



SENATE MEETING
 Tuesday, March 3rd, 2015 4:00 pm Room – LB322

MINUTES

Present: Kris Bulcroft (Chair), Nanci Lucas (Vice-Chair), Carol Aitken, Jean Bennett, Don Bentley, Chris Bottrill, Brent Calvert, Julia Denholm, Leighan Crowe, Sacha Fabry, Darin Feist, Rick Gale, Violet Jessen, David Kirk, Reini Klein, Brent Leigh, Grace Makarewicz, , Kim McLeod, Paul McMillan, Grace McNab, Jennifer Moore, Natahsha Prakash, Emma Russell, Sandra Seekins, Murray Stiller, Sharka Stuyt, Stephanie Wells, Daniel Yasinski, Recording Secretary: Mary Jukich

Regrets: Cierrah DiCesare-Cawker, Calvin DeGroot, Ken Haycock, Karen McCredie, Todd Nickel, Michael Victor, Cheryl Webb

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

1. Approval of Agenda

Stephanie Wells moved and Julia Denholm seconded:
The agenda be approved

CARRIED

2. Minutes

Julia Denholm moved and Grace Makarewicz seconded that:
The February 3rd, 2015 minutes be approved.

CARRIED

3. Chair and Vice-Chair's Reports

Chair's Report

On February 13th, Kris attended the Association of Governing Boards of Universities and Colleges and issues discussed on how universities follow best practices in terms of governance and how that can be improved. In this regard, discussions have been undertaken at Capilano to consider ways in which to improve current practices, including professional development for Senate members, linking with the Board to share initiatives. More information on opportunities will be provided in the coming months.

Kris attended the Accountability and Disclosure Session on February 11th, hosted by PSEC and government.

Kris also attended the Capilano University Employee Long Service Awards, which recognized employees for their many years of service to the University.

Members were invited to the student performance of The Secret Garden on March 19th.

Vice-Chair's Report

A meeting was held with the Shelley McDade, Kris Bulcroft, and Nanci Lucas to discuss best practices for Senate. Some initial ideas presented were Senate orientation to be held in August/September, open communication and facilitate



SENATE MEETING
Tuesday, March 3rd, 2015 4:00 pm Room – LB322

MINUTES

discussions, governance model, and ensure policies are all in place. The Board has requested that, when voting takes place at Senate with regard to advice for the Board, the results of the vote “for”, “against”, and “abstentions” be recorded by constituencies.

Senate was informed that, as Leighan Crowe will be leaving the meeting early, Sharka Stuyt will assume voting rights for the Faculty of Business.

4. Business Arising

4.1 Senate Credential Policy Review Ad Hoc Committee

Presented by: Nanci Lucas

Work continues on the policy to meet the May 12th Senate reporting deadline.

4.2 Senate Ad Hoc Committee on Faculty Structure

Presented by: Nanci Lucas

Senate was presented, for review and decision, with the terms of reference for the new ad hoc committee.

It was noted that the ad hoc committee will not be making any recommendations on program discontinuance or approval. The ad hoc committee will be tasked with collecting, reviewing and considering feedback from Senate and the University community, leading discussions, setting up forums and ensuring University wide consultations.

A new email address, [CapU Senate Advice](#), has been established for feedback and, in continuing transparency, all written submissions will be posted on the Senate website.

In determining membership, representatives of the ad hoc committee may be voting or non-voting members of Senate.

All meetings of the ad hoc committee will be in camera; but guests may be invited from time to time. Concern was noted that this may result in a lack of idea sharing; however, the possibility of sending out a summary after each meeting is being considered. As well, this item will be standing item on the Senate agenda.

A member requested that a rationale be developed and provided indicating the goals, objectives and possible business case being achieved by a restructure.

Nanci Lucas moved and Grace McNab seconded that:

15/12 Senate approve the terms of reference of the Senate Faculty **CARRIED**



SENATE MEETING
Tuesday, March 3rd, 2015 4:00 pm Room – LB322

MINUTES

Structure Review Committee (Ad Hoc).

The following members volunteered to serve on the ad hoc committee:

| | |
|---|--------------------|
| Faculty of Arts & Sciences | – Paul McMillan |
| Faculty of Business and Professional Studies | – Leighan Crowe |
| Faculty of Education, Health and Human Development | – David Kirk |
| Faculty of Fine and Applied Arts | – Murray Stiller |
| Faculty of Global and Community Studies | – Kim McLeod |
| Staff – Darin Feist | |
| Student | – Natahsha Prakash |

Stephanie Wells moved and Natahsha Prakash seconded:

15/13 To appoint Paul McMillan, Leighan Crowe, David Kirk, Murray Stiller, Kim McLeod, Darin Feist and Natahsha Prakash to the Senate Faculty Structure Review Committee (Ad Hoc). **CARRIED**

5. New Business

5.1 B.105 Establishment and Discontinuance of Faculties Policy

Members reviewed and provided comments with regard to the draft B.105 Establishment and Discontinuance of Faculties Policy.

Concern was noted with regard to the proposed wording under establishment and discontinuance of a Faculty that it may be perceived that the Executive may discontinue a Faculty or recommend a Faculty by itself without going through Senate and clarification is required.

A further concern was noted in that the language used may be inconsistent with establishing and discontinuing Faculties.

As well, under item #4 Discontinuance of a Faculty, the relevant factor list, if a Faculty has had section reduction that might impact on their ability to fulfil the factors and “able to retain”, establishment might mean that the criteria is being applied into departments.

Nanci Lucas moved and Jean Bennett seconded:

15/14 B.105 Establishment and Discontinuance of Faculties Policy, and the comments as noted by members, be sent to the By-law, Policy and Procedure Committee for review. **CARRIED**

A discussion arose on whether Senate would provide consensus in allowing Board policies to now go directly from the Board to the Senate By-law Policy and Procedure Committee for initial discussion. This would allow for a more



SENATE MEETING
Tuesday, March 3rd, 2015 4:00 pm Room – LB322

MINUTES

timely turnaround time for review of the policy and would expedite and streamline the process. Senate would remain apprised of all policies going to the By-law, Policy and Procedure Committee as the policies would be listed on the Senate Agenda.

Although no vote was taken, no objections were noted with the proposed new process.

5.2 B.102 Policy Development & Management

Approval was requested to send B.102 Policy Development & Management to the By-law, Policy and Procedure Committee to collect advice with regard to the policy.

Jennifer Moore moved and Grace McNab seconded that:

15/15 B.102 Policy Development & Management be forwarded to the By-law, Policy and Procedure Committee for further work and to collect advice on the policy.

CARRIED

5.3 Program Discontinuance Procedure

As a result of a motion passed by the Board, Senate was requested to gather advice on the proposed Program Discontinuance Procedure and forward the advice back to the Board. On review of the document, some concerns were noted and these will be forwarded to the By-law, Policy and Procedure Committee along with the document.

Carol Aitken moved and Grace McNab seconded that:

15/16 The draft Program Discontinuance Procedure document, and concerns noted, be forwarded to the By-law, Policy and Procedure Committee for further work.

CARRIED

11 yes
4 no

1 abstention

5.4 B.XXX Program Review and Approval Policy /
S2009-05 Program Approval Process Policy

As S2009-05 Program Approval Process Policy is more of a procedure document than policy and will be replaced by B.XXX Program Review and Approval Policy, Senate requested that the By-law, Policy and Procedure Committee undertake a review of the new policy.

Nanci Lucas moved and Natahsha Prakash seconded that:

15/17 The B.XXX Program Review and Approval Policy be forwarded to the By-law, Policy and Procedure Committee for review.

CARRIED



SENATE MEETING
 Tuesday, March 3rd, 2015 4:00 pm Room – LB322

MINUTES

6. Standing Items

6.1 Academic and Strategic Plan

The following report was presented by Rick Gale.

Academic and Strategic Plan Update:

- meeting with academic and non-academic unit representatives
- scheduled meeting with the CSU
- revised academic and strategic planning website
- looking forward to working with the Senate ad hoc committee
- Cap Year Experience and General Education advisory committees meeting
- scheduling a community gathering to review and discuss the Aboriginal Student Success Plan
- request that SAPPAC review the academic elements of the Strategic Implementation Plan

7. Other Business

No other business was presented.

8. Committee Reports

8.1 Curriculum Committee

Presented by: Jean Bennett

The resolutions brought forward from the February 20th, 2015 Senate Curriculum Committee were presented to Senate.

Jean Bennett moved and Natahsha Prakash seconded:

15/18 SCC resolutions 15/10 through 15/20 be endorsed by Senate. **CARRIED**

Jean Bennett moved and Natahsha Prakash seconded:

15/19 That Senate approve the appointment of Seanna McPherson, Annabella Cant and Jeff Ross to the Senate Curriculum Committee. **CARRIED**

8.2 Budget Advisory Committee

The following reported was presented by Violet Jessen.



SENATE MEETING
Tuesday, March 3rd, 2015 4:00 pm Room – LB322

MINUTES

- The Senate Budget Advisory Committee met on February 17th, 2015.
- Currently, the As-Is budget shows a \$1.2 million dollar shortfall.
- At this point, there are many unknowns such as:
 - tuition rate increase
 - international tuition
 - Investment income
 - Funding of salary increases
 - Changes to ongoing contracts
 - The effect on revenue resulting from the changes to ABE funding
 - Excludes add-ons from Deans. It is our understanding that the VP of Education, the Deans and their respective chairs are meeting to discuss the implications of the strategic implementation priorities.
- Cindy Turner, VP Finance and Admin, reported that by mid-March she will report on the add-ons, FTE changes and capital budget.
- Last year the SBAC facilitated budget forums. This year, the implementation of the strategic priorities is driving budget decisions. As a result, SBAC is not planning any budget forums.

8.3 Academic Planning and Program Assessment Committee

Presented by: Kim McLeod

The Committee met on February 10th and discussions centered on the six key performance indicators being recommended to Senate. The key performance indicators as presented are internal measures, and SAPPAC will continue to look at some possible external data measures to be used.

Kim McLeod moved and Julia Denholm seconded that:

15/20 Be it resolved that Senate endorse the initial six KPI's internal to Capilano University presented by SAPPAC

CARRIED
2 abstentions

Be it further resolved Senate encourage SAPPAC to continue to consider other KPI's or contexts and bring them back to Senate for approval.

8.4 By-law, Policy and Procedure Committee

Presented by: Nanci Lucas

S2013-04 Senate Instructional Technologies Advisory Committee

Senate was requested to approve revisions to the mandate of S2013-04 Senate Instructional Technologies Advisory Committee Changes.



SENATE MEETING
Tuesday, March 3rd, 2015 4:00 pm Room – LB322

MINUTES

Nanci Lucas moved and Jennifer Moore seconded to:

15/21 The revisions to S2013-04 Senate Instructional Technologies Advisory Committee Mandate and Structure be approved. **CARRIED**

9. Discussion Items

Members were reminded that voting for Board and Senate elections will open March 11 – 17th, and Senators were requested to encourage their constituents to vote.

10. Information Items

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

Next Meeting: Tuesday, April 7th, 2015
