



## SENATE MEETING

Tuesday, November 1, 2011 4:00 pm LB322

### MINUTES

**PRESENT:** Kris Bulcroft (Chair), Marion Haythorne, Tania Alekson, Jean Bennett, Chris Bottrill, Parker Busswood, Robert Campbell, David Clarkson, Nicholas Collins, Herbert Cruz, Cristina Delgado, Kelsey Didlick, Graham Fane, Darin Feist, Michael Fleming, Brandon Hofmarks, Susan Hogan, Karin Jager, Reini Klein, Jordon Liden, Clay Little, Grace McNab, Jennifer Moore, Gordon Rudolph, Tim Schouls, Sandra Seekins, Tammy Towill, Stephanie Wells, Milton Williams, Recording Secretary: Mary Jukich

**REGRETS:** Sonja Lebens, Karen McCredie, Paul McMillan, Jackie Snodgrass, Peter Ufford, Catherine Vertesi

**GUESTS:** Jillian Feist

Kris Bulcroft called the meeting to order at 4:00 p.m. Jillian Feist, Associate Registrar attended the meeting on behalf of Karen McCredie.

#### 1. APPROVAL OF AGENDA

*Tammy Towill moved and Milton Williams seconded that:*  
**the Agenda be approved.**

**CARRIED**

#### 2. MINUTES

On page 2, last paragraph, second line, the word "contentious" should have read "conscientious".

*Milton Williams moved and Tim Schouls seconded that:*  
**the amended Minutes of the October 4, 2011 meeting be approved.**

**CARRIED**

#### 3. CHAIR AND VICE-CHAIR'S REPORTS

##### Chair's Report

Senate was reminded and encouraged to attend the Lunch and Learn event on Thursday, November 3<sup>rd</sup> in the Sportsplex. The President and Michael Buzzelli, Associate Professor of Geography at the University of Western Ontario would be presenting a workshop exploring what it means to be a learner-centred university in Canada.

Kris invited anyone who did not attend the open house on Friday, October 28<sup>th</sup> to visit the new President's and Vice-Presidents' office in the Arbutus Building.

With regard to the recent accreditation monitoring visit, Kris reported that she and Jackie Snodgrass had reviewed the preliminary report. Once the report is finalized and sanctioned, it will be posted for the entire campus community. Initial results indicate that Capilano is well positioned in the accreditation process.

Kris informed Senate that she would be away from the University from November 16-25 as she was invited to be one of a delegation of 30 alumni of the Fulbright Exchange program attending the World Science forum in Budapest, Hungary.

### **Vice-Chair's Report**

Marion thanked the Musical Theatre students and everyone involved in the Halloween flash mob held in the cafeteria on October 31<sup>st</sup>.

Marion met with Ruth Wittenberg, President of the BC Association of Institutes and Universities. Ruth will attend the University in January along with other institutions for round table discussions on university governance. Two Senators will also be invited to attend the discussions.

Senators were requested to volunteer for a vacancy on the Senate Tributes Committee.

#### **4. APPROVALS IN PRINCIPLE**

None.

#### **5. SENATE CURRICULUM COMMITTEE**

*Presented by: Jennifer Moore*

(a) Resolutions

Jennifer presented the resolutions brought forward from the October 21<sup>st</sup> Senate Curriculum Committee meeting.

*Tammy Towill moved and Jean Bennett seconded that:*

**11/42** SCC resolutions, 11/61, 11/62, 11/63 and 11/64, be received and adopted by Senate.

**CARRIED**

#### **6. SENATE BUDGET ADVISORY COMMITTEE**

*Presented by: Tammy Towill*

Tammy introduced Karin Jager who reported on behalf of the Committee.

Karin reported that in continuing the commitment to work on the budget during the fall term, the Senate Budget Advisory Committee held a meeting on October 20<sup>th</sup>.

Senate was reminded that three documents (the draft Budget Process policy, a detailed schematic of the timeline for the budget process and a draft Strategic

Direction: 2012-2013 Strategic Priorities document) were distributed at the last Senate meeting and that feedback had been requested from Senators.

As no feedback from the documents was received, the Committee had focused on the process of gathering data to answer questions raised on the Strategic Direction: 2012-2013 Strategic Priorities document. Discussion at the Committee meeting centered on developing student surveys, the type of data that is currently available and the type of data that could be obtained. Karen McCredie and Frank Di Puma were requested to work on data collection.

Members of the Committee were introduced, and Senators were encouraged to contact members with regard to any issues or comments.

Issues then discussed included the importance of the type of data collected, the sharing of the data collected, the possibility of a campus-wide forum, the time-line for the budget process and the issues of transparency and consultation.

Senate was advised that the Committee will endeavor to meet again before the Christmas break.

## **7. GRADING PROFILE COMMITTEE**

*Presented by: Susan Hogan / David Clarkson*

Susan reported that the Committee met in mid October and a further meeting would be held in the forthcoming week. The Committee is working on developing a survey to open up the grading profile process. The intention of the Committee is to work with a 2012 timeline; however, consideration will be given on whether this timeline will allow sufficient opportunity for campus wide consultation.

## **8. FACULTY STRUCTURE REVIEW COMMITTEE**

*Presented by: Chris Bottrill*

Members of the Faculty Structure Review Committee were acknowledged and thanked for their work on the Committee.

Chris reminded Senate that the Committee was tasked with addressing a recommendation made by Senate in 2008 to review the Faculty structure of Senate governance with regard to non-voting membership and sub-committee composition. Chris presented the results of various questions taken to each faculty area and the corresponding responses and feedback.

On moving forward, the results of the feedback will be reviewed at the Executive level and a report will be brought back to the December Senate meeting.

Senate was informed that all relevant documentation developed and used by the Committee was posted on a moodle site. An email with the link will be sent to Senators.

A Senator inquired when Senate elections would take place. In the normal course, elections would be scheduled for January/February 2012. However, Marion discussed a proposal to have the election in Spring and have all

member terms begin in August. The proposal would alleviate timetable scheduling issues and ultimately, faculty, students and staff member terms would begin and end at the same time. As well, to facilitate the implementation of the new term, current member terms would be extended. The proposal will be discussed with Kris and brought back to the December Senate meeting.

**9. SENATE BY-LAW, POLICY AND PROCEDURE COMMITTEE**

*Presented by: Robert Campbell*

(a) Posthumous Credential Policy

As requested by Senate, the Senate By-Law, Policy and Procedure Committee developed a new policy on awarding posthumous credentials.

*Robert Campbell moved and Brandon Hofmarks seconded that:*

**11/43** The Posthumous Credential Policy be approved by Senate.

**CARRIED**

(b) Membership in Faculties and Voting Rights: Some Technical Issues

Senate was advised that the Senate Vice-Chair had identified three technical issues with respect to membership in Faculties and voting rights that required resolution prior to the Senate elections. Accordingly, the Senate By-Law, Policy and Procedure Committee reviewed the three issues and developed the following recommendations:

- (1) For the purpose of voting and candidacy, a faculty member with two or more appointments will be designated a member of the Faculty in which his/her appointment level is greatest. If the appointment level is equal, then the faculty member may choose, on a one-time only basis, a Faculty for membership for the purposes of voting and candidacy.
- (2) Individuals in faculty positions, who do not have appointments in an area that is part of an established Faculty, will be designated as members of a Faculty on the recommendation of the Registrar and Vice-Chair of Senate. The membership lists will be maintained by the office of the appropriate Dean.
- (3) For the purpose of voting and candidacy, an employee who has both a faculty and a non-faculty position shall be designated by the role which has the majority of the workload. If the workload is equal, then the employee may choose, on a one-time only basis, to be either a faculty member or non-faculty member for purposes of Senate voting and candidacy.

Issues discussed included the necessity of the procedures, the situation of an employee who was also a student, and the issue of where to place the procedures. These last two issues will be further discussed at the By-law, Policy and Procedure Committee.

*Graham Fane moved and Jean Bennett seconded that:*

- 11/44** Senate endorse the concept of the Membership in Faculties and Voting Rights: Some Technical Issues (Schedule 9(b)) and ask the Chair of the Senate By-law, Policy and Procedure Committee to proceed to come back to the next meeting with an indication where these are best situated.

**CARRIED**  
3 opposed  
(David Clarkson)

**10. S2006-02 EDUCATIONAL QUALIFICATIONS FOR INSTRUCTORS POLICY**

*Presented by: Marion Haythorne*

Senate was informed of the Board's revisions to Policy S2006-02 Educational Qualifications for Instructors.

**11. REGISTRAR**

*Presented by: Jillian Feist*

(a) Academic Schedule 2011-2012

As the posted 2011-2012 academic schedule indicated an incorrect examination period date, Senate was requested to approve a revised schedule indicating the correct date of April 16 – 27, 2012.

*Graham Fane moved and Robert Campbell seconded that:*

- 11/45** The revised 2011-2012 academic schedule indicating an April 16 – 27, 2012 examination period be approved by Senate.

**CARRIED**

(b) Graduates

Jillian presented a list of approximately 383 Capilano students and 229 students from Capilano partner institutions, HUST and NCIST, who had applied to graduate in the Fall of 2011. It was also noted that there was approximately 60 degree candidates on the list.

*Kelsey Didlick moved and Parker Busswood seconded that:*

- 11/46** Upon verification by the Registrar's Office that all credential requirements have been met, the Chancellor and the Senate of Capilano University approve the conferring of the credentials.

**CARRIED**

**INFORMATION ITEMS**

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None.

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There being no further business and on motion duly made and seconded, the meeting was adjourned at 5:45 p.m.

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**Next Meeting: Tuesday, December 6, 2011.**

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