



SENATE MEETING

Tuesday, April 2, 2013 4:00 pm LB322

MINUTES

PRESENT: Kris Bulcroft (Chair), Tammy Towill, Stephen Atkins, Brittany Barnes, Mark Battersby, Jean Bennett, Don Bentley, Chris Bottrill, Robert Campbell, David Clarkson, Leighan Crowe, Graham Fane, Darin Feist, Violet Jessen, Vineet Johnson, David Kirk, Reini Klein, Sonja Lebens, Nanci Lucas, Grace Makarewicz, Karen McCredie, Paul McMillan, Grace McNab, Jennifer Moore, Erin Robinson, Sandra Seekins, Sharka Stuyt, Jenna Theny, Catherine Vertesi, Daniel Yasinski, Recording Secretary: Mary Jukich

REGRETS: Carol Aitken, Caroline Depatie, Bill Gibson, Brandon Hofmarks, Clay Little, Jared Nash, Peter Ufford

GUESTS: Cindy Turner

Kris Bulcroft called the meeting to order at 4:00 p.m.

1. APPROVAL OF AGENDA

*Robert Campbell moved and Leighan Crowe seconded that:
the agenda be approved.*

CARRIED

2. MINUTES

*Grace McNab moved and David Clarkson seconded that:
the minutes of the March 5, 2013 meeting be approved.*

CARRIED

3. CHAIR AND VICE-CHAIR'S REPORTS

Chair's Report

Senators were invited to meet with the short listed candidates for the position of Vice-President Academic and Provost. Meetings will take place in LB 316 on Tuesday, April 9th:

9:30 – 10:30 Candidate A
10:45 – 11:45 Candidate B
3:15 – 4:15 Candidate C

An open forum for the campus community will also be held in the Sportsplex Multipurpose Room on Monday, April 8th:

12:00 – 1:00 Candidate B
 1:15 – 2:15 Candidate A
 2:30 – 3:30 Candidate C

The presentation part of the forums will be available online, and an email address available for comments and input.

Kris attended the Business After Five event put on by the School of Business on March 14 showcasing business students teaching in the community.

At the recent Capilano Universe Series, Kris spoke on the “Demise of the Public University” and will repeat this presentation at the upcoming PD session in May.

Vice-Chair’s Report

Work continues on updating the Senate website.

The mandate and structure for the new Senate sub-committee, Instructional Technologies Advisory Committee is near completion and will be brought to the May Senate meeting.

With regard to Information Item #1, although this is an information only item, discussion will likely ensue on this item as feedback from constituency groups will be presented.

Cindy Turner, Vice-President Finance was attending the meeting to assist in addressing agenda item #7, Senate Budget Advisory Committee. In this regard, Senate was requested to move item #7 to the beginning of the agenda.

On behalf of the Tributes Committee, Catherine Vertesi reported that Stuart McLaughlin, Daphne Bramham and Ken Babcock have indicated their acceptance and availability to be conferred with Honorary Degrees at this year’s convocation. John Wood has indicated that he is unavailable this year, but will receive the honour next year and Sarah Polley will not be available this year.

4. APPROVALS IN PRINCIPLE

None.

5. SENATE CURRICULUM COMMITTEE

Presented by: Robert Campbell

(a) Resolutions

Robert presented the resolutions brought forward from the March 15th, 2013 Senate Curriculum Committee meeting.

Robert Campbell moved and Leighan Crowe seconded that:

- 13/21** SCC resolution 13/28, final approval of the Medical Administrative Management Diploma, be received and adopted by Senate. **CARRIED**

Robert Campbell moved and Leighan Crowe seconded that:

- 13/22** SCC resolution 13/29, final approval of the Legal Administrative Management Diploma, be received and adopted by Senate. **CARRIED**

Robert Campbell moved and Jennifer Moore seconded that:

- 13/23** SCC resolution 13/38, final approval of the North American Business Management Internship Post Baccalaureate Diploma, be received and adopted by Senate. **CARRIED**

Robert Campbell moved and Jennifer Moore seconded that:

- 13/24** SCC resolutions, 13/30, 13/31, 13/32, 13/33, 13/34, 13/35, 13/36, 13/37, 13/39, 13/40, 13/41, 13/42, 13/43, 13/44, 13/45, 13/46, 13/47, 13/48, 13/49, and 13/50, be received and adopted by Senate. **CARRIED**

(b) Reappointment of Student Representative

As Jenna They's name was inadvertently omitted from the list of new/reappointed members of SCC presented at the March meeting, Senate was requested to approve that Jenna They commence a new term on the Committee.

Robert Campbell moved and David Clarkson seconded that:

- 13/25** Jenna They commence a new term on the Senate Curriculum Committee. **CARRIED**

(c) Program Title Change

Senate was informed that, as a result of new provincial requirements, the name of the Special Education Assistant program has been changed to Education Assistant.

6. SENATE BY-LAW, POLICY AND PROCEDURE COMMITTEE

Presented by: Nanci Lucas

(a) Senate Self-Evaluation Committee Mandate and Structure

Senate was requested to approve the Senate Self-Evaluation Committee Mandate and Structure. The policy formalizes the committee members and term and brings it in line with other Senate sub-committees. As the committee will be requested to convene shortly, and as it was originally structured with only two faculty, Senate members were requested to forward names to fill the third faculty position.

Nanci Lucas moved and Jenna They seconded that:

13/26 The Senate Self-Evaluation Committee Mandate and Structure Policy by approved by Senate.

CARRIED

(b) Post-Baccalaureate Concentrations

Senate reviewed the proposed structure of Post-Baccalaureate Concentrations that will be included immediately after the section on Baccalaureate Concentrations in Senate Policy S2009-03 Requirements for Credentials.

Nanci Lucas moved and David Kirk seconded that:

13/27 The structure, as presented, of Post-Baccalaureate Concentrations be received and adopted by Senate.

CARRIED

7. SENATE BUDGET ADVISORY COMMITTEE

Presented by: Leighan Crowe

Senate was informed that the 2013-2014 budget process continues to be challenging as a result of the unprecedented number of unknowns. The Board has approved a 2% increase in tuition; however, Capilano still continues to have the lowest tuition of post secondary institutions.

At this date, the as-is draft budget indicates a \$2.5 million shortfall and this does not include add-ons or possible union contract negotiations.

For this year's budget process, the University is presented with two options; run a deficit or balance the budget.

Although the Ministry has suggested that Capilano could run a deficit, this option will violate the University Act. If a decision is made to run a deficit position, the University could access accumulated reserves of approximately \$8.8 million, but the reserves could only be used for one-time items and not for on-going operating expenses such as programs, expenses or salaries. The University will still be required to balance the operating fund and if there is a shortfall in the operating fund, the shortfall will need to be resolved. Running a deficit will further impact the University as the Ministry will not approve the deficit until after a review is completed in early fall and with the upcoming provincial election, a new government may not have the same point of view.

The second option is to balance the budget and because of the pending decision from the Ministry, the Committee has not adequately explored this option. If the budget is balanced, and the reserves are not used, there is a concern that the Ministry could, in future, reduce the operating grant by the amount of the reserve. The University would be required to use the reserve funds for operations and lose the savings accumulated over many years.

It is expected that the Capilano University Board of Governors will provide direction on the two options at the May 14th meeting.

8. SENATE ACADEMIC PLANNING AND PROGRAM ASSESSMENT COMMITTEE

Presented by: Mark Battersby

Senate was informed that concern continues as to the role and mandate of the SAPPAC in relationship to strategic and academic planning.

On behalf of SAPPAC, Mark Battersby presented a notice of motion:

Moved that bullet 3 below of the Mandate of SAPPAC be revised to read:

- To review and make recommendations to Senate on matters of strategic and academic planning.

Current SAPPAC Mandate

- To review program assessment plans and reports and make recommendations with respect to program improvement.
- To review performance measure data and recommend needed actions.
- To advise Senate on such matters of planning as may be referred to it from time to time.
- To advise Senate on such matters of academic policy as may be referred to it from time to time.

Discussion at Senate indicated that to date, meetings had not yet been undertaken with the interim Vice-President and Provost and the Deans to continue discussions and review of the concern as noted.

As it was indicated that this matter was not urgent, the notice of motion will be brought to the May Senate meeting. This will allow an opportunity for meetings to be scheduled with the Deans, and further discussions at the VP Deans meeting on April 10th.

9. SENATE NOMINATING COMMITTEE – VICE-CHAIR

Presented by: Reini Klein

The Senate Nominating Committee – Vice-Chair was requested to convene. Members were advised that everyone is eligible to run for the position of Vice-Chair of Senate and names will be brought to the May Senate meeting. An email requesting nominations will be sent out shortly.

10. FACULTY TERMS OF REFERENCE

(a) Faculty of Education, Health and Human Development

Presented by: Jean Bennett

Senate was requested to approve the Faculty of Education, Health and Human Development Terms of Reference which were adopted by the Faculty at the full Faculty meeting in the fall.

Jean Bennett moved and Chris Bottrill seconded that:

CARRIED

13/28 The Faculty of Education, Health and Human Development Faculty Terms of Reference be received and adopted by Senate.

INFORMATION ITEM

Information Item #1 – 2013-2014 Academic Schedule

Presented by: Karen McCredie

The 2013-2014 Academic Schedule reflecting the change to align Reading Break with Family Day was presented to Senate.

On behalf of the Faculty of Pure and Applied Sciences, Paul McMillan presented a unanimous motion requesting that Senate re-look at the issue of lost class time due to statutory holidays. In this regard, an ad hoc committee will be struck to review this issue and determine how to proceed to ensure that students receive the best opportunity for learning with the least impact.

A draft committee membership and mandate will be crafted and presented at Senate for approval.

There being no further business and on motion duly made and seconded, the meeting was adjourned at 5:00 p.m.

Next Meeting: Tuesday, May 7, 2013.
