



## SENATE MEETING

Tuesday, June 2, 2009 4:00 pm LB322

### MINUTES

**PRESENT:** Greg Lee (Chair), Marion Haythorne, Kim Bothen, Chris Bottrill, Nick Collins, Kevin Cripps, Herbert Cruz, Patrick Donahoe, Darin Feist, Michael Fleming, Graham Fane, Karen Hodson, Susan Hogan, Karin Jager, Dorothy Jantzen, Reini Klein, Paul McMillan, George Modenesi, Jen Moses, Bahiyyih Campbell, Trevor Page, Gordon Rudolph, Itidal Sadek, Tim Schouls, Sandra Seekins, Nicolle Smith, Jackie Snodgrass, Tammy Towill, Peter Ufford, Ghazal Tohidi, Milton Williams, Catherine Vertesi, Recording Secretary: Mary Jukich

**REGRETS:** Jean Bennett, John Boylan, Robert Campbell, Casey Dorin, Sarah Szloboda

**GUESTS:** Mike Arbogast, Charles Greenberg, Allison Rzen, George Madden, Scott Nason

Greg Lee called the meeting to order.

#### 1. APPROVAL OF AGENDA

Additions to the agenda:

- Item #2(a) – In Camera Minutes
- Information Item – Milt Williams Announcement

*Trevor Page moved and Milt Williams seconded that:*  
**the amended Agenda be approved.**

**CARRIED**

#### 2. MINUTES

*Patrick Donahoe moved and Herbert Cruz seconded that:*  
**the Minutes of the May 5, 2009 meeting be approved.**

**CARRIED**

#### IN CAMERA MINUTES

The in camera minutes from the May 5, 2009 Senate meeting were circulated to Senate. It was noted that, in future, a motion will be required to authorize the release of in camera minutes, as well as the information contained in the minutes.

*Trevor Page moved and Nicolle Smith seconded that:*  
**the In Camera Minutes of the May 5, 2009 meeting be approved.**

**CARRIED**

**3. CHAIR'S REPORT**

Welcomed and introduced to the Senate meeting were the Chancellor, Peter Ufford; Graham Fane, the new Dean of Business; and the two new interim student representatives, Bahiyyih Campbell and Ghazal Tohidi. Guests, Charles Greenberg from Asian Studies; and Allison Rzen, George Madden and Scott Nason from Pinton Madden & Forest were also introduced.

**VICE-CHAIR'S REPORT**

Marion Haythorne gave a report on her activities during the past month; these included attending many PD sessions, budget and planning committee meetings and the President's Circle event, as well as attending a meeting with CoEdCo. Also noted was that the Vice-Chair had participated in the selection of the Capilano University student who will carry the Olympic torch on behalf of the University. The Vice-Chair announced that at this year's convocation as the Chancellor will be on stage, the Vice-Chair would continue in her role as parade marshal.

**4. APPROVALS IN PRINCIPLE**

Asian Studies

*Presented by: Charles Greenberg*

The Associate of Arts Degree in Asian Studies is being developed as a result of students' requests for Asian content courses. This is a new 60 credit program made up of existing Capilano courses with Asian studies content and therefore, no budget is involved.

*Tim Schouls moved and Jackie Snodgrass seconded that:*

**09/39** The Associate of Arts Degree in Asian Studies be given approval in principle. **CARRIED**

**5. SENATE CURRICULUM COMMITTEE RESOLUTIONS**

*Presented by: Jackie Snodgrass*

*Jackie Snodgrass moved and Marion Haythorne seconded that:*

**09/40** SCC resolution 09/29 recommending final approval of the Accounting Assistant Diploma be received and adopted by Senate. **CARRIED**

*Jackie Snodgrass moved and Kevin Cripps seconded that:*

**09/41** SCC resolution 09/35 recommending final approval of the Motion Picture Arts Certificate and the Motion Picture Arts Diploma be received and adopted by Senate. **CARRIED**

*Jackie Snodgrass moved and Kevin Cripps seconded that:*

**09/42** SCC resolution 09/38 recommending final approval of the Citation in Acting Fundamentals be received and adopted by Senate **CARRIED**

*Jackie Snodgrass moved and Milt Williams seconded that:*

**09/43** SCC resolutions 09/24, 09/25, 09/26, 09/27, 09/28, 09/30, 09/31, 09/32, 09/33, 09/34, 09/36, 09/37, 09/39 and 09/40 be received and adopted by Senate.

**CARRIED**

## 6. COMMITTEES

(a) Tributes Committee

*Presented by: Catherine Vertesi*

As no input or feedback was received on the Guidelines and Procedures for honorary degrees circulated at the last Senate meeting, Senate was requested to approve the document as presented.

*Catherine Vertesi moved and Patrick Donahoe seconded that:*

**09/44** The General Guidelines and Procedures for Honorary Degrees at Capilano University attached as Schedule 6(a) be approved.

**CARRIED**

(b) Planning Committee

(i) Election Procedures

*Presented by: Jackie Snodgrass*

Jackie Snodgrass presented the election procedures, which had been reviewed by the Planning and Policy Committee. The Committee endeavoured to ensure that these procedures were clear and workable. It was noted that when a resignation occurs on the Board or Senate, the appropriate body is required to declare that a position has become vacant. There was a discussion regarding the manner in which a vacant position on Senate or on the Board can be filled and the requirement that students need to be in good standing in order to fill a vacant student position.

*Jackie Snodgrass moved and George Modenesi seconded that:*

**09/45** The Election Procedures attached as Schedule 6(b)(i) be approved.

**CARRIED**

(ii) Institutional Accountability Plan and Report

*Presented by: Jackie Snodgrass*

Jackie Snodgrass presented the draft accountability plan and report and emphasized that Senate would be approving a draft of this report. This report will substantially stay the same as last year's report; however, some minor revisions had been made to refer to the changes resulting from Capilano's transition to a University. Some of the revisions consisted of updating charts on residency and enrolment type, updating numbers and inserting updated examples.

*Jackie Snodgrass moved and Chris Bottrill seconded that:*

**09/46** The draft Accountability Plan and Report attached as Schedule 6(b)(ii) be approved.

**CARRIED**

(c) Budget Committee  
*Presented by: Marion Haythorne*

Marion Haythorne reported that the Budget Committee had reviewed the performance data and the departments that were not meeting the benchmarks had been contacted. As the replies from these departments had been good and issues were being dealt with, the Budget Committee would not be making any recommendations with regard to programs this year.

## 7. FACULTY GOVERNANCE

Faculty Terms of Reference  
*Presented by: Dorothy Jantzen*

Dorothy Jantzen reported that the Faculty of Fine and Applied Arts had held a well attended meeting to discuss and produce the Faculty's Terms of Reference. A final document was presented and Senate was requested to approve the document.

*Dorothy Jantzen moved and Karin Jager seconded that:*

**09/47** The Faculty of Fine and Applied Arts Terms of Reference attached as Schedule 7 be approved.

**CARRIED**

## 8. REGISTRAR

(a) Graduates  
*Presented by: Itidal Sadek*

The Registrar presented a list of students who have applied late for graduation. The students' records have been verified and have met the requirements for graduation.

*Itidal Sadek moved and Patrick Donahoe seconded that:*

**09/48** The Chancellor and Senate of Capilano University approve the conferring of the credentials.

**CARRIED**

## 9. PRESIDENTIAL SEARCH

(a) Presidential Search Process  
*Presented by: Greg Lee*

Greg reported that the presidential search process as presented did not contain any substantial difference from the previously submitted document. There was a discussion regarding the overall presidential search process and the role of Senate in the selection process, as well as in determining the profile of potential candidates. Generally, the search process will include substantial input from Senate, as Senate will have an opportunity to present its recommendations to the selection committee and to the Board.

*Trevor Page moved and Nicolle Smith seconded that:*

**09/49** The Presidential Search Process attached as Schedule 9 be approved.

**CARRIED**

## (b) Search Committee

There was a discussion regarding the name of this committee and the general consensus was that this committee should be renamed the "Presidential Candidate Profile Committee". This committee will work with the search firm to determine the criteria for the presidential candidate. Members of this committee are:

Administrator – Vacant  
 Administrator – Vacant  
 Faculty – Marion Haythorne  
 Faculty – Kim Bothen  
 Faculty – Michael Fleming  
 Faculty – Chris Bottrill  
 Staff – Reini Klein  
 Student – Nicolle Smith

## (c) Presentation by Pinton Forrest &amp; Madden

The search firm of Pinton Forrest & Madden gave a presentation on its background and the process which it will undertake in the selection of candidates for the University president.

**10. OTHER BUSINESS**

None

**INFORMATION ITEMS**

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Milton Williams advised Senate that for the 2008-09 year, the Canadian College's Athletic Association (CCAA) selection committee had chosen Joe Iacobellis of Capilano University of the British Columbia College's Athletic Association (BCCAA) as the Canadian College's Athletic Association Athletic Director of the Year. Joe will be presented with this prestigious recognition at the Awards Dinner held in conjunction with the CCAA – AGM in Edmonton on June 8<sup>th</sup>.

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There being no further business, the meeting was adjourned at 5:45 p.m.

**Next Meeting: Tuesday, August 25, 2009.**

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