



## SENATE MEETING

Tuesday, October 2, 2018 4:00 – 6:00 pm  
Capilano University – LB 322

### AGENDA

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#### **Acknowledgments**

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

- 1. Welcome**
- 2. Approval of the Agenda - Decision** Senate Members
- 3. Approval of the September 11, 2018 Minutes – Decision** Senate Members  
Schedule 3
- 4. Correspondence Received – None**
- 5. Business Arising**
  - 5.1 Senate Subcommittees – *Information* Majid Raja
- 6. New Business**
  - 6.1 BA General – *Information* Laureen Styles  
Schedule 6.1
  - 6.2 2019-2020 Academic Schedule - *Information* Toran Savjord  
Schedule 6.2
- 7. Committee Reports**
  - 7.1 Academic Planning and Program Review Committee – *Information* Michael Thoma
  - 7.2 By-law, Policy and Procedure Committee – *Information* Majid Raja
  - 7.3 Curriculum Committee – *Decision*  
[Sept 21, 2018 – Agenda Package](#) / [Sept 21, 2018 Draft Minutes](#)
    - 7.3.1 Resolution Memorandum Deb Jamison  
Schedule 7.3.1
  - 7.4 Instructional Technologies Advisory Committee – *Information* Majid Raja
- 8. Other Reports**
  - 8.1 Chair of Senate – No Report
  - 8.2 Vice Chair of Senate – *Information* Majid Raja



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|--|----------------|
| 8.3 VP Academic and Provost – <i>Information</i> | Laureen Styles |
| 8.4 Board Report – <i>Information</i>            | Duncan Brown   |
| <b>9. Discussion Items</b>                       |                |
| <b>10. Other Business</b>                        |                |
| <b>11. Information Items</b>                     |                |



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**Present:** Paul Dangerfield (Chair), Sean Ashley, Cyndi Banks, Duncan Brown, Brent Calvert, Dilnavaz Dhillon Marnie Findlater, Robin Furby, Kyle Guay, Michelle Gervais, Ted Gervan, Deb Jamison, Aisha Lakhdhir, Aurelea Mahood, Brad Martin, Lauren Moffatt, Corey Muench, Majid Raja, Adam Sale, Debbie Schachter, Ekaterina Sergeeva, Jaswinder Singh, Judy Snaydon, Laureen Styles, Toran Savjord, Michael Thoma, Tammy Towill, Diana Twiss, Halia Valladares, Mark Vaughan, Stephen Williams, Recording Secretary: Mary Jukich

**Regrets:** David Fung, Joshua Millard, Graeme Sleep, Carleen Thomas, Stephanie Wells

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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 Stephanie Wells, Kyle Guay assumed voting rights for the Faculty of Global and Community Studies.

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

*Moved by Paul Dangerfield and seconded by Halia Valladares:  
To adopt the agenda.*

**CARRIED**

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

An amendment was requested to item #7.1 Academic Planning and Program Review committee to include the Concept Paper for a Legal Studies Citation.

*Moved by Paul Dangerfield and seconded by Michael Thoma:  
To adopt the amended August 21, 2018 minutes.*

**CARRIED**

#### **4. Senate Orientation**

The Senate orientation was presented, including a review of the Senate composition, By-Laws, election process, subcommittees, University Act and Robert's Rules.



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The orientation document is posted on the [Senate website](#).

#### 5. Correspondence Received

No correspondence was received.

#### 6. Business Arising

##### 6.1 Volunteers for Senate Subcommittees

Senators were requested to consider volunteering for the remaining vacancies on the subcommittees.

##### 6.2 By-election Update

*Presented by: Toran Savjord*

Senate was informed that Tammy Towill was acclaimed for the Faculty of Global and Community Studies voting seat for the term September to December 31, 2018.

#### 7. New Business

##### 7.1 Call for Honorary Degree and Faculty Emeritus Candidates

*Presented by: Majid Raja*

The Senate Tributes Committee will be calling for nominations for Honorary Degrees and Faculty Emeritus, on or about October 1<sup>st</sup> via Frontlines. Nominations must be submitted in writing no later than December 1<sup>st</sup> to the Office of the President, Attention: Honorary Degrees

It was noted that the Tributes Committee met last spring and considered some candidates for Honorary Degrees. Work continues on identifying further high profile candidates of national and international recognition.

##### 7.2 S2015-03 Senate Student Appeals Policy S2015-02 Senate Student Appeals Committee Mandate and Structure Policy S2015-02-1 Senate Student Appeals Committee Procedure

*Presented by: Laureen Styles*

Senate was requested to rescind the following policies and procedure:



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- S2015-03 Senate Student Appeals Policy
- S2015-02 Senate Student Appeals Committee Mandate and Structure Policy
- S2015-02-1 Senate Student Appeals Committee Procedure

The policies are being rescinded as a result of the recently approved Board Policy: B.109 Student Appeals Policy which outlines the responsibility and structure for appeals process institutionally; and the recent approval of S2018-01 Final Grade Appeal Policy and S2018-01-01 Final Grade Appeal Procedure that outlines the process for student appeals.

A question was raised on why student appeals is a Board policy, and it was noted that the overall appeal process moves beyond the academic process and covers a second stage of academic appeal too.

To fill the space vacated by rescinding SSAC Mandate, a new Senate Appeal Committee will be struck shortly under the guidance of newly adopted policy B.109.

The Board procedures B.109.1 related to the policy B.109 have been drafted and currently pending with the By-law, Policy and Procedure Committee. It was noted that these procedures will have to be brought to the Senate as soon as possible, as some appeals (excluding final grade appeals) may be received at any time during the semester.

During the review, a concern was raised that section 35.2(5)(j) of the *University Act* states that “the final appeal tribunal for academic appeals must be established by Senate”; however, that tribunal is currently established in Board Policy B.109

*Lauren Styles moved and Ted Gervan seconded:*

**18/38** That Senate rescind S2015-03 Senate Student Appeals Policy; S2015-02 Senate Student Appeals Committee Mandate and Structure Policy and S2015-02-1 Senate Student Appeals Committee Procedure.

**CARRIED**  
**15 Yes**  
**3 No**

### 7.3 Graduates

*Presented by: Toran Savjord*



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Senate was presented a list of 260 graduates, verified by the Registrar's Office to have met the graduation requirements of their program.

*Toran Savjord moved and Brad Martin seconded:*

**18/39** Senate accept the students as graduates.

**CARRIED**

#### 8. Committee Reports

##### 8.1 Academic Planning and Program Review Committee

*Presented by: Michael Thoma*

The Committee met on Tuesday August 28<sup>th</sup>, and reviewed the following presentations:

- Stage 1 Proposal for a Bachelor of Arts with a Major in Psychology, Minor in Psychology, and Honours.
- Stage 1 Proposal for a Bachelor of Arts, Major and Honours in English, with Minors and Concentration

The Stage 1 Proposal for a Bachelor of Arts with a Major in Psychology, Minor in Psychology, and Honours was recognized as building upon the existing courses, which are highly popular with students; however, the Committee recommended that the proposal would benefit from further work, including consultation with Academic Initiatives and Institutional Research.

The Stage 1 Proposal for a Bachelor of Arts, Major and Honours in English, with Minors and Concentration was regarded as fitting with the University Strategic and Operational Plans. There were a number of recommendations, including how Honours is defined, as well as the suggestion that the proposal would benefit from further consultation with Academic Initiatives, Institutional Research and, in particular, further consultation with the community and other post-secondary institutions.

*Michael Thoma moved and Brad Martin seconded:*



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**18/40** That Senate recommends to the Board approval of the Stage 1 proposal for the following credentials:

- Bachelor of Arts, Major in English
- Bachelor of Arts, Honours in English
- Bachelor of Arts, Minor in English
- Bachelor of Arts, Minor in Creative Writing
- Bachelor of Arts, Concentration in Creative Writing

**CARRIED**

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

No report was presented as the committee did not meet due to incomplete membership of the subcommittee.

#### 8.3 Curriculum Committee

*Presented by: Deb Jamison*

##### 8.3.1 Resolution Memorandum

The resolutions brought forward from the August 17<sup>th</sup>, 2018 Senate Curriculum Committee meeting were presented to Senate for approval.

*Moved by Deb Jamison and seconded by Halia Valladares*

**18/41** SCC resolutions 18/91 to 18/95 be adopted by Senate.

**CARRIED**

#### 8.4 Instructional Technologies Advisory Committee

No report was presented as the committee did not meet due to incomplete membership of the subcommittee.

### 9. Other Reports

#### Chair of Senate

Paul Dangerfield, President, reported that the Operational Plan 2018/2019 will continue to focus on building capacity and ensuring that employees continue to have the skills and tools necessary to do their jobs. Also in support of building



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capacity, a leadership development program is being launched and will be offered to all employees.

Cyndi Banks, the CSU, faculty and the campus community were acknowledged and thanked for a successful student Orientation. A key aspect of the orientation is to ensure that students understand how the University does business and its focus on student success.

It is anticipated that the first version of the campus roadmap will be available sometime in the Fall 2018.

Also for the Fall, work will begin on planning of the 2030 Plan, with an announcement to be made at the next President's Perspective.

Work is underway with regard to the smoking policy which will cover cannabis on campus. A steering committee will be established of approximately 30 people who will provide input on the policy.

Toran Savjord, VP, Strategic Planning, Assessment and Institutional Effectiveness reported that the recommendations from the Academics Report are moving forward and progress reports will be provided.

#### **Vice-Chair Senate**

Majid Raja, Vice-Chair, reported that the MoveUp Executive Council has been informed about the currently vacant non-voting seat on the Senate for a MoveUp representative. Senators were invited to recommend names to Darin Feist, member of MoveUp Executive Council for official nomination.

#### **VP Academic and Provost**

Laureen Styles, VP Academic and Provost reported that, as recommended by Senate at the August 21<sup>st</sup> meeting, a working group was struck by the Office of the Vice President Academic & Provost to oversee the implementation of Cap Core. The terms of reference have been drafted, work is underway in populating the working group, and an initial meeting will be scheduled shortly.





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Senate was informed that program review continues to move forward, with reviewers recently on site.

There will be an opportunity for the short-listed candidates for the position of Dean of Arts and Sciences to present to the campus community. The candidates will be at the campus on September 19<sup>th</sup> and 20<sup>th</sup> for this purpose. Senators were invited to attend the presentation and provide input and feedback on the candidates.

#### 9.4 Board Report

A report was not presented, as the Board did not meet since June.

#### 10. Discussion Items

No discussion items were presented.

#### 11. Other Business

No other business was presented.

#### 12. Information Items

No information items were presented.

There being no further business, and on motion duly made and seconded, the meeting was adjourned at 6:00 pm.

**Next Meeting: Tuesday, October 2<sup>nd</sup>, 2018**

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**MEMORANDUM**

To: Paul Dangerfield, Chair, Capilano University Senate

From: Dr. Laureen Styles, Vice President Academic & Provost

Re: Withdrawal of Bachelor of Arts (General)

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For 2018/2019, Capilano University's primary institutional priorities are increasing the number of students on campus and strengthening our organizational capacity. Medium and long term goals include an expanded suite of Bachelors degrees that are inclusive of BA and BSc degrees with majors and minors.

After careful reconsideration of the proposed Bachelor of Arts degree and in keeping with these priorities, the Acting Dean and Chairs of the Faculty of Arts & Sciences with the support of the Vice President Academic & Provost recommended the Bachelor of Arts Stage 1 proposal\* be withdrawn on the following grounds:

1. A general Bachelor of Arts degree is not required in order to accommodate the development and delivery of a rich complementary suite of disciplinary and interdisciplinary Majors and Minors within the Faculty of Arts & Sciences;
2. The majority of general Bachelor of Arts degrees – for example, UBC Vancouver's Interdisciplinary Studies major, UBC Okanagan's General Studies major, and Capilano's Liberal Studies – share significant structural similarities. As such, the proposed general Bachelor of Arts degree does not share significant enough differences from the Liberal Studies major's program requirements to warrant its development.
3. To proceed with the development of a general Bachelor of Arts degree, the University and Faculty would be devoting valuable resources to the development of a program that would be attracting largely the same body of students as the Liberal Studies major and thereby not meaningfully increasing recruitment and retention opportunities for the university.
4. With the proposed renaming of the Liberal Studies BA and the development of a course-based Major and an Honours option with Tutorials and Graduating Thesis, the Interdisciplinary Studies major will serve as the University's general arts degree with an emphasis on critical thinking, research, and writing skills cutting across disciplines.

This recommendation was endorsed with the full support of the Faculty of Arts & Sciences at their All Faculty meeting on 30 August 2018.

The Faculty of Arts & Sciences looks forward to developing a suite of Majors and Minors responsive to the complexities and challenges of the twenty-first century and providing an excellent undergraduate education second to none. With a mix of disciplinary and interdisciplinary BA, BSC, and, in turn, BASC program options, the Faculty's contributions to the life of the University and Sea to Sky corridor will enrich and deepen opportunities for current and future students without requiring a second general Arts degree.

*\* Approved by Senate and recommended to the Board of Governors (BoG). The (then) Academic Review Committee of the Board of Governors at the May 29<sup>th</sup> meeting passed a motion to recommend to the Board an approval of an amended Stage 1 document representing the Bachelor of Arts (General) in Stage 1 as a standalone credential. Further consideration is required before being forwarded to the board.*



## Memorandum

To: Mary Jukich

From: Mary Ross

Date: September 24, 2018

Subject: Academic Schedule and Important Dates 2019/2020

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For Senate approval: Academic Schedule and Important Dates 2019-2020 V1

Developed from [Policy B.107 Academic Schedule Policy with Fall Break\\_Final](#)

## CAPILANO UNIVERSITY ACADEMIC SCHEDULE AND IMPORTANT DATES FALL 2019 TO SUMMER 2020

September 2, 2019	University Closed for <b>Labour Day</b>
September 3, 2019	<b>Fall 2019 Term Commences / Orientation</b> Fall term commences with evening classes starting at 4:30 pm or later unless stated by a program representative. New Student Orientation at the North Vancouver campus. The complete Orientation schedule can be found at <a href="http://capilanou.ca/orientation">capilanou.ca/orientation</a> <i>Note: Courses/programs commence on various days. Consult your program for further information.</i>
September 3 – 16, 2019 *	<b>Fall 2019 Add/Drop Period</b>
September 17 – October 11, 2019 *	<b>Fall 2019 Withdrawal Period</b> <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
October 14, 2019	University Closed for <b>Thanksgiving Day</b>
October TBC 2019 (10:18 a.m.)	<b>ShakeOut BC</b>
November 08, 2019	<b>Reading Break</b> Please check the Capilano University Library website for hours of operation.
November 11, 2019	University Closed for <b>Remembrance Day</b> (day in lieu)
November 12 – 21, 2019	<b>Spring 2020 Registration and Waitlisting</b>
December 2, 2019	<b>Last Day of Classes for Fall 2019</b> <i>Note: Some courses/programs continue until the last day of the examination period. Consult your program for further information.</i>
December 4 – 13, 2019	<b>Fall 2019 Final Exam Period</b> (Includes Saturday, December 7, 2019)
December 16, 2019 (4:00 p.m.)	<b>Fall 2019 Final Grade Submission Deadline for Faculty</b>
December 17, 2019 (4:00 p.m.)	<b>Fee Payment Deadline – Spring 2020</b> Full payment must be received by the Cashier's Office to avoid deregistration.
December 17 –18, 2019	<b>Fall 2019 End-of-Term Processing</b> <b>Registration System Closed</b> for Fall 2019 End-of-Term Processing and Spring 2020 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
December 19, 2019	<b>Registration System Re-opens</b> Students can add, drop, and waitlist for courses. <i>Note: In-person registration will be unavailable from December 23, 2019, to January 1, 2020, due to University closure.</i>
December 23, 2019 – January 1, 2020	<b>University Closed</b> <i>University closed December 23, 24, 25, 26, 27, 30, 31, and January 1. December 23, 27 and 30 closed to the public. (departments may be open)</i>
January 6, 2020	<b>Spring 2020 Term Commences</b> <i>Note: Courses/programs commence on various days. Consult your program for further information.</i>
January 6 – 17, 2020*	<b>Spring 2020 Add/Drop Period</b>
January 18 – February 14, 2020*	<b>Spring 2020 Withdrawal Period</b> <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
February 17, 2020	University Closed for <b>Family Day</b>
February 18 – 21, 2020	<b>Reading Break</b> <i>Note: Please check the Capilano University Library website for hours of operation.</i>
March 9 – 13, 2020	<b>Summer 2020 Registration and Waitlisting</b>
April 9, 2020	<b>Last Day of Classes for Spring 2020</b>

## CAPILANO UNIVERSITY ACADEMIC SCHEDULE AND IMPORTANT DATES FALL 2019 TO SUMMER 2020

	<i>Note: Some courses/programs continue until the last day of the examination period. Consult your program for further information.</i>
<b>April 10 - 13, 2020</b>	<b>University Closed for Easter</b> <i>Please check the Capilano University Library website for hours of operation.</i>
<b>April 15 – 24, 2020</b>	<b>Spring 2020 Final Exam Period (includes Saturday, April 18, 2020)</b>
<b>April 27, 2020 (4:00 p.m.)</b>	<b>Spring 2020 Final Grade Submission Deadline for Faculty</b>
<b>April 28, 2020 (4:00 p.m.)</b>	<b>Fee Payment Deadline – Summer 2020</b> Full payment must be received by the Cashier's Office to avoid deregistration.
<b>April 28 - 29, 2020</b>	<b>Spring 2020 Grades and End-of-Term Processing Registration System Closed</b> for Spring 2020 End-of-Term processing and Summer 2020 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
<b>April 30, 2020</b>	<b>Registration System Re-opens</b> Students can add, drop, and waitlist for courses.
<b>May 11, 2020</b>	<b>Summer 2020 – Full Term Commences Summer 2020 – Session I Commences</b>
<b>May 11 - 15, 2020 *</b>	<b>Summer 2020– Session I Add/Drop Period</b>
<b>May 11 – 22, 2020 *</b>	<b>Summer 2020– Full Term Add/Drop Period</b>
<b>May 11 – 29, 2020 *</b>	<b>Summer 2020 – Session I Withdrawal Period</b> <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
<b>May 18, 2020 *</b>	University Closed for <b>Victoria Day</b>
<b>May 23 – June 19, 2020 *</b>	<b>Summer 2020 – Full Term Withdrawal Period</b> <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
<b>June 1 - 2, 2020</b>	<b>Spring 2020 Convocation</b>
<b>June 26, 2020</b>	<b>Last Day of Classes for Summer 2020 – Session I</b>
<b>June 29, 2020 (4:00 p.m.)</b>	<b>Summer 2020 - Session I Final Grade Submission Deadline for Faculty</b>
<b>June 30, 2020</b>	<b>Summer 2020 – Session I Grades and End-of-Term Processing Registration System Closed</b> for Summer 2020 - Session I grades processing. Students will not be able to add, drop, or waitlist for courses.
<b>July 1, 2020</b>	<b>University Closed for Canada Day</b>
<b>July 2, 2020</b>	<b>Registration System Re-opens</b> Students can add, drop, and waitlist for courses.
<b>July 6, 2020</b>	<b>Summer 2020 – Session II Commences</b>
<b>July 6 – 10, 2020 *</b>	<b>Summer 2020 – Session II Add/Drop Period</b>
<b>July 11 – 24, 2020 *</b>	<b>Summer 2020 – Session II Withdrawal Period</b> <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
<b>July 6 – 17, 2020</b>	<b>Fall 2020 Registration and Waitlisting</b>
<b>August 3, 2020</b>	University Closed for <b>BC Day</b>
<b>August 21, 2020</b>	<b>Last Day of Classes for Summer 2020 – Session II and Full Term</b>
<b>August 24, 2020 (4:00 p.m.)</b>	<b>Summer 2020 - Session II and Full Term Final Grade Submission Deadline for Faculty</b>
<b>August 24, 2020 (4:00 p.m.)</b>	<b>Fee Payment Deadline – Fall 2020</b> Full payment must be received by the Cashier's Office to avoid deregistration.
<b>August 25, 2020</b>	<b>Summer 2020 - Session II and Full Term End-of-Term Processing</b>

## CAPILANO UNIVERSITY ACADEMIC SCHEDULE AND IMPORTANT DATES FALL 2019 TO SUMMER 2020

	<b>Registration System Closed</b> for Summer End-of-Term processing and Fall 2020 deregistration due to non-payment of fees.
<b>August 26, 2020</b>	<b>Registration System Re-opens</b> Students can add, drop, and waitlist for courses.
<b>September 7, 2020</b>	University Closed for <b>Labour Day</b>

\* Please note: Add/drop and withdrawal dates vary for courses/programs that do not start in September and end in December (Fall term) or start in January and end in April (Spring term) or start in May and end in August (Summer term). Please check the University website or contact the Registrar's Office.



**SENATE CURRICULUM COMMITTEE  
RESOLUTION MEMO**

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**DATE:** September 24, 2018  
**TO:** Paul Dangerfield, Chair, Senate  
**FROM:** Deb Jamison, Chair, Senate Curriculum Committee

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The following motions were carried by the Senate Curriculum Committee at its meeting on September 21, 2018. Please acknowledge below that the Senate endorses its approval of the following motions:

- 18/96** The new course, ASTR 142 – Introduction to Cosmology, be recommended to Senate for approval, as well as designation as a Q/A course, a Science course, and a Cap Core course under the heading *Science and Technology*.
- 18/97** FREN 205 – Intermediate French II, FREN 215 – Oral French Practice, FREN 270 – Advanced French I, and FREN 271 – Advanced French II be recommended to Senate for approval as Cap Core courses under the heading *Culture and Creative Expression*.
- 18/98** The revisions to the admission requirements of the Bachelor of Performing Arts be recommended to Senate for approval.

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Deb Jamison  
Chair, Senate Curriculum Committee

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Paul Dangerfield  
Chair, Senate

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Date: Sep. 24, 2018

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Date: