



## SENATE MEETING

Tuesday, June 5, 2012 4:00 pm LB322

### MINUTES

**PRESENT:** Kris Bulcroft (Chair), Marion Haythorne, Jean Bennett, Chris Bottrill, Robert Campbell, David Clarkson, Nicholas Collins, Kelsey Didlick, Graham Fane, Michael Fleming, Brandon Hofmarks, Susan Hogan, Karin Jager, Reini Klein, Clay Little, Karen McCredie, Paul McMillan, Grace McNab, Jennifer Moore, Saam Nasipour, Claire Queree, Erin Robinson, Sandra Seekins, Jackie Snodgrass, Tammy Towill, Catherine Vertesi, Stephanie Wells, Milton Williams, Recording Secretary: Mary Jukich

**REGRETS:** Parker Busswood, Cristina Delgado, Darin Feist, Sonja Lebens, Grace Makarewicz, Gordon Rudolph, Tim Schouls, Peter Ufford

**GUESTS:** Lynn Jest

Kris Bulcroft called the meeting to order at 4:00 p.m.

Lynn Jest, Director, Continuing Education was welcomed to the meeting.

Paul McMillan assumed voting rights as the second representative from the Faculty of Arts and Sciences was absent.

Senators were reminded of the Senate meeting on Wednesday, August 15.

#### 1. APPROVAL OF AGENDA

Addition to Item #4 – Four Approvals in Principles as sent by email on May 30.

*Tammy Towill moved and Brandon Hofmarks seconded that:  
the amended Agenda be approved.*

**CARRIED**

#### 2. MINUTES

On page 3, third paragraph, third line, the word “additional” be added before the word “funding”.

*Graham Fane moved and Susan Hogan seconded that:  
the amended Minutes of the May 1, 2012 meeting be approved.*

**CARRIED**

### 3. CHAIR AND VICE-CHAIR'S REPORTS

#### Chair's Report

Senate members were acknowledged for their continued work on Senate.

Marion Haythorne was thanked for serving as Vice-Chair for the past year.

Kris thanked everyone who had participated in convocation and noted that positive comments were received on a well run event.

Kris attended a conference in Houston on international enrolment management.

#### Vice-Chair's Report

Outgoing Senators were acknowledged and thanked for serving on Senate

### 4. APPROVALS IN PRINCIPLE

Business & Culture in Canada: Foreign-trained Professionals

Supply Chain Career Preparation Program

Landscape Horticulture & Golf Course Maintenance Program

Bar, Wine & Service Industry Program

*Presented by: Lynn Jest, Director, Continuing Education*

Business & Culture in Canada: Foreign-trained Professionals is a new program designed to assist unemployed foreign-trained professionals to assess and upgrade skills and increase knowledge of Canadian business.

Supply Chain Career Preparation Program is a new program intended to serve as a pre-entry program for individuals who wish to enter the supply chain industry.

Landscape Horticulture & Golf Course Maintenance Program is a new program that provides students with a foundation in specialized horticulture disciplines.

Bar, Wine & Service Industry is a new program where students will learn the skills and knowledge to discuss the BC wine industry, educate customers in wine choices and create and serve mixed drinks.

*Chris Bottrill moved and Grace McNab seconded that:*

**12/23** Business & Culture in Canada: Foreign-Trained Professionals, Supply Chain Career Preparation Program, Landscape Horticulture & Golf Course Maintenance Program and Bar, Wine & Service Industry Program be given approval in principle.

**CARRIED**

### 5. SENATE CURRICULUM COMMITTEE

*Presented by: Jackie Snodgrass*

No resolutions were presented as the May 18, 2012 SCC meeting was cancelled.

**6. SENATE ACADEMIC PLANNING AND PROGRAM ASSESSMENT COMMITTEE**

*Presented by: Jackie Snodgrass*

The Committee met several times with representatives from programs that had submitted their assessment reports, and meetings continue to be informative.

Going forward, the Committee will prepare a report indicating areas that have completed reports, and follow-up with areas which reports are not yet complete. The possibility of an assessment forum is being explored.

**7. SENATE BUDGET ADVISORY COMMITTEE**

*Presented by: Tammy Towill*

The Committee met on May 30 and continues to look at budget issues, particularly the highly subsidized program list and seat maximums and seat utilization.

Senate was informed that some issues around cost centres have been identified, and a review will be undertaken by Cindy Turner. A revised list of the highly subsidized programs is expected in early fall.

With regard to seat maximum and seat utilization, the Committee reported that discussion continues and an institution review of seat maximum and seat utilization be undertaken. The Committee developed preliminary criteria, and suggested that an ad hoc committee be put together to review the data collected against the developed criteria. Volunteers for the ad hoc committee will be requested at the August Senate meeting.

On behalf of the Committee, Tammy thanked faculty members, Marion Haythorne, Karin Jager and Michael Fleming, who will not be continuing on the Committee.

**8. REGISTRAR**

*Presented by: Karen McCredie*

(a) Elections

Senate was informed that a vote to break the tie resulting from the Fine & Applied Arts by-election would not be necessary as one member had subsequently volunteered to sit as the alternate. Carol Aitken and Grace McNab will serve as the two voting representatives for Fine & Applied Arts and Stephen Atkins as the alternate member.

(b) Credential Re-Prints

In an effort to align the University with practices at other institutions, Senate was requested to approve that replacement credentials be issued on Capilano University parchment.

*Karen McCredie moved and Jackie Snodgrass seconded:*

**12/24** To issue all replacement credentials on Capilano University parchment.

**CARRIED**

## (c) Graduates

The Registrar presented a list of 33 additional graduates who had met the graduation criteria and program requirements to graduate in spring 2012.

*Tammy Towill moved and David Clarkson seconded that:*

- 12/25** Upon verification by the Registrar's Office that all credential requirements had been met, the Chancellor and the Senate of Capilano University approve the conferring of the credentials.

**CARRIED**

## (d) Academic Schedule

As a result of the government recently announcing the official date of February 11 as the new Family Day for 2013, and to correct a typographical error to the 2013 convocation date, Senate was requested to approve revisions to the Academic Schedule.

Members discussed the impact to the University of the new Family Day holiday, particularly with the loss of a teaching day to students. Discussion arose on whether it was feasible to add an additional day in the spring or, alternatively, to push the Reading Break back by one week. As schedules may already be finalized based on the previously announced Reading Break dates, it was recommended that for the following year, Senate consider linking the Reading Break to the new Family Day holiday.

*Karen McCredie moved and Robert Campbell seconded that:*

- 12/26** Senate accept the revisions to the Academic Schedule to reflect Family Day as February 11, 2013 and the Convocation date to June 3, 2013, and that for the following year, consideration be given to linking Family Day with the Reading Break.

**CARRIED****9. ACCREDITATION**

*Presented by: Jackie Snodgrass*

Senate was informed that the campus community had been notified that the draft accreditation report was posted on Frontlines and Senators were requested to review the report and provide comments and suggestions. Notification was received that the chair of the evaluation committee would be Dr. Jonathon Lawson, Professor at Idaho State University and the names of the committee members would be provided in the summer. The University will be working with a copy editor to incorporate feedback received from the campus community. A further draft of the report will be reposted by August 15<sup>th</sup> and a campus forum held on August 21<sup>st</sup> to discuss the report.

The final NWCCU site visit will take place on October 24, 25 and 26 and in keeping with standards required by the commission, official public notification of the University's intent will be made in the local papers.

**10. SENATE SELF-EVALUATION COMMITTEE***Presented by: Graham Fane*

Senate was advised that to date, nine members had yet to complete the survey and those members were requested to complete the survey on the laptops provided. Results will be presented at the next Senate meeting.

**11. SENATE NOMINATING COMMITTEE – VICE-CHAIR***Presented by: Reini Klein*

Senate was reminded that three electronic calls for nominations to the Capilano University's Senate Vice-Chair position had been sent to both current and incoming Senators. One nomination was received, and in this regard Tammy Towill's name was put forward. By acclamation, Tammy Towill was elected as Vice-Chair of Senate for a one-year term.

*Reini Klein moved and Graham Fane seconded that:*

**12/27** Senate endorse Tammy Towill as Vice-Chair of Senate for a one-year term, beginning on August 1, 2012.

**CARRIED****12. FACULTY STRUCTURE REVIEW***Presented by: Jackie Snodgrass*

Senate was presented with a further draft of the proposed five Faculty structure. The draft incorporated feedback and consultation on structure and naming of Faculties with areas being affected. It was noted that the librarians had chosen to follow the same model as Continuing Education.

Senate was advised that, if passed, the five Faculty structure would be implemented in the fall term and by-elections would be held if needed.

A discussion took place with regard to the naming of Faculties and Schools and issues of students. The CFA indicated a concern with the speed of the process for making this decision.

*Jackie Snodgrass moved and Robert Campbell seconded that:*

**12/28** Senate endorse the Faculty structure and recommend it goes to the Board.

**CARRIED**  
**2 abstentions**  
 (David Clarkson  
 Erin Robinson on  
 behalf of the  
 Alumni Association)

Discussion arose on the impact of five Faculties to the Senate structure and faculty representation. In this regard, an amendment to the By-laws on Faculty representation was presented.

*Robert Campbell moved and Tammy Towill seconded that:*

**12/29** In addition to the two voting faculty members for each of the five Faculties, one additional alternate non-voting faculty member will be elected by each Faculty, for a total of five additional alternate non-voting members. The additional alternate non-voting members become voting members in the absence of either of the voting members.

**CARRIED**  
**2 abstentions**

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**INFORMATION ITEMS**

**Information Item #1 – International Department Report**

*Presented by: Catherine Vertesi*

Catherine presented Senate with a report on international academic activities and videos on projects and programs in Vietnam, Guatemala and China.

Senate was advised that Catherine had received a 2012 Women of Distinction Award. Catherine was nominated in the Education, Training and Development category and honoured at the May 24 event in Vancouver for her work in international education.

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There being no further business and on motion duly made and seconded, the meeting was adjourned at 5:45 p.m.

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**Next Meeting: Wednesday, August 15, 2012.**

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