



## SENATE MEETING

Tuesday, March 3, 2009 4:00 pm LB322

### MINUTES

**PRESENT:** Greg Lee (Chair), Marion Haythorne, Jean Bennett, John Boylan, Robert Campbell, Nicholas Collins, Kevin Cripps, Patrick Donahoe, Darin Feist, Mary Giovannetti, Karen Hodson, 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, Sarah Szloboda, Keith Van, Milton Williams, Recording Secretary: Mary Jukich

**REGRETS:** Kim Bothen, Chris Bottrill, Casey Dorin, Michael Fleming, Jackie Snodgrass, Tammy Towill, Peter Ufford

**GUESTS:** Susan Doig, Rae Nickolichuk, Julie Vanderyagt, Catherine Vertesi

Greg Lee called the meeting to order and welcomed senators and guests to the inaugural meeting of the new Senate at Capilano University.

#### 1. APPROVAL OF AGENDA

Addition of Item #4a – Identification of Voting Members  
 Addition of Item #13 – Reissuing Credentials  
 Removal of Item #7 – Proposed Partnership – University of Kandahar and Capilano University

*Nicolle Smith moved and Trevor Page seconded that:*  
**the amended Agenda be approved.**

**CARRIED**

#### 2. MINUTES

Item 8(b), Student Correspondence, the sentence “. . . there has been no student election policy put in place”, should read “. . . there has been an election policy which has not been followed because of the transition.”

*Trevor Page moved and Keith Van seconded that:*  
**the amended Minutes of the February 3, 2009 meeting be approved.**

**CARRIED**

### 3. CHAIR/VICE-CHAIR'S REPORT

- Greg Lee stated that both he and the current Vice-Chair, Marion Haythorne, would be making a report.
- Marion Haythorne welcomed and introduced new members of Senate: Michael Fleming (absent due to teaching responsibilities); Tim Schouls and Paul McMillan from the Faculty of Arts and Sciences; Kevin Cripps and Kim Bothen from the Faculty of Fine and Applied Arts; Jen Moses from the Faculty of Health and Education; Nicholas Collins from the Faculty of Student and Development; Chris Bottrill (absent due to conference) from the Faculty of Tourism and Outdoor Recreation; and John Boylan and Reini Klein, support staff representatives.
- Also welcomed and introduced by Marion were: Mary Giovannetti, Acting Dean of Business; Jean Bennett, Dean of Health and Education; Dr. Patrick Donahoe, sitting as Dean, Student Development; George Modenesi, sitting as Chief Librarian; Darin Feist, COPE representative; and Sandra Seekins, CFA representative.
- Guests were introduced: Susan Doig, Energy Manager, Contract Services & Capital Planning, and Julie Vanderyagt, General Manager, Capilano Performing Arts Theatre.
- The senate members were informed that the new Senate Membership List and the Senate By-Laws had been posted on the University website.
- New name tags for Senate members will be made. Senate voting members will have a blue name tag and non-voting members will have white name tags.
- Greg Lee began his report by stating that we are now a formally elected university Senate. The Senate will operate similarly to the previous Education Council, however, with a few more rules. Also, the members were reminded that Senate is a governance body, and that details of operations still remain the responsibility of the Executive and Administration.

### 4. ELECTION RESULTS

*Presented by: Itidal Sadek*

Itidal informed Senate members that the results of the Senate election had been posted on the university website. Itidal announced the election results from each faculty as well as the support staff:

Faculty of Arts and Sciences  
Michael Fleming and Tim Schouls

Faculty of Business  
By Acclamation - Marion Haythorne and Tammy Towill

Faculty of Fine and Applied Arts  
Kevin Cripps and Karin Jager

Faculty of Health and Education  
By Acclamation - Jen Moses and Milton Williams

Faculty of Student Services and Development  
Nicholas Collins and Gordon Rudolph

Faculty of Tourism and Outdoor Recreation  
By Acclamation - Chris Bottrill and Susan Hogan

Support Staff  
John Boylan and Reini Klein

**4. (a) Identification of Voting Members**  
*Presented by: Greg Lee*

Greg Lee asked Robert Campbell and Dorothy Jantzen to identify the Senate members from their Faculties who have speaking rights, and who will be granted voting privileges if one of the other two faculty members from his/her faculty are absent from a Senate meeting. Paul McMillan from the Faculty of Arts and Sciences and Kim Bothen from the Faculty of Fine and Applied Arts were identified.

Greg Lee said that while the University Act provided for one voting Vice-President – Education position on Senate, currently held by Jackie Snodgrass, a motion will be brought to the next Senate meeting in order to have the second Vice-President – Education as a non-voting member, and who will be given voting privileges if the first Vice-President is absent from a Senate meeting.

**5. APPROVALS IN PRINCIPLE**  
None.

**6. SENATE CURRICULUM COMMITTEE**  
(a) SCC Resolutions  
*Presented by: Robert Campbell*

*Robert Campbell moved and Dorothy Jantzen seconded that:*

**09/13** SCC resolution 09/05, recommending final approval of the Fundamental Lighting for Digital Imaging and Film Program and the associated course, ELDF 100 Fundamental Lighting for Digital Imaging and Film, be recommended for approval to the Senate. **CARRIED**

*Robert Campbell moved and Brendan O'Donnell seconded that:*

**09/14** SCC resolution 09/06, recommending final approval of the Fundamental Grip Work for Digital Imaging and Film Program and the associated course, GRDF 100 Fundamental Grip Work for Digital Imaging and Film, be recommended for approval to the Senate. **CARRIED**

*Robert Campbell moved and Mary Giovannetti seconded that:*

**09/15** SCC resolutions 09/01, 09/02, 09/03, 09/04, 09/07, 09/08 and 09/09 be received and adopted by Senate. **CARRIED**

**7. PROPOSED PARTNERSHIP –  
UNIVERSITY OF KANDAHAR AND CAPILANO UNIVERSITY**

This item was removed from the Agenda.

**8. TORCH RELAY**

*Presented by: Julie Vanderyagt*

As a result of Capilano University's partnership with VANOC, the University has been given an opportunity to have a student carry the Olympic Torch. In order to select a student, the University will hold a contest to find a student who embodies the mission and values of Capilano. Students will be asked to submit their stories and application forms, which will then be reviewed by a selection committee. This selection committee will be made up of one faculty, staff, student and ex-officio member each. Nominees are not required to be a Senate member. Senate members were asked to go back to their Faculties for recommendations. These names will be brought forward at the April 7<sup>th</sup> Senate meeting, at which time the selection committee will be formed.

**9. SUSTAINABILITY**

*Presented by: Susan Doig*

Susan Doig presented a summary of the initiatives that Capilano University is implementing with regard to recycling and waste management. She has received much support for these initiatives from Executive and various departments. Some areas that are being looked at include bulk packaging of computers, electrical usage, heating and, more importantly, how we can use technology in order to reduce paper consumption. Other ongoing initiatives include meetings with food services and the janitorial staff on how we, as an institution, can change our behaviour to make changes and therefore reduce our waste and manage resources better.

**10. SENATE COMMITTEES**

*Presented by: Robert Campbell and Marion Haythorne*

Senate Committee on University Honours

The mandate of this committee is to recommend to Senate nominees for honorary degrees and the position of faculty emeritus. Membership on this essential committee will be determined in time for work to begin in advance of the next convocation.

The members of this committee are:

Administrator – Catherine Vertesi  
Faculty – Susan Hogan  
Faculty – Marion Haythorne  
Staff – TBA  
Student – Trevor Page

Budget and Finance Committee

This is a mandatory committee to be composed of Senate members only. This committee is responsible for reviewing the budget and making recommendations, as well as reviewing the student performance data and making recommendations regarding programs. As three Senate members expressed an interest for the two faculty positions, it was decided that an election would be held to fill the two faculty positions.

The members of this committee are:

Administrator – TBA  
 Faculty – TBA  
 Faculty – TBA  
 Staff – John Boylan  
 Student – Nicolle Smith  
 Resource Member – Cindy Turner

Senate Curriculum Committee

It was noted that this committee is currently in operation and its membership has been confirmed for the year. No action is required at this time.

*Robert Campbell moved and Tim Schouls seconded that:*

**09/16** Senate endorse the current Senate Curriculum Committee.

**CARRIED**

Trevor Page indicated that he would no longer serve on the Senate Curriculum Committee and that Keith Van would replace him.

*Keith Van moved and Trevor Page seconded that:*

**09/17** Keith Van replace Trevor Page on the Senate Curriculum Committee.

**CARRIED**

Planning and Policy Committee

This committee of Senate is responsible for providing recommendations and advice regarding University strategic directions; however, the present membership does not conform to the required make-up under the University Act. It was suggested that elections to this committee be held at the April Senate meeting.

*Robert Campbell moved and Susan Hogan seconded that:*

**09/18** Senate endorse the current Planning and Policy Committee until the April Senate meeting.

**CARRIED**

Trevor Page indicated that he would no longer serve on the Planning and Policy Committee and that Keith Van would replace him. Keith's name will be put forward at the April meeting when membership will be finalized.

Senate Naming Opportunities Committee

It was determined that there was no urgency in determining membership on this committee. It will be confirmed at the April Senate meeting.

### Senate Nominating Committee – Vice-Chair

It was determined essential to confirm membership on this committee in order to elect a Vice-Chair of Senate.

The members of this committee are:

Administrator – Dorothy Jantzen  
 Faculty – Gordon Rudolph  
 Faculty – Milt Williams  
 Staff – Reini Klein

#### **11. PLANNING COMMITTEE**

- (a) Guidelines for Faculty Governance  
*Presented by: Robert Campbell*

Robert presented the Guidelines for Faculty Governance. It was noted that the suggestions and recommendations from the February 3<sup>rd</sup> transition Senate meeting had been incorporated into the document. However, due to the Senate elections and resulting new members, it was suggested that this document be brought back to Senate in April to allow the new members of Senate an opportunity to review and discuss the document with their Faculties.

#### **12. UNIVERSITY TRANSITION**

- (a) Student Correspondence  
*Presented by: Trevor Page*

Trevor Page summarized the students' concerns regarding the student terms on Senate. The students do not feel that the current student terms are ideal. Some students may resign over the summer and in that case, there would not be enough time to call an election in order to fill any vacant positions. Consequently, this would result in no student representation on Senate. Some options to change the student terms have been considered, although the legality of these options is still being discussed. The students believe that one solution would be to request that when Senate governance is reviewed in two years, the students would request an official change to the student terms of office to follow the school year. It was agreed that this is an important issue and that it would be further discussed at the Planning Committee. The Registrar will look into what other institutions are doing and report back to Senate.

#### **13. REISSUING CREDENTIALS**

- Presented by: Itidal Sadek*

Itidal discussed the subject of students' requests for reissuing credentials to indicate "Capilano University" instead of "Capilano College". Of main concern were the students who graduated last spring before Capilano formally became a university. There was discussion about whether Capilano should reissue new credentials retroactively and how far back in time the credentials could be changed. It was suggested that Capilano University examine what procedures other institutions are following and that the Registrar bring back recommendations to Senate.

**INFORMATION ITEM**

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Self-Study Report for April 20 – 22 visit from NWCCU

*Presented by: Greg Lee*

Greg reminded Senate members of the upcoming Accreditation visit on April 20 – 22 and that a great deal of work has gone into the preparation for this visit to Capilano University. Greg stressed the importance of reading the Self Study report to ensure that Senate members are prepared for the visit. Senate members will be notified by email once the Self Study report is posted on-line. As well, the Committees' Clerk will have several paper copies for Senate members to borrow.

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There being no further business, the meeting was adjourned at 6:00 p.m.

**Next Meeting: Tuesday, April 7, 2009.**