



SENATE MEETING

Tuesday, August 18th, 2020 4:00 pm
VIA MS TEAMS

MINUTES

Present: Paul Dangerfield (Chair), Duncan Brown, Pardis Daneshyar, Iana Dokuchaeva, Brent Calvert, Joel Cardinal, Marnie Findlater, Ted Gervan, Kyle Guay, Bridget Stringer-Holden, Nazmi Kamal, Deb Jamison, Ramandeep Kaur, Pouyan Mahboubi, Anthea Mallinson, Brad Marin, Lauren Moffatt, John Molendyk, Corey Muench, Alea Rzeplinski, Debbie Schachter, Dennis Silvestrone, Judy Snaydon, Laureen Styles, Michael Thoma, Robert Thomson, Diana Twiss, Mark Vaughan, Kyle Vuorinen, Stephanie Wells, David Weston, Stephen Williams, Hartaj Wadhwa, Recorder: Mary Jukich

Regrets: Theo Abbott, Lara Duke, Miranda Huron

Acknowledgement

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

1. Welcome

The Chair called the meeting to order at 4:00 pm.

The following new members were introduced to Senate:

- Dennis Silvestrone, the new Dean of the Faculty of Business and Professional Studies.
- Hartaj Wadhwa, new non-voting CSU representative
- Theodore Abbott and Ramandeep Kaur, new voting student representatives

2. Approval of the Agenda

Paul Dangerfield moved and Kyle Vuorinen seconded:
To adopt the agenda.

CARRIED

3. Approval of the Minutes

Paul Dangerfield moved and Alea Rzeplinski seconded:
To adopt the June 3, 2020 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.



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5. Business Arising

5.1 Self-Evaluation Committee

Presented by: Robert Thomson

The Senate self-evaluation summary and results were completed, however additional time was required for review of the Committee's recommendations to Senate. Accordingly, the summary and results, along with the recommendations, will be brought to the September meeting.

5.2 Academic Continuity

Presented by: Laureen Styles

Laureen Styles, VP Academic and Provost provided an update on academic continuity, including some of the following highlights:

- The University continues to move forward on academic continuity topics with the current primary focus on Fall courses, including the necessary guidelines and practices for safe working and learning environments for in-person and mixed mode classes.
- In the spring with the pivot to remote adapted learning, students were provided with an opportunity to request, through the Registrar's Office, a credit or no credit grade. Approximately 560 requests were received from students to date with a deadline of August 31, 2020.
- There were a number of adaptations made at the course level from approved course outlines into syllabi for individual courses, with the substantive changes being the mode of delivery (remote/adapted) and adjustments to assignments and grading profiles.
- This was our largest enrolment in summer term to date. Although there were some technology challenges, these were worked through, and appreciation was noted for the volume of work involved.
- As a small number of courses were suspended during the spring semester, there are some students who have not yet been able to resume their course work (practicum type courses). Deans are working with program faculty to



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determine next steps of contingency planning and further actions to be put in place in order for those students to complete their course(s).

- A memorandum has been developed, and will be distributed shortly to Faculties outlining the process for approvals of temporary changes for fall term course syllabi as a result of COVID-19 adaptations. With final exam scheduling and Spring timetabling deadlines in the near future, the current approaches will be the planned ones (online exams unless there is dean approval for in-person based on rationale, and preliminary planning for mainly on-line courses for Spring term.
- The detailed work that was taken up by Faculties and the Registrar's Office was acknowledged and appreciated especially in getting student registration up and available on time based on the University's schedule of dates.
- In terms of planning into the fall, the University is working through timelines in relation to scheduling and planning to do more of what we are doing until information on the current status is provided.
- In the context of remote adapted teaching and learning environment, the University is focussed primarily on a remote approach, with about 80% of courses that are fully online and about 20% of courses in mixed modes and/or in person.
- Although not yet finalized, CTE is drafting additional statements for course syllabi about online learning, reinforcing student code of conduct, as well as privacy considerations. This will be shared out with faculty and technology solutions will be utilized where possible (e.g., having statements in e-learn)

6. New Business

6.1 Volunteers for Senate Orientation

Presented by: Paul Dangerfield

Senators were requested to volunteer to assist with this year's Senate orientation.



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6.2 Volunteers for Subcommittees

Presented by: Paul Dangerfield

Senators were requested to volunteer for vacant positions on the Senate subcommittees.

6.3 NWCCU Update

Presented by: Debbie Schachter

Senate was informed that the University is in its seventh year of its NWCCU accreditation. As such, the University is now required to complete a Year-7 evaluation and report, and a site visit (remote), in addition to completing and submitting an Annual Report. The Annual Report was submitted on July 27th, and the Year-7 evaluation report was submitted on August 7th. The site visit is currently scheduled to take place online during October 19-21, 2020.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

7.1.1 Concept Paper – Sechelt Nation Language and Culture Diploma

The Sechelt Nation Language and Culture Diploma Concept Paper was designed to support the shíshálh Nation in revitalizing their traditional language and culture while focusing on other knowledge and skills that grow the capacity of the Nation. The program builds on the Sechelt Nation Language and Culture certificate by further increasing learners' knowledge and use of the language, as well as of the history, culture, and society of the Nation.

Michael Thoma moved and Lauren Moffatt seconded:

20/38 Senate approve that the Concept Paper for the Sechelt Nation Language and Culture Diploma be forwarded to the VP Academic and Provost.

CARRIED

7.1.2 Program Review – Community Leadership and Social Change Diploma and Community Capacity Building Citation



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The Community Leadership and Social Change Diploma and Community Capacity Building Citation are offered through the Community Development Outreach (CDO). The work of the CDO is important in that it reaches out to those not served by campus-based programs by offering place-based educational opportunities to students who might not see themselves at a post-secondary institution.

Michael Thoma moved and Diana Twiss seconded:

20/39 That Senate accept for information the Program Review process has been completed for the Community Leadership and Social Change Diploma, and Community Capacity Building Citation.

CARRIED

7.1.3 Program Review – Education Assistant Certificate

The Education Assistant Certificate program is for 18 months and 30 credits, providing a blend of theory and practice with an emphasis on hands-on experiential learning that is skills-based and person-centred. Graduates are in high demand for their services, which include knowledge of specific disabilities, instructional strategies, technology, communications and/or personal care protocols.

Michael Thoma moved and Alea Rzeplinski seconded:

20/40 That Senate accept for information the Program Review process has been completed for the Education Assistant Certificate.

CARRIED

At the meeting on June 9th, the Committee was provided with an update on the Academic Plan development, as well as ways of connecting with the community for engagement. Aurelea Mahood, Director of Academic Initiatives and Planning provided an overview on ways that SAPPRC can support the Academic Plan, as well as proposals to incorporate Envisioning 2030 into the Academic Plan. The AIPO continues their work in developing a consultation check with the different units that Program Review teams need to complete the self-study modules.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Marnie Findlater



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No report was provided as the Committee will be meeting on August 25th.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the June 12th, 2020 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Bridget Stringer-Holden seconded:

20/41 Resolutions 20/41 to 20/42 be approved.

CARRIED

7.3.2 SCC Membership – Dominique Walker – Design

Senate was requested to endorse Dominique Walker as the new SCC representative from Design.

Deb Jamison moved and Marnie Findlater seconded:

20/42 Senate endorse Dominique Walker as the new SCC representative from Design.

CARRIED

7.4 Teaching and Learning Committee

Presented by: Stephen Williams

No report was provided as this is a new committee of Senate replacing the Senate Instructional Technologies Advisory Committee (SITAC).

7.5 Budget Advisory Committee

Presented by: Paul Dangerfield

A report was not provided as the Committee has not met since June 22nd.



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Senate was informed that the Committee previously met only during the budget season, but has recently moved towards regular meetings as a result of the integrated planning and budgeting processes, as well as responding to Covid-19.

8. Other Reports

8.1 Senate Chair

Paul Dangerfield provided the Chair's report, including the following highlights:

- The University recently received the Provincial Go Forward Plan from government. Once this was received, the University was then able to begin work on our own plans which includes the overall resumption and safety plan as well as being assigned a representative from WorkSafe BC. Work to date includes implementing physical and safety precautions and measures, and developing policies and practices that are needed to be put in place. As well, the University continues to work on protocols and supports in technology and infrastructure. This has been a significant amount of work in preparing for the transition and the campus community was acknowledged and thanked for their work. The approach being taken is that the University needs to be prepared for an iterative approach and make decisions and may need to pivot one way or another. As such, the campus needs to be understanding and supportive recognizing that these are unusual circumstances.
- Enrolments are better than anticipated, and the next three weeks will give a better indication of actual numbers. The class registrations are good and the University is seeing higher course registrations for domestic students than in the past. As a result work is underway to respond to the enrolments and how to manage the impact to the University from an operational point of view and budget.
- University Relations was acknowledged for looking at what the University could do to support students. A campaign called CapU Cares was created in which the University went out to donors and in a short period of time raised approximately \$400,000.

8.2 Senate Vice-Chair



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Stephen Williams provided a brief summary of the work of the Senate Vice-Chair.

8.3 VP Academic and Provost

Laureen Styles provided the VP Academic and Provost report, and some of the key highlights were as follows:

- The next and final step with application for membership with Universities Canada is a vote of the full membership in October.
- The Equity, Diversity and Inclusion Action Group has 23 members and a faculty Chair who assumes the role this week. The Action Group has organized itself into seven themes and areas of focus: policy and membership (including Dimensions), well-being and accessibility, student services, curriculum and pedagogy, hiring and evaluation practices, training and education and dialogue forums.
- Work continues on developing the Academic Plan and the campus community will be invited for input and participation over the next several months as the first phase is ideation. The timeline for completion has been revised to track to the February Senate and Board meetings.
- New program approvals continue to move forward, with a number of proposals at various stages, and revised internal processes for program development and program review are being implemented under the leadership of Academic Initiatives and Planning.

8.4 Board Report

Duncan Brown, Board representative on Senate provided a report from the July 7, 2020 Board meeting, and some of the key highlights were as follows:

- The Board's Finance and Audit Committee is meeting monthly to monitor the financial impact of Covid-19.
- The Board approved the 2019-20 Institutional Accountability Plan and Report for submission to the provincial government.



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- The Board approved revisions to Board Policy B.502 – Administrators – Conditions of Employment.
- The members of the Board of Governors are members of the Capilano University Foundation and participated in the Foundation’s Annual General Meeting on June 4, 2020, where they:
 - Received a report on fundraising
 - Approved the unaudited annual financial statement for the year ended March 31, 2020
 - Approved the allocation of distributable funds from the Education Enhancement Fund to create the CapU Cares Student Fund to support students in the fall term.

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

- Members were encouraged to participate in the President’s Perspective on Thursday, August 27 at 12:00 noon. The presentation will focus on health and well-being, one of Capilano University’s key *Envisioning 2030* values.
- Members were invited to join Michael Thoma, Chair of the School of Motion Picture Arts, and special guests, for the inaugural webinar, “Talking Story: Indigenous Story in Film”, on Friday, August 21 at 11:00 am.
- Condolences were expressed on the passing of former Capilano University instructor, Ed Lavallo on August 7, 2020.

The meeting was adjourned at 5:35 pm.

Next Meeting: Tuesday, September 8th, 2020
