



SENATE MEETING

Tuesday, April 7, 2009 4:00 pm LB322

MINUTES

PRESENT: Greg Lee (Chair), Marion Haythorne, Jean Bennett, Kim Bothen, Chris Bottrill, John Boylan, Robert Campbell, Nicholas Collins, Herbert Cruz, Patrick Donahoe, Casey Dorin, Darin Feist, Michael Fleming, Mary Giovannetti, Susan Hogan, Karin Jager, Dorothy Jantzen, Reini Klein, Paul McMillan, George Modenesi, Jen Moses, Brendan O'Donnell, Trevor Page, Gordon Rudolph, Itidal Sadek, Tim Schouls, Sandra Seekins, Nicolle Smith, Jackie Snodgrass, Tammy Towill, Keith Van, Milton Williams, Recording Secretary: Mary Jukich

REGRETS: Kevin Cripps, Karen Hodson, Sarah Szloboda, Peter Ufford

GUESTS: Catherine Vertesi

Greg Lee called the meeting to order.

1. APPROVAL OF AGENDA

Item #6 – Presented by Gordon Rudolph
Addition of Item #13 – Strategic Directions Review

*Nicolle Smith moved and Brendan O'Donnell seconded that:
the amended Agenda be approved.*

CARRIED

2. MINUTES

*Casey Dorin moved and Jackie Snodgrass seconded that:
the Minutes of the March 3, 2009 meeting be approved.*

CARRIED

3. CHAIR'S REPORT

- Herbert Cruz, the new Alumni representative, was introduced and welcomed to Senate.
- Kim Bothen, Faculty representative from Fine and Applied Arts, was granted voting rights as Kevin Cripps was absent from this meeting.

VICE-CHAIR'S REPORT

- Regrets were announced.
- Senate members took note of the new name tags. Blue name tags indicate voting members of Senate and white name tags indicate non-voting members. Two members, Kim Bothen and Paul McMillan will have dual name tags, as they are alternate representatives from their respective Faculties and may be granted voting rights from time to time.
- The Vice-Chair attended a meeting of CoEdCo recently.
- The Vice-Chair attended the West Vancouver Chamber of Commerce breakfast, where the Minister of Transportation was a guest speaker.
- The Vice-Chair attended the ongoing strategic directions forums, Board meetings, the School of Business Awards Recognition Breakfast, the Fine and Applied Arts Awards Recognition Lunch, and the Athletics Banquet.

4. APPROVALS IN PRINCIPLE

Certificate in Tourism Marketing

Schedule 4a

Presented by: Susan Hogan

The Certificate in Tourism Marketing is a new program, which will be offered at the Squamish Campus. It will enable students to learn skills related to marketing, sales, promotions, and business communications.

Susan Hogan moved and Trevor Page seconded that:

09/19 Certificate in Tourism Marketing be given approval in principle.

CARRIED

Certificate in Tourism Business Operations

Schedule 4b

Presented by: Susan Hogan

The Certificate in Tourism Business Operations is a new program and will be offered at the Squamish Campus. It is intended for people who are currently employed in the tourism industry and who are considering operating their own businesses, or who are working in a small business environment and require more business operations skills and knowledge.

Susan Hogan moved and Trevor Page seconded that:

09/20 Certificate in Tourism Business Operations be given approval in principle.

CARRIED

5. SENATE CURRICULUM COMMITTEE RESOLUTIONS

Presented by: Jackie Snodgrass

Jackie Snodgrass moved and Mary Giovannetti seconded that:

09/21 SCC resolutions 09/10 through 09/14 be received and adopted by Senate.

CARRIED

Jackie Snodgrass moved and Mary Giovannetti seconded that:

09/22 SCC resolution 09/15 recommending final approval of the Self-Employment Program be received and adopted by Senate.

CARRIED

6. SENATE NOMINATING COMMITTEE – ELECTION OF VICE-CHAIR

Presented by: Gordon Rudolph

The Senate Vice-Chair Nominating Committee met and requested nominations for the position of Vice-Chair of Senate. Several nominations were made for Marion Haythorne and one nomination was made for Gordon Rudolph. As Gordon Rudolph declined to stand, Marion Haythorne was elected as Vice-Chair of Senate by acclamation.

7. TORCH RELAY – SELECTION OF COMMITTEE MEMBERS

Presented by: Greg Lee

As a result of Capilano University's partnership with VANOC, one Capilano student will be given the opportunity to carry the Olympic Torch. A selection committee was formed, but members of this committee are not required to be members of Senate.

Committee members are:

Administrator – Julie Vanderyagt

Faculty – Marion Haythorne

Faculty – Kim Bothen

Faculty – Milton Williams

Staff – Reini Klein

Student – Trevor Page

8. TRANSITION MOTION AMENDMENT

Presented by: Greg Lee

Greg presented an amendment to a motion that had been previously passed by the transitional Senate. The motion had been presented with the correct intention; however, the motion had been framed incorrectly and did not accurately reflect the original intent.

Patrick Donahoe moved and Jackie Snodgrass seconded that:

09/23 Senate approve an amendment to Transition Senate motion 08/35, which reads: "That the percentage of faculty to non-faculty members on the Senate Committees be at least 50%", to "That faculty members constitute 50% of the voting members on Senate Committees".

CARRIED

9. STRUCTURE FOR FACULTY GOVERNANCE GUIDELINES

Schedule 9

Presented by: Jackie Snodgrass

Jackie Snodgrass presented the structure for Faculty Governance Guidelines. Since the last Senate meeting, members of Senate have been given an opportunity to review and discuss the document with their Faculties. No further comments or feedback were received.

Jackie Snodgrass moved and Robert Campbell seconded that:

- 09/24** That Senate approve the “Structure for Faculty Governance Guidelines” as circulated at the previous Senate meeting and attached as Schedule 9.

CARRIED

Mary Giovannetti, Acting Dean of Business, presented a draft sample of the Terms of Reference that had been prepared for the Faculty of Business. It was noted that a number of Faculties will hold meetings in May and June to discuss the new faculty governance guidelines.

10. SENATE COMMITTEES

Presented by: Greg Lee and Marion Haythorne

- (a) Planning Committee
 (i) Report and Motions
 (ii) New Members

Jackie Snodgrass reported that the Planning and Policy Committee had re-examined the policies defining Senate committees and the Committee is recommending changes to address three issues.

First, in order to comply with the legislative requirement that the President be a member of all Senate standing committees, and to accommodate Senate’s decision to maintain 50% faculty representation on all Senate committees, it was recommended that the membership of the Budget & Finance Committee, the University Honours Committee, the Naming Opportunities Committee, and the Planning and Policy Committee be increased to eight members.

Jackie Snodgrass moved and Marion Haythorne seconded that:

- 09/25** The membership of the Budget & Finance Committee, the University Honours Committee, the Naming Opportunities Committee, and Planning and Policy Committee be increased to eight members.

CARRIED

Second, due to confidentiality issues, membership on some committees required that membership be restricted to Senate members only; however, for the Planning and Policy Committee, it was recommended that this should not be a requirement and this committee should be open to non-Senate members.

Jackie Snodgrass moved and Kim Bothen seconded that:

- 09/26** The Planning and Policy Committee be open to members who are not members of Senate.

CARRIED

Third, under the new policy for membership, two of the current Planning and Policy Committee members, who have been significant contributors to this committee, would be eliminated. The Planning and Policy Committee recommended that two non-voting administrators be added to its membership.

Jackie Snodgrass moved and Mary Giovannetti seconded that:

- 09/27** Two non-voting administrators be added to the Planning and Policy Committee.

CARRIED

Jackie Snodgrass presented the policy on Requirements for Credentials. The Planning and Policy Committee drafted a new policy that combines the current English Language Requirements in Courses, Communications Requirement for Diploma and Certificate Programs, Requirements for new Capilano Degrees and Minimum Duration and number of Credits for Certificate and Diploma Programs policies. Before approving this policy, Senate members reviewed the requirements for each credential. There was some discussion regarding the credit requirements for some credentials and keeping these credentials consistent with prior programs as new programs are developed.

After further discussion, a friendly amendment was suggested to remove the word "Executive" from the second last line of the policy, which reads ". . . must be approved by the Executive and Senate". The line should now read ". . . must be approved by the Senate". This amendment was accepted as a friendly amendment.

Jackie Snodgrass moved and Milton Williams seconded that:

09/28 Senate approve the amended policy on Requirements for Credentials and rescind polices EC1996-04, EC2000-05, EC2007-01 and EC1995-06.

CARRIED

The students inquired as to when they could expect the new student election policy to be drafted and presented to Senate. It was noted that the Planning and Policy Committee is currently looking at a draft, which will be discussed at the next meeting of Senate.

- (b) Budget Committee
 - (i) Report from Chair
 - (ii) New Members

Marion Haythorne discussed the election of new members to the Senate Budget Committee. In keeping with new requirements, this committee will now be comprised of eight members.

Marion Haythorne presented the Budget Committee Report to Senate and reported that the Committee had met and reviewed the budget documents. Since the last Senate meeting, the Budget Committee had recommended approval of the tuition increase, which increased tuition fees from \$106 per credit to \$109 per credit. The Budget Committee also supported the elimination of the \$35 graduation fee. Also, the Budget Committee will continue to review the budget documents pending the arrival of the final budget letter from the government. The Budget Committee also reviewed the Performance Measure Data and Criteria. The Committee will be reviewing this data and contacting any programs or departments which are not meeting the benchmarks. Marion advised Senate members to contact her if they wished to view the documents.

- (c) Senate Committee on University Honours
 - (i) New Members
- (d) Senate Naming Opportunities
 - (i) New Members

Various Senate members volunteered to fill the remaining vacant positions on the Senate Planning and Policy Committee, Senate Committee on University Honours and Senate Naming Opportunities Committee. A listing of the Senate committees and members will be sent to Senate members.

11. SENATE MEMBERSHIP

Presented by: Greg Lee

While the University Act provides for one voting VP Education position on Senate, a motion was introduced to allow a second VP Education as a non-voting member and to give the second VP Education voting privileges in the event the first VP is absent from a Senate meeting.

Marion Haythorne moved and Susan Hogan seconded that:

09/29 Recognizing the current administrative structure of Capilano University, both VP Education positions are recognized as members with voice on Senate, but only one, as designated by the President, may vote as the academic vice president {35.2 (2) (c)}. This designation may change from meeting to meeting.

CARRIED

12. REGISTRAR – CREDENTIALS

Presented by: Itidal Sadek

The Registrar reported on students' requests for reissuing credentials to indicate "Capilano University" instead of "Capilano College" and the question regarding how far back in time the credentials could be issued. The procedures in effect at other local and Canadian institutions were examined and reviewed. The Registrar presented a number of recommendations in this regard. It was generally agreed that this was a difficult issue, because the decision on how to proceed would directly impact the integrity of the institution. It was suggested that this item be added to the May Senate meeting agenda to allow further discussion.

13. STRATEGIC DIRECTION

Presented by: Greg Lee

Members of all constituencies have participated in a series of world café sessions to help formulate the new strategic directions document. The President suggested that an ad hoc committee be formed to review this feedback and determine relevant themes. The committee should have one representative from each Faculty, one staff member and one student. Membership on Senate is not a prerequisite.

INFORMATION ITEMS

None

There being no further business and on the motion of Trevor Page and seconded by Keith Van, the meeting was adjourned at 5:35 p.m.

Next Meeting: Tuesday, May 5, 2009.