



SENATE MEETING

Tuesday, May 14th, 2019 4:00 pm
 Capilano University – Room LB 322

MINUTES

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

Regrets: Cyndi Banks, Duncan Brown, Brent Calvert, David Fung, Robin Furby, Aisha Lakhdir, Jaswinder Singh, Stephanie Wells, 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

Anthea Mallinson, new voting faculty representative from the Faculty of Fine and Applied Arts was introduced and welcomed to Senate.

In the absence of Stephanie Wells, Kyle Guay assumed voting rights for the Faculty of Global and Community Studies.

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

2. Approval of the Agenda

Paul Dangerfield moved and Brad Martin seconded:

To adopt the agenda.

CARRIED

3. Approval of the Minutes

Paul Dangerfield moved and Deb Jamison seconded:

To adopt the April 2, 2019 minutes.

CARRIED



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4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Self-Evaluation Committee

Presented by: Michelle Gervais

As a result of the extension of the survey deadline, there was insufficient time to finalize a report to Senate. The Committee has scheduled a further meeting, and their recommendations will be provided at the June Senate meeting.

5.2 Vice-Chair Nominating Committee

Presented by: Michelle Gervais

No nominations were received to date for the position of Senate Vice-Chair for the term August 2019 to July 2020. All members of Senate were encouraged to consider volunteering for this position.

5.3 Results of Senate Faculty By-Election

Presented by: Toran Savjord

Anthea Mallinson acclaimed the Faculty of Fine and Applied Arts voting seat with a term ending July 31, 2021.

5.4 Results of Senate Student Representatives Election

Presented by: Toran Savjord

The Spring 2019 election for the four student Senator seats (voting) was completed. The following students were elected for a one-year term, August 2019 to July 31, 2020:

Alea Rzeplinski
Bridget Stringer-Holden
Christopher Ballard
Oscar Blue



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6. New Business

6.1 Graduates

Presented by: Toran Savjord

Toran Savjord submitted a list of 916 graduates, verified by the Register's Office, to have met the graduation requirements of their program.

19/17 Senate accept the students as graduates.

CARRIED

6.2 Faculty of Arts and Sciences and Academic Planning Committee Terms of Reference

Presented by: Majid Raja

As a housekeeping item, Senate was requested to rescind the Faculty of Arts and Sciences and Academic Planning Committee Terms of Reference which will be replaced by the Faculty Bylaws previously approved at the February 2019 Senate meeting.

Majid Raja moved and Lauren Moffatt seconded:

19/18 To rescind the Faculty of Arts and Sciences and Academic Planning Committee Terms of Reference.

CARRIED

6.3 Election of Senate Subcommittee Chairs

Presented by: Stephen Williams

As background, the election of Chairs of the Senate subcommittee takes place at the first meeting of the academic year. As such, Senate was requested to reconsider the timing of these elections now that the Chairs of three of the subcommittees have workload release attached to the position. The change would be to permit the subcommittees to elect their Chairs in May, the same timeline as the election for Senate Vice-Chair. The disadvantage to the change would be that any Senators elected for the new academic year would not have the opportunity to serve in the Chair position.

On discussion, concern was expressed that a shift in the election for subcommittee Chair could preclude the opportunity for students to volunteer for the role, as the students come into their position in the summer. Accordingly, it



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was suggested that this issue be further explored prior to a decision, and that it be brought back to the June meeting. In the interim, and for this year, discussions can take place at the subcommittee level.

Paul Dangerfield moved and Kyle Guay seconded:

19/19 To revisit the timing in which the Senate subcommittee Chairs are elected.

CARRIED

6.4 Gender Audit Recommendations – Senate Policies and Procedures and Senate Practices

Presented by: Laureen Styles

As background, in the fall of 2018, a joint University and Capilano's Students' Union (CSU) project to conduct a gender audit was undertaken with an external consultant. This project aligned with the stated values of the University and commitment of the Executive to continue to focus on positive working and learning environments inclusive of a range of diversity considerations. The final report included 36 recommendations that were developed, which included some specific recommendations related to academic components.

On discussion, concern was expressed on the possible impact of the initiative to Senate operations, and that this initiative was brought directly to Senate without a secondary step. It was noted that there was a clear recommendation on how to create positive and safe spaces and as institutional leaders this be brought to Senate to continue the work around creating and contributing to positive climates. As well, the new initiative can be built into the orientation, and can evolve in the same way as other practices.

Clarification was also requested on whether the campus community will be informed of the Recommendations, and how the information will be disseminated. It was noted that the communication piece will be undertaken between the President's Office and the Vice President, Academic and Provost.

On review of Recommendation 3, for consistency, it was suggested that in the 5th bullet, the word "preferred" be changed to "self-identified" in the sentence ". . . introductions be made including each attendees preferred pronouns".



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On review of Recommendation 5, clarification was requested as to the reporting requirement. On discussion, it was suggested to report on how processes have changed and not on the work that was completed.

Lauren Styles moved and Joshua Millard seconded:

19/20 Recommendation One - That the Vice President Academic & Provost Office and the Privacy and Policy Office undertake a review of all Senate policies and procedures and make revisions to use “student”, “students” and when necessary that he/she pronouns be replace with “they”. This will be considered a minor change, based on the university policy on Policy Development and Management (B.102).

CARRIED

Lauren Styles moved and Joshua Millard seconded:

19/21 Recommendation Two - That a report be provided by the Vice President Academic & Provost, as information, to Senate no later than the September 10, 2019 meeting, noting the specific policies and procedures that have been amended, aligned with the above recommendation.

CARRIED

Lauren Styles moved and Joshua Millard seconded:

19/22 Recommendation Three - That the following practices be implemented through Senate sub-committees and Senate operations:

CARRIED

- With annual orientation, include self-identified pronouns with our names and positions;
- With all new Senate members and first annual meetings of Senate sub-committees, include self- identified pronouns with introductions;
- With Senate orientation, include a component on ‘how we use gender inclusive language’ in our day to day work, and request that Senators ‘model the way’;



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- With Senate sub-committee meetings, include Senators' preferred pronouns at introductions when there are new members; and,
- With Senate sub-committee meetings, where guests are in attendance to present/participate, that a round of introductions be made including each attendee's preferred pronouns

Joshua Millard moved and Laureen Styles seconded:

19/23 Recommendation Four - That Faculties, through Deans as Chairs of Faculties, consider curriculum review and renewal with relevant courses to ensure relevance, currency of topics and content that reflect the full range of gender identities and experiences.

CARRIED

Joshua Millard moved and Laureen Styles seconded:

19/24 Recommendation Five - That SCC and SAPPRC review processes to consider gender neutral language and gender inclusivity in program review processes and curriculum development and revision and a report be brought back to Senate by the December 3, 2019 meeting to update discussions, progress and any changes.

CARRIED

6.5 Cap Core Ad-hoc Working Group – Transfer Credit Recommendation

Presented by: Laureen Styles

The Cap Core Ad-hoc Working Group has identified an outstanding topic with regard to options and opportunities for student transfers. As Capilano works towards becoming a transfer-in institution, there should be no expectation for additional credit that would be expected with Cap Core. In this regard, Senate was requested to approve the following recommendations from the Working Group:



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Laureen Styles moved and Sean Ashley seconded:

19/25 That students being admitted to the university under a block transfer agreement with another post-secondary institution be partially exempt from Cap Core requirements, being given credit for years 1 and 2 (or as defined by the block transfer agreement), then with determination of Cap Core requirements from their entry point forward through to graduation.

CARRIED

Laureen Styles moved and Sean Ashley seconded:

19/26 That Cap Core requirements be considered when developing block transfer agreements, including determination of courses from the sending institution that qualify as Cap Core courses, noting these on such agreements for enhanced clarity for students.

CARRIED

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

The Committee met on April 9th and reviewed a Concept Paper for a Bachelor of Health Studies. The proposal builds on the growing industry demand for health care workers and the strong reputation for teaching excellence and experiential opportunities that existing Capilano University programs provide, such as Music Therapy, Rehab Assistant and Health Care Assistant.

The Concept Paper was recommended by the Committee to be forwarded to the Vice-President Academic and Provost to move to Stage 1 of the development process with the following four recommendations:

1. Greater differentiation and clarification is required in the proposal;
2. Clarification of the title;
3. Further and more robust consideration of alignment and resources;
4. For demand, provide a rationale that offers differentiation and clarification.



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7.2 Bylaw, Policy and Procedure Committee

Presented by: Stephen Williams

The Committee continues to meet twice per month, and work through policies.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the April 12th, 2019 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Caroline Depatie seconded:

19/27 SCC resolutions 19/23 to 19/32 be adopted by Senate.

CARRIED

7.3.2 SCC Membership

Deb Jamison moved and Michelle Gervais seconded:

19/28 Senate endorse Ferdos Jamali as a member of the Senate Curriculum Committee.

CARRIED

7.4 Instructional Technologies Advisory Committee

Presented by: Debbie Schachter

The Committee met in late April and discussed feedback provided by the Bylaw, Policy and Procedure Committee with respect to the revised mandate. As a result of the feedback, some minor revisions were made and the mandate was sent back to the Bylaw, Policy and Procedure Committee for further review. The Committee will be working on the next steps in determining the scope of Committee in addressing teaching and learning.

8. Other Reports

8.1 Chair of Senate

The Chair's report was combined with the Board Report.



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8.2 Vice-Chair Senate

Majid Raja, Vice-Chair of Senate reported that work is underway in preparing a year-end report summarizing Senate achievements for this year. The report will be brought to the June Senate meeting.

8.3 VP Academic and Provost

Laureen Styles, VP Academic and Provost reported that Capilano's Universities Canada self-evaluation and application was submitted in April and the application will be going to the Board at the end of June. It is anticipated that the site visit will take place in the fall, and areas of the University will be requested to assist with the preparation of the visit.

8.4 Board Report

On behalf of, and as provided by Duncan Brown, Board representative, Paul Dangerfield presented the following Board report:

The Board met on April 16, 2019.

Finance - the main focus of the meeting was the 2019-20 budget.

The Board received reports from its Finance and Audit Committee, President Paul Dangerfield and Jacqui Stewart, Vice President, Finance and Administration on the integrated planning and budgeting process and the draft three-year operating and capital budget (2019/20 – 2021/22).

The Board approved a 2% increase in tuition and mandatory fees from domestic and international students.

Paul Dangerfield reminded Senate that the integrated planning process took longer this year as this was more complex and provided an opportunity to integrate with the service areas to be part of the process in supporting the academic and University initiatives. The integrated plan will be finalized in the next couple of weeks and will be disseminated before the summer.



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The Board approved the 2019/20 operating and capital budget.

Administration – The Board was provided with an update on the highlights of the Operational Plan (2019/20 – 2021/22) by Toran Savjord, Vice President of Strategic Planning, Assessment and Institutional Effectiveness.

Academic – The Board was provided with an update on academic program development by Laureen Styles, Vice President, Academic and Provost.

Next Meeting - The next meeting is on May 16, 2019 and will focus on the Envisioning 2030 strategic planning process.

9. Discussion Items

No discussion items were presented.

10. Other Business

Marnie Findlater acknowledged the recent Research Symposium, as well as the successful PD Event.

Michelle Gervais reported on some challenges encountered in the summer term with approximately 70 international students who have not been enrolled, and work underway by CIE to resolve this matter.

11. Information Items

No information items were presented.

There being no further business the meeting was adjourned at 5:45 pm.

Next Meeting: Wednesday, June 5th, 2019
