



## SENATE MEETING

Tuesday, December 1<sup>st</sup>, 2020 4:00 pm  
VIA ZOOM

### MINUTES

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**Present:** Paul Dangerfield (Chair), Theo Abbott, Pardis Daneshyar, Joel Cardinal, Lara Duke, Marnie Findlater, Ted Gervan, Kyle Guay, Bridget Stringer-Holden, Nazmi Kamal, Deb Jamison, Pouyan Mahboubi, Anthea Mallinson, Brad Martin, Lauren Moffatt, John Molendyk, 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, Sonny Wong, Recorder: Mary Jukich

**Regrets:** Iana Dokuchaeva, Miranda Huron, Ramandeep Kaur, Corey Muench, Hartaj Wadhwa

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#### ***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 4:05 pm.

In the absence of Corey Muench, Stephen Williams assumed voting rights for the Faculty of Education, Health and Human Development.

#### **2. Approval of the Agenda**

*Paul Dangerfield moved and Bridget Stringer-Holden seconded:  
To adopt the agenda.*

**CARRIED**

#### **3. Approval of the Minutes**

*Paul Dangerfield moved and Marnie Findlater seconded:  
To adopt the November 3, 2020 minutes.*

**CARRIED**

#### **4. Correspondence Received**

The Vice-Chair indicated that an email from a student was received in relation to item #6.3 of the agenda, and will be addressed at that time.

#### **5. Business Arising**

##### **5.1 Academic Continuity**

*Presented by: Laureen Styles*



## SENATE MEETING

Tuesday, December 1<sup>st</sup>, 2020 4:00 pm  
VIA ZOOM

### MINUTES

---

Laureen Styles, VP Academic and Provost, provided an update on academic continuity, which included the following highlights:

- Work over the second part of the semester continues to be focused on quality instruction and supporting faculty. For the final exam period, there are some practicum lab related courses taking place on campus within the safety protocols and guidelines.
- For the spring term, delivery of programs will primarily be 80% online and 20% mixed mode, with some programming at the Lonsdale location.
- Focus will begin shortly on the summer term with consideration to a slight uptake for on campus activity over the summer as there will be opportunities to utilize outdoor learning spaces.
- The Centre for Teaching Excellence was acknowledged for their work in support of quality online learning, as well as the faculty who are engaged in continuing to increase abilities to work online and looking at different strategies and approaches.
- There is an ongoing commitment to provide updates on University planning at each Senate meeting.
- Senators were encouraged to continue to focus on compassion and flexibility with learners especially students who may continually have experiences in their lives that may impact their ability to participate in adaptive learning, those who may have complex lives or may be in vulnerable living situations.

#### 6. New Business

##### 6.1 Program Review Schedule

*Presented by: Laureen Styles*

For information, Senate was presented with the five year rotational schedule for program review. It was noted that there may be some adjustments to the schedule and updates on any revisions will be provided to Senate and posted to Frontlines.



## SENATE MEETING

Tuesday, December 1<sup>st</sup>, 2020 4:00 pm  
VIA ZOOM

### MINUTES

---

#### **6.2 Approach to Academic Continuity During Covid-19**

*Presented by: Paul Dangerfield*

As background, in the spring Senate moved to give authority to the President and VP Academic and Provost, as well as the Emergency Operations Centre and Faculties on how the University would move forward in a pandemic environment and make necessary decisions. A commitment was made to keep Senate informed by way of agenda items coming to Senate as well as an opportunity for a review. In this regard, with the assistance of Robert Thomson, Chair of the Senate Self-Evaluation Committee, a brief five-question survey was developed to gather feedback from Senators. The results of the survey will be compiled and a report brought to the January Senate meeting. The survey will remain open until December 18<sup>th</sup>, and all Senators were encouraged to complete the survey.

#### **6.3 Schedule of Dates - Spring 2021 Term**

*Presented by: Kyle Vuorinen*

Senate was informed that the University was considering shifting the start date of classes for the Spring 2021 term from January 4 to January 11, 2021. The shift would allow the same range of instructional days while also creating additional time for students to focus on renewal and mental wellbeing as well as additional time for faculty and staff to prepare for the start of a new term. The February Reading Break would remain the week of February 15, 2021.

The delayed start would not impact the length of the final exam periods and was only shifting the start date to January 11 and all significant dates and deadlines shifting one week accordingly throughout the semester (including final exams). It was noted that related conversations were taking place at the provincial and national level, and some other post-secondary institutions had also made similar announcements.

Senate was requested for feedback and on discussion, positive support was noted from Senate, and the following comments were also provided:

- Concern was raised that some international students may have already booked their flights based on classes starting on January 4. As well, these students may also have made plans for returning home around the final exam



## SENATE MEETING

Tuesday, December 1<sup>st</sup>, 2020 4:00 pm  
VIA ZOOM

### MINUTES

---

schedule and the shift in date may cause some unexpected issues for these students.

- Some of the programs, especially cohorts, have six weeks of classes and one week of mid-terms and then six weeks of classes. The original schedule has mid-terms right after Reading Break and students would come back and have one week of classes and then exams, and the shift in date may cause some issues to students.
- A question was raised on whether the shift of dates would impact either student or Band funding letters. Information was provided that because the semester was not being shortened, the period of study will be the same if not a little bit longer and there should not be any negative impact for students.
- Clarification was requested around schedules specifically with the BlueShore Theatre and programs aligned with the theatre performances as the one week delay of class start may alter schedules. Information was provided that follow up will be required for this issue.
- A question was raised on whether the date change is an exception to the Board policy for one term due to Covid-19, or whether this is a permanent change going forward. Information was provided that the change was a response to Covid-19.
- Concern was also raised with respect to any possible impact of the date change to the turnaround time required for year-end processes in the Registrar's Office. Information was provided that conversations with the Registrar's Office indicated that although there will be tight deadlines, this was workable.
- The Registrar confirmed there would be no shortening or lengthening of the exam period, only a shift so that the term starts and ends one week later.
- Clarification was requested on whether there was a list of things that may or may not be shifted as a result of the change. Information was provided that the shift may have an effect on many areas from the cafeteria through to the library and particular attention will be required.



## SENATE MEETING

Tuesday, December 1<sup>st</sup>, 2020 4:00 pm  
VIA ZOOM

### MINUTES

---

On conclusion of the discussion, it was noted that the information in the student correspondence was around the context of the above discussion.

#### 7. Committee Reports

##### 7.1 Academic Planning and Program Review Committee

*Presented by: Lauren Moffatt*

The Committee met on November 10<sup>th</sup> and reviewed, for information, the Business Administration Progress Report. As well, joint meetings will be scheduled with the Committee and the Academic Plan Advisory Group to review the Academic Plan.

##### 7.2 Bylaw, Policy and Procedure Committee

*Presented by: Marnie Findlater*

The Committee met on November 24 and reviewed and provided feedback on the B.703 Student Rights and Responsibilities Procedure document. The next meeting is on December 8 and the Committee will review process mapping.

##### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

###### 7.3.1 Resolution Memorandum

The resolutions brought forward from the November 20<sup>th</sup>, 2020 Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Marnie Findlater seconded:*

**20/52** SCC Resolution 20/50 to 20/54 be approved.

**CARRIED**

##### 7.4 Teaching and Learning Committee

*Presented by: John Molendyk*

The next Committee meeting is scheduled for December 15<sup>th</sup>.

##### 7.5 Budget Advisory Committee

*Presented by: Michael Thoma*



## SENATE MEETING

Tuesday, December 1<sup>st</sup>, 2020 4:00 pm  
VIA ZOOM

### MINUTES

---

The next Committee meeting is scheduled for December 14<sup>th</sup>.

#### 8. Other Reports

##### 8.1 Senate Chair

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

- The University continues to stay connected with the Provincial Health Authority and the Ministry of Advanced Education, Skills and Training, and with other post-secondary institutions, on the various responses to the pandemic and to ensure all guidelines are being followed. In this regard, the campus community was acknowledged for their work as the University continues to respond in a safety first and conservative approach. It is anticipated that the University will remain in this space for possibly the coming months, and everyone was encouraged to continue to look after each other and work together.
- Government recently announced the new cabinet appointments and over the next few weeks, work will be undertaken to update government on the University's priorities and the work underway including new degree programming and the housing projects.
- With respect to the NWCCU accreditation process, the site visit team provided a draft of their report to the University and with the assistance of the VP Academic and Provost the report was reviewed and input provided and submitted back to NWCCU. The report highlighted the achievements of the University, and also identified the four recommendations that were previously provided verbally, how the University uses data and how the data is used to inform decision making; quality assurance; how the University supports student learning; and graduate achievements.

##### 8.2 Senate Vice-Chair

Stephen Williams provided the Vice-Chair's report, including the following highlights:



## SENATE MEETING

Tuesday, December 1<sup>st</sup>, 2020 4:00 pm  
VIA ZOOM

### MINUTES

---

- As Senate Vice-Chair, Stephen continues to attend all the Senate subcommittee meetings and support the Senate Chair in matters relating to Senate. In terms of communication, the Senate highlights are distributed via Constant Contact shortly after meetings, and most recently a communication was sent out seeking faculty to fill the remaining vacancies on the Senate Academic Planning and Program Review Committee.
- With respect to the recent student correspondence received on the challenges of remote learning and the associated stress and anxiety, the Vice-Chair reported that he provided a response to the student reminding them, and their peers, of the various support services available through the University.
- Senators were also encouraged to continue to remind their students, and ensure that students are aware, of the available support services.

#### 8.3 VP Academic and Provost

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

- Progress is being made on the development of the Academic Plan, and there will continue to be an opportunity for review from a quality improvement lens. In January there will also be an opportunity for Faculty councils to provide additional feedback and input on the Plan.
- A working group will be struck to review micro credentials. The micro credential conversations institutionally may have implications on some of the Senate Curriculum Committee processes as well as on policy components. The work will be aligned with provincial activity and a collaborative approach with the Ministry of Advanced Education, Skills and Training.
- Dr. Laura MacKay as project lead with ICap has been asked to take on the responsibility of looking at an approach towards next steps around planning for outdoor classrooms.



## SENATE MEETING

Tuesday, December 1<sup>st</sup>, 2020 4:00 pm  
VIA ZOOM

### MINUTES

---

- Work will also be undertaken around renewal of policy as well as developing an approach to processes, practices and understanding of prior learning assessment.

#### 8.4 Board Report

Sonny Wong, Board representative on Senate provided a report from the November 24, 2020 Board meeting, and some of the key highlights were as follows:

- The Board received the fiscal year 2020-2021 Quarter 3 Financial Forecast. The Board's Finance and Audit Committee continues to meet monthly to monitor the financial impact of Covid-19.
- The Board discussed the President's 2019-20 Annual Performance Review and 2020-21 Priorities and Goals, aligned with Envisioning 2030 and the University's Integrated Plan.
- The Board referred a recommendation to discontinue the Business Administration Advanced Certificate to Senate for advice.
- The Board approved the following human resource policy development and review priorities for 2020-2021:
  - B.504 – Exempt Employees Conditions of Employment
  - B-501 – Appointment of Personnel, together ARM.5500 – Administrators Vacancies and the development of a new Delegation Policy identified by the Governance and Planning Committee
  - B.310 – Protected Disclosure (Whistleblower) Policy – also identified as a priority by the Governance and Planning Committee.
- The Board approved the following finance policy development and review priorities for 2020-2021:
  - B.202 – Tuition and Other Fees Policy
  - B.206 – Budget Policy
  - B.302 – Expenses – Meetings and Other Gatherings
  - New – Development of a Spending and Signing Authority Policy
  - New – Development of a Capital Assets Policy.



## SENATE MEETING

Tuesday, December 1<sup>st</sup>, 2020 4:00 pm  
VIA ZOOM

### MINUTES

---

The next Board meeting is January 26, 2021.

#### 9. Discussion Items

The following further comments were noted with respect to the student correspondence:

- A question was raised on whether Senate would take a position, or if a response provided, to the student's request for a double break. Information was provided that the University had begun to look at this issue in late October, and consider what may be required for the fall and spring semester. The University is committed to exploring this issue and will need to bring this back through Senate, the various committees for input as well as work with the Registrar's Office.
- A suggestion was presented that it may be timely to review the breaks, and define as winter, Christmas, spring or fall, and the review be within the lens of health and wellbeing.
- There was indication from members that an official statement from Senate was not required, as each Senator could respond as they wish. Senate provided an indication of support and of the members who provided comments, there was unanimous support.
- It was noted that in order to provide a formal statement, the correspondence would have had to be received within adequate time so that the correspondence could be reviewed and a response developed prior to bringing to Senate for vote.
- Concern was raised that it may be beneficial to provide information to the student that the University can be responsive and give them some insight into the complications that are involved. Confirmation was provided the discussion would be reflected in the meeting minutes, and that there will be further conversations with both the Student Union, and the students in general.
- Senate was reminded that from a procedural point of view when petitions are received within an adequate amount of time, Senate can prepare to address the petitions. However, when petitions are received in between the timeframe of Senate agenda distribution, there is not adequate time to prepare, and the approach



## SENATE MEETING

Tuesday, December 1<sup>st</sup>, 2020 4:00 pm  
VIA ZOOM

### MINUTES

---

would then be to acknowledge and reflect the issue in the meeting minutes, and indicate that the issue will be addressed at the next meeting.

**10. Other Business**

No other business items were presented.

**11. Information Items**

The Capilano University Alumni Association will be hosting the final session for the year in the Shaping the Future lecture series, "Solving Climate Change" on December 3<sup>rd</sup> at 5:00 pm.

The meeting was adjourned at 5:30 pm

**Next Meeting: Tuesday, January 12, 2021**

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