



SENATE MEETING

Tuesday, June 3rd, 2020 4:00 pm
VIA MS TEAMS

MINUTES

Present: Paul Dangerfield (Chair), Christopher Ballard, Oscar Blue, Duncan Brown, Pardis Daneshyar, Iana Dokuchaeva, Brent Calvert, Lara Duke, Marnie Findlater, Ted Gervan, Kyle Guay, Bridget Stringer-Holden, Miranda Huron, Deb Jamison, Pouyan Mahboubi, Anthea Mallinson, Brad Martin, Lauren Moffatt, John Molendyk, Corey Muench, Alea Rzeplinski, Debbie Schachter, Judy Snaydon, Laureen Styles, Michael Thoma, Robert Thomson, Diana Twiss, Mark Vaughan, Kyle Vuorinen, Stephanie Wells, Hartaj Wadhwa, David Weston, Stephen Williams, Recorder: Mary Jukich

Regrets: Joel Cardinal, Nazmi Kamal

Acknowledgement

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

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

1. Welcome

As an opening statement, the Chair acknowledged the current situation in the United States is concerning and a reason to pause and consider what we should be doing not only as individuals, but also as a University, and that it is important to stand up as allies with our voices to say how concerned we are with this situation.

Outgoing student Senators, Christopher Ballard and Oscar Blue, were acknowledged and thanked for their contributions to Senate.

In the absence of Nazmi Kamal, Kyle Guay assumed voting rights for the Faculty of Global and Community Studies.

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 Alea Rzeplinski seconded:
To adopt the May 12th, 2020 minutes.

CARRIED



SENATE MEETING

Tuesday, June 3rd, 2020 4:00 pm
VIA MS TEAMS

MINUTES

4. Correspondence Received

Written feedback on the proposed Teaching and Learning Committee Terms of Reference was received.

5. Business Arising

5.1 Self-Evaluation Committee

Presented by: Robert Thomson

Senate was informed that 25 responses from the Senate survey were received, and that the full report and summary will be brought to the August Senate meeting.

5.2 Results of By-Election

Presented by: Kyle Vuorinen

The results of the recent by-election was presented to Senate indicating that David Weston was acclaimed as the voting faculty representative from Arts and Sciences.

6. New Business

6.1 Graduates

Presented by: Kyle Vuorinen

The Registrar submitted a list of five additional graduates, verified by the Registrar's Office, to have met the graduation requirements of their program.

✓ Kyle Vuorinen moved and Diana Twiss

20/32 Senate accept the students as graduates.

CARRIED

6.2 Teaching and Learning Committee Terms of Reference

Presented by: Stephen Williams



SENATE MEETING

Tuesday, June 3rd, 2020 4:00 pm
VIA MS TEAMS

MINUTES

As background, Senate previously directed that a working group be formed to develop a mandate and structure document for a Teaching and Learning Committee. The working group did some research on other terms of reference documents of a wide number of BC university Senate committees where the focus was teaching and learning. As well, input was received from a variety of departments, including input from the Senate Bylaw, Policy and Procedure Committee.

On discussion and review of the proposed Teaching and Learning Committee terms of reference, several concerns were raised with the proposed structure of the committee and the voting representatives. However, it was noted that the framework was followed of other Senate subcommittees, and that it is possible that in a year's time the Committee may wish to re-visit its mandate and structure to ensure it is serving the University.

Debbie Schachter moved and Ted Gervan seconded:

20/33 That the Senate approve the Senate Teaching and Learning Committee Mandate and Structure Policy document, as presented. **CARRIED**
1 Abstention

Kyle Guay moved and John Molendyk seconded:

20/34 That the Senate rescind the Senate Instructional Technologies Advisory Committee Mandate and Structure policy document. **CARRIED**
1 Abstention

Lauren Styles moved and Oscar Blue seconded:

20/35 That the Senate thank the members who have served on SITAC over the years for their service, dedication, and contribution. **CARRIED**

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

The Committee met on May 19th, and Lauren Styles, VP Academic and Provost, provided the Committee with an overview of the Academic Plan development and



SENATE MEETING

Tuesday, June 3rd, 2020 4:00 pm
VIA MS TEAMS

MINUTES

strategy. As part of the strategy, an advisory group will be formed which will be chaired by the VP Academic and Provost, and the role of SAPPRC will be to provide input on revising and reviewing drafts, as well as providing commentary. Aurelea Mahood, Director, Academic Initiatives and Planning provided an update on program review, which included the status of upcoming program reviews, as well as ongoing quality assurance consultations, including faculty outreach for feedback on proposed refinements, and two events scheduled with CIE that address both program review and new program development.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Marnie Findlater

7.2.1 Faculty of Global and Community Studies Terms of Reference

As the Faculty of Global and Community Studies Bylaws were recently approved, Senate was requested to approve the rescission of the Faculty's Terms of Reference.

Stephanie Wells moved and Lara Duke seconded:

20/36 To rescind the Faculty of Global and Community Studies Terms of Reference.

CARRIED

7.2.2 Staggered Senate Elections

As background, the Committee was previously tasked to do some research on the possibility of staggering the Senate elections in order to maintain historical knowledge on Senate. Some recommendations were developed and provided to the Chair for consideration.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the May 15th 2020 Senate Curriculum Committee meeting were presented to Senate for approval.



SENATE MEETING

Tuesday, June 3rd, 2020 4:00 pm
VIA MS TEAMS

MINUTES

Deb Jamison moved and Marnie Findlater seconded.

20/37 Resolutions 20/37 to 20/40 be approved.

CARRIED

7.4 Instructional Technologies Advisory Committee

Presented by: Debbie Schachter

The Committee has not met and was on hold until the working group had concluded its work. Based on the discussion, and the results of the vote under Item #6.2 of the June 3, 2020 Senate agenda, the Instructional Technologies Advisory Committee (SITAC) was rescinded. Previous members of SITAC were acknowledged and thanked for their work on the Committee.

7.5 Budget Advisory Committee

Presented by: Oscar Blue

The Committee met on June 1st and a presentation was provided on last year's actuals and the state of the budget going forward. There will be a further meeting on June 8th to continue discussions.

8. Other Reports

8.1 Chair of Senate

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

- The University finished the year financially in good shape and transitioned to a remote online model.
- Work is underway to analyse the impact of Covid-19 in terms of enrolment and the possible impact to new students, both domestic and international, and returning students, both domestic and international. The University is also working at the provincial level with the Ministry, and with other institutions to look at ways to address the current situation, and the impact on enrolment as a direct result of Covid-19.
- Also under review is the impact of delivering programs and courses remotely or online as well as services remotely and online, and how this impacts on



SENATE MEETING

Tuesday, June 3rd, 2020 4:00 pm
VIA MS TEAMS

MINUTES

other revenues. Work is also underway in looking at how things can be done differently as we move forward to make sure that we have savings in terms of operation and what kind of things can be done differently. Several scenarios are being developed, and the University is planning for a worse case.

- In approximately two weeks, convocation will be held for graduating students and the installation of the new Chancellor. The event will be held virtually and it is anticipated that approximately 250 to 300 students will be participating.

8.2 Vice-Chair Senate

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

- The Vice-Chair continues to attend meetings of all the standing committees and working groups of Senate.
- As well, the Vice-Chair continues to attend the Board meetings to provide an update on activities of the Senate. At the last Board meeting, there was a deep level of appreciation from the Board Chair for all employees, and for the members of Senate, in their responsiveness and dedication to student success during the pandemic.

8.3 VP Academic and Provost

Laureen Styles provided the VP Academic and Provost report, which included the following updates on components of change that have occurred since the last Senate meeting:

- Active planning for the Fall is underway. Through each Dean there has been a request to work with every course that is planned for Fall to identify the preferred mode of delivery, focusing on four options; online, mixed mode, in-person, and off site. The goal is to have those recommendations going to the Deans, and then prioritizing where spaces are available for mixed mode and in-person, and ensuring that the schedule of dates is maintained with classes starting in September and the registration date opening on July 6.



SENATE MEETING

Tuesday, June 3rd, 2020 4:00 pm
VIA MS TEAMS

MINUTES

- Through the Deans and the VP Academic and Provost Office, work is underway in sorting out for in-person and mixed mode deliveries, what requirements are required, and what can be met based on the guidelines and criteria in place for physical distancing.
- The Chair of SCC, the Registrar and the VP Academic and Provost are working on how to support the adaptations for the Fall and ensuring that Senate processes are respected. A plan will be communicated in terms of what is being expected when adaptations are made for the Fall, and ensuring that the attention of SCC is focused on permanent changes instead of the adaptations.
- The academic plan advisory group is under construction and anticipating its first meeting on June 5th.
- The University is in active processes with the Northwest Community Colleges and Universities (NWCCU). The self-study group review is starting and there will be additional engagement with Senate and Faculties between August and September, with an anticipated site visit in October.

8.4 Board Report

Duncan Brown, Board representative on Senate provided a report on the Board's activities from the January 28th, February 11th, March 24th and June 2nd, 2020 Board meetings, and some of the highlights were as follows:

January 28

- The Capilano Union Students' Union Executive made a presentation to the Board.
- The Board approved the University's 2020/21 operating and capital budgets.
- The Board approved a two percent increase in tuition and mandatory fees for domestic and international tuition for the 2020/21 academic years and a new Student Success Support fee of \$16.12 per credit to a maximum of \$127.73 per term for both domestic and international students commencing in the 2020/21 academic year.



SENATE MEETING

Tuesday, June 3rd, 2020 4:00 pm
VIA MS TEAMS

MINUTES

February 11

- The Board approved the terms of the collective agreement between Capilano University and MoveUp (COPE Local 378) for the period of July 1, 2019 to June 30, 2022.

March 24

- The Board approved, in principle, the Envisioning 2030 ten-year strategic plan.
- The President and Vice President, University Relations updated the Board on the university's planning for, and responding, to COVID-19, including top priorities, recent activities and key decisions.
- The Board received the February 26, 2020 annual Mandate Letter from the Ministry of Advanced Education, Skills and Training and a report summarizing the priorities of the Mandate Letter and how the priorities and initiatives of the CapU's integrated plan will meet and deliver on the expectations of the Ministry.
- The Board approved the appointment of Yuri Fulmer as Chancellor to Capilano University for the term from June 1, 2020 to May 31, 2023.
- The Board merged its Governance Committee and Policy and Planning Committee to create a new Governance and Planning Committee, renamed its Executive Committee as Executive and Human Resources Committee, and revised the Terms of Reference for these Committees as well as the Finance and Audit Committee and Investment Management Committee.
- Board Members completed and signed Related Party Disclosure Forms required by the B.C. government.
- The Board approved in principle planning for the Centre for Childhood Studies and student housing on the North Vancouver campus.

June 2



SENATE MEETING

Tuesday, June 3rd, 2020 4:00 pm
VIA MS TEAMS

MINUTES

- The Board received an update report on Covid-19 and the University's resumption plan.
- The Board received an update on the review of the Three-year Operating and Capital Budget (2020/21 – 2022/23) in light of Covid-19.
- The Board received the Auditor's Report and approved the Consolidated Audited Financial Statements for 2019/20.
- The Board received an update to the Campus Master Plan and approved the University's five-year capital plan for submission to the Ministry of Advanced Education, Skills and Training.
- The Board received the Executive Compensation Disclosure Statement for the year ended March 31, 2020.
- The Board re-elected Cherian Itty as Chair and Duncan Brown as Vice Chair, both Capilano University alumni.
- The Board approved a new, consolidated Governance Manual and rescinded the following Board policies that were replaced by the new Manual:
 - B.306 – Board Bylaws
 - B.308 – Board Charter
 - B.309 – Board Member and Board Chair Responsibilities
 - B.302 – President Responsibilities.
- The Board reviewed its 2020 Board Self Evaluation Survey and Report, as well as a report on follow up to the 2019 Survey, and recommendations for follow to the 2020 Survey.
- The Board reviewed its 2020-21 annual meeting schedule.
- The Board received the draft Institutional Accountability Plan and Report for review and feedback.
- The Board approved changes to the asset mix for the Capilano University Foundation investment portfolio and also approved a 3.75 percent as the



SENATE MEETING

Tuesday, June 3rd, 2020 4:00 pm
VIA MS TEAMS

MINUTES

distribution rate from the Capilano University Foundation Investment Portfolio.

- The Board approved the terms of the collective agreement between Capilano University and the Capilano University Faculty Association for the period of April 1, 2019 to March 31, 2022.
- The Board received a mid-year President's Performance report and update
- The Board rescinded the following Board policies, which are now incorporated into Senate Policy S2018-02 – Student awards, which consolidates and replaces all previous student awards, scholarship, bursaries and prizes policies:
 - B.203 – Emergency Bursaries and Fee Waivers
 - B.204 – Board Scholarships

Paul Dangerfield moved and Stephanie Wells seconded:
To extend the meeting to 6:05 pm.

CARRIED

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

No information items were presented.

The meeting was adjourned at 6:05 pm.

Next Meeting: Tuesday, August 18th, 2020
