



SENATE MEETING

Tuesday, March 6, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Imroz Ali, Sean Ashley, Don Bentley, Chris Bottrill, Brent Calvert, Julia Denholm, Caroline Depatie, Darin Feist, Megan Fretz, Marnie Findlater, Michelle Gervais, Deb Jamison, Sylvia Kind, David Kirk, Joshua Larsen, Brad Martin, Karen McCredie, Paul McMillan, Jorge Ocegüera, Majid Raja, Emma Russell, Adam Sale, Sandra Seekins, Michael Thoma, Halia Valladares, Stephanie Wells, Bacel Younan, Recording Secretary: Mary Jukich

Regrets: Cyndi Banks, Kim Bothen, Dilnavaz Dhillon, Chris Doll, David Fung, Jennifer Moore, Debbie Schachter, Carleen Thomas, Andrew Willis

Guests: Nanci Lucas

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

2. Approval of the Agenda

The following revisions were requested to the agenda:

Addition of item #5.5 Subcommittee vacancies under Business Arising;
Addition of item 9.1 Snow Day under Information Items;

*Bacel Younan moved and Halia Valladares seconded:
To adopt the amended agenda.*

CARRIED

3. Approval of the Minutes

*Caroline Depatie moved and Deb Jamison seconded:
To adopt the February 6, 2018 minutes.*

CARRIED

4. Correspondence Received

No correspondence was received.



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5. Business Arising

5.1 Senate Cap Core Implementation Ad Hoc Committee

Presented by: Paul McMillan

The ad hoc committee continues to meet weekly, and the main item of discussion remains with transfer students. A set of recommendations were drafted and forwarded to the Registrar's Office for review.

The ad hoc committee previously applied, and was accepted to attend the Association of American Colleges & Universities (AAC&U) Institute on General Education and Assessment. The Institute will provide assistance in assessing and improving the Cap Core general education curriculum.

5.2 Task Force on Exceptions to Curriculum Requirements

A report was not provided on this item.

5.3 Ad Hoc Committee for Release Sections

Presented by: Sandra Seekins

The ad hoc committee was previously struck to undertake a review and to research practices at other institutions with regard to release sections for faculty, staff and students who serve as Chairs of Senate subcommittees.

The ad hoc committee reported that research indicated a lack of consistency among other institutions. Accordingly, the ad hoc committee proposed a revision to the Senate By-laws to provide release time for Chairs of Senate subcommittees, and that the revision be forwarded to the By-law, Policy and Procedure Committee for review and consideration.

Sandra Seekins moved and Deb Jamison seconded:

18/07 That the By-law, Policy and Procedure Committee discuss and consider adding under section 8 of the Senate Bylaws the following or similar wording (mirroring section 3.8 on the Vice-Chair release):

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8.6 Chairs of the following Senate Committees shall receive release time in order to fulfill their mandate as Chairs:

- Senate Academic Planning and Program Review Committee
- Senate Curriculum Committee
- Senate By-Law, Policy, and Procedure Committee

8.6.1 For faculty members, the release time shall be no less than 0.5 sections per term per Chair.

8.6.2 For support staff other than an administrative position, the release time shall be not less than 12.5% of the employee full-time position.

8.6.3 For support staff in an administrative position, the appropriate work load will be adjusted by the nominee and the President.

Sandra Seekins moved and Caroline Depatie seconded:

18/08 To disband the Ad Hoc Committee for Release Sections.

CARRIED

5.4 Research Task Force

Presented by: Caroline Depatie

Senate was informed that there was recently a call out for membership, and that work is underway on the research statement to determine what research would mean at the University.

5.5 Senate Subcommittee Vacancies

Presented by: Sandra Seekins

Members were requested to fill the remaining vacancies on the following Senate subcommittees:

- By-law, Policy and Procedure – 1 faculty (Senator or non-Senator);
- Senate Self-Evaluation – 2 faculty (Senators)
- Student Appeals – 1 Faculty (Senator) from Fine and Applied



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6. New Business

6.1 Academic Schedule

Presented by: Karen McCredie

6.1.1 Summer 2019 Dates

As information, the Academic Schedule was revised as a result of an error on the Summer 2019 dates.

6.1.2 Reading Break and Family Day 2019

As background, the Academic Schedule Policy which was passed in the Fall 2017 states in section 3.2a(ii) "There is a four (4) day Reading Break beginning on the Tuesday following Family Day". However, the Province recently announced that Family Day would move from the second Monday of February to the third Monday of February. The Policy allows for the automatic shift of Reading Break to the third week of February; however, in order to ensure student success, consultation was requested on whether to automatically move Reading Break to align with Family Day, or whether to have the Policy re-evaluated.

On discussion and review and as Senate did not indicate any concerns, Reading Break will be moved in accordance with Policy.

6.1.3 Fall Reading Break

As background, an ad hoc committee was formed to evaluate the possibility of adding a Fall Reading Break to the University Academic Schedule. The ad hoc committee identified purpose and guiding principles and was composed of representatives from the CSU, faculty and administrators. The ad hoc committee undertook a comparative analysis of other institutions who had implemented fall breaks, reviewed research, conducted a survey of Capilano students and evaluated the Academic Schedule to determine feasibility. While the Capilano survey showed a strong support for a fall break, the results also showed some concern related to loss of momentum, loss of class time, potential impact to the New Year Break and other related academic concerns. Through analysis, it was determined that the Academic Schedule was able to incorporate the addition of a one day break in alignment with Remembrance Day. The break would equate to the loss of one teaching day in the Fall Term.



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On review of the findings and on discussion, no objections were presented by Senate with regard to a Fall Reading Break.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

A report was not provided as the February 13th Committee meeting was cancelled.

7.2 Budget Advisory Committee

Presented by: Bacel Younan

The Committee met on February 27th and continues its work on review and providing feedback on the business cases.

The next meeting is on Tuesday, March 13th.

7.3 By-law, Policy and Procedure Committee

Presented by: Nanci Lucas

7.3.1 B.108 Credit and Non-Credit Courses Policy

Senate was previously requested by the Board to seek advice on the substantive revisions made to B.108 Credit and Non-Credit Courses Policy and, at the February 6th Senate meeting, a question was raised on whether Continuing Education had been consulted with regard to the proposed revisions.

Senate was informed that consultation with Continuing Education was undertaken with regard to the proposed revisions to the Policy.

Sandra Seekins moved and Stephanie Wells seconded:

18/09 That Senate advice to the Board is that the substantive revisions made to B.108 Credit and Non-Credit Courses Policy are acceptable as stated except that, Section 1.2 should read “This policy describes

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credit and non-credit courses” instead of “This policy defines credit and non-credit courses”.

7.4 Curriculum Committee

Presented by: Deb Jamison

The resolutions brought forward from the February 16, 2018 Senate Curriculum Committee meeting were presented to Senate for approval.

Imroz Ali moved and Halia Valladares seconded:

18/10 SCC resolutions 18/22 – 18/36 be adopted by Senate.

CARRIED

7.5 Instructional Technologies Advisory Committee

Presented by: Don Bentley

SITAC did not meet in the month of February, and currently is in the process of identifying an alternate meeting time, as this semester a substantial number of the current SITAC membership has other commitments during the Tuesday 4:00-5:20 time slot.

The Open Education Resources Working Group is hosting a workshop entitled “Open Educational Resources: Finding, Remixing, Creating” on Thursday, March 8th, 11:30 to 1:00pm in LB 119.

7.6 Tributes Committees

7.5.1 Honorary Degrees / Faculty Emeritus

This item was deferred to the April meeting.

8. Other Reports

8.1 Chair of Senate

Paul Dangerfield, President, reported that for the month of March the top priority will be working on the University budget. Work will also continue to ensure the budget aligns with the priorities of building capacity and more students on campus as well as having support in place for students, staff and



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faculty. The administration will also be looking at completing outstanding hires, including the VP Academic, Student Affairs, IR and CIE positions.

Toran Savjord, VP Strategic Planning Assessment and Institutional Effectiveness reported that he attended several meetings, including:

- The North Vancouver equal partnership group is concerned about economic development on the North Shore. At this meeting, there was an opportunity to meet with the president of Translink and take part in discussions on transportation issues.
- The Minister of Finance indicated support to partner with the University.
- The Mayors of the District of North Vancouver and City of North Vancouver who also indicated their support with the University initiatives.

8.2 Vice Chair Senate

Sandra Seekins, Vice-Chair, thanked the various departments for their work in sharing budgetary resources to bring guest speakers to campus.

An issue was raised around student success in courses that have a majority of international students enrolled, and whether faculty are prepared for cultural awareness.

A further item was raised around the current University registration process and the impact to both international and domestic students. It was noted that presently there is a group looking at the issue around registration.

David Kirk, Caroline Depatie and Brad Martin were acknowledged by Chris Bottrill for their work to consult with communities and survey aboriginal learners of Sechlet, Squamish and Tsleil-Waututh to understand issues around learning in those communities.

8.3 VP Academic and Provost

No Report was provided.



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8.4 Board Report

Presented by: Paul Dangerfield

It is anticipated that the University budget will be brought to the Board in March.

It was recently identified that the Board elected members are on the same election cycle where staff, faculty and student membership terms come up for election at the same time with the resulting downside of losing the expertise if these members choose not to continue to serve on the Board. In this regard, Senators were requested to encourage members of their constituencies to consider serving on the Board.

9. Discussion Items

9.1 Snow Day

Presented by: Sandra Seekins

There was a discussion on the recent snow day and decision for the campus to remain open and the resulting impact to students, staff and faculty. It was noted that the decision to remain open was based on the fact that sidewalks were being cleared, the buses were running and the ongoing determination to address safety concerns for the campus. Administration was meeting hourly for information and updates, and the website was monitored and updated every two hours.

On discussion, members provided some suggestions that in going forward with similar situations, clearer communication processes be put in place, including better communication pieces on the website, and possibly a link to Translink.

10. Other Business

10.1 2019 Senate Meeting Schedule

Presented by: Sandra Seekins

The 2019 Senate meeting schedule was presented for review, and no issues were raised with proposed schedule.

Sandra Seekins moved and Halia Valladares seconded:

18/11 Senate accept the proposed 2019 Senate Meeting Schedule.

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11. Information Items

No information items were presented.

There being no further business, and on motion duly made and seconded, the meeting was adjourned at 5:30 pm.

Next Meeting: Tuesday, April 3rd, 2018
