



SENATE MEETING

Tuesday, February 6, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

Present: Toran Savjord (Acting Chair), Imroz Ali, Sean Ashley, Don Bentley, Kim Bothen, Brent Calvert, Julia Denholm, Dilnavaz Dhillon, Chris Doll, Caroline Depatie, Darin Feist, Marnie Findlater, David Fung, Michelle Gervais, Deb Jamison, David Kirk, Joshua Larsen, Brad Martin, Paul McMillan, Jorge Ocegüera, Majid Raja, Emma Russell, Sandra Seekins, Debbie Schachter, Michael Thoma, Halia Valladares, Stephanie Wells, Bacel Younan, Recording Secretary: Mary Jukich

Regrets: Paul Dangerfield, Cyndi Banks, Chris Bottrill, Megan Fretz, Sylvia Kind, Karen McCredie, Jennifer Moore, Adam Sale, Carleen Thomas, Andrew Willis

Acknowledgement

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

The Acting Chair called the meeting to order at 4:05 pm.

1. Welcome

In the absence of Adam Sale, Kim Bothen assumed voting rights for the Faculty of Fine and Applied Arts.

2. Approval of the Agenda

The following revisions were requested to the agenda:

- Item 5.3 – Debbie Schachter as presenter
- Item 6.2 – indicate that this is a Decision item
- Item 6.3 – indicate that this is an Information item

Stephanie Wells moved and Bacel Younan seconded:
To adopt the amended agenda.

CARRIED

3. Approval of the Minutes

Paul McMillan moved and Dilnavaz Dhillon seconded:
To adopt the January 9, 2018 minutes.

CARRIED



SENATE MEETING

Tuesday, February 6, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Senate Cap Core Implementation Ad-Hoc Committee

Presented by: Paul McMillan

The ad hoc committee is preparing an application to send a team of five people to the Association of American Colleges & Universities (AAC&U) Institute on General Education and Assessment to be held June 5-8 in Salt Lake City. The Institute will provide assistance in assessing and improving the Cap Core general education curriculum.

Four Communication courses referred by SCC were brought to the ad hoc committee. On discussion of the courses, the ad hoc committee determined that more time is required to consider some of the issues raised by the courses. The committee met with the area, and further discussion will be undertaken at the next ad hoc committee meeting.

5.2 Task Force on Exceptions to Curriculum Requirements

Presented by: Sandra Seekins

Senate was informed that this matter was taken to the Academic Leadership for discussion around what data and information is required.

It is anticipated that the composition of the task force will be determined once the data and information is available on the types and volumes of exceptions that are made, and a review against the policy to see where the authority resides.

5.3 Ad Hoc Committee for Release Sections

Presented by: Sandra Seekins

The ad hoc committee will be meeting at the end of February, and a recommendation brought to the March Senate meeting.



SENATE MEETING

Tuesday, February 6, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

5.4 Research Task Force

Presented by: Debbie Schachter

The Task Force has had three meetings and developed some recommendations which were presented to the President's Office. Some of the recommendations include development of policy that relate to research and development of a Research Ethics Board.

6. New Business

6.1 List of Discontinued Courses

Presented by: Sandra Seekins

At the request of the Board, Senate reviewed the discontinuance list of courses presented by the Faculty of Arts & Science, the Faculty of Business and Professional Studies and the Faculty of Education, Health and Human Development.

Halia Valladares moved and Michelle Gervais seconded:

18/03 To accept and convey to the Board that Senate advises the Board accept the list of discontinuance courses as presented.

CARRIED

6.2 B.109 Student Appeals Policy

Presented by: Sandra Seekins

Senate was informed that the Board requested Senate to seek advice on B.109 Student Appeals Policy.

Kim Bothen moved and Julia Denholm seconded:

18/04 Senate direct B.109 Student Appeals Policy to the Senate By-law, Policy and Procedure Committee for feedback.

CARRIED

A suggestion was presented that consideration be given to reformatting the Policy (and all Policies) so that the subparagraphs are numbered instead of using bullet points for easier reference.



SENATE MEETING

Tuesday, February 6, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

6.3 Senate Elections

Presented by: Sandra Seekins

The Senate election timeline for faculty, staff and students was presented for information.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

At the meeting of January 16th, the Committee reviewed the Baccalaureate in Adventure Therapy Concept Paper, and a recommendation was provided to move to the next stage.

The Committee also discussed the content of the concept paper template, including the amount of rigour needed to capture the key points, and to appropriately inform the Vice President Academic. The Committee will continue to review the template and make revisions, as required.

7.2 Budget Advisory Committee

Presented by: Bacel Younan

At the meeting on January 16th, the Committee was provided with an update on the 2018/2019 budget. The Committee also undertook a review of the business cases as presented, and provided feedback.

The next meeting is on Tuesday, February 13th.

7.3 By-law, Policy and Procedure Committee

Presented by: Kim Bothen

7.3.1 B.102 Policy Development and Management

Senate was previously requested by the Board to seek advice on the substantive revisions made to B.102 Policy Development and Management Policy.



SENATE MEETING

Tuesday, February 6, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

Halia Valladares moved and Sandra Seekins seconded:

18/05 That the Senate advice to the Board is that the substantive revisions made to B.102 Policy Development and Management Policy are acceptable as stated.

CARRIED

7.3.2 B.108 Credit and Non-Credit Courses

Senate was previously requested by the Board to seek advice on the substantive revisions made to B.108 Credit and Non-Credit Courses Policy.

On discussion, an issue was raised on whether Continuing Studies & Executive Education were consulted with regard to the proposed revisions. In this regard, it was suggested that follow up be undertaken with Continuing Studies and this item be brought back.

7.4 Curriculum Committee

Presented by: Deb Jamison

The resolutions brought forward from the January 26, 2018 Senate Curriculum Committee meeting were presented to Senate for approval.

Julia Denholm moved and Imroz Ali seconded:

18/06 SCC resolutions 18/01 to 18/09, 18/11, 18/13 to 18/19 be adopted by Senate.

CARRIED

Resolutions 18/10, 18/12, 18/20 and 18/21 did not require Senate approval.

7.5 Instructional Technologies Advisory Committee

Presented by: Don Bentley

The Open Education Resources Working Group received 29 responses to the OER practices survey, and is currently analyzing results. Event planning is underway for Open Education Week (March 5-9).



SENATE MEETING

Tuesday, February 6, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

At the committee meeting, Aurelea Mahood provided an update and demonstration of the E-Portfolios project. Aurelea reported that there are now just over 2,000 sites established on the platform <https://eportfolios.capilanou.ca>

The CIO was unable to attend the January meeting and will provide details at the February meeting on how to apply to IT Services Innovation Fund.

As a result of members' scheduling conflicts for this semester, alternative meetings times are being explored for the committee.

8. Other Reports

8.1 Acting Chair of Senate

Presented by: Toran Savjord

The following report was provided:

- Development of next year's budget is underway with a plan for formulating how to accommodate for next year, and part of the plan will be looking at recruitment.
- Work continues on the Operation Plan and strategic planning;
- The University is undergoing a full admissions review;
- Work is underway with regard to community engagement within the business community in North and West Vancouver, as well as downtown to continue to position the University in moving forward.
- The letter from the Ministry was received and will be forwarded to the Board for signature.

8.2 Vice Chair Senate

Presented by: Sandra Seekins

Sandra reported that she attended a recent Academic townhall session on the admissions review. The report provided touched on areas that required work and noted that there was uncertainty as to responsibility, and that Senators and



SENATE MEETING

Tuesday, February 6, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

Senate subcommittees may have some governance responsibility regarding Admissions policies and procedures and Senators may need to be educated on shaping such policies.

On discussion, it was suggested that the recommendations from the report come back to Senate for discussion on where the recommendations should go and to possibly form a body to explore the recommendations.

8.3 VP Academic and Provost

Senate was informed that the search committee for the VP Academic and Provost will meet on March 1st to review the long list of candidates, and subsequently on March 22nd to review the short list.

8.4 Board Report

Presented by: Chris Doll

The Board met on January 23rd and considerable time was spent on policy review. This may be an ongoing process as the Board continues work on cleaning up policies.

The two vacancies on the Board have been filled by appointment.

It is anticipated that, in terms of work, the Board will be focusing on the University budget for the next few months.

9. Discussion Items

Bacel Younan raised an issue with regard to the recent feedback received on S2015-05 Credential and Course Criteria Policy, and whether Senate could provide some input to expand the scope of the Policy to include graduate degrees. On discussion, members indicated that this may require a broader discussion and in-depth consideration and that for the time being, the By-law, Policy and Procedure Committee make revisions based on the feedback.

10. Other Business

No other business was presented.



SENATE MEETING

Tuesday, February 6, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

11. Information Items

Senate was informed that nominations are open for the 50th Anniversary Alumni Awards of Excellence.

There being no further business, and on motion duly made and seconded, the meeting was adjourned at 5:00 pm.

Next Meeting: Tuesday, March 6th, 2018
