



SENATE MEETING  
 Tuesday, April 5, 2016 4:00 pm  
 Capilano University – Room LB322

MINUTES

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**Present:** Kris Bulcroft (Chair), Carol Aitken, Don Bentley, Chris Bottrill, Brent Calvert, Leighan Crowe, Julia Denholm, Caroline Depatie, Darin Feist, Rick Gale, Rhita Hassar, Deb Jamison, David Kirk, Reini Klein, Nanci Lucas, Grace Makarewicz, Karen McCredie, Kim McLeod, Paul McMillan, Grace McNab, Jennifer Moore, Jorge Ocegüera, Natahsha Prakash, Alysa Huppler-Poliak, Sharka Stuyt, Michael Thoma, Stephanie Wells, Bacel Younan, Recording Secretary: Mary Jukich

**Regrets:** Sacha Fabry, Benjamin Glassen, Sylvia Kind, Brent Leigh, Emma Russell, Sandra Seekins, Cheryl Webb

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

**1. Approval of Agenda**

*Rhita Hassar moved and Natahsha Prakash seconded:*  
 To adopt the agenda

**CARRIED**

**2. Minutes**

*Stephanie Wells moved and Kim McLeod seconded:*  
 To adopt the March 1, 2106 minutes

**CARRIED**

**3. Chair and Vice-Chair's Reports**

***Chair's Report***

Senate was informed that Cindy Turner, Vice President, Finance & Administration retired at the end of March. Jacqui Stewart will be joining Capilano University as Acting Vice President, Finance & Administration beginning on April 11, 2016 for a nine month term.

The 2016/2017 budget was passed at the March 15<sup>th</sup> Board meeting.

***Vice-Chair's Report***

Jorge Ocegüera was introduced and welcomed to Senate. Jorge will serve as the non-voting faculty member from the Faculty of Business & Professional Studies.

Faculty members were requested to volunteer to serve on the following Senate subcommittees:

- Academic Planning and Program Assessment Committee
- Nominating Committee
- By-law, Policy and Procedure Committee
- Self-Evaluation Committee



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A request was also presented for a faculty representative from the Faculty of Business & Professional Studies to serve on the Student Appeals Committee.

**4. Correspondence**

No correspondence was presented.

**5. Business Arising**

***Tourism Management Post Baccalaureate Diploma***

Senate reviewed the Tourism Management Post Baccalaureate Diploma Approval in Principle. The proposed program will be geared mainly towards international students and suited to students holding an undergraduate three-year bachelor degree in tourism, hospitality, business or other fields. The diploma will enable students to gain an in-depth understanding of North American tourism management and development standards and practices in a global context.

*Chris Bottrill moved and Grace McNab seconded:*

**16/21** Senate approve the Tourism Management Post Baccalaureate Diploma Approval in Principle.

**CARRIED**

***Adventure Management Post Baccalaureate Diploma***

Senate reviewed the Adventure Management Post Baccalaureate Diploma Approval in Principle. The proposed new program will be geared mainly towards international students and will be suited to students holding an undergraduate three-year bachelor degree in tourism, hospitality, business or other fields. The diploma will enable students to gain an in-depth understanding of North American adventure management and development standards and practices in a global context.

*Alysa Huppler-Poliak moved and Kim McLeod seconded:*

**16/22** Senate approve the Adventure Management Post Baccalaureate Diploma Approval in Principle.

**CARRIED**

***University One for Aboriginal Learners***

Senate reviewed the University One for Aboriginal Learners Program Approval in Principle. The proposed new program will help Aboriginal learners meet their academic goals by bridging the gap between their prior learning and education and the requirements for success in university level courses.

*Jennifer Moore moved and Stephanie Wells seconded:*



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**16/23** Senate approve the University One for Aboriginal Learners Approval in Principle. **CARRIED**

**6. New Business**

**6.1** Senate Nominating Committee – Election of Senate Vice-Chair and Election of Senate Student Appeals Chair

The Senate Nominating Committee was requested to convene to consider candidates to serve as Vice-Chair of Senate and Chair of the Senate Student Appeals Committee.

**6.2 Senate Election Results**

Jorge Ocegüera was elected as the non-voting member from the Faculty of Business & Professional Studies for a term ending July 31, 2018.

The following students were elected to Senate for a one year term, August 1, 2016 – July 31, 2017:

Michelle Gervais  
 Rhita Hassar  
 Alysa Huppler-Poliak  
 Emily Solomon

**7. Standing Items**

**7.1 Academic Initiatives**

Rick Gale provided the following report:

Frontlines revamp of the VPA page is underway

- NWCCU correspondence is not posted but we will update the website to reflect the latest letter
- Search for Associate Vice President Student Success in the reference checking phase
- Search for Dean of Business in the interview stage
- Search for Dean of Education Health and Human Development in the short listing stage
- Search for a Manager of Learning and Teaching is in the posting stage
- Program assessment continues with reports due to come in June 15
- Wellness Committee report expected this week
- Cap Year Committee expected to provide information next week
- Truth and Reconciliation Week will be September 19-23



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**8. Other Business**

No other business was presented.

**9. Committee Reports**

**9.1 Academic Planning and Program Assessment Committee**

*Presented by: Paul McMillan*

The Committee continues to review its mandate and work is underway with regard to this year's program assessment process.

**9.2 By-law, Policy and Procedure Committee**

*Presented by: Nanci Lucas*

**9.2.1 S.2002-04 Definition of Full Time Student**

This policy was up for review as part of the general review process. Minor revisions consisted of the addition of a purpose and scope to the policy.

*Nanci Lucas moved and Natahsha Prakash seconded:*

**16/24** Senate adopt the revisions to the S.2002-04 Definition of Full Time Student Policy.

**CARRIED**

**9.2.2 S.2008-02 Senate Naming Opportunities Committee Mandate and Structure**

This policy was up for review as part of the general review process. Minor revisions consisted of clarification with regard to the committee membership.

*Nanci Lucas moved and Stephanie Wells seconded:*

**16/25** Senate adopt the revisions to the S.2008-02 Senate Nominating Opportunities Committee Mandate and Structure.

**CARRIED**

**9.2.3 S.2011-02 Posthumous Credential Policy**

This policy was up for review as part of the general review process. Minor revisions consisted of removing the procedures from the policy and clarification of language in the second paragraph.



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*Nanci Lucas moved and Julia Denholm seconded:*

- 16/26** Senate adopt the revisions to S.2011.02 Posthumous Credential Policy. **CARRIED**

**9.2.4 S.2016-XX Grade Assignment During an Academic Disruption**

Senate was requested to approve the new S.2016-XX Grade Assignment During an Academic Disruption Policy.

On review and discussion of the Policy, concern was raised that clarity was required around who determines the grading option as both faculty and students are affected and consultation with students be required.

*Rhita Hassar moved and Alysa Huppler-Poliak seconded:*

- In section #5, first paragraph, second line, after the words “Registrar and the Deans”, insert the words “and the CSU”. **DEFEATED**

*Nanci Lucas moved and Natahsha Prakash seconded:*

- 16/27** Senate approve S.2016-XX Grade Assignment During an Academic Disruption Policy. **CARRIED**  
**2 abstentions**

**9.2.5 S.2016-XX Grade Assignment During an Academic Disruption Procedures**

Senate was requested to approve the S.2016-XX Grade Assignment During an Academic Disruption Procedures.

*Nanci Lucas moved and Stephanie Wells seconded:*

- 16/28** Senate approve S.2016-XX Grade Assignment During an Academic Disruption Procedures as presented. **CARRIED**

**9.3 Curriculum Committee**

*Presented by: Deb Jamison*

The resolutions brought forward from the March 18<sup>th</sup> and March 24<sup>th</sup> Senate Curriculum committee were presented to Senate for approval.

*Deb Jamison moved and Leighan Crowe seconded:*

- 16/29** SCC resolution 16/20 be endorsed by Senate. **CARRIED**



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- Deb Jamison moved and Julia Denholm seconded:*  
**16/30** SCC resolution 16/21 be endorsed by Senate. **CARRIED**
- Deb Jamison moved and Julia Denholm seconded:*  
**16/31** SCC resolution 16/22 be endorsed by Senate. **CARRIED**
- Deb Jamison moved and Stephanie Wells seconded:*  
**16/32** SCC resolutions 16/23 to 16/26 be endorsed by Senate. **CARRIED**
- Deb Jamison moved and Leighan Crowe seconded:*  
**16/33** SCC resolution 16/27 be endorsed by Senate. **CARRIED**
- Deb Jamison moved and Julia Denholm seconded:*  
**16/34** SCC resolution 16/28 be endorsed by Senate. **CARRIED**
- Deb Jamison moved and Leighan Crowe seconded:*  
**16/35** SCC resolution 16/29 be endorsed by Senate. **CARRIED**
- Deb Jamison moved and Chris Bottrill seconded:*  
**16/36** SCC resolutions 16/30 to 16/33 be endorsed by Senate. **CARRIED**
- Deb Jamison moved and Leighan Crowe seconded:*  
**16/37** SCC resolution 16/34 be endorsed by Senate. **CARRIED**
- Deb Jamison moved and Natahsha Prakash seconded:*  
**16/38** SCC resolution 16/35 be endorsed by Senate. **CARRIED**
- Deb Jamison moved and Julia Denholm seconded:*  
**16/39** SCC resolutions 16/36 and 16/37 be endorsed by Senate. **CARRIED**
- Deb Jamison moved and Nanci Lucas seconded:*  
**16/40** SCC resolutions 16/38 and 16/39 be endorsed by Senate. **CARRIED**
- Deb Jamison moved and Nanci Lucas seconded:*  
**16/41** SCC resolution 16/40 be endorsed by Senate. **CARRIED**
- Deb Jamison moved and Kim McLeod seconded:*  
**16/42** SCC resolution 16/41 be endorsed by Senate. **CARRIED**
- Deb Jamison moved and Leighan Crowe seconded:*  
**16/43** SCC resolutions 16/42, 16/43 and 16/44 be endorsed by Senate. **CARRIED**

A list of returning members commencing a new two year term on the Senate Curriculum Committee was presented for approval.



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*Natahsha Prakash moved and Julia Denholm seconded:*

**16/44** Senate endorse the following members to serve on the SCC for a two year period commencing on August 15<sup>th</sup>; Pascal Milelli, Kim Bothen, Debbie Jamison, Caroline Depatie, and Karin Hall.

**CARRIED**

**10. Discussion Items**

**10.1 Chancellor – In Camera Discussion**

Members were presented with a name of a candidate to serve as Chancellor and a biography provided for review and discussion.

**11. Information Items**

**11.1 Senate Self-Evaluation Committee**

The evaluation survey was recently distributed, and members were requested to complete it prior to the next Senate meeting.

**11.2** Senate student representative Rhita Hassar was acknowledged and congratulated in representing the University at the American Marketing Association's Case Competition.

There being no further business, and on motion duly made, the meeting was adjourned 5:45 pm.

**Next Meeting: Tuesday, May 10<sup>th</sup>, 2016**

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## BOARD OF GOVERNORS REPORT

<b>AGENDA ITEM 5: Policy B.311 Employee-Student Relationships Policy</b>	
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE: April 19, 2016</b>	
<b>PRESENTER: Jennifer Jamieson</b>	

### EXECUTIVE SUMMARY

Capilano University currently has a Senate policy on Faculty Member - Student Conflict of Interest – Policy (S2003-05). The proposed Policy B.311 was drafted because the issue of employee conflict of interest falls within the realm of the employer-employee relationship; therefore, it falls within the jurisdiction of the Board.

### ANALYSIS

The proposed Policy B.311 is a Board policy and is broader as it applies to all employees of the University. Any employee of the University can potentially be in a conflict of interest with a student when a personal relationship exists between the employee and the student.

While the proposed Policy B.311 is drafted as a stand-alone policy, it relates to the Standards of Conduct Policy (B.506) that applies to all employees of the University and includes provisions addressing conflicts of interest. Policy B.506 will be amended and updated once the proposed Policy B.311 is adopted.

The proposed Policy B.311 is in the updated format, which separates the policy and procedures into two documents in accordance with Policy B.102 – Policy Development and Management Procedure.


The proposed Policy B.311 falls within the jurisdiction of the Board. However, there is an existing Senate policy on the same matter and there is an academic component to the Policy when a conflict of interest involves a faculty member. Therefore, it is recommended that the Board seek advice from the Senate on the sections of the Policy relevant to academic matters pursuant to subsection 35.2(6)(m) of the *University Act* before the Board approves the Policy. Subsection 35.2(6)(m) of the *University Act* allows the Board to seek advice from the Senate on “other matters specified by the Board”.

At a meeting on April 5, 2016, the Policy and Planning Committee moved to recommend to the Board that Policy B.311 – Employee-Student Relationships Policy be sent to the Senate for review and advice on the sections relevant to academic matters.

### RECOMMENDATION

*THAT the Board send Policy B.311 – Employee-Student Relationships Policy as presented to the Senate for review and advice on the sections relevant to academic matters.*



	Policy No.	Officer Responsible	
	<b>B.311</b>	<b>Vice President, Finance and Administration</b>	
	Policy Name	<b>Employee – Student Relationships</b>	
Approved by	Replaces	Category	Next Review
<b>Board</b>		<b>C</b>	<b>April 2019</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>April 19, 2016</b>		<b>B.506, E.501, Respectful Working and Learning Statement, B.310, E.702</b>	

## 1. PURPOSE


- 1.1 Capilano University is committed to ensuring a fair and equitable learning environment for all students, therefore, conflicts of interest and the appearance of conflicts of interest must be avoided. Employees must avoid conflicts of interest that may impede or compromise their responsibility to instruct, supervise, evaluate, or make decisions about students in a fair and equitable manner. It is important to ensure fair methods of instruction, supervision, evaluation and decision-making in relation to students, and to eliminate any perceptions of bias arising out of personal relationships between employees and students.
- 1.2 Conflict of interest, or the perception of conflict of interest, does exist when the professional relationship between an employee and a student is compromised by a personal relationship between them.
- 1.3 In addressing such conflicts of interest, the University seeks to protect both the institution and members of the University community who could be negatively impacted.

## 2. APPLICATION OF THE POLICY

- 2.1 This Policy is specifically to address personal relationships between employees and students.
- 2.2 For the purposes of this Policy and the Employee – Student Relationships Procedure, “employee” means a person employed for wages or salary by the University and includes faculty and staff.

## 3. POLICY STATEMENT

### 3.1 Conflicts of Interest

	Policy No.	Officer Responsible	
	<b>B.311</b>	<b>Vice President, Finance and Administration</b>	
	Policy Name	<b>Employee – Student Relationships</b>	
Approved by	Replaces	Category	Next Review
<b>Board</b>		<b>C</b>	<b>April 2019</b>
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- 3.1.1 When an employee can be rightly accused of actual or perceived bias, or using his/her position of authority to inappropriately advance, protect, influence, or harm the interests of a student with whom he/she has a personal relationship, there exists a conflict of interest. Such conflicts have the potential to harm the integrity and fundamental mission of the University. Thus, the issue of conflict of interest needs to address situations where there is a reasonable apprehension that a personal relationship between an employee and a student may confer or may be perceived to confer upon a student an unfair advantage or to subject a student to an unfair disadvantage.
- 3.1.2 Employees are responsible for seeking guidance from the Dean, the senior administrator responsible for the employee, or the Associate Vice President, Human Resources before engaging in professional activities that might be perceived as involving conflict of interest.

### 3.2 The Limitations of the Policy

- 3.2.1 It is not possible to document every circumstance for which a conflict of interest might occur or be perceived to occur. Since such instances are extensive and cannot all be covered by policy, employees are expected to conduct themselves at all times with the highest of ethical standards and in a manner which will bear the closest scrutiny. For instance, faculty members and students should be aware that relationships between faculty members and students involve trust and disparities in power, and may give rise to perceptions of bias, unfair advantage, or unfair treatment. Faculty members and other relevant employees must recognize the power they have over students (for example, in grading, thesis supervision, and the provision of references for graduate and professional schools, or employment). This power imbalance between a faculty member and a student must not be used for personal benefit.

### 3.3 Identifying a Professional Relationship between an Employee and a Student

- 3.3.1 A professional relationship exists between an employee and a student when the employee has or might logically be expected to have a direct supervisory, evaluative or decision-making role with regard to a student.

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Approved by	Replaces	Category	Next Review	
<b>Board</b>		<b>C</b>	<b>April 2019</b>	
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3.3.2 A professional relationship also exists when an employee is undertaking tasks associated with his/her professional role (e.g. program admission, registration, placement testing etc.) and the employee has the ability to act in a manner that would appear to a reasonable person to benefit or disadvantage a student.

### 3.4 Identifying a Personal Relationship


3.4.1 For the purposes of this Policy, personal relationships would include, but are not limited to:

- Close family relationships such as those between spouses or spousal equivalents, parents and children, siblings, in-laws, grandparents and grandchildren, and close relatives of spouses, including step- or in-law relatives;
- Close friends or their relatives;
- Close commercial or business relationships;
- Relationships between persons whose economic interests are closely interrelated;
- Present or previous romantic or sexual relationships; and,
- Other significant relationships.

3.4.2 If an employee is in doubt about whether a particular personal relationship could be viewed as creating a conflict of interest, he/she must consult with the Dean, the senior administrator responsible for the employee, or the Associate Vice President, Human Resources before engaging in professional activities that might be perceived as involving conflict of interest.

### 3.5 Obligation to Report

3.5.1 Just as employees have a responsibility to instruct, supervise, evaluate, and make decisions about students in a fair and equitable manner, they also have a duty to avoid conflicts of interest and to identify situations that have a potential for conflict of interest and that may impede

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or compromise the fulfillment of their responsibility.

- 3.5.2 The University expects employees to assess their own interests, involvement and activities and to disclose any conflict of interest or potential conflict of interest as described in this Policy. The University requires prior disclosure of any circumstance in which an employee's professional judgment may be called into question because of a conflict of interest or the potential for conflict of interest.
- 3.5.3 Failure to report an actual or potential conflict of interest is a serious matter and a breach of trust and may result in disciplinary action, up to and including termination from employment.

### 3.6 Protection from Reprisal

- 3.6.1 The University will not tolerate any reprisal, either direct or indirect, against any student or third party who, in good faith, raises a concern about a potential conflict of interest under this Policy. A member of the University community who retaliates against a student or a third party is subject to disciplinary action up to and including termination from employment or expulsion from the University.

## 4. DESIGNATED OFFICER

- 4.1 The President delegates the responsibility of administering this Policy to the Vice President, Finance and Administration.

**BOARD OF GOVERNORS REPORT**

<b>AGENDA ITEM 5: Procedure B.311.1 Employee-Student Relationships</b>	
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE: April 19, 2016</b>	
<b>PRESENTER: Jennifer Jamieson</b>	

**EXECUTIVE SUMMARY**

Pursuant to Policy B.102 - Policy Development & Management, the proposed Employee-Student Relationships procedure separates the policy and procedures into two documents.


**ANALYSIS**

The proposed Procedure B.311.1 - Employee-Student Relationships outlines the specific steps required for the implementation of Policy B.311 - Employee-Student Relationships and assigns specific responsibility for carrying out those steps.

At a meeting on April 5, 2016, the Policy and Planning Committee moved to recommend to the Board that Procedure B.311.1 – Employee-Student Relationships Procedure be sent to the Senate for review and advice on the sections relevant to academic matters.


**RECOMMENDATION**

*THAT the Board send Procedure B.311.1 – Employee-Student Relationships Procedure as presented to the Senate for review and advice on the sections relevant to academic matters.*

	Procedure Number	Department Responsible
	<b>B.311.1</b>	<b>Vice President, Finance and Administration</b>
	Procedure Name	
	<b>Employee – Student Relationships Procedure</b>	
Policy This Procedure is Under		Date of Next Policy Review
<b>B. -- Employee – Student Relationships</b>		<b>April 2019</b>
Date Issued	Date Revised	Related Procedures, Reference
<b>April 19, 2016</b>		<b>B.506, E.501, Respectful Working and Learning Statement, B.310, E.702</b>

**PROCEDURE:**

1. When a situation arises that creates, or may be perceived to create, a conflict of interest with a student, the employee must disclose this to his/her Dean, the senior administrator responsible for the employee, or the Associate Vice President, Human Resources prior to engaging in professional activities in relation to the student. Disclosure of the situation must be made in writing. Time is of the essence in disclosing. It is the responsibility of the Dean or the senior administrator responsible for the employee to report the potential conflict of interest to the Associate Vice-President, Human Resources.
2. A student may report concerns about a potential conflict of interest to a Dean, the Manager, Student Affairs and Services, a faculty member, program chair or coordinator, or another University employee. The individual to whom the student reports his/her concerns is responsible for reporting the potential conflict of interest to the Associate Vice President, Human Resources.
3. A third party may report concerns about a potential conflict of interest to his/her supervisor. The individual to whom the third party reports his/her concerns is responsible for reporting the potential conflict of interest to the Associate Vice President, Human Resources.
4. The Associate Vice President, Human Resources will determine if the situation involves a conflict of interest or could be reasonably perceived to involve a conflict of interest. Once a determination of a conflict of interest is made by the Associate Vice President, Human Resources, the Dean or senior administrator responsible for the employee will determine what strategies might be employed to avoid the situation or its appearance.
5. In a situation where the employee is not a faculty member, the senior administrator responsible for the employee will provide a written response to the employee and the student affirming if a conflict of interest exists, and if so, will provide a proposal for how to resolve the conflict. The senior administrator responsible for the employee is responsible for reporting the response and proposal, if applicable, to the Associate Vice President, Human Resources and Vice President, Academic and Provost.

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	Procedure Name	
	<b>Employee – Student Relationships Procedure</b>	
Policy This Procedure is Under		Date of Next Policy Review
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6. In a situation where the employee is a faculty member:


- a. The Dean or senior administrator will provide a written response to the faculty member and the student affirming if a conflict of interest exists, and if so, will provide a proposal for how to resolve the conflict. The Dean or senior administrator is responsible for reporting the response and proposal, if applicable, to the Associate Vice President, Human Resources and Vice President, Academic and Provost.
- b. If appropriate and not to limit a student's access to education, the Dean or senior administrator may make alternate arrangements for the fulfillment of certain aspects of the professional relationship. Faculty members might continue to teach students with whom they have a personal relationship, but the University will assign the evaluative or decision-making aspect of the professional relationship to another qualified individual. In those circumstances, the Dean or senior administrator will identify and implement any appropriate safeguards to ensure policy compliance.
- c. If the faculty member and the Dean or senior administrator cannot agree on a strategy or alternative arrangement, the matter shall be referred for final decision to the Associate Vice President, Human Resources.

7. The following are some suggested strategies to avoid a conflict of interest and/or an appearance of a conflict of interest:

\*Please note: This list is not meant to be exhaustive, but it does contain some obvious, simple strategies.

*a. Transparency*

In some cases with a potential for conflict of interest, transparency may be a sufficient safeguard when there is documented disclosure to the Dean, the senior administrator responsible for the employee, or the Associate Vice President, Human Resources and to other parties who might be affected by the situation.

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*b. Avoiding the inappropriate personal relationship*

Employees should avoid romantic or sexual relationships with current students where there exists a professional relationship or the potential for a professional relationship between the employee and the student.

*c. Avoiding the Professional Relationship*

When alternative courses, instruction, supervision, evaluation or decision-making for a student's course, program or activities exist, the employee should explore those alternatives with the Dean, the senior administrator responsible for the employee, or the Associate Vice President, Human Resources.

8. Student and third party allegations of conflict of interest shall be investigated and recorded by the Associate Vice President, Human Resources. The results of the investigation and any resolution shall also be recorded.
9. All records created as a result of actions under this Procedure will be under the management of the Associate Vice President, Human Resources.
10. A student or a third party who has reported a concern about a potential conflict of interest in accordance with this Procedure may, at any time, seek the advice of the Vice President, Finance and Administration or the Associate Vice President, Human Resources as to whether reporting under Policy B.310 Protected Disclosure (Whistleblower) would be appropriate in the circumstances.