



## SENATE REGULAR MEETING

Wednesday, June 3<sup>rd</sup>, 2020 4:00 – 6:00 pm  
VIA MS TEAMS

### AGENDA

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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**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of the May 12, 2020 Minutes – Decision** Senate Members  
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
  - 5.1 Self-Evaluation Committee – *Information* Robert Thomson
  - 5.2 Results of By-Election – *Information* Kyle Vuorinen
6. **New Business**
  - 6.1 Graduates – *Decision* Kyle Vuorinen
  - 6.2 Teaching and Learning Committee Terms of Reference – *Decision* Stephen Williams  
Schedule 6.2
7. **Committee Reports**
  - 7.1 Academic Planning and Program Review Committee – *Information* Michael Thoma
  - 7.2 Bylaw, Policy and Procedure Committee Marnie Findlater  
    - 7.2.1 Faculty of Global and Community Studies Terms of Reference –  
*Decision - Motion to Rescind* Schedule 7.2.1
    - 7.2.2 Staggered Senate Elections – *Information*
  - 7.3 Curriculum Committee – *Decision* Deb Jamison  
    - 7.3.1 Resolution Memo Schedule 7.3.1  
[May 15 Agenda Package](#) / [May 15 Draft Minutes](#)



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**AGENDA**

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|--|------------------|
| 7.4 Instructional Technologies Advisory Committee - <i>Information</i> | Debbie Schachter |
| 7.5 Budget Advisory Committee – <i>Information</i>                     | Oscar Blue       |
| <b>8. Other Reports</b>  |                  |
| 8.1 Chair of Senate – <i>Information</i>                               | Paul Dangerfield |
| 8.2 Vice Chair of Senate – <i>Information</i>                          | Stephen Williams |
| 8.3 VP Academic and Provost – <i>Information</i>                       | Laureen Styles   |
| 8.4 Board Report – <i>Information</i>                                  | Duncan Brown     |
| <b>9. Discussion Items</b>   |                  |
| <b>10. Other Business</b>  |                  |
| <b>11. Information Items</b>   |                  |



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VIA MS TEAMS

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

**Regrets:** Ash Amlani

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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.*

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

#### **1. Welcome**

As a result of Sean Ashley's resignation from Senate, Mark Vaughan assumed voting rights for the Faculty of Arts and Sciences.

Iana Dokuchaeva was introduced and welcomed as the new staff representative on Senate.

On behalf of Senate, Paul Dangerfield acknowledged and thanked Chancellor Fung for serving as Chancellor for the past four years and noting that Chancellor Fung has been an outstanding contributor at Senate and a champion of Capilano University.

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

*Paul Dangerfield moved and Alea Rzeplinski seconded:*  
To adopt the agenda.

**CARRIED**

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

*Paul Dangerfield moved and Marnie Findlater seconded:*  
To adopt the amended April 7<sup>th</sup>, 2020 minutes.

**CARRIED**



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#### 4. Correspondence Received

Correspondence from a student was previously received and the contents discussed at the April 7<sup>th</sup> Senate meeting. Accordingly, Senate was provided with a copy of the response from the VP Academic and Provost as indication that Senate had fulfilled its commitment to respond to the student concerns.

#### 5. Business Arising

##### 5.1 Vice-Chair Nominating Committee

*Presented by: Bridget Stringer-Holden*

The Chair of the Vice-Chair Nominating Committee reported that a call for nominations for Senate Vice-Chair was sent out to all Senators, and one nomination, Stephen Williams, was received. The Chair of the Vice-Chair Nominating Committee then called three times for further nominations, and on hearing none, Stephen Williams was acclaimed as Vice-Chair of Senate for a one year term, August 2020 to June 2021.

##### 5.2 Self-Evaluation Committee

*Presented by: Robert Thomson*

Members were reminded to complete the Senate self-evaluation survey prior to closing on May 22<sup>nd</sup>. To date, only seven responses were received, and a further reminder will be sent out. Members were encouraged to complete the survey.

##### 5.3 Academic Plan

*Presented by: Laureen Styles*

Senate was provided with an overview of the process and key components for the development of the next Academic Plan. The Academic Plan will utilize and build on the consultations and engagements that occurred during Envisioning 2030 as well as focus specifically on the foundation of the University. The Academic Plan is intended to be an expression of key University constituents' collective aspirations and interpretations of the themes and commitments embedded in Envisioning 2030.

Under the Vice President Academic & Provost, an ad-hoc advisory group will be struck with membership from key constituents. Calls for participation will be sent



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out to the University community shortly. The advisory group will be responsible for reviewing and making recommendations on approaches, hosting participation events as available, key content areas, and reviewing drafts. Additionally, the Senate Academic Planning and Program Review Committee will be actively engaged in commenting on key aspects of the plan (the framework) as well as providing input and perspectives with drafts through to final recommendation to Senate.

#### 5.4 Academic and Teaching Continuity

*Presented by: Lauren Styles*

In order to support timely academic adjustments and adaptations during the COVID- 19 pandemic, Senate was presented with the following recommendations:

##### Recommendation 1

THAT the Senate, considering the evolving nature of the COVID-19 pandemic, delegates the President (or designate), considering relevant advice of the EOC Policy Group, and in close consultation with the Vice President Academic & Provost, with the authority to enact plan(s) that maximize approaches to learning/courses and academic continuity for the academic year 2020-2021 including, but not limited to, program start and end dates, changed sequencing of courses in programs based on their approved program profile, the start and end dates of courses, and mode(s) of instruction.

On review and discussion of the proposed motion, several concerns were raised with the wording around Senate's role, and it was suggested that there may be more comfort with the motion if the words "and schools and/or Faculties," be included in the motion.

*Lauren Styles moved and David Fung seconded:*

**20/21** THAT the Senate, considering the evolving nature of the COVID-19 pandemic, delegates the President (or designate), considering relevant advice of the EOC Policy Group, and in close consultation with the Vice President Academic & Provost, and schools and/or Faculties, with the authority to enact plan(s) that maximize

**CARRIED**



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approaches to learning/courses and academic continuity for the academic year 2020-2021 including, but not limited to, program start and end dates, changed sequencing of courses in programs based on their approved program profile, the start and end dates of courses, and mode(s) of instruction.

#### Recommendation 2

THAT in order to facilitate planning and operations and to maximize as much certainty as possible for programs and courses, adapted approaches will be utilized with ongoing flexibility for continuity of learning and essential or critical functions. Determining adapted approaches will be undertaken in a consultative manner within programs, Schools, Faculties and across university units. Updates on adaptations on relevant academic matters will be provided to Senate on a regular basis by the Vice President Academic & Provost.

On review and discussion of the proposed motion, it was suggested that as some wording within the motion was explanatory and should not be included, the following suggested wording was provided:

*Laureen Styles moved and Stephanie Wells seconded:*

**20/22** THAT in order to facilitate planning and operations and to maximize as much certainty as possible for programs and courses, adapted approaches will be utilized with ongoing flexibility for continuity of learning and essential or critical functions, the determination of which will be undertaken in a consultative manner within programs, Schools, Faculties and across university units, and updates on adaptations on relevant academic matters will be provided to Senate on a regular basis by the Vice President Academic & Provost.

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#### Recommendation 3

*Lauren Styles moved and John Molendyk seconded:*

**20/23** THAT the requirements of relevant sections of [Policy S2009-06](#) for establishing alternative mode(s) of course delivery and course evaluation will be suspended during the COVID-19 pandemic.

**CARRIED**

*Paul Dangerfield moved and Alea Rzeplinski seconded:*

To extend the Senate meeting for an additional 60 minutes.

**CARRIED**

#### **6. New Business**

##### **6.1 Results of By-election**

*Presented by: Kyle Vuorinen*

The Registrar reported that Iana Dokuchaeva was acclaimed as the support staff representative. No nominations were received for the faculty representative from Arts and Sciences. Nomination will remain open until a candidate comes forward.

##### **6.2 Graduates**

*Presented by: Kyle Vuorinen*

The Registrar submitted a list of 856 graduates, verified by the Registrar's Office, to have met the graduation requirements of their program.

*Kyle Vuorinen moved and Lara Duke seconded:*

**20/24** Senate accept the students as graduates.

**CARRIED**

##### **6.3 June Convocation Date**

*Presented by: Kyle Vuorinen*

Due to COVID-19, the University will not be holding an in-person June convocation, but will be changing to an online format. In order to accommodate for the changes to the format from an in-person ceremony to online, Senate was requested to approve a change to the ceremony date.



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*Kyle Vuorinen moved and Marnie Findlater seconded:*

**20/25** That the date of the June 2020 Convocation ceremony be changed from June 9, 2020 to June 18, 2020.

**CARRIED**

#### 6.4 Honorary Degrees / Faculty Emeritus

*Presented by: Kyle Guay*

As a result of the June 2020 convocation moving to an online ceremony, the University will postpone honouring the recipients of the Honorary Degree and Faculty Emeritus until the February convocation.

### 7. Committee Reports

#### 7.1 Academic Planning and Program Review Committee

*Presented by: Michael Thoma*

The Committee met on April 14<sup>th</sup> and continued discussion on processes, particularly in light of the COVID-19 crisis. At the Committee meeting, Dr. Laura MacKay, Director, Centre for Teaching Excellence (CTE) provided a presentation noting that program review may benefit from consultation with CTE during development, rather than approaching CTE after the program review is complete. As well, Academic and Initiatives Planning (AIPO) will assist with the desk research and presentation of program reviews for areas participating in the 2020/21 academic year, which may involve formalizing the work between CTE and AIPO.

#### 7.2 Bylaw, Policy and Procedure Committee

*Presented by: Marnie Findlater*

##### 7.2.1 S2020-01 Academic Credentials Policy

Senate was presented with the new policy, S2020-01 Academic Credentials.

*Marnie Findlater moved and Ted Gervan seconded:*

**20/26** Senate approve the S2020-01 Academic Credentials Policy.

**CARRIED**





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#### 7.2.2 S2020-02 Course Numbering and Credit Level Policy

Senate was presented with the new policy, S2020-02 Course Numbering and Credit Level. On review and discussion, some minor edits were requested to the document.

*Marnie Findlater moved and Alea Rzeplinski seconded:*

**20/27** Senate approve the S2020-02 Course Numbering and Credit Level Policy.

**CARRIED**

#### 7.2.3 S2015-05 Credential and Course Criteria Policy

Senate was requested to rescind the S2015-05 Credential and Course Criteria Policy, as this Policy is being replaced by the new S2020-01 Academic Credentials Policy and the S2020-02 Course Numbering and Credit Level Policy.

*Marnie Findlater moved and Deb Jamison seconded:*

**20/28** That the S2015-05 Credential and Course Criteria Policy be rescinded.

**CARRIED**

#### 7.2.4 Faculty of Global and Community Studies Bylaws

Senate was presented with the Faculty of Global and Community Studies Bylaws which reflect how the Faculty wish to be organized and governed.

*Marnie Findlater moved and Stephanie Wells seconded:*

**20/29** To adopt the Faculty of Global and Community Studies Bylaws, as presented.

**CARRIED**

### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

#### 7.3.1 Resolution Memo



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The resolutions brought forward from the April 17<sup>th</sup>, 2020 Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Marnie Findlater seconded.*

**20/30** Resolutions 20/31 to 20/36 be approved.

**CARRIED**

#### 7.3.2 SCC Membership

A list of new and returning members commencing a new two year term, starting August 2020, on the Senate Curriculum Committee was presented for approval.

*Deb Jamison moved and Alea Rzeplinski seconded:*

**20/31** Senate endorse the following new and returning members of the Curriculum Committee for a two year term, starting August 2020:

**CARRIED**

Jennifer Nesselroad	- Performing Arts
Deb Jamison	- Applied Business, Legal Studies, Communications
Mohna Baichoo	- Tourism and Outdoor Recreation Management
Rachel Yu	- Health and Education
Caroline Soo	- Global Stewardship, Public Administration and Human Kinetics
Fiacre M. O'Duinn	- Library
Keith Lam	- Student Services

#### 7.4 Instructional Technologies Advisory Committee

*Presented by: Debbie Schachter*

The Committee has not met. A working group was previously established with the objective of creating a new teaching and learning Senate committee which will replace this Committee.

#### 7.5 Budget Advisory Committee

*Presented by: Oscar Blue*



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The Committee met on May 11<sup>th</sup> and the VP, Finance and Administration provided a presentation on the considerations and parts of the budget that will be reviewed to meet the current needs of the University, including framework, next steps, timelines and consultations. A further meeting of the Committee was scheduled for June 1<sup>st</sup> and if required, June 8<sup>th</sup>.

#### 8. Other Reports

##### 8.1 Chair of Senate

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

- Chancellor David Fung was acknowledged and thanked for his work and leadership at Senate during the past four years. Chancellor Fung's term will be ending towards the end of the month, and the University has announced the new Chancellor, Yuri Fulmer who will be installed at an upcoming installation.
- The University and the CFA recently came to an agreement with respect to the Collective Agreement, and both sides were thanked and acknowledged for their work and diligence.
- In terms of recovery planning on the operational side, the EOC Policy Group have been requested to do a review of what has worked to date, and what may need some amendments in moving forward. As well, work will be undertaken on how the University can move to adaptive service deliveries.
- With respect to the budget, the University continues to work to ensure there is no unnecessary spending until there is more clarity around the forecast for the fall. The priority will remain to pivot toward adaptive and online learning and applying resources in this direction. The Ministry has also advised the University that there will be no hold back on the operating grant and that the University can move ahead with capital expenditures.

##### 8.2 Vice-Chair Senate

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



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- The teaching and learning working group was acknowledged for their perspectives and collaborative process during the development of a new teaching and learning committee. Draft terms of reference for the new committee were presented at the Bylaw, Policy and Procedure Committee for feedback and it is anticipated that a draft will be presented at the June Senate meeting.
- The various Senate Committee Chairs were recognized and acknowledged for their work, leadership, determination and guidance in keeping their committees operating at a high standard as the University transitioned to online.

#### 8.3 VP Academic and Provost

Lauren 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:

- The decision to move to online teaching over the summer, as well as options for final exams. A memorandum from the VP Academic and Provost was sent out to instructional faculty on April 15 in relation to summer courses focussing on adaptive delivery, including adaptations to evaluations and flexibility within faculties and programs working on current syllabi to be reflected in an adaptive model.
- The temporary acceptance of Duolingo English testing given the closure and inaccessibility of a number of testing centres that the University is using with international students. The temporary acceptance of Duolingo English testing is in effect and is covering both the current and spring semesters given the University's recruiting and application processes.

#### 8.4 Board Report

A report was not provided as the presenter was absent.

#### 9. Discussion Items

No discussion items were presented.



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**10. Other Business**

No other business was presented.

**11. Information Items**

As an information item, the University recognized International Nurses Day and the nurses' important contribution to societal health, particularly in the context of COVID- 19.

The meeting was adjourned at 6:45 pm.

**Next Meeting: Wednesday, June 3<sup>rd</sup>, 2020**

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DRAFT

## SENATE REPORT

<b>AGENDA ITEM:</b>	<b>Senate Teaching and Learning Committee</b>
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE:</b>	<b>June 3, 2020</b>
<b>PRESENTER:</b>	<b>Stephen Williams</b>

### PURPOSE

To establish a new Senate committee by approving the Senate Teaching and Learning Committee Mandate and Structure document.

To retire the Senate Instructional Technologies Advisory Committee (SITAC) by rescinding that committee's Mandate and Structure document.

### BACKGROUND

Earlier this academic year, the Senate directed the vice-chair to create a working committee that would draft a mandate and structure document for a Teaching and Learning Committee. The working committee reviewed the terms of reference documents of a wide number of BC university Senate committees where the focus was teaching and learning. The committee consulted and received input from a variety of departments, including input from the Senate Bylaw, Policy and Procedure committee. The working group members included Debbie Schachter, Mark Vaughan, Alea Rzeplinski, and John Molendyk.


### DISCUSSION

By approving the first motion, the Senate is creating a new committee. By approving the second motion, the Senate will be retiring a committee.

### RECOMMENDATIONS

1. *THAT the Senate approve the Senate Teaching and Learning Committee Mandate and Structure policy document.*
2. *THAT the Senate rescind the Senate Instructional Technologies Advisory Committee Mandate and Structure policy document.*
3. *THAT the Senate thank the members who have served on SITAC over the years for their service, dedication, and contribution.*

Stephen Williams, Senate vice-chair

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
	<b>Senate</b>		
Policy Name			
<b>Senate Teaching and Learning Committee Mandate and Structure</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>	<b>S2013-04</b>		<b>2025</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>June 3, 2020</b>			

## 1. REPORTING

The Senate Teaching and Learning (STL) Committee is a standing committee of the Senate and makes recommendations to Senate.

## 2. MANDATE

- 2.1 To advise the Senate and provide institutional oversight on policies and practices related to teaching and learning.
- 2.2 To advise the Senate on the evaluation of the quality of teaching and learning and the assessment and evaluation of student learning.
- 2.3 To advise the Senate on educational technology and other resources that support teaching and learning, including open learning resources and practices.
- 2.4 To consult with, and to be consulted by, the Centre for Teaching Excellence (CTE), the Teaching and Learning Council, Information Technology (IT), the Creative Activity, Research and Scholarship (CARS) Office, the Office of Indigenous Education and Affairs, Deans, and other areas of the university on initiatives that relate to teaching and learning.
- 2.5 To establish such subcommittees as needed to fulfill the Committee's responsibilities.
- 2.6 Other duties as assigned by the Senate.

## 3. MEMBERSHIP

### 3.1 The Chair

The Chair will be a member of the Senate who is elected by STLC for a one-year term. The duties of the Chair are as follows:

- To chair the meetings of STLC, to prepare agendas, and to ensure that the recommendations of the STLC are taken to Senate.
- To ensure that Senate is updated regularly on the activities of the STLC.

### **3.2 Voting Members**

The voting members consist of eleven members appointed by Senate as follows:

- Chair of Senate
- Vice-chair of Senate
- One Administrator
- Five faculty members, with a preference for representation from all faculties, with at least two of the faculty members being Senators.
- One Librarian
- One Staff
- One Student, with a preference for the student being a Senator

### **3.3 Non-Voting Members**

The non-voting members consist of:

- Administrator, Centre for Teaching Excellence (CTE)
- Administrator, Information Technology (IT)
- Administrator, Creative Activity, Research and Scholarship (CARS)
- Executive member, Capilano Student Union
- Administrator, Indigenous Education and Affairs

### **3.4 Term of Office**

Each member is appointed annually. If vacancies occur, appointments are made to complete the term.

## **4. CONDUCT OF MEETINGS**

### **4.1 Schedule**

At least once per month during the fall and spring semesters.

### **4.2 Quorum**

Six voting members

### **4.3 Tie Votes**

In the event of a tie, the Chair may vote to break the tie.

### **4.4 Visitors to Meetings**

Meetings are usually open to visitors whom the Chair may recognize to speak to specific issues.





**CAPILANO  
UNIVERSITY**

**SENATE CURRICULUM COMMITTEE  
RESOLUTION MEMO**

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**DATE:** May 19, 2020  
**TO:** Paul Dangerfield, Chair, Senate  
**FROM:** Deb Jamison, Chair, Senate Curriculum Committee

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The following motions were carried by the Senate Curriculum Committee at its meeting on May 15<sup>th</sup>, 2020.

- 20/37** The rescission of the EDT proposal (SCC Resolution 20/12) be recommended to Senate for approval.
- 20/38** The revisions to the program titles of Indigenous Independent Digital Filmmaking Diploma and Indigenous Independent Digital Filmmaking Certificate, to the new names, "Indigenous Digital Filmmaking Diploma" and "Indigenous Digital Filmmaking Certificate" be recommended to Senate for approval.
- 20/39** The name changes of Diploma in Human Kinetics to Diploma in Kinesiology and Bachelor of Human Kinetics to Bachelor of Kinesiology be recommended to Senate for approval in principle.
- 20/40** The revisions to the Musical Theatre Diploma program profile be recommended to Senate for approval.

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Deb Jamison, Chair  
Senate Curriculum Committee

Date: May 19, 2020

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Paul Dangerfield  
Chair, Senate

Date:

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