by Senate.

CARRIED

7.5 Instructional Technologies Advisory Committee

Presented by: Don Bentley

The Open Education Resources Working Group is developing both a faculty survey (led by Laura MacKay) and a student survey (led by Andrew Willis from the CSU) which is expected to go out in mid-December. Michel Castagné, Digital Services Librarian has arranged for Lauri Aesoph from BCcampus to come to the library 1-2:30pm on Wednesday, December 6 to talk about OER. Topics include:

- Overview of open education, open textbooks, OER
- Reviewing Capilano's progress with open education and what is needed now
- How BCcampus can help
- BC Open Textbook Collection: What it contains, how to use it, how we continue to build and maintain the collection

The procedures for faculty to apply to IT Services Innovation fund are now expected to be released in early January, with applications to be submitted in time for SITAC January 30, 2018 meeting.

The Committee has formed an Online Learning Working Group with Daniel Yasinski serving as Chair. In addition to the Centre for Teaching Excellence & IT Services, SITAC would like to invite any interested faculty and students to join the working group. A call for interested parties will go out in January.



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At the previous Senate meeting, the Chancellor posed a question about “*the special needs of adult students with the ongoing obligations of a mortgage and a family but facing the demand for retraining to participate in a rapidly evolving economy driven by globalization and disruptive technologies*”. The committee discussed the question and noted that in addition to typical financial barriers that students face, the lack of availability of online options could also be a barrier, as adult students with families and full-time jobs many only have availability during non-traditional class times (e.g. late at night or early in the morning). It was also noted that an easy to use web interface, consistent across courses allows students to focus on the course material rather than spending time figuring out the intricacies of the online delivery platform.

8. Other Reports

8.1 Chair of Senate

Presented by: Paul Dangerfield

The Chair provided a report, including the following highlights:

- The University continues to partner with Wesbrook with regard to developing the adjacent land. It is anticipated that a response from the District will be received shortly on the proposal for the redevelopment of the residences of which 60 units will be acquired for student housing.
- As part of the Campus Master Plan, it is anticipated that a process will be rolled out in the new year, with opportunities for input from the campus community.
- With regard to the Operational Plan, and in moving forward to 2018/19, focus will continue on the two previous priorities, building capacity and student retention.
- Work will continue in completing the transition to university Canada application as well as working on exempt status. Conversations are ongoing around research and scholarly activity and ways to move the scholarly activity piece forward.



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8.2 Vice Chair Senate

Presented by: Sandra Seekins

The Vice-Chair attended an academic governance conference downtown hosted by FPSE, and will give further details at the Senate/Board Social. The University was well represented at a recent event at the Orpheum, in which Dr. Angela Davis spoke on inclusivity, intersectionality, gender-based violence and other social justice issues.

8.3 VP Academic and Provost

No report was provided.

8.4 Board Report

Presented by: Chris Doll

The Board met on November 21st and received a report with regard to plans for the 50th Anniversary Event. The Board is considering ways to use this event for promoting the University and student recruitment.

The Board is working on updating the terms of reference of standing committees, and a template for that purpose was approved.

The next Board meeting will be on January 23, 2018.

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

Senate was reminded that the deadline for nominations for Honorary Degrees and Faculty Emeritus is February 7th, 2018. Information on criteria can be found [Honorary Degrees](#) and [Faculty Emeritus](#).



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There being no further business, and on motion duly made and seconded, the meeting was adjourned at 5:20 pm.

Next Meeting: Tuesday, January 9th, 2018
