CAPILANO
UNIVERSITY

SENATE MEETING
Wednesday, June 5th, 2019   4:00 pm
Capilano University – Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Sean Ashley, Duncan Brown, Brent Calvert, Caroline Depatie, David Fung, Kyle Guay, Michelle Gervais, Ted Gervan, Deb Jamison, Brad Martin, Pouyan Mahboubi, Joshua Millard, Lauren Moffatt, Corey Muench, Majid Raja, Toran Savjord, Debbie Schachter, Graeme Sleep, Judy Snaydon, Laureen Styles, Michael Thoma, Diana Twiss, Halia Valladares, Mark Vaughan, Stephanie Wells, Stephen Williams, Recording Secretary: Mary Jukich

Regrets: Cyndi Banks, Joel Cardinal, Marnie Findlater, Aisha Lakhdhir, Ekaterina Sergeeva, Jaswinder Singh, Michaela Volpe

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

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

1.   **Welcome**

Outgoing student Senators, Joshua Millard, Ekaterina Sergeeva, Graeme Sleep and Aisha Lakhdhir were acknowledged and thanked for their contributions to Senate.

Senate was informed that Robin Furby has resigned from Senate.

In the absence of Robin Furby, Majid Raja assumed voting rights for the Faculty of business and Professional Studies.

2.   **Approval of the Agenda**

Caroline Depatie moved and Brad Martin seconded:
To adopt the agenda.   **CARRIED**

3.   **Approval of the Minutes**

Joshua Millard moved and Halia Valladares seconded:
To adopt the May 14, 2019 minutes with minor typographical revisions.   **CARRIED**

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4.   **Correspondence Received**
No correspondence was received.

5.   **Business Arising**
   5.1   Self-Evaluation Committee
   Presented by: Michelle Gervais

   Senate was provided with a summary of this year's Senate Self-Evaluation Survey. The response rate was 78% or 28/36, up significantly from a 56% response rate in 2018, and a 67% response rate in 2017. For this year, the Committee maintained the questions from previous years for comparison purposes. The only substantive change was to add a set of questions regarding the Senate agenda. Overall, the survey results indicate that Senate is clear about its role and obligations and that individual Senators are also clear about their roles and responsibilities. However, this year there was a slight reduction to 92.8% of Senators who agree that Senate is providing relevant advice to the Board compared to 100% of Senators in 2018. Senators also responded positively with respect to questions related to Senate meetings providing effective discussion of academic governance, but less effective at seeking input from constituents. The following recommendations were provided from the survey:

   1. Improve orientation by focusing on the mandate and processes of the sub-committees, how to better prepare for Senate and sub-committee meetings, and training on agenda processes.

   2. Develop a shared site for Senate and subcommittee templates, forms and procedures.   Communicate Senate's mandate to the University community early in the academic year to encourage engagement. This could be done though Senators visiting Dean's Advisory Committees.

   3. Investigate the concerns related to communicating Senate information more effectively to the University community.

   4. Identify processes to improve the collection and sharing of information from constituencies to Senate and sub-committees

   The feedback from the survey will be incorporated into the Senate orientation scheduled for September.

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5.2   Vice-Chair Nominating Committee
Presented by: Michelle Gervais

The Chair of the Senate Nominating Committee reported that one nomination, Stephen Williams, was received for the position of Senate Vice-Chair.   The candidate was invited to address Senate with a brief nomination statement. The Chair then called three times for further nominations, and on hearing none, Stephen Williams was acclaimed as Vice-Chair of Senate for a one year term, August 2019 – June 2020.

5.3   Election of Senate Subcommittee Chairs
Presented by: Joshua

As background, at the May Senate meeting a proposal was brought forward to change the election date of subcommittee chairs from August to earlier in the year. The intent of the change was to resolve faculty issues around workload loading occurring in May. However, an issue was identified that the proposed change would prevent students from having an opportunity to serve as chairs since student terms on Senate and subcommittees begin in August.   Accordingly, Senate was presented with a proposal to create co-chair positions for each subcommittee with varying election times and thus allowing students the opportunity to serve in the role.

On review and discussion of the proposal, concerns were raised with having co-chairs at the subcommittees with different election dates, and that consistency problems could arise with work sharing and responsibility. In this regard, an amendment was suggested to change the word "co-chairs" to "vice-chairs" in the proposed motion. However, on further discussion, additional concerns were raised with section release issues if two faculty were elected.

Joshua Millard moved and Michelle Gervais seconded:

That Senate direct each subcommittee to incorporate "vice-chairs" into their Mandate and Structure, bringing forward their proposed changes to the September 10th meeting for approval.   **DEFEATED**

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It was suggested that election of subcommittee chairs continue to take place in the fall when student terms begin, and that work be undertaken to explore ways of solving the faculty workload issue.   As well, Senators were invited to send suggestions for possible solutions to Paul Dangerfield, Laureen Styles and the Chair of the Bylaw, Policy and Procedure Committee.

6.   **New Business**
   6.1   **Graduates**
          Presented by: Toran Savjord

          Senate was informed that at this time, there were no additional names to bring forward.

   6.2   **Cap Core Working Group Recommendation**
          Presented by: Laureen Styles

          As background, the Cap Core working group has been reviewing the Cap Core requirements for transfer students and Certificate and Diploma students with the objective of better understanding the challenges associated with implementing the current requirements. The working group provided a memo to Senate putting forward next steps and draft recommendations. This was provided to Senate as an update on progress to date, as well as an opportunity to share the draft recommendations out more broadly for additional discussion and consultation with Faculties.

          On review of the recommendations, the following comments were noted:

          • Concern was noted that there was no integration for certificates.

          • In the second recommendation clarification was requested with regard to programs that do not ladder into degrees and if they would be exempt from Cap Core if they were included in the curriculum.

          • Further discussion was requested with respect to whether numeracy could be contained within the diploma.

          • In recommendation 1 for degree requirements, half of the credits are outside of the credential and whether that is the same for the diploma level.

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- Clarification was requested on why new terms were being introduced and consideration be given to aligning the terminology.

- A comment was made with regard to implementation timelines and how this will be communicated to the University community.

7. **Committee Reports**

7.1 **Academic Planning and Program Review Committee**
Presented by: Michael Thoma

The Committee met on May 21st, and reviewed a Concept Paper for a Post-Baccalaureate Certificate and Diploma in Design for Social Innovation.   The Concept Paper was proposed by the IDEA School of Design and is an interdisciplinary program structured around core methodologies of design thinking and systems thinking, within a robust interdisciplinary framework that provides cultural and social context.   Committee discussion on the Concept Paper revolved around further clarity of the structure of the program, particularly in terms of interdisciplinary coursework and shared resources, as well as employment opportunities.   The Committee also suggested to the program developers that they may wish to consider the potential for a Post-graduate diploma (rather than a Post-Baccalaureate).

The Concept Paper was approved by the Committee to be forwarded to the Vice-President Academic and Provost to move to the next stage of the development process.

7.2 **Bylaw, Policy and Procedure Committee**
Presented by: Stephen Williams

The Bylaw, Policy and Procedure Committee was previously tasked to examine the issue of staggered Senate elections. Part of the task was to look at not having the elected positions all roll over at three years, and having a mix of new and experienced members with staggered terms.   On preliminary review, the Committee determined that the *University Act* is clear about three-year term appointments and accordingly work is underway in looking for viable solutions. Some options being considered that comply with the *University Act* include

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requesting the Minister for a one-time allowance to stagger appointments, or to speak to other institutions that are also limited by the constraints of the *University Act* and request that the *University* Act be opened.

7.3   Curriculum Committee
Presented by: Deb Jamison

7.3.1 Resolution Memorandum – May 17, 2019

The resolutions brought forward from the May 17, 2019 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Stephanie Wells seconded:

19/29   SCC resolutions 19/33 to 19/40 be adopted by Senate.   **CARRIED**

7.3.2 Resolution Memorandum – May 24, 2019

The resolutions brought forward from the May 24, 2019 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Stephanie Wells seconded:

19/30 SCC resolutions 19/41 to 19/45 be adopted by Senate.   **CARRIED**

7.3.3 Bachelor of Arts with a Major in English, Bachelor of Arts with a major in English (Hon), Minor in English, Minor in Creative Writing and Concentration in Creative Writing

The Major program will educate students in the fundamental areas of English literature and literary scholarship from its canonical English "centre' to its vibrant global and local reaches. Students will develop skills in literary history, genre analysis, cultural studies, creative writing, and other critical practices in a curriculum that is both traditional and forward-looking.

Senate was informed that this proposal has not yet had Stage 1 approval by DQAB; however, it was recommended to move the Stage 2 to the Board of Governors with a recommendation from Senate for approval.

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Pouyan Mahboubi moved and Halia Valladares seconded:

19/31   To put forward to the Board the Bachelor of Arts with a Major in **CARRIED**
English, Bachelor of Arts with a Major in English (Hon.), Minor in
English, Minor in Creative Writing and Concentration in Creative
Writing Stage 2 Proposal.

7.3.4 Bachelor of Science - General

The Bachelor of Science – General is an interdisciplinary program. The curriculum spans the fields of Biomedical Science, Environmental Science and Computing Science. The program emphasizes practical applications that are closely aligned with careers in some of the fastest growing sectors of the emerging high tech-orientated economy in BC and internationally. Within the degree, students will be able to choose concentrations in any of three areas; biomedical, computational or environmental sciences.

Senate was informed that the Bachelor of Science – General has had Ministry approval for Stage 1.

Pouyan Mahboubi moved and Lauren Moffatt seconded:

19/32   The Bachelor of Science – General be approved to move forward **CARRIED**
to the Board for Stage 2 approval.

7.3.5 Bachelor of Human Kinetics

The Bachelor of Human Kinetics is a four-year degree (120 credits) that can be taken on a full or part time basis. The curriculum enables students to gain comprehensive knowledge in key concepts, principles, and domains related to the field of human kinetics. The proposal has gone through engagement with the community, industry partners, current/past students and the curriculum reflects results of external consultation and best practices. In terms of demand, there is a lot of interest and demand is strong from the Provincial government. The proposal is significantly different from other institutions and will attract students.

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Senate was informed that the Stage 1 Bachelor of Human Kinetics proposal was on the DQAB agenda; however, there has not yet been approval. This proposal is parallel in process to the Bachelor of Arts with a Major in English moving through consideration from Senate to the Board of Governors in advance of approval of the Stage 1 from the Ministry.

Brad Martin moved and Stephanie Wells seconded:

19/33	The Stage 2 Proposal for the Bachelor of Human Kinetics move to the Board for approval.	**CARRIED**

7.4   **Instructional Technologies Advisory Committee**
Presented by: Debbie Schachter

Senate was presented with, and requested to approve revisions to the Senate Instructional Technologies Advisory Committee Mandate and Structure. The Bylaw, Policy and Procedure Committee previously reviewed the document and noted concerns with respect to the shift in the mandate to a broader scope.

On review of the document, an issue was raised with the proposed structure of the Committee and the alignment of the terms of reference with the *University Act,* and how the revisions would align with the mission and academic governance of Senate.

Paul Dangerfield moved and Anthea Mallinson seconded: **CARRIED**
To extend the meeting to 6:30

Concern was also expressed with the proposed membership and representation on the committee. As well, an issue was raised with respect to the Committee advising on budget given that there is a Senate Budget Advisory Committee and that funding would come from the integrated plan and not through Senate.

On further discussion, it was suggested that in going forward, the focus be on addressing the teaching and learning aspect, and consideration be given to creating a new teaching and learning subcommittee.

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Debbie Schachter moved and Caroline Depatie seconded:

The draft terms of reference for the Senate Teaching, Learning and Technology Advisory Committee be approved as presented.

DEFEATED
1 abstention

It was suggested that since there has already been work done with respect to revisions of the terms of reference, a working group of Senate be struck to review and recommend to Senate new terms of reference for a teaching and learning subcommittee.

Debbie Schachter moved and Laureen Styles seconded:

19/34 To establish a working group of Senators to investigate the establishment of a teaching and learning subcommittee.

CARRIED

8.   **Other Reports**

8.1   **Chair of Senate**

Paul Dangerfield, Chair of Senate acknowledged this year's remarkable convocation ceremonies on June 3rd and 4th, and the tremendous and positive feedback from both the campus community, and guests.

Paul reported that he will be attending a series of meetings with the Ministry to continue discussions on the University's work with housing and degree development.

8.2   **Vice-Chair Senate**

Upon completion of his term, Majid Raja expressed gratitude for the opportunity to serve as Vice Chair of the Senate for 2018-19. As part of the year-end report, Majid Raja presented the following recommendations and action items to the Senate:

1.   A series of "road shows" should be organized on campus to explain what the Senate and its subcommittees can do for the university community. Different members of the Senate, including Chair have already expressed interest in participating in these road shows from as early as Fall 2019.

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2. A new way of document management should be implemented to allow convenient access through all kinds of devices. This means moving from PDF uploads to handheld device-friendly HTML5 to store approved minute and agenda documents from the Senate and its subcommittees. Implementation of this recommendation is currently under discussion with the IT services.

3. The Senate meetings should be made more inclusive and accessible to remote participants (members, and Sechelt campus community) through teleconferencing. Capilano University already has sufficient infrastructure available to facilitate remote participation through WebEx, Skype for Business and MS Teams. These resources are frequently used for making multiple other campus activities more inclusive, such as President's Perspective, SITAC meetings etc. Whereas, the Board of Governors meetings are often accessible to members through speakerphone.

4. The current Senate agenda already allows for questions and requests for information to be brought to the Senate through "Correspondence Received" and "Discussion Items". However, data reflects that there were no questions brought to the Senate through correspondence in last two years, and just one item included in the discussion items. Yet, it is felt through the Senate Self-Evaluation Survey as well as informal communication across campus that there is need for more communication between the Senate and the university community at large. Therefore, it is recommended that a new standing agenda item of "Question Time" should be introduced for at least one Senate meeting per year. This will support the Chair's vision of more engagement across the university community, and address many concerns identified through Senate Self-Evaluation Survey.

5. A few bite-sized "explainer" videos should be produced for an ongoing Senate orientation, and for stakeholders' information. These videos should ideally be produced professionally; however, in the interest of time, these could be quickly shot by conducting brief interviews of different current senators as well who have already shown interest/willingness to participate in such videos.

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8.3 **VP Academic and Provost**

Laureen Styles, VP Academic and Provost reported that work continues with degree development.

8.4 **Board Report**

Duncan Brown, Board representative reported that the Board met on May 16, 2019 and the main focus of the meeting was Envisioning 2030 strategic planning. The Board was updated on the activities and findings so far, and also contributed their ideas for the future of the University.

Several Board members participated in the 2019 50th Anniversary Convocation on June 3 and 4, 2019.

The next Board meeting is June 18, 2019.

9. **Discussion Items**
No discussion items were presented.

10. **Other Business**
No other business was presented.

11. **Information Items**
No information items were presented.

There being no further business the meeting was adjourned at 6:30 pm.

Next Meeting: Tuesday, August 20, 2019