



## SENATE MEETING

Tuesday, September 13, 2016 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

**Present:** Rick Gale (Acting Chair), Cyndi Banks, Don Bentley, Chris Bottrill, Julia Denholm, Caroline Depatie, Darin Feist, Michelle Gervais, Carol Howorth, Deb Jamison, David Kirk, Jullian Kolstee, Nanci Lucas, Brad Martin, Karen McCredie, Paul McMillan, Jennifer Moore, Alysa Huppler-Poliak, Emma Russell, Sandra Seekins, Emily Solomon, Sharka Stuyt, Michael Thoma, Halia Valladares, Stephanie Wells, Stephen Williams, Bacel Younan, Recording Secretary: Mary Jukich

**Regrets:** Carol Aitken, Kim Bothen, David Fung, Grace Makarewicz, Jorge Ocegüera, Cheryl Webb

**Guests:** Irene Chanin and Susan Bush

---

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

#### 1. Acknowledgement

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

#### 2. Welcome

#### 3. Approval of the Agenda

*Michelle Gervais moved and Caroline Depatie seconded:  
To adopt the Agenda*

**CARRIED**

#### 4. Approval of the Minutes

Two minor typographical errors were noted.

*Jennifer Moore moved and Michelle Gervais seconded:  
To adopt the amended August 23, 2016 minutes*

**CARRIED**

#### 5. Correspondence Received

Senate was informed that correspondence was received past the deadline to be included in the agenda. The correspondence will be brought to the October meeting.



## SENATE MEETING

Tuesday, September 13, 2016 4:00 pm  
 Capilano University – Room LB 322

### MINUTES

---

#### 6. Business Arising

##### 6.1 Senate Subcommittees – Populating Committees

Senators were requested to volunteer for the remaining vacancies on the subcommittees.

#### 7. New Business

##### 7.1 Brand Implementation

*Presented by: Irene Chanin and Susan Bush*

Irene Chanin and Susan Bush provided an update on the University brand implementation.

##### 7.2 Senate By-laws – Notice of Motion of Revisions

Senate was provided with a notice of motion of revisions to the Senate By-laws.

Clarification was requested as to why the Chair or Vice-Chair could not be members of Senate Student Appeals Committee in Article 9.4 - Senate was informed that the Chair cannot be a member due to a possible conflict of interest when appeals are held over suspensions or expulsions, but there is no conflict for the Vice-Chair. It was recommended that the Vice-Chair be removed from that line in Article 9.4.

##### 7.3 Graduates

*Presented by: Karen McCredie*

The Registrar submitted a list of 299 graduates who have been verified by the Registrar's Office to have met the graduation requirements of their program.

*Karen McCredie moved and Bacel Younan seconded:  
 16/67 Senate accept the students as graduates.*

**CARRIED**

#### 8. Committee Reports

##### 8.1 Curriculum Committee – Resolution Memorandum

*Presented by: Deb Jamison*



## SENATE MEETING

Tuesday, September 13, 2016 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

The resolutions brought forward from the August 19<sup>th</sup> Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Emily Solomon seconded:*

**16/68** SCC resolution 16/66 be endorsed by Senate.

**CARRIED**

*Deb Jamison moved and Julia Denholm seconded:*

**16/69** SCC resolution 16/67 be endorsed by Senate.

**CARRIED**

No vote was taken on SCC resolution 16/68 as this will be voted upon when the revisions to the policy are presented.

#### **8.2 Academic Planning and Program Review Committee**

*Presented by: Paul McMillan*

The Committee had its first meeting of the academic year on August 30<sup>th</sup>. The Committee is currently working on review of the Program Approval Procedures and Program Review Procedures.

#### **8.3 By-law, Policy and Procedure Committee**

*Presented by: Nanci Lucas*

The Committee to date has met twice, and continues to work on various policies. Previously, Senate was requested to provide advice on the Employee-Student Relationships Policy and Procedures, and the Committee will bring to Senate their recommendations for advice to the Board at the October meeting.

A brief summary was also provided on the function of the Committee. Normally, the Committee meets two times per month, and requires approximately two/three meetings to complete a review of a policy and/or a procedure. Time is spent on in-depth and thorough review of the document content.

### **9. Other Reports**

#### **9.1 Acting Chair/President**

Rick Gale provided the following report:



## SENATE MEETING

Tuesday, September 13, 2016 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

#### University Business:

- The September 6<sup>th</sup>, Cap Street Party was a rousing success, with generally good weather.
- Campus residencies is on the agenda for student organization, and Cap is in full support with task force to follow.
- The Post-Secondary Employers Association (PSEA) will be meeting on Wednesday, September 14<sup>th</sup>.
- The new Board of Governors members will be beginning next week, with the first meeting of the academic year on Tuesday, September 20<sup>th</sup>.
- All functional areas are working on operating plans that will be used to orient the new president and inform ongoing planning.
- Truth and Reconciliation Week begins Sept 19.
- There will be a Moment of Reflection on all campuses at 11:00 am on Sept 19<sup>th</sup>.
- Senators were thanked for their support and patience as this will be Rick's last Senate meeting as Acting President.

#### 9.2 Vice Chair Senate

Nanci Lucas reported that she was at the Sunshine Coast campus during orientation and was surprised at how many students attended the event.

The Vice-Chair will meet with the student Senators on a monthly basis to review and provide clarification on agenda packages prior to Senate meetings. All Senators were also invited to attend.

#### 9.3 VP Academic and Provost

Rick Gale provided the following report:



## SENATE MEETING

Tuesday, September 13, 2016 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

#### Academic Business:

- Laurie Prange-Martin is the new Manager of Learning and Teaching Development and will be located in LB133.
- Cap Year Experience presentation is coming to a DAC near you – Rick will determine a way to include the entire academic body in the process.
- Gen Ed materials will be brought forward before the next Senate meeting.
- Ministry of Education Career Capstone Course participation - Cap will be the host of the fall meeting of the Senior Academic Administrator's Forum (November).

#### 9.4 Board Report

No report was presented as the Board will be meeting on September 20<sup>th</sup>. Senators were invited and welcomed to attend Board meetings.

#### 10. Discussion Items

Senators were invited to participate in the School of Human Kinetics' fourth annual Back to Cap Walk/Run on September 22<sup>nd</sup> from 11:45 to 12:45 pm.

#### 11. Other Business

No other business was presented.

There being no further business, and on motion duly made, the meeting was adjourned at 4:40 pm.

**Next Meeting: Tuesday, October 4, 2016**

---