



## SENATE MEETING

Tuesday, November 5, 2013 4:00 pm LB322

### MINUTES

**PRESENT:** Kris Bulcroft (Chair), Tammy Towill, Carol Aitken, Brittany Barnes, Jean Bennett, Don Bentley, Chris Bottrill, Brent Calvert, Robert Campbell, Leigha Crowe, Darin Feist, Rick Gale, Brandon Hofmarks, Cherry Itty, Violet Jessen, Tiaré Jung, David Kirk, Reni Klein, Brent Leigh, Clay Little, Nanci Lucas, Grace Makarewicz, Karen McCredie, Kim McLeod, Paul McMillan, Jennifer Moore, Natahsha Prakash, Joanne Quirk, Emma Russell, Sandra Seekins, Sharka Stuyt, Catherine Vertesi, Recording Secretary: Mary Jukich

**REGRETS:** Stephen Atkins, Graham Fane, Devon Gregory, Peter Ufford

Kris Bulcroft called the meeting to order at 4:00 p.m.

#### 1. APPROVAL OF AGENDA

*Brandon Hofmarks moved and Kim McLeod seconded that:*

**The agenda be approved.**

#### 2. MINUTES

In item #3, Chair's Report, third paragraph, Westerly should have been spelled "Westerleigh".

*Jean Bennett moved and Grace Makarewicz seconded that:*

**The amended minutes of the October 1, 2013 meeting be approved.**

**CARRIED**

#### 3. CHAIR AND VICE-CHAIR'S REPORTS

##### Chair's Report

The United Way campaign was officially launched with various events throughout the University, and members were encouraged to support fundraising efforts.

The Capilano students fundraising for the Ronald McDonald House exceeded their goal and raised \$33,000, making this the largest non-corporate donation ever received by Ronald McDonald House.

Kris attended the Alumni Association Annual General Meeting on October 24<sup>th</sup>.

Work and meetings continue with officials from all government levels with regard to funding challenges.

Kris announced that Ken Haycock was confirmed as the new Chancellor elect and will be taking office at the June 2014 convocation.

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

Brent Calvert was introduced as the new representative from Fine & Applied Arts during Grace McNab's one-year absence from Senate.

Kim McLeod was confirmed as the voting member, and Emma Russell the alternate voting member from the Faculty of Global and Community Studies.

Cherry Itty, the interim Alumni Association representative was introduced to Senate.

Sharka Stuyt has agreed to continue as the Senate representative on the Alumni Association Board.

The Senate Instructional Technologies Advisory Committee had its first meeting, and Rajiv Jhangiani agreed to serve as chair. The Committee will provide a report at the December Senate meeting.

As a result of feedback from the Senate self-evaluation survey, brief presentations of Senate sub-committees continue with presentations to date from the Curriculum Committee, By-law, Policy and Procedure, Tributes and Naming Opportunities.

The 2014 Senate meeting schedule will be emailed to members and is posted on the website.

#### **4. APPROVALS IN PRINCIPLE**

None.

#### **5. CURRICULUM COMMITTEE**

*Presented by: Robert Campbell*

(a) Resolutions

Robert presented the resolutions brought forward from the October 18<sup>th</sup>, 2013 Senate Curriculum Committee meeting.

*Robert Campbell moved and Jennifer Moore seconded that:*

**13/60** SCC resolutions, 13/83, 13/84, 13/85, 13/87 and 13/88 be endorsed by Senate.

**CARRIED**

*Robert Campbell moved and Jean Bennett seconded that:*

**13/61** SCC resolution 13/86 be endorsed by Senate.

**CARRIED**

*Robert Campbell moved and Natahsha Prakash seconded that:*

**13/62** SCC resolution 13/89 be endorsed by Senate.

**CARRIED**

**6. BY-LAW, POLICY AND PROCEDURE COMMITTEE**

*Presented by: Nanci Lucas*

The Committee continues work on reviewing remaining Education Council policies.

Senate endorsed the Committee to explore and initiate discussions on the feasibility of creating terms of reference to define Senators' roles and responsibilities.

The Committee will commence discussions and an update will be brought to the December Senate meeting.

**7. BUDGET ADVISORY COMMITTEE**

*Presented by: Nanci Lucas*

Positive feedback was received from the October 17<sup>th</sup> Budget 100 presentation. To date, members of the Committee attended meetings with various groups of the campus community, the big "F", departmental and DAC meetings across all Faculties, with the final presentation scheduled for November 14<sup>th</sup>.

The Committee will meet on November 19<sup>th</sup> and 26<sup>th</sup> and work will include developing the presentation for the next budget forum scheduled for November 28<sup>th</sup> from 11:30 – 1:00 p.m. in LB322. At this forum, information on the financial forecast for the 2014/2015 year and how the Budget Committee will work with the strategic priorities will be reviewed.

The Committee web page will be updated with current information, including FAQ, feedback from the Budget 100 presentation, and the PowerPoint presentation. Prior year's information will be archived and will remain accessible to the University community.

Senate was informed that based on our portion of the sector wide cut to last years budget and the expected reduction in coming years it was expected that Capilano would see a reduction in the 2013/14 operating grant of approximately \$500,000. As well, the Committee is aware of the potential \$675,000 cost of retirement benefits.

Nanci Lucas and Mike Proud were acknowledged for all their efforts on the budget presentations.

**8. ACADEMIC PLANNING & PROGRAM ASSESSMENT COMMITTEE**

*Presented by: Paul McMillan*

Senate was requested to approve revisions to the Senate Academic Planning and Program Assessment Committee mandate. The revisions will more clearly define and make the mandate more in line with the Committee's work

*Paul McMillan moved and Sandra Seekins seconded that:*

**13/63** The revisions to the Senate Academic Planning and Program Assessment Committee mandate be approved by Senate.

**CARRIED**

**9. ACADEMIC PLAN PROCESS**

*Presented by: Rick Gale*

Senate was informed that discussions are ongoing with University community stakeholders, and members were encouraged to continue to submit ideas. The deadline for submission of information is December 15<sup>th</sup> and work will then commence on compiling the collected data. Information gathered to date, FAQ's and samples of academic plans are posted on the website.

**10. BI-ELECTION RESULTS**

*Presented by: Karen McCredie*

The Senate bi-election was completed in early October. Kim McLeod was elected as the voting, and Emma Russell as the non-voting member for the Faculty of Global and Community Studies and Brent Calvert, voting member for the Faculty of Fine and Applied Arts.

It was noted that faculty participation continues to suffer during elections and Senators were requested to encourage faculty to vote during elections.

**11. AD HOC COMMITTEE – SEAT MAXIMUM**

*Presented by: Violet Jessen*

The Committee was previously requested to review seat utilization and rationale for the different seat maxima across different programs. A report was completed and will be brought to the December Senate meeting.

**12. AD HOC COMMITTEE – STATUTORY HOLIDAYS**

*Presented by: Paul McMillan*

The Committee was previously requested to review the issue of lost class time due to statutory holidays. The Committee reported that after review and discussion, a solution was not determined and therefore the Committee was not recommending any changes. A formal report will be brought to the December Senate meeting.

**13. GRADING PROFILE**

*Presented by: Nanci Lucas*

A concern was presented to Senate with regard to the University common grade profile in that the letter grades assigned to specific ranges of percentage points may not match those of a transfer university and subsequently place students at a disadvantage. In this regard, Senate was requested to explore the possibility of including a percentage instead of, or possibly in addition to, a letter grade on final course grade submissions.

The Registrar will undertake a review of technical implications and cost factors. Once complete, a report will be brought back to Senate and an ad hoc committee may be formed to assess the feasibility of this option.

**INFORMATION ITEMS:**

**Item #1 – Senate Sub-Committee Overview**  
Senate Budget Advisory Committee

Nanci Lucas, as Chair of the Senate Budget Advisory Committee, provided a brief summary of the Committee's function and mandate.

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

**Next Meeting: Tuesday, December 3, 2013**

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