



SENATE MEETING

Tuesday, January 14th, 2020 4:00 – 6:00 pm
Capilano University – LB 322

AGENDA

Acknowledgement

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

- 1. Welcome**
- 2. Approval of the Agenda - Decision** Senate Members
- 3. Approval of the December 3rd, 2019 Minutes – Decision** Senate Members
Schedule 3
- 4. Correspondence Received**
- 5. Business Arising**
 - 5.1 Universities Canada Update – *Information* Laureen Styles
 - 5.2 Envisioning 2030 – *Information* Paul Dangerfield
 - 5.3 By-election Timeline - *Information* Kyle Vuorinen
Schedule 5.3
- 6. New Business**
 - 6.1 Graduates – *Decision* Kyle Vuorinen
- 7. Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Decision* Michael Thoma
Schedule 7.1.1
 - 7.1.1 Program Review –
Bachelor of Tourism Management
Tourism Management Co-Operative Education Diploma
Tourism Management for International Students Diploma
Tourism Marketing Citation
 - 7.2 Bylaw, Policy and Procedure Committee – *Information* Marnie Findlater
 - 7.3 Curriculum Committee – *Decision*
 - 7.3.1 Resolution Memo
[December 13 Agenda Package](#) / [December 13 Draft Minutes](#) Deb Jamison
Schedule 7.3.1



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AGENDA

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| 7.4 Instructional Technologies Advisory Committee - <i>Information</i> | Debbie Schachter |
| 7.5 Budget Advisory Committee – <i>Information</i> | Oscar Blue |
| 8. Other Reports | |
| 8.1 Chair of Senate – <i>Information</i> | Paul Dangerfield |
| 8.2 Vice Chair of Senate – <i>Information</i> | Stephen Williams |
| 8.3 VP Academic and Provost – <i>Information</i> | Laureen Styles |
| 8.4 Board Report – <i>Information</i> | Ash Amlani |
| 9. Discussion Items | |
| 10. Other Business | |
| 11. Information Items | |
| 12. Tributes Committee – In Camera – <i>Decision</i> | Kyle Guay |
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Present: Paul Dangerfield (Chair), Ash Amlani, Christopher Ballard, Oscar Blue, Brent Calvert, Lara Duke, Marnie Findlater, Ted Gervan, Bridget Stinger-Holden, Deb Jamison, Anthea Mallinson, Lauren Moffatt, Corey Muench, Judy Snaydon, Laureen Styles, Michael Thoma, Mark Vaughan, Kyle Vuorinen, Stephen Williams, John Molendyk, Nazmi Kamal, Recording Secretary: Mary Jukich

Regrets: Sean Ashley, Cyndi Banks, Joel Cardinal, David Fung, Kyle Guay, Pouyan Mahboubi, Brad Martin, Alea Rzeplinski, Debbie Schachter, Nandini Sharda, Jaswinder Singh, Diana Twiss, Stephanie Wells

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

2. Approval of the Agenda

*Paul Dangerfield moved and Deb Jamison seconded:
To adopt the agenda.*

CARRIED

3. Approval of the Minutes

*Paul Dangerfield moved and Deb Jamison seconded:
To adopt the November 5th, 2019 minutes.*

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Universities Canada

Presented by: Laureen Styles

Senate was provided with an update with respect to Capilano's membership application to Universities Canada. Dr. Sal Ferreras was also introduced as the consultant who will be working to assist the University with the application.



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During the presentation, it was noted that membership to Universities Canada is set on 13 criteria, and the link to the criteria will be circulated to Senate. The Universities Canada site visit is scheduled for January 16 – 17, 2020.

5.2 Program Review Schedule

Presented by: Laureen Styles

The Program Review Schedule was presented to Senate, for information, incorporating the suggestions from the November Senate meeting.

6. New Business

6.1 By-election Timeline

Presented by: Kyle Vuorinen

No nominations were received for the alternate seat from the Faculty of Business and Professional Studies and as a result, the by-election timeline will be extended.

6.2 Envisioning 2030 – Highlights of Final Draft

Presented by: Paul Dangerfield

Senate was provided with some highlights of the Envisioning 2030 final draft document. Ongoing conversations during the last 11 months with the campus community resulted in a considerable amount of feedback on envisioning and where the University wants to go. The conversations focussed on purpose, and how to differentiate the University, what was important to us, values, and three key aspects were identified; where we are; who we are and what are our values. The document will also identify three key components around the new Vision, Purpose and Values: Imagination, Distinct University Experience and Community as well as the goals and priorities for the next 10 years.

It is anticipated that a draft will be presented at the January Senate meeting to provide Senators with an opportunity for input and perspective.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma



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The Committee met on November 12th, at which time two Program Reviews were presented for approval that all steps in the program review process were successfully completed.

The first program review was the Arts and Entertainment Management programs, which are the Diploma in Arts and Entertainment Management, and the Certificate in Advanced Arts and Entertainment Management. The Self-study Report and the External Review provided a rigorous Action Plan, which included considering options regarding credentials, raising the profile of the program within the University community, and opening courses that would be of interest to students in other programs. There were also suggestions for developing a Curriculum map, an Indigenous focus, course evaluations, course articulation, faculty engagement and diversity. It was noted that the action plan is ambitious which will put pressure on administrators to complete the tasks and may require support in terms of additional workload and funding.

Michael Thoma moved and Laureen Styles seconded:

19/47 That Senate accept for Information that the Program Review process was completed for the Diploma in Arts and Entertainment Management, and the Certificate in Advanced Arts and Entertainment Management.

CARRIED

The second Program Review was the Theatre programs, which include the Acting for Stage and Screen Certificate, Acting for Stage and Screen Diploma, Musical Theatre Diploma, and Technical Theatre Diploma. The presenters noted that the theatre programs are unique in that they are not taught 'on the grid', that is, the student learning outcomes require both classwork and individual work. Consequently, the program area has struggled with teaching space, as well as heat and noise issues, in particular, the Technical Theatre program, which has a small workshop and deals with noise issues. This raised the question of sharing resources with other programs and understanding how best to use shared teaching and learning spaces. Also, the action plan included the development of a degree, but questions were raised over how the degree would acknowledge the different streams presently offered, and, as noted by the presenters, the fact that 90% of coursework is practical. The presenters noted that both students and



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the program would benefit from improvements to the website, marketing, a designated advisor for registration, and counselling services.

Michael Thoma moved and Deb Jamison seconded:

19/48 That Senate accept for Information that the Program Review process was completed for the Acting for Stage and Screen Certificate, Acting for Stage and Screen Diploma, Musical Theatre Diploma, and Technical Theatre Diploma.

CARRIED

At the Committee meeting, there was also a broader discussion around the terms of reference and reviewing practices at other institutions with respect to their processes and terms of reference and then, if necessary, to put forward a rationale for possible revisions to the Committee's mandate.

Senate was also informed that there are two vacancies on the Committee, one faculty and one staff, and both positions can be filled by either a Senator or non-Senator. The faculty member should be from Global and Community Studies, or Education, Health and Human Development.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Marnie Findlater

7.2.1 Senate Bylaws

Senate was presented with the proposed revisions to the Senate Bylaws. It was noted that the Bylaw, Policy and Procedure Committee was notified that the wording in the Bylaws regarding remuneration for staff (non-administrators) acting in the roles of either the Vice Chair of Senate and/or the Chair of specific sub-committees (Bylaw, SCC and SAPPRC) contravened the MoveUp Collective Agreement. The Chair of the Bylaw, Policy and Procedure Committee worked with CapU HR (Melissa Nichol) and MoveUp (Nathan Beausoleil) to determine wording that satisfies the intent of the Bylaws, the MoveUp Collective Agreement and the policies/practices of CapU's HR department. As such, the following further wording revision to Article 3.7.2 and 8.6.2 was requested:

3.7.2 For a Vice-Chair who is employed by the University in a staff position, the workload will be equivalent to 25% of the staff



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employee full-time position and will be allocated under the direction of the appropriate administrator. For a part-time employee, this 25% will be calculated on the basis of a full-time position and will be allocated under the direction of the appropriate administrator.

- 8.6.2 If a chair is a staff member other than an administrative position, the workload will be equivalent to 12.5% of the employee full-time position and will be allocated under the direction of the appropriate administrator. If the staff member is part-time, the release time will be prorated based on a full-time position and will be allocated under the direction of the appropriate administrator.

Senate was informed that voting required a 2/3 majority for the revisions to be approved.

Marnie Findlater moved and Laureen Styles seconded:

19/49 To approve the revisions to the Senate Bylaws, as presented.

CARRIED

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memo

The resolutions brought forward from the November 15th, 2019 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Marnie Findlater seconded:

19/50 SCC resolutions, 19/76 to 19/81 be adopted by Senate.

CARRIED

7.4 Instructional Technologies Advisory Committee

Presented by: Stephen Williams

A report was not provided as the creation of a replacement committee has not been finalized.



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7.5 Budget Advisory Committee

Presented by: Oscar Blue

The Committee met on November 21st and received a presentation from Jacqui Stewart, VP, Finance and Administration, and Tally Bains, Director, Finance. The presentation went through the integrated planning for the next three years, and a further meeting was scheduled for December 4th for a more comprehensive presentation.

8. Other Reports

8.1 Chair of Senate

Paul Dangerfield, Chair of Senate, provided a report, with the following highlights:

- The grand opening of CapU Lonsdale is scheduled for December 11th, and everyone was encouraged to attend the celebration.
- Senate was informed that in recent correspondence from the Ministry, some recommendations were identified for the University to focus on more domestic students on campus, and to make this a priority. As the University has already identified this issue, the President and Board Chair will prepare correspondence to the Deputy Minister highlighting some work already underway, as well as the University's commitment to housing, transportation, new programming, strategic enrolment, and other initiatives to address the enrollment issue. A copy of the letter will be included in the January Board package.

8.2 Vice-Chair Senate

Stephen Williams, Vice-Chair of Senate, did not provide a report.

8.3 VP Academic and Provost

Laureen Styles, VP Academic and Provost, reported that in terms of the accountability component with respect to a review of policies and procedures for



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gender neutral language, a review was completed and there were no Senate policies or procedures that required updating.

8.4 Board Report

The following report was provided by the Board representative, Ash Amlani:

- The Board of Governors met on November 26th, at the new CapU Lonsdale campus.
- Majid Raja, new Faculty representative, was welcomed to the Board.
- The Board approved a number of new policies to replace current policies that were out of date:
 - B.214 External and Internal Audit Policy
 - B.213 Travel and Business Expenses Policy
 - B.212 Honoraria and Gifts Policy
- The Board also voted in support of the Bachelor of Arts with a Major in Psychology. As well, the Board was greatly appreciative of all the work of faculty and staff.

10. Discussion Items

No discussion items were presented.

11. Other Business

No other business items were presented.

12. Information Items

Senate was informed that a number of fund-raising activities are underway by EAP for a new student award, the “Rick Berwick Community Spirit Award”.

There being no further business the meeting was adjourned at 5:30 pm.

Next Meeting: Tuesday, January 14th, 2020

Mary Jukich

Subject: FW: Senate - January 14 Draft Agenda - Call for Agenda Items

From: Yasuko Otsuka <yasukootsuka@capilanou.ca>
Sent: Wednesday, December 11, 2019 9:22 AM
To: Mary Jukich <mjukich@capilanou.ca>
Cc: Kyle J Vuorinen <kylevuorinen@capilanou.ca>
Subject: RE: Senate - January 14 Draft Agenda - Call for Agenda Items

Hi Mary,

There was no nominee. The closing date for nomination has been extended to on Friday, Jan 10, 2020.

This is revised timeline.

Winter 2019 Senate Election timeline		
Date	Action	Duration
Tuesday, Nov. 19	Call for nominations	
Friday, Jan. 10, 2020 (4 p.m.)	Call for nominations closed	EXTENDED
Monday, Jan. 13	Orientation (by request)	
Friday, Feb. 7 (12:01 a.m.)	Voting OPEN	One week
Thursday, Feb. 13 (11:59 p.m.)	Voting CLOSED	
Tuesday, Feb. 18	Election results announced	Posted in two working days

Regards,



Yasuko Otsuka
Assistant to the Registrar, Registrar's Office
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SENATE REPORT

AGENDA ITEM: Program Review for Tourism programs

Approval

PURPOSE: Information

Discussion

MEETING DATE: January 14, 2020

PRESENTER: M. Thoma

PURPOSE

The Program Review for the Tourism programs - the Bachelor of Tourism Management, Tourism Management Co-Operative Education Diploma, Tourism Management for International Students Diploma, and Tourism Marketing Citation - were brought to the Committee for approval that all steps in the program review process were successfully completed.

BACKGROUND

The Committee was provided with the complete Program Review (excluding appendices) for the credentials in the Tourism programs listed above, including recommendations from the External Review. The checklist for approval includes the Self-study Report, which includes the Executive Summary and Conclusion, the External Review Report, which includes an Executive Summary and Conclusion, and the Response to the External Review Report, an Action Plan, the Dean's Endorsement of the Program Review, the VP Academic and Provost's Endorsement of the Program Review, and the presentation to the Senate Academic Planning and Program Review Committee.

RECOMMENDATION:

- Motion: That Senate accept for information the Program Review process has been completed for the following programs:
 - Bachelor of Tourism Management
 - Tourism Management Co-Operative Education Diploma
 - Tourism Management for International Students Diploma
 - Tourism Marketing Citation



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: December 17, 2019
TO: Paul Dangerfield, Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on December 13th, 2019:

- 19/82** POL 111 – Contemporary Ideologies and POL 203 – International Organizations be recommended to Senate for approval as Cap Core courses under the heading *Self and Society*.
- 19/83** The revisions to the Tourism Management for International Students Diploma Program Profile be recommended to Senate for approval.
- 19/84** The revisions to the prerequisites for TOUR 456 – Land Use and Tourism Operations from 75 to 60 credits of 100-level or higher coursework be recommended to Senate for approval.
- 19/85** The new courses, BIOL 241 – Pathology I and BIOL 242 – Pathology II be recommended to Senate for approval (with the proviso that the course note regarding equivalency of BIOL 240 and BIOL 241 be added to the BIOL 241 course outline), as well as Cap Core designation under the heading *Science and Technology* and science designation.
- 19/86** The new courses, NABU 310 – NA Business Law, NABU 320 – Fundamentals of Finance and Accounting, and NABU 390 – NA Workplace Preparation be recommended to Senate for approval.
- 19/87** The prerequisite revisions to NABU 340 – North American Financial Management, NABU 470 – North American Business Policy & Strategy, NABU 490 – North American Business Practicum Work Experience II, BFIN 341 – Cost Accounting I, BFIN 353 – International Finance, and BFIN 441 – Investment Strategies, and the level change for NABU 404 – Strategic Management, Value Chain and Social Sustainability, be recommended to Senate for approval.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

19/88 The revisions to the program profiles for the North American Business Management Post Baccalaureate Diploma, the North American Business Management Applied Post Baccalaureate Diploma, and the North American and International Management Graduate Diploma be recommended to Senate for approval.

Deb Jamison

Deb Jamison, Chair
Senate Curriculum Committee

Date:

Dec. 17, 2019

Paul Dangerfield
Chair, Senate

Date: