

**Present:** Marion Haythorne (Chair), Nadine Bruce, Robert Campbell, Tony Cusanelli, Casey Dorin, Denis Dubord, Susan Hogan, Karin Jager, Dorothy Jantzen, Lindsay Kasting, Reini Klein, Greg Lee, Gordon Rudolph, Itidal Sadek, Jackie Snodgrass, Shoshana Somerville, Tammy Towill, Mary Lou Trinkwon, Catherine Vertesi, Recording Secretary: Mary Jukich

**Regrets:** Laurie Jensen

**Guests:** Jillian Crowthers, Patrick Donahoe, Richard Honkanen, Amanda Marchand, Kaveh Namdaran, Rae Nickolichuk, Trevor Page, John Wilson

#### 1. APPROVAL OF AGENDA

Two additional items were added to the Agenda:

Item 6a – Accreditation

Item 8g – Awards Committee

*Tammy Towill moved and Robert Campbell seconded that:*

**the Agenda with the noted additions be approved.**

**CARRIED**

#### 2. MINUTES

*Shoshanna Somerville moved and Sue Hogan seconded that:*

**the Minutes of the August 19, 2008 meeting be approved.**

**CARRIED**

#### 3. CHAIR'S REPORT

- The Chair announced that Education Council was now officially the Senate.
- The Chair noted that Orientation Day had been a major success and thanked Marketing & Communications for an incredible effort coordinating such an important event.
- The Chair officially announced that the Horticulture program had been suspended due to lack of external funding. Capilano University will endeavour to reactivate this funding, with the hope to offer this valuable program again in the future.
- The Chair reminded members of the President's Service Awards ceremony which will take place on November 15. This important celebration is to recognize the many individuals and organizations that have supported Capilano over the past 40 years. RSVP's should be sent to Janis Connolly.

- The Chair also reminded members of the forum which will be held on September 4 at which time Greg Lee will update the University community on the extensive and various transition issues moving from college to university status. As well, the members were reminded of the “world forum” informal groups that would also be meeting on September 11<sup>th</sup> and 18<sup>th</sup> to discuss Senate issues. The Chair encouraged everyone to attend.
- It was noted that Board nominations would close as of 4:00 p.m., September 2<sup>nd</sup>.
- Dorothy Jantzen announced to the Senate that the Bachelor of Performing Arts Degree had reached the final stage of external approval.
- The Chair welcomed John Wilson, member of the Board; Jillian Crowthers interim representative for the Faculty of Social Sciences; Rae Nickolichuk interim representative for Faculty of Humanities; Denis Dubord the new CCFA representative; Trevor Page, new CSU representative; Richard Honkanen, student representative on the Board; and Patrick Donahoe, new Vice-President, Student & Institutional Support.

#### 4. APPROVALS IN PRINCIPLE

None.

#### 5. ECCC RESOLUTIONS

None.

#### 6. ACCOUNTABILITY PLAN AND REPORT

*Schedule 6*

*Presented by: Jackie Snodgrass*

The final draft of the Accountability Plan and Report was presented to Senate for approval. As no feedback on the draft report had been received, very few changes were required to the final report.

*Nadine Bruce moved and Mary Lou Trinkwon seconded that:*

**08/01** The 2008/09 – 2010/11 Accountability Plan and Report be approved by Senate and forwarded to the Board for final approval.

**CARRIED**

#### 6a. ACCREDITATION

*Presented by: Jackie Snodgrass*

Jackie Snodgrass presented an update on the accreditation process and reminded members that this process was not yet complete as the NWCCU committee would be returning in April 2009. It was discussed that, as part of the assessment process required by NWCCU, Capilano would need to put in place a plan for developing learning outcomes. The Senate would require program outcomes for all new programs coming through so that learning outcomes can be measured on a regular basis. A steering committee will be formed to help with this process.

**7. ED COUNCIL TRANSITION TO SENATE ISSUES**

*Presented by: Marion Haythorne/Greg Lee*

*Robert Campbell moved and Dorothy Jantzen seconded that:*

**08/02** Capilano University Senate adopt the policies of the Capilano College Education Council with contextual amendments as required.

**CARRIED**

*Tammy Towill moved and Catherine Vertesi seconded that:*

**08/03** Capilano University Senate adopt the by-laws of the Capilano College Education Council with contextual amendments as required.

**CARRIED**

Other Issues: Faculties - size / composition / number

There was a discussion regarding the determination of faculties as Capilano transitions into a university. Of importance to be determined is the size of the faculties, the composition of faculties, and the number of faculties as these issues will have a direct impact on the size of the Senate. Greg Lee provided an overview of the requirements of the legislature and the importance of establishing a process regarding these issues. It was generally agreed that becoming a University and creating a Senate provided Capilano with a unique opportunity. Concerns were expressed regarding the final size of Senate and how to ensure effective and efficient manageability.

Members of Senate agreed that a working group/committee be formed to determine a sense of community 'thoughts' regarding composition of Senate. This group/committee would initiate discussions and make recommendations to present at the October Senate meeting. This working group/committee is comprised of the following members:

Tony Cusanelli – Chair  
Robert Campbell  
Trevor Page  
Nadine Bruce  
Jackie Snodgrass  
Mary Lou Trinkwon  
Sue Hogan  
Karin Jager  
Gordon Rudolph  
Marion Haythorne

Greg Lee will be notified of meetings.

**8. DEFINITION OF FACULTY MEMBER**

*Schedule 8*

*Presented by: Marion Haythorne/Greg Lee*

Senate reviewed the definition of faculty member as defined in the Definition section of the University Act. As Senate has the ability to expand the definition of faculty member, discussion ensued regarding a possible expansion of this current definition (e.g. inclusion of lab supervisors, counsellors, etc). The working group formed above will discuss the definition and report back at the October Senate meeting.

**9. ELECTION OF COMMITTEES**

- (a) Budget Committee
- (b) Planning Committee
- (c) One to Watch Award
- (d) Ethics Committee
- (e) Diversity & Equity Committee
- (f) Rapid Program Approval Committee
- (g) Awards Committee

*Presented by: Marion Haythorne/Greg Lee*

It was suggested that until the Senate composition is confirmed and elections held, that election of committee members should be held for only those committees that are absolutely necessary at this time. The following committees were formed:

Planning Committee

- Jackie Snodgrass – Chair
- Nadine Bruce
- Karin Jager
- Robert Campbell
- Patrick Donahoe

Trevor Page, CSU, noted that student elected representative terms were ending in one month. If Planning Committee meetings are held between that time, student reps will be consulted but will not serve on the committee.

Awards Committee

There was a discussion regarding the urgency of establishing an Awards Committee. It was agreed by the members that the Planning Committee develop a mandate and structure for the Awards Committee.

*Robert Campbell moved and Nadine Bruce seconded that:*

**08/04** The Planning Committee develop a mandate and structure for the Awards Committee. **CARRIED**

*Catherine Vertesi moved and Dorothy Jantzen seconded that:*

**08/05** The Senate move 'in camera'. **CARRIED**

Senate discussed the name of a recipient for an Honorary Degree to be conferred at the November 24 convocation ceremony.

*Jackie Snodgrass moved and Tammy Towill seconded that:*

**08/06** The Senate move 'out of camera'. **CARRIED**

Diversity & Equity Committee

- Mary Lou Trinkwon
- Patrick Donahoe

There being no further business, the meeting was adjourned at 5:30 p.m.

**Next Meeting: Tuesday, October 7, 2008.**