CAPILANO
U N I V E R S I T Y

SENATE MEETING
Tuesday, February 7, 2012   4:00 pm   LB322

MINUTES

PRESENT: Kris Bulcroft (Chair), Marion Haythorne, Jean Bennett, Chris Bottrill, Parker Busswood, Robert Campbell, David Clarkson, Nicholas Collins, Cristina Delgado, Kelsey Didlick, Graham Fane, Michael Fleming, Brandon Hofmarks, Susan Hogan, Karin Jager, Reini Klein, Clay Little, Karen McCredie, Grace Makarewicz, Paul McMillan, Grace McNab, Jennifer Moore, Claire Queree, Dolly Reno, Gordon Rudolph, Tim Schouls, Sandra Seekins, Jackie Snodgrass, Tammy Towill, Peter Ufford, Stephanie Wells, Recording Secretary: Mary Jukich

REGRETS: Herbert Cruz, Darin Feist, Sonja Lebans, Catherine Vertesi, Milton Williams

GUESTS: Janis Connolly, Cara Zaskow

Kris Bulcroft called the meeting to order at 4:00 p.m. and welcomed Grace Makarewicz, new University Librarian and Dolly Reno, new CSU representative.

Guests Janis Connolly and Cara Zaskow were also introduced and welcomed.

1.   APPROVAL OF AGENDA

Item #6, Development and Alumni Relations was moved to item #4.
Information Item #2 – Grading Profile Committee was added to the Agenda.

Stephanie Wells moved and Jean Bennett seconded that:
the amended Agenda be approved.   **CARRIED**

2.   MINUTES

Robert Campbell moved and Tammy Towill seconded that:
the Minutes of the January 10, 2012 meeting be approved.   **CARRIED**

3.   CHAIR AND VICE-CHAIR'S REPORTS

Chair's Report
Senate was informed of the Northwest Commission of Colleges and Universities site visit October 24 - 26th.   As this is the initial visit after being accredited new status, Kris requested that the campus community make every effort to be available during the site team visit.

Kris reported that the Board retreat had been productive and issues discussed included the role of the Board, fund raising and challenges facing the secondary education environment.

Vice-Chair's Report
Marion thanked everyone for attending, and all those involved with, the recent Budget Committee forum.

4. **APPROVALS IN PRINCIPLE**
Introduction to Cultural Tourism
Presented by: Jean Bennett

Introduction to Cultural Tourism is a new non-credit program which will be offered at the Sunshine Coast Campus. The program will introduce students to the tourism industry with an emphasis placed on sustainable cultural tourism and the importance of in-depth knowledge of Aboriginal history and traditions of the Sechelt Indian Band Nation in the context of the tourism product delivery.

> *Jean Bennett moved and Parker Busswood seconded that:*

> **12/06** The Introduction to Cultural Tourism be given approval in principle.

CARRIED

5. **SENATE CURRICULUM COMMITTEE**
Presented by: Jackie Snodgrass

(a) Resolutions

Jackie presented the resolutions brought forward from the January 20th Senate Curriculum Committee meeting.

> *Jackie Snodgrass moved and Reini Klein seconded that:*

> **12/07** SCC resolutions, 12/01 through 12/12, be received and adopted by Senate.

CARRIED

Senate was informed that, for the current term on SCC, Heather Plume would replace Peter Holden; Brent Calvert replace Karin Jager and Kim Bothen replace Grace McNab.

6. **DEVELOPMENT AND ALUMNI RELATIONS**
Presented by: Janis Connolly

Senate was asked for volunteers to sit on the selection committee for the Alumni Awards of Excellence. Volunteers were asked to submit their name to Janis Connolly.

7. **SENATE BUDGET ADVISORY COMMITTEE**
Presented by: Tammy Towill

Tammy thanked everyone involved with the recent Budget Committee forum and feedback received from the forum was now posted on Frontlines

The Committee met on January 31st to review the comments and suggestions received from the forum and to discuss steps on going forward.

Based on discussions to date, the Committee was recommending that budget issues be considered from two general perspectives: possible short-term solutions that could be applied immediately to the budget deficit, and long term initiatives which would require a review at how the University is funded and resources allocated.

Four key areas were also being considered with regard to budget issues:

1. Exploring seat maximums, in addition to the historically reviewed seat utilization data, and conducting a University wide audit of seat utilization and maximums.

2. Review of current certificate and diploma programs to determine laddering rates into other Capilano University programs.

3. Review and possible suspension of print advertising on campus.

4. Review of programs which are currently highly subsidized, have low enrolment and/or for any reason may be deemed appropriate for redesign, especially as a new degree.

The Committee will continue to work in data collection and report back at the next Senate meeting. In maintaining an open and collaborative process, a summary of the Committee's report at Senate will be sent to the campus community.

Senators were reminded of ensuring that good communication with their areas is maintained with regard to giving budget information back to their groups for consultation and discussion. Suggestions and comments should continue to be forwarded to the Committee.

8. **SENATE ACADEMIC PLANNING AND PROGRAM ASSESSMENT COMMITTEE**
   Presented by Jackie Snodgrass

The Committee reported that at their meeting on January 24th, a sample rubric to be used for assessing assessment plans was reviewed. A sub-committee was given the task of doing further edits and providing a preamble on how the rubric would be used. The refined rubric will be used to go through a sample assessment plan to determine whether further changes to the rubric are required. The Committee will continue its work with regard to reviewing assessment plans and assessment reports.

9. **SENATE BY-LAW, POLICY AND PROCEDURE COMMITTEE**
   Presented by: Robert Campbell

(a) Ethics Policy (EC2002-01 Research on Human Subjects)

Senate was requested to approve revisions to the EC2002-01 Research on Human Subjects policy. The proposed policy follows the standards and recommendations of the Tri-Council Policy Statement: Ethical Conduct for

Research Involving Humans, and with the guidance of Cara Zaskow, Senate reviewed the policy as presented.

Cara informed Senate that the framework of the policy was based on the 2010 Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans and research based on practices at other institutions.   Cara noted two sections of the policy, Section D8 Ethical Review of Course-based Research and Section J: Governance of Research Ethics Review which specifically reflect practices at Capilano University.

During the review, it was suggested that a header indicating a required review date be included in the policy.

> *Robert Campbell moved and David Clarkson seconded that:*

> **12/08**   The revisions to EC2002-01 Research on Human Subjects be approved by Senate.

CARRIED

(b) Capilano University Senate Election Procedures: Eligibility to Nominate, Vote, Run and Hold Office (Students)

Senate was reminded that at the previous Senate meeting, the Capilano University Senate Election Procedures were passed with the exception of the section on Student Eligibility to Nominate, Vote, Run and Hold Office and that Senate had requested the section be brought back for further Committee review.

At its meeting, the Committee developed revised language and, accordingly, presented their recommendations for approval to Senate.

> *Robert Campbell moved and Jackie Snodgrass seconded that:*

> **12/09**   The revised language on Student Eligibility to Nominate, Vote, Run and Hold Office be added to the Capilano University Senate Election Procedures.

CARRIED

(c) Rescind EC2004-01 Professional Behaviour in Career Programs
    Post: Some Examples of Professional Behavioural Outcomes and Measurement Criteria

Senate was requested to rescind policy EC2004-01 Professional Behaviour in Career Programs as relevant information in the policy was incorporated into the recently approved Course Outline and Approval policy.

The policy also contained a large section of information deemed useful for faculty and it was determined by the Committee that although the section of information did not warrant status of a separate policy, it would, however, be beneficial to maintain this information as general guidelines. In this regard, it was decided that the remaining information be posted as a document on the Intranet.

> *Robert Campbell moved and Jean Bennett seconded that:*

> **12/10**   Senate rescind policy EC2004-01 Professional Behaviour in Career Programs.

CARRIED

Karen McCredie moved and Tammy Towill seconded that:

12/11 The document, Some Examples of Professional Behavioural Outcomes and Measurement Criteria, be posted on the Intranet under the Course Approval section. **CARRIED**

INFORMATION ITEMS

Information Item #1 – Elections
Presented by: Karen McCredie

Senate was informed that a call for nominations for Senate and Board representatives would be issued on February 8th. The following timeline for the elections was presented:

February 8, 2012	Call for Nominations – Open
February 22, 2012 – 4:00 pm	Call for Nominations – Closed
February 23, 2012 – 11:00 am	Election Orientation in BR 263
March 22, 2012 – 12:01 am	Voting – Open
March 29, 2012 – 11:59 pm	Voting – Closed
April 2, 2012	Election Results Announced

Information and dates with respect to the election will be published via email, Frontlines and campus TV.

Information Item #2 – Grading Profile
Presented by: Susan Hogan

The Grading Profile Committee presented a rationale for the proposed Capilano University grading profile. Senate was requested to review the document and provide comments and feedback to the committee prior to the March Senate meeting. As well, to ensure adequate consultation and an opportunity for feedback from constituencies, the rationale will also be released to the entire campus community for their feedback.

There being no further business and on motion duly made and seconded, the meeting was adjourned at 6:00 p.m.

Next Meeting: Tuesday, March 6, 2012.