



SENATE MEETING  
Tuesday, January 12<sup>th</sup>, 2016 4:00 – 6:00 pm  
Capilano University - LB322

**AGENDA**

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1. **Approval of the Agenda**
  2. **Minutes**
    - December 1<sup>st</sup>, 2015 Schedule 2
  3. **Presentation**
    - Alumni Association – Alumni representation on the Presidential Search Committee
  4. **Chair and Vice-Chair’s Reports**
  5. **Correspondence**
    - 5.1 Letter from Alumni Association Schedule 5.1
    - 5.2 Letter from HR Director – December 3, 2015 Schedule 5.2
    - 5.3 Letter from HR Director – December 17, 2015 Schedule 5.3
  6. **Business Arising**
    - 6.1 Update on Senate Stakeholder Meetings Nanci Lucas
  7. **New Business**
    - 7.1 Honorary Degree / Administrator Emeritus / Faculty Emeritus Chris Bottrill
  8. **Standing Items**
    - 8.1 Academic Initiatives Rick Gale
  9. **Other Business**
  10. **Committee Reports**
    - 10.1 Academic Planning and Program Assessment Committee Kim McLeod
    - 10.2 Curriculum Committee – December 18<sup>th</sup> Meeting [Link to Draft Minutes](#) Deb Jamison
      - 10.2.1 Resolution Memorandum Schedule 10.2.1
    - 10.3 Senate Budget Advisory Committee Paul McMillan
  11. **Discussion Items**
  12. **Information Items**
    - 12.1 December 15<sup>th</sup> Discussion Nanci Lucas
    - 12.2 Senate Student Representative – By-election Karen McCredie
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**Present:** Kris Bulcroft (Chair), Nanci Lucas (Vice-Chair), Carol Aitken, Jean Bennett, Don Bentley, Chris Bottrill, Brent Calvert, Leighan Crowe, Julia Denholm, Sacha Fabry, Darin Feist, Rick Gale, Benjamin Glassen, Rhita Hassar, Reini Klein, Sylvia Kind, David Kirk, Grace Makarewicz, Karen McCredie, Paul McMillan, Grace McNab, Jennifer Moore, Debbie Jamison, Natahsha Prakash, Sandra Seekins, Sharka Stuyt, Michael Thoma, Cheryl Webb, Bacel Younan, Recording Secretary: Mary Jukich

**Regrets:** Brent Leigh, Kim McLeod, Emma Russell, Zachary Thompson, Stephanie Wells, Daniel Yasinski

**Guests:** Representatives from Capilano Students' Union

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

**1. Approval of Agenda**

*Jennifer Moore moved and Natahsha Prakash seconded:*  
**The agenda be approved**

**CARRIED**

**2. Minutes**

*Grace McNab moved and Julia Denholm seconded:*  
**The November 3<sup>rd</sup>, 2015 minutes be approved**

**CARRIED**

**3. Presentation**

Representatives from the Capilano Students Union provided a presentation on their projects and strategic goals.

**4. Chair and Vice-Chair's Reports**

***Chair's Report***

The Holiday Breakfast will be held on Tuesday, December 15<sup>th</sup>, 9:00 – 10:00 am.

Senators were reminded that the United Way Campaign closes on December 2<sup>nd</sup> and everyone was encouraged to consider making a donation to the campaign.

Kris was invited to participate and represent the University in a discussion group organized through the North Vancouver Chamber. Discussions centred on strategies to support businesses that exist, and to increase business activity on the North Shore.

Jean Bennett was acknowledged and thanked for her contributions to Senate, and for her work at the University.

Kim McLeod will serve as Acting Dean of the Faculty of Education, Health and Human Development starting January 1, 2016.



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

In the absence of Kim McLeod, Emma Russell assumed voting rights for the Faculty of Global and Community Studies.

Senators were invited to attend the “Honouring Our Women National Day of Remembrance and Action on Violence Against Women” event on Thursday, December 3<sup>rd</sup>, at 11:30 am.

Jennifer Jamieson was hired as the new Manager of Policy, Governance and Privacy and will be working on Board Policies. In January, Nanci Lucas will review and draft Senate policies and procedures.

A moodle site was developed for posting Senate policies and procedures. Senators will be provided with access to the site in order to provide feedback and comments with regard to Senate policies and procedures, and “C” classified policies (Board policies that must seek advice of Senate prior to approval by the Board). Feedback will then be forwarded to the appropriate subcommittee for recommendations.

Nanci attended a meeting of the APC chairs to provide clarification on section 40 of the University Act.

Michael Thoma will replace Christian Steckler, and Paul McMillan will replace Kim McLeod on SAPPAC.

**5. Correspondence**

No correspondence was presented.

**6. Business Arising**

**6.1 Senate Academic Freedom Review Ad Hoc Committee**

Senators were requested to volunteer to serve on the remaining vacancies of the ad hoc committee.

**7. New Business**

**7.1 Faculty of Global and Community Studies By-Election – Replacement for Kim McLeod**

Senate was informed that a by-election will be called on Monday, January 4<sup>th</sup>, 2016 for a voting faculty member for the Faculty of Global and Community Studies. The vacancy is a result of Kim McLeod's recent appointment to Acting Dean of the Faculty of Global and Community Studies. Election results will be announced shortly after the closing on February 27<sup>th</sup>.



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**8. Standing Items**

**8.1 Academic Initiatives**

*Presented by: Rick Gale*

- Searches are underway for two deans and the AVP. Thanks to the students, staff, faculty, and administrators serving on these committees.
- Two consultants from SEM Works were on campus to work with teams from recruiting, admissions, advising, marketing and communication, this follow-up on our February visit was designed to help Cap move forward with its strategic enrolment management process. Thanks to all areas and individuals who set aside time on short notice.
- Laura MacKay, Sylvia Kind, and Kathleen Kummen are serving as an ad-hoc committee on research ethics, charged with developing a work plan that will lead to policy and practice for a standing committee. Thanks to Julia for moving this forward.
- The first iteration of a wellness committee has been struck to review current practices and best practices. Thanks to Susan Doig for agreeing to chair and organize the committee.
- We are preparing materials for the 2016 Aboriginal Service Plan submission at the end of January. Thanks to Chris Bottrill for his long-standing work in support of that process.
- General Education committee is finishing its consultation process and will shortly be submitting a report. Thanks to Jocelyn Hallman and Mary Giovannetti for leading those efforts.
- Thanks also to the entire Cap community.
  - Gen Ed, or at least the idea of a common core curriculum, is one of the most important tools for promoting student success in higher education.
  - Because it leads to student success, Gen Ed is a key feature of both our academic and strategic plans.
  - The overall shape of Gen Ed at Cap has been debated and discussed, and it was determined that we wanted it, and we wanted it to be interdisciplinary, again following best practices.
  - Our commitment is so great that Cap has invested more than \$100K on this endeavor, almost all of which has gone to faculty



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time and travel.

- We do this not because NWCCU tells us to, but because it is what's best for our students, for our institution, and our future.
- Gen Ed has been a lot of work and is going to be a lot more work, it means putting an end to business as usual, it will result in changes to every credential, but it is what we as an institution have asked for and it is without question the right thing for our students.

**9. Other Business**

No other business was presented.

**10. Committee Reports**

**10.1 Academic Planning and Program Assessment Committee**

*Presented by: Sandra Seekins / Grace McNab*

Senate was presented with the Committee's report on its findings and overall conclusions of the 2014-2015 program assessment cycle.

As there was no discussion on the report, the Committee will bring its recommendations back to Senate.

**10.2 Curriculum Committee**

*Presented by: Jean Bennett*

*Jean Bennett moved and Julia Denholm seconded:*

**15/84** SCC Resolution 15/74 be endorsed by Senate.

**CARRIED**

Senate was requested to approve a revision to the mandate and structure of the Senate Curriculum Committee to provide for a Vice-Chair of the Committee, and who may or may not be a Senate member.

Senate was informed that as a result of Jean Bennett's retirement, Debbie Jamison will serve as the Chair of SCC.

*Jean Bennett moved and Jennifer Moore seconded:*

**15/85** SCC Resolution 15/75 recommending to revise the SCC terms of reference to include a Vice-Chair, and who may or may not be a Senate member, be endorsed by Senate.

**CARRIED**



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Senate was informed that split level courses will not be approved at SCC until such time as an ad hoc committee provides a report and guidelines to support departments in development of such courses.

**10.3 Senate Instructional Technologies Advisory Committee**

*Presented by: Leighan Crowe*

- The Committee met in October and November
- There is increased membership on the Committee, including:  
 Voting members – Nadja Neubauer and Karen Yip  
 Advising members – Lorie Clay, Aurelea Mahood and Carol Aitken
- Some Committee initiatives include:
  - Assess and share with the greater community;
  - Webinar – needed for online courses. Don Bentley and Barb Matheson will be involved in testing.
  - E-Texts
  - Best practices in online teaching

**11. Discussion Items**

**11.1** No items were presented for discussion.

**12. Information Item**

**12.1 English Language Requirement – TOEFL CBT**

*Presented by: Karen McCredie*

Senate was informed that to reflect current University practice, the Computer Based Test Score (CBT) was removed from the Capilano English Language requirements.

**12.2 Update on Board Policies**

*Presented by: Kris Bulcroft*

Senate was provided with a written update on the revised Board Policies B.104 and B.106 which were approved by the board of governors on November 17<sup>th</sup>, 2015.

There being no further business, and on motion duly made, the meeting was adjourned at 4:45 p.m.

**Next Meeting: Tuesday, January 12, 2016**

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December 2, 2015

Nancy Lucas  
Senate  
Capilano University  
2055 Purcell Way  
North Vancouver, BC  
Canada V7J 3H5

To Members of Senate,

On behalf of the Capilano University Alumni Association (CUAA) Board, please consider this letter our formal follow-up to the Senate result regarding alumni representation on the Presidential Search Committee (PSC). According to the online minutes of that meeting (October 6<sup>th</sup>, 2015) the following motion was made:

"For the next Presidential Search Process, Senate recommends the Board considers adding Alumni Association representation in step 1, bullet #2 of the Process."

We were pleased to see the recommendation by the Senate to the Board of Governors to add alumni representation to the PSC. That said, the minutes also stated the following:

"It was noted that the addition of a further member would trigger an increase in other constituent groups thereby increasing the size of the committee. In order not to delay the current search process, it was suggested that for the next Presidential Search, the Board consider Alumni Association involvement in the search process."

We are disheartened that the Senate did not endorse the participation of alumni in the *current* search for President because of an expressed concern about a delay the search process. By recommending the addition of alumni to the PSC for future searches, we feel that the Senate truly appreciates the importance and value of alumni in university affairs. As such, we ask that the Senate re-consider the participation of alumni in the current search. To support this effort, this letter provides background and reasoning for this request.

We sent a letter to the Board of Governors in January of this year, shortly after finding out that a search for a new President had begun and that a President Search Committee (PSC) would be struck. We noted that the committee composition did not, and has not, included alumni representatives, a key stakeholder in any collegiate system. It should be noted that alumni

participation in critical decision making bodies, especially President Search Committees, takes place in a vast majority of universities in Canada. The CUAA feels that the exclusion of alumni representation on the current search for a new President contradicts the values of inclusion and collegiality for which Capilano University is so well known.

After our original letter to Capilano University's Board of Governors, we followed up over the course of the next several months in the form of meetings, e-mails and phone calls to determine if and how to add alumni members to the PSC. In the summer of this year, it was eventually determined that the CUAA should send letters of petition to the constituent groups of the PSC to find out if they would support the addition of alumni to the PSC. A letter of petition was sent in September of this year to the Senate (which was discussed at the Senate meeting in October), the Board of Governors, CSU, CFA and COPE. A reminder was sent to each of those groups in October of this year. To date we have only received responses from the Senate and the CSU, which is in favour of our request; however, we have not yet received a formal response from the BOG, CFA or COPE. Importantly, approval by these three groups is necessary in order for alumni to be added to the committee now or in the future.

The strength of the CUAA directly relates to the future potential of Capilano University. Traditionally, alumni are an important pillar of any educational institution providing mentoring and job opportunities for the student constituent group, support to the university administration and funding across all levels of the university. By delaying the formal recognition of the CUAA in critical university affairs, the Senate is delaying the full potential of Capilano University, now and into the future. The decision to not include alumni in the current search will strongly and negatively impact alumni engagement, ultimately hurting the ability of the CUAA to positively impact student success.

The search for President continues and we have diligently moved forward with our part of the participation process for eleven months. We urge Senate to reconsider a recommendation to the Board of Governors to add alumni to the PSC for the current search. We believe that such support is vital for recognition of the passion and interest demonstrated by the CUAA in regard to this search and it would solidify your support for the alumni as a valued stakeholder in Capilano University affairs. Alumni membership on the current PSC would send a powerful signal to candidates and community at large about the institution's values and aspirations.

Lastly, the CUAA would like to request formal attendance at a meeting of the Senate in the immediate future to discuss the addition of alumni to the Presidential Search process.

Thank you for your consideration and support.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Eric Accili".

Eric Accili, Chair  
Capilano University Alumni Association



**Mary Jukich**

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**From:** Nanci P Lucas  
**Sent:** Thursday, December 17, 2015 3:46 PM  
**To:** Mary Jukich  
**Subject:** Fw: Presidential Search Committee - Senate Subcommittee Stakeholder Meeting

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**From:** Parveen Mann  
**Sent:** Thursday, December 03, 2015 9:49 AM  
**To:** Nanci P Lucas  
**Cc:** Louise Scott  
**Subject:** Presidential Search Committee - Senate Subcommittee Stakeholder Meeting

Hi Nanci,

I wanted to touch base with you as Vice Chair of Senate regarding the President Search process.

As background, the Presidential Search Process stipulates that:

“Shortlisted candidates will present to the Senate, or a Senate sub-committee. The advice of the Senate as either a consensus report or as one or more independent reports, will be sent to the PSC and included in the report to the Board.”

You should know that the process also requires that the PSC will then “Recommend to the Board with supporting documentation, which must include the Senate report(s), a shortlist of qualified candidates.”

Also you should know that 2 or 3 candidates will be meeting with various stakeholders on January 11, 12<sup>th</sup> and if necessary the 13<sup>th</sup>. These are called “Stakeholder – Candidate Meetings”. The time slot selected for Senate members is 3-3:45pm each day.

The other stakeholder meetings include: Executive, Faculty, Staff, Students, Alumni, Admin and then the Board. So this may impact the decision on who attends the Senate –Candidate meeting having said that you’ll want a representative sample of Senate.

So with that you need to:

- Discuss with Senate how they want to proceed – Senate or Senate sub-committee.
- Please provide me the names of those who will attend by January 6<sup>th</sup>
- Please ensure they all know that they must sign and honour a confidentiality agreement and will be required to return any materials that may have been distributed during the meeting.

Let me know if you have any questions! Thanks!

P

Parveen Mann  
 HR Director  
 Capilano University  
 mobile: 604) 992-0749  
 email: [pmann@capilanou.ca](mailto:pmann@capilanou.ca)

**Mary Jukich**

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**From:** Nanci P Lucas  
**Sent:** Thursday, December 17, 2015 3:44 PM  
**To:** Mary Jukich  
**Subject:** Fwd: Senate Meeting Time with Candidates

Begin forwarded message:

**From:** Parveen Mann <[pmann@capilanou.ca](mailto:pmann@capilanou.ca)>  
**Date:** December 16, 2015 at 3:45:14 PM PST  
**To:** Nanci P Lucas <[nlucas@capilanou.ca](mailto:nlucas@capilanou.ca)>  
**Subject:** Senate Meeting Time with Candidates

Hi Nanci,

There have been minor changes to this schedule due to the CFA request to change their time slot. Here's the schedule for January 11<sup>th</sup>, 12 and January 13<sup>th</sup>.

Stakeholder Group	Time
Executive/Admin	10:30am -11.15
Faculty	11:30-12:15am
LUNCH	12:30-1:00pm
Students	1-1:45pm
Staff	2:00pm-2:45pm
Senate	3pm - 3:45pm
Alumni	4pm - 4:45pm
PSC	5pm - 5:45pm
Board	6pm - 7pm
Board dinner	7pm - 8pm

If there are any further changes I will keep you posted.

Once again can you please:

1. Please provide me with your name of 10 stakeholder representatives as soon as you are able.
2. Please remind stakeholder representatives that they will have to sign and honour a confidentiality agreement and return any documents that are distributed
3. Stakeholder Representatives can arrive 10 minutes early to review the candidates' CV
4. All stakeholders representatives must attend all 3 dates
5. A survey monkey will be sent out to all stakeholder representatives. They will have to identify which group they belong to but can answer anonymously. One survey per stakeholder representative.

If I've missed something or there are questions let me know.

P

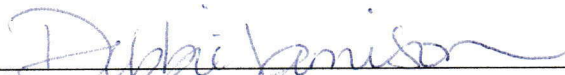
Parveen Mann  
HR Director  
Capilano University  
mobile: 604) 992-0749  
email: [pmann@capilanou.ca](mailto:pmann@capilanou.ca)

**DATE:** December 21, 2015  
**TO:** Kris Bulcroft, Chair, Senate  
**FROM:** Debbie Jamison, Chair, Senate Curriculum Committee

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The following motions were carried by the Senate Curriculum Committee at its meeting on December 18, 2015. Please acknowledge below that the Senate endorses its approval of the following motions:

- 15/76** SCC recommends to Senate to remove the requirement for a C+ minimum on upper level core courses for credit towards the BBA Degree and Business Administration Advanced Diplomas, effective Fall 2016.
- 15/77** To withdraw the request for the revision to the Business Administration – International Business & Logistics Advanced Diploma Program Profile.
- 15/78** The revisions to MATH 152 Linear Algebra and Differential Equations and MATH 190 Mathematics for Elementary Teachers resulting in a change from 3 to 4 credits be recommended for approval to the Senate.
- 15/79** The revisions to the Engineering Program Profile, Engineering Transition Diploma and Associate of Arts Degree – British Columbia Studies be recommended for approval to the Senate.
- 15/80** The revisions to IDES 212 Technology Intensive II from 35 to 30 hours spread over 10 weeks be recommended for approval to the Senate.
- 15/81** The revision of the program name of 2D Animation Diploma to 2D Animation & Visual Development be recommended for approval to the Senate.
- 15/82** The pre-requisite revision to POL 340 Citizenship and Belonging: From Local to Global Perspectives to indicate 45 credits of 100-level or higher coursework, be recommended for approval to the Senate.
- 15/83** The new course CRIM 202 Surveillance and Social Control, with a minor revision to the learning outcomes, be recommended for approval to the Senate.
- 15/84** The two new courses, GNLG 190 Making Sense of Discipline: Parenting Connection Strategies and BCMG 194 Networking in Face-to-Face Professional Settings, be recommended for approval to the Senate.
- 15/85** SCC recommends to Senate that Deanna Baxter serve as Vice-Chair of the Committee.

  
Debbie Jamison  
Chair, Senate Curriculum Committee

Kris Bulcroft  
Chair, Senate

Date: December 21, 2015

Date: \_\_\_\_\_



## SPECIAL MEETING OF SENATE

Tuesday, December 15<sup>th</sup>, 2015 4:30 pm  
 Capilano University – LB322

### MEETING NOTES

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**Present:** Nanci Lucas (Vice-Chair), Carol Aitken, Brent Calvert, Leighan Crowe, Julia Denholm, Rick Gale, Benjamin Glassen, Karen McCredie, Paul McMillan, Grace McNab, Jennifer Moore, Deb Jamison, Sandra Seekins, Sharka Stuyt, Stephanie Wells, Daniel Yasinski, Recording Secretary: Mary Jukich

**Regrets:** Kris Bulcroft, Don Bentley, Chris Bottrill, Sacha Fabry, Darin Feist, Rhita Hassar, Reini Klein, Sylvia Kind, David Kirk, Brent Leigh, Grace Makarewicz, Kim McLeod, Natahsha Prakash, Emma Russell, Michael Thoma, Cheryl Webb, Bacer Younan

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In the absence of the Chair, Nanci Lucas called the meeting to order at 4:35 pm.

Quorum was not reached; however, there was a general discussion with regard to the stakeholder meetings with potential presidential candidates.

Members agreed that a further Special Meeting of Senate be called for January 5<sup>th</sup> for discussion, and decision, on whether the presidential candidates would meet with the entire Senate, or alternatively, a Senate subcommittee be established with sole responsibility to meet with the candidates.

It was suggested that the notice of the Special meeting indicate that:

1. Senate will need to decide whether the presidential candidates will meet with the entire Senate, or alternatively with a Senate subcommittee.
2. If Senate decides to go with a subcommittee, members will be required to come prepared with the dates and times, and to put their names forward and be available for those times.
3. Senators be encouraged to attend the Special Meeting of Senate on January 5<sup>th</sup>, even if they are not available to attend the scheduled stakeholder meetings on January 11<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup>.

The Registrar will be calling a by-election in early January for a Senate student representative.

**Next Meeting: Special Meeting of Senate – Tuesday, January 5<sup>th</sup>, 2016**

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