



## SENATE MEETING

Tuesday, January 9, 2018 4:00 pm  
Capilano University – Room LB 322

### MINUTES

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**Present:** Paul Dangerfield (Chair), Imroz Ali, Sean Ashley, Cyndi Banks, Kim Bothen, Chris Bottrill, Brent Calvert, Dilnavaz Dhillon, Caroline Depatie, Megan Fretz, Deb Jamison, Sylvia Kind, Joshua Larsen, Brad Martin, Paul McMillan, Jorge Ocegueda, Majid Raja, Adam Sale, Sandra Seekins, Debbie Schachter, Michael Thoma, Halia Valladares, Stephanie Wells, Andrew Willis, Bacel Younan, Recording Secretary: Mary Jukich

**Regrets:** Don Bentley, Julia Denholm, Chris Doll, Darin Feist, Marnie Findlater, David Fung, Michelle Gervais, David Kirk, Karen McCredie, Jennifer Moore, Emma Russell, Carleen Thomas

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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 Don Bentley, Sylvia Kind assumed voting rights for the Faculty of Education, Health and Human Development.

In the absence of Karen McCredie, Craig Wright presented the Graduates item.

Toran Savjord, Vice President Strategic Planning, Assessment and Institutional Effectiveness was introduced and welcomed to Senate.

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

Information Item #11.2 Honorary Degrees and Faculty Emeritus was added to the agenda.

*Adam Sale moved and Brad Martin seconded:*  
To adopt the amended agenda.

**CARRIED**

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

*Deb Jamison moved and Bacel Younan seconded:*  
To adopt the December 5, 2017 minutes.

**CARRIED**



## SENATE MEETING

Tuesday, January 9, 2018 4:00 pm  
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### MINUTES

---

#### 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 a set of recommendations on how to handle transfers from other institutions.

The ad hoc committee has identified gaps with regard to Cap Core curriculum that does not fit into the current structure. Some recommendations are being developed and Senators were requested to contact the ad hoc committee if they were aware of further issues.

##### 5.2 Task Force on Exceptions to Curriculum Requirements

*Presented by: Sandra Seekins*

Work continues on gathering background information.

##### 5.3 Ad Hoc Committee for Release Sections

*Presented by: Sandra Seekins*

Senate was informed that prior to commencing work, background information was required on how other institutions give release time to Chairs serving on Senate subcommittees.

Brent Calvert and Bacel Younan volunteered to join Sandra Seekins and Deb Jamison on the ad hoc committee.

##### 5.4 Senate and Board Highlights

*Presented by: Sandra Seekins*

Sandra reported that there have been discussions with Communications and Marketing with regard to creating and distributing Senate and Board Highlights.



## SENATE MEETING

Tuesday, January 9, 2018 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

A template is being developed which will streamline circulation and distribution of the reports and will be sent out via Constant Contact.

#### 6. New Business

##### 6.1 Graduates

*Presented by: Craig Wright*

A list was presented of 414 graduates, verified by the Registrar's Office, to have met the graduation requirements of their program.

*Craig Wright moved and Halia Valladares seconded:*

**18/01** Senate accept the students as graduates.

**CARRIED**

#### 7. Committee Reports

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

*Presented by: Michael Thoma*

The Committee met on December 12<sup>th</sup>, and approved the following Concept Papers:

- Bachelor of Science with a Major in Health Science
- Bachelor of Science with a Major in Environmental Technology
- Post Baccalaureate in Motion Picture Industry Affairs
- Bachelor of Digital Media and Creative Management

The Committee also reviewed the most recent version of the Program Review Templates and recognized that the templates are a work in progress, with continual adjustments being made. The Committee noted some issues with regard to streamlining the review process, for both the internal and external reviewers, particularly in terms of the questions, data and reports that are required, and questions were raised on whether the proposed section release was adequate for the demands of the task.

Senate was informed that John Stubbs was hired as a consultant to provide guidance on the process, and a brief biography was provided.



## SENATE MEETING

Tuesday, January 9, 2018 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

#### 7.2 Budget Advisory Committee

No report was provided as the Committee will be meeting on January 16, 2018.

#### 7.3 By-law, Policy and Procedure Committee

*Presented by: Kim Bothen*

##### 7.3.1 S2015 Credential and Course Criteria Policy

Senators were requested to collect feedback from their constituencies on the draft S2015-05 Credential and Course Criteria Policy, and the feedback sent to [senatebylaw@capilanou.ca](mailto:senatebylaw@capilanou.ca) by February 2<sup>nd</sup>.

#### 7.4 Curriculum Committee

*Presented by: Deb Jamison*

The resolutions brought forward from the December 15, 2017 Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Halia Valladares seconded:*

**18/02** SCC resolutions 17/72 through 17/78 be adopted by Senate.

**CARRIED**

A vote was not required for resolution 17/79.

A suggestion was presented that in future cap core categories for courses requesting cap core designation, be indicated on the resolution memorandum.

#### 7.5 Instructional Technologies Advisory Committee

A meeting is scheduled for late January, and accordingly no report was provided.

### 8. Other Reports

#### 8.1 Chair of Senate

*Presented by: Paul Dangerfield*

The Chair provided a report, including the following highlights:



## SENATE MEETING

Tuesday, January 9, 2018 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

- The President spoke on the recent power outage at the North Vancouver campus, and that it may be timely to look at ways to ensure that in the event of another power outage, the University could operate using virtual means.
- Two new appointments, and two renewals of membership, have been made to the Board.
- Arts and Sciences are finalizing a Memorandum of Understanding with Quest University.
- Work has begun on this year's budget process. The Operating Plan budget asks are being considered with a focus on the two priorities, building capacity and more students on campus. .
- Senators were encouraged to attend the President's Perspective on Thursday, January 10<sup>th</sup>.

#### 8.2 Vice Chair Senate

*Presented by: Sandra Seekins*

The Vice Chair provided a report on some non-academic events at the University.

#### 8.3 VP Academic and Provost

No report was provided.

#### 8.4 Board Report

*Presented by: Chris Doll*

As the presenter was absent, a report was not provided.

### 9. Discussion Items

Information was provided with regard to the University applying for exempt status.



## SENATE MEETING

Tuesday, January 9, 2018 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

Caroline Depatie provided a report on the work of the Research Task Force. Currently, the Task Force is looking at reinstating the Research Ethics Committee and gathering information as to what is required to complete the research section of the Universities Canada application.

**Action: Research Task Force become a standing item on the Senate agenda.**

#### 10. Other Business

No other business was presented.

#### 11. Information Items

##### *11.1 Advocacy Week*

Senators were provided with a brief overview of issues being lobbied by students.

##### *11.2 Honorary Degrees/Faculty Emeritus*

Senators were reminded that nominations for Honorary Degrees and Faculty Emeritus close on February 7<sup>th</sup>, 2018.

There being no further business, and on motion duly made and seconded, the meeting was adjourned at 4:55pm.

**Next Meeting: Tuesday, February 6<sup>th</sup>, 2018**

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