

## SENATE MEETING

Tuesday, January 10, 2017 4:00 – 6:00 pm  
Capilano University – LB 322

### AGENDA

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1. **Acknowledgments**  
We respectfully acknowledge the Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.
2. **Welcome**
3. **Approval of the Agenda** Senate Members  
*Decision*
4. **Approval of the December 6, 2016 Minutes** Senate Members  
Schedule 4  
*Decision*
5. **Correspondence Received – None**
6. **Business Arising** Paul McMillan  
*Information*  
6.2 Cap Core Ad Hoc Committee
7. **New Business** Karen McCredie  
*Decision*  
7.1 Graduates  
  
7.2 Fine and Applied Arts Faculty By-Election – Non-Voting Seat Karen McCredie  
*Information*
8. **Committee Reports** Deb Jamison  
Schedule 8.1  
*Decision*  
8.1 Curriculum Committee – Resolution Memorandum  
Link to [December 16, 2016](#) Minutes
9. **Other Reports**  
9.1 Chair of Senate Paul Dangerfield  
*Information*  
  
9.2 Vice Chair of Senate Nanci Lucas  
*Information*  
  
9.3 VP Academic and Provost Rick Gale  
*Information*  
  
9.4 Board Report Carol Howorth  
*Information*
10. **Discussion Items**



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- 11. Other Business**
- 12. Information Items**



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**Present:** Paul Dangerfield (Chair), Cyndi Banks, Don Bentley, Brent Calvert, Julia Denholm, Caroline Depatie, Darin Feist, David Fung, Rick Gale, Michelle Gervais, Deb Jamison, Jullian Kolstee, Nanci Lucas, Grace Makarewicz, Brad Martin, Paul McMillan, Jennifer Moore, Jorge Ocegüera, Sandra Seekins, Emily Solomon, Sharka Stuyt, Michael Thoma, Halia Valladares, Stephanie Wells, Stephen Williams, Bacel Younan, Recording Secretary: Mary Jukich

**Regrets:** Carol Aitken, Kim Bothen, Chris Bottrill, Carol Howorth, David Kirk, Karen McCredie, Alysa Huppler-Poliak, Emma Russell, Cheryl Webb, Elie Lubendo

**Guests:** Aurelea Mahood, Bruno Tomberli

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

#### 1. Acknowledgement

We respectfully acknowledge the Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.

#### 2. Welcome

Aurelea Mahood, Faculty, Arts and Sciences and Bruno Tomberli, Faculty, Arts and Sciences were introduced and welcomed to Senate.

In the absence of David Kirk, Stephen Williams assumed voting rights for the Faculty of Education, Health and Human Development.

#### 3. Approval of the Agenda

*Julia Denholm moved and Stephanie Wells seconded:*  
 To adopt the agenda.

**CARRIED**

#### 4. Approval of the Minutes

*Bacel Younan moved and Deb Jamison seconded:*  
 To adopt the November 1, 2016 minutes

**CARRIED**

#### 5. Correspondence Received – None



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#### 6. Business Arising

##### 6.1 Senate Orientation Date

*Presented by: Julia Denholm*

Research undertaken at other institutions indicated that Senate orientations are held annually, usually in September.

In this regard, a discussion arose with regard to the benefits of a September orientation at the University, including student availability. As well, discussion indicated that it may also be beneficial to provide an orientation package annually, prior to the orientation.

*Julia Denholm moved and Halia Valladares seconded:*

**16/81** The Senate Orientation be held annually either immediately prior to, or during, the September Senate meeting. Senators will also be provided with an orientation package to be updated and distributed electronically prior to orientation each year.

**CARRIED**

##### 6.2 Cap Core Ad Hoc Committee

*Presented by: Paul McMillan*

Senate was informed that the committee membership is finalized, and the first meeting scheduled for Tuesday, December 13<sup>th</sup>. At the initial meeting, the committee will work on its mandate and structure and once complete, it will be brought to Senate for approval.

#### 7. New Business

##### 7.1 Approvals in Principle

###### *Minor in Liberal Studies*

Senate reviewed the Minor in Liberal Studies Approval in Principle. The proposed new program responds to extensive studies and calls from employers for students with highly developed research, writing and critical thinking skills. The Minor in Liberal Studies invites students from Capilano's baccalaureate degrees (excluding the Bachelor of Arts in Liberal Studies) to complete an integrated liberal arts minor building on the courses currently



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offered in conjunction within the Liberal Studies BA and the Faculty of Arts and Sciences as a whole.

*Julia Denholm moved and Caroline Depatie seconded:*

- |              |   |                |
|--------------|---|----------------|
| <b>16/82</b> | Senate approve the Minor in Liberal Studies Approval in Principle, and recommend to move forward to final approval. | <b>CARRIED</b> |
|--------------|---|----------------|

#### ***Certificate in Applied Science: Engineering***

Senate reviewed the Certificate in Applied Science: Engineering Approval in Principle. The proposed new credential will identify and recognize students who complete this challenging program and bestow recognition for their work and success. As well, the credential will smooth establishment of educational partnerships with other post-secondary institutions that offer full four-year APEGBC accredited degrees in Engineering by verifying that a student has completed the program in its entirety.

*Julia Denholm moved and Michelle Gervais seconded:*

- |              |  |                |
|--------------|--|----------------|
| <b>16/83</b> | Senate approve the Certificate in Applied Science: Engineering Approval in Principle, and recommend to move forward to final approval. | <b>CARRIED</b> |
|--------------|--|----------------|

#### **7.2 Signed Letter on Sexual Misconduct Statement**

As background, a Presidential Advisory Committee made up of representatives from across the university community, was established to develop policy and procedures on sexual violence and misconduct at Capilano.

As an interim step and prior to arriving at policy, Senate was presented with a University declaration, with full support of the CFA, CSU, MoveUp and Administration, on its commitment to address issues of sexual violence and misconduct.

The Presidential Advisory Committee continues to work on developing policy and procedures, as well as establishing required protocol and training. The



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Committee is working collaboratively with the community and bringing in expertise to engage and recognize the impact of this issue to the University.

#### 8. Committee Reports

##### 8.1 Curriculum Committee

*Presented by: Deb Jamison*

The resolutions brought forward from the November 18<sup>th</sup> Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Halia Valladares seconded:*

**16/84** SCC resolutions 16/74 and 16/75 be endorsed by Senate.

**CARRIED**

On review of SCC motion 16/76, Senate was requested to approve discontinuing the requirement for Continuing Studies & Executive Education to submit non-credit courses and programs through the SCC and Senate approval process. It was noted that the University Act does indicate there is a division between credit and non-credit and that it is the responsibility of the Board to develop a policy for reporting of non-credit courses.

*Deb Jamison moved and Sharka Stuyt seconded:*

**16/85** SCC resolution 16/76 that Senate no longer requires Continuing Studies & Executive Education to submit non-credit courses and programs through the SCC and Senate approval process, but still require full consultation as per current practice and submit a report on a monthly basis, as required, for information to both SCC and Senate be endorsed by Senate.

**CARRIED**

SCC resolution 16/77 was presented as information only.

*Deb Jamison moved and Caroline Depatie seconded:*

**16/86** SCC resolution 16/78 be endorsed by Senate.

**CARRIED**

##### 8.2 Academic Planning and Program Review Committee

No report was provided.



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#### **8.3 By-law, Policy and Procedure Committee**

No report was provided.

#### **8.4 Instructional Technologies Advisory Committee**

*Presented by: Don Bentley*

A forum was recently held to solicit feedback on technology issues at the University; however, the forum was not well attended as a result of the scheduled meeting block. A further opportunity will be provided in the Spring to again solicit feedback from the broader campus, as well as to address faculty technology needs.

The Committee is also discussing the possibility of web conferencing within the University and with the regional campuses, and looking at ways in order to connect the communities.

#### **8.5 Budget Advisory Committee**

*Presented by: Bacel Younan*

The Committee met on November 29<sup>th</sup>, and Bacel Younan was elected as Chair for the 2016/2017 year. At the meeting, an overview of the government mandate letter was provided, an operating grant of approximately \$36.9M is expected and a domestic enrolment target of 5,449 FTEs.

The Committee indicated support for an early communication plan to ensure clarity around budget decisions.

A further committee meeting is scheduled for January 24<sup>th</sup>, at which time the committee will review draft budget documents.

Halia Valladares will serve as an administrator on the Committee; however, there still remains one vacant faculty position.



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#### 9. Other Reports

##### 9.1 Chair of Senate

Work continues on the operating plan for 2017/2018, with student retention, student success, and program development remaining as top priorities.

Positive feedback was received on the new University brand reveal on November 24<sup>th</sup>. Social media response also indicated strong support, with numerous views of the brand reveal video. An implementation package is being developed to roll out the new brand.

Approval was granted by the Board for the University to re-apply for membership with BCAIU.

Paul was invited to participate in an initiative from the North Vancouver Chamber of Commerce to provide input in shaping the future of the North Shore.

##### 9.2 Vice Chair Senate

*Presented by: Nanci Lucas*

Senate was reminded of the joint Board and Senate social on Tuesday, December 13<sup>th</sup>, at 6:00 pm in the lower cafeteria.

Nanci continues to work on Senate policies, as well as working with Jen Jamieson, Peter Walsh, and Emily Solomon on the draft of the sexual violence and misconduct policy.

Senate will have an opportunity to review several major policies, including program approval, final grade appeal, and student conduct, which should be completed in early 2017.

##### 9.3 VP Academic and Provost

*Presented by: Rick Gale*

- Work continues on the operational plans, and meetings will be proceeding shortly;





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- Deans will attend a retreat to work on planning for degree and other credential development, as well as non-degrees or non-degree credential. Once compiled, these will be brought to Senate;
- The Registrar's Office, and everyone who contributed to Explore Cap were acknowledged and thanked for their work;
- Capilano is involved in the Ministry of Education Think Tank on changes in the K-12 curriculum and how to help post-secondary grapple with changes;
- Capilano hosted a meeting of the Senior Academic Administrators' Forum in November;
- The *Indigenizing the Curriculum Conference* will be held on January 18 – 20, 2017 at UFV. Contact Laurie for details;
- Grace Makarewicz, Chief Librarian, will be retiring in the New Year.

#### 9.4 Board Report

No report was presented.

#### 10. Discussion Items

Senate was informed that Brittany Barnes will serve as the Alumni representative on Senate.

#### 11. Other Business

No other business was presented.

#### 12. Information Item

No information items were presented.

There being no further business, and on motion duly made, the meeting was adjourned at 5:25 pm.

**Next Meeting: Tuesday, January 10, 2017**

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**DATE:** January 3, 2017  
**TO:** Paul Dangerfield, Chair, Senate  
**FROM:** Deb Jamison, Chair, Senate Curriculum Committee

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The following motions were carried by the Senate Curriculum Committee at its meeting on December 16, 2016. Please acknowledge below that the Senate endorses its approval of the following motions:

- 16/78** The revisions to the admission requirements for the Outdoor Recreation Management Diploma, with the addition of Math 097 with a "C" grade, be recommended to Senate for approval.
- 16/79** The revisions to the admission requirements and program profile for the Jazz Studies Diploma be recommended to Senate for approval.
- 16/80** The prerequisite revisions to MATH 101 – Introduction to Statistics and MATH 190 – Math for Elementary Teachers be recommended to Senate for approval.
- 16/81** The revisions to the admission requirements for the Human Kinetics Diploma – Exercise Science and the Human Kinetics Diploma – Physical Education be recommended to Senate for approval.
- 16/82** The revisions to the Engineering Transition Diploma program profile, including the addition of the timeline limit for completion, revisions to the description of preparatory course requirements, and the addition of more courses at the second year level be recommended to Senate for approval.
- 16/83** The revisions to the admission requirements for the Engineering Transition Diploma and First Year Engineering Program be recommended to Senate for approval.
- 16/84** The revisions to the new progression language for the Engineering Transition Program referenced on page 29 of the package and the comments section of the new profile for the Engineering Transition Diploma referenced on page 32 of the package be recommended to Senate for approval.
- 16/85** The revisions to the Engineering program profile with respect to removing the comment, "First year Engineering University Transfer Program for students entering directly from high school," be recommended to Senate for approval.
- 16/86** The new course, FREN 150 – Progression in French, be recommended to Senate for approval.
- 16/87** The revisions to the prerequisites for FREN 204 – Intermediate French I and FREN 205 – Intermediate French II be recommended to Senate for approval.



**DATE:** January 3, 2017

**TO:** Paul Dangerfield, Chair, Senate

**FROM:** Deb Jamison, Chair, Senate Curriculum Committee

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- 16/88** SCC recommends that Senate approve of the new courses, TOUR 371 – Applied Service Management in North America; TOUR 372 – Tourism and Hospitality Practicum; TOUR 373 – Convention Management Service; TOUR 374 – Hospitality Operations: International Context; TOUR 470 – Applied Digital Marketing Strategies in Tourism; and TOUR 471 – Hotel and Resort, Human Capital Development, with the provision that, in consultation with the area's SCC representative, the learning outcomes are revised to reflect current accepted language.
- 16/89** The revisions to the prerequisite and course description note for TOUR 325 – Tourism Managerial Accounting be recommended to Senate for approval.
- 16/90** The Tourism Marketing and Development Post-Baccalaureate Diploma and the Hotel and Resort Management Post-Baccalaureate Diploma be recommended to Senate for Final Approval.

A handwritten signature in cursive script that reads 'Deb Jamison'.

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Deb Jamison  
Chair, Senate Curriculum Committee

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Paul Dangerfield  
Chair, Senate

Date: Jan. 3, 2017

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Date:

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