



## SENATE MEETING

Tuesday, March 6, 2012 4:00 pm LB322

### MINUTES

**PRESENT:** Kris Bulcroft (Chair), Marion Haythorne, Jean Bennett, Robert Campbell, David Clarkson, Herbert Cruz, Kelsey Didlick, Graham Fane, Michael Fleming, Brandon Hofmarks, Susan Hogan, Karin Jager, Reini Klein, Sonja Lebens, Grace Makarewicz, Karen McCredie, Paul McMillan, Grace McNab, Jennifer Moore, Claire Queree, Gordon Rudolph, Tim Schouls, Sandra Seekins, Jackie Snodgrass, Tammy Towill, Catherine Vertesi, Stephanie Wells, Milton Williams, Recording Secretary: Mary Jukich

**REGRETS:** Chris Bottrill, Parker Busswood, Nicholas Collins, Cristina Delgado, Darin Feist, Clay Little, Dolly Reno, Peter Ufford

**GUESTS:** Geoffrey Rosen, Jessica Thoms

Kris Bulcroft called the meeting to order at 4:00 p.m. and welcomed guests Geoffrey Rosen and Jessica Thoms.

#### 1. APPROVAL OF AGENDA

Information Item #2 – Elections was added to the agenda.

*Robert Campbell moved and Susan Hogan seconded that:  
the amended Agenda be approved.*

**CARRIED**

#### 2. MINUTES

A correction was noted on page 1, second sentence under Chair's Report. The line should have read, "As this is the final visit of candidacy, and if approved, the initial visit as an accredited institution, Kris requested that the campus community make every effort to be available during the site team visit."

*Michael Fleming moved and Jackie Snodgrass seconded that:  
the amended Minutes of the February 7, 2012 meeting be approved.*

**CARRIED**

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

#### Chair's Report

Kris attended the official Bosa Centre opening on February 17 and noted it was a well attended celebration.

Kris attended the BCAIU presidents' meeting wherein discussions centred on the recent government budget and its impact on new institutions and universities.

#### Vice-Chair's Report

Marion thanked Marketing and Communications for hosting a very successful High School Counsellors Conference.

### 4. DEVELOPMENT AND ALUMNI RELATIONS

*Presented by: Geoffrey Rosen/Jessica Thoms*

Senate was informed that as a result of research and discussions, the Alumni Association developed a process for initiating a search for the subsequent Chancellor. In this regard, Senate was presented, for information and review, the proposed Chancellor Search Process. As Senate representation is required on the Chancellor Search Committee, three volunteers (faculty, staff and student) were requested to serve on this Committee and names will be forwarded by September.

Senate was also asked for a volunteer to serve on the Alumni Board for a one year trial basis and a name will be forwarded at the August Senate meeting.

### 5. APPROVALS IN PRINCIPLE

None

### 6. SENATE CURRICULUM COMMITTEE

*Presented by: Jackie Snodgrass*

(a) Resolutions

Jackie presented the resolutions brought forward from the February 17<sup>th</sup> Senate Curriculum Committee meeting.

*Jackie Snodgrass moved and Jennifer Moore seconded that:*

**12/12** SCC resolutions, 12/13 through 12/18, and 12/20, be received and adopted by Senate. **CARRIED**

*Jackie Snodgrass moved and Milton Williams seconded that:*

**12/13** SCC resolution 12/19, final approval of the Introduction to Cultural Tourism, be received and adopted by Senate. **CARRIED**

*Jackie Snodgrass moved and David Clarkson seconded that:*

**12/14** SCC resolution 12/21, final approval of the International Management Graduate Diploma, be received and adopted by Senate. **CARRIED**

*Jackie Snodgrass moved and Jennifer Moore seconded that:*

**12/15** SCC resolution 12/22, final approval of the North American and International Management Graduate Diploma, be received and adopted by Senate.

**CARRIED**

*Jackie Snodgrass moved and Reini Klein seconded that:*

**12/16** SCC resolution 12/23, final approval of the Business Administration for International Students Diploma, be received and adopted by Senate.

**CARRIED**

(b) New Members/Reappointment of SCC Members

New members/reappointment of SCC members will be presented at the April Senate meeting.

**7. SENATE ACADEMIC PLANNING AND PROGRAM ASSESSMENT COMMITTEE**

*Presented by: Jackie Snodgrass*

The Committee met on February 28 and continues work on assessing assessment plans and assessment reports. The Committee reported that a decision was reached to review assessment plans on a scheduled rotation and a representative from each program will be invited to present their reports to the Committee. Presentation of reports will begin after this term's final exams.

With regard to the performance measure data, the procedure previously used by the Budget Committee will continue wherein areas not meeting benchmarks will be asked to present to the Committee.

**8. SENATE BUDGET ADVISORY COMMITTEE**

*Presented by: Tammy Towill*

The Committee reported that work continues on looking at budget issues from two general perspectives; possible short-term solutions that could be applied the 2012/2013 budget deficit and longer term initiatives. At its meeting, the Committee discussed possible strategies and initiatives for not only cutting costs but to also generate revenue in order to balance the budget. The Committee continues to explore four key areas in balancing the budget.

With regard to seat maximums and seat utilization, a communication was sent to Chairs/Coordinators listing courses with banner seat maximums below 35 and requesting a rationale as to why a particular maximum was selected as well as a rationale for any classes with a seat utilization rate below 85%. Senate was informed that the information was requested to be submitted to the Budget Committee by March 2 and the information will be reviewed at the next Committee meeting.

The Committee will report back at the April Senate meeting and a summary of the Committee's report at Senate will be sent to the campus community.

**9. GRADING PROFILE COMMITTEE**

*Presented by: Susan Hogan/David Clarkson*

The Committee was thanked for their work in devising a single grading profile for the University. In determining a grading profile for the University, the Committee reported that practices at institutions in both British Columbia and across Canada were researched. The proposed grading profile reflects profiles currently used at other institutions as well as some already in use at Capilano. The Committee noted that some responses received from Faculties to date suggested including percentages and after discussion, this may be explored at a later date. Members also discussed transitional support for moving to a new grading profile.

A written objection was presented to Senate from Social Sciences on the proposed grading profile. Members reviewed concerns expressed by the Faculty with regard to potential disadvantages to students if the proposed grading profile was implemented.

*Susan Hogan moved and David Clarkson seconded that:*

**12/17** Be it resolved that Capilano University adopts the following single grading profile effective Fall 2013.

**CARRIED**  
**1 opposed**  
**(Tim Schouls)**

<b>Grade</b>	<b>Numerical Range</b>	<b>Grade Point Equivalent</b>
A+	90-100	4.33
A	85-89	4.00
A-	80-84	3.67
B+	77-79	3.33
B	73-76	3.00
B-	70-72	2.67
C+	67-69	2.33
C	63-66	2.00
C-	60-62	1.67
D	50-59	1.00
F	49 and below	0.00

**10. SENATE TRIBUTES COMMITTEE**

*Presented by: Catherine Vertesi*

Two nominations for Honorary Degrees were presented and motions passed approving the nominations.

**INFORMATION ITEMS****Information Item #1 – Proposed New Faculties Structure**

*Presented by: Jackie Snodgrass*

As part of the faculty structure review process, Senate was presented with a memo outlining a draft proposal for the restructuring of the University Faculties. Members were requested to take the proposal back to their areas for review and discussion. This item will be brought back to the April Senate meeting.

**Information Item #2 – Elections**

*Presented by: Karen McCredie*

With regard to the Senate elections, Senate was informed that nominations were now closed and that five Faculty seats remained empty without nominations. The election procedures indicate that a bi-election is necessary; however, calling a bi-election concurrently with the current election may cause some confusion. In this regard, the bi-election will be called in the fall resulting in five seats having no elected members on August 1<sup>st</sup>. It was proposed that a motion be brought to the April meeting on how to deal with the empty seats.

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There being no further business and on motion duly made and seconded, the meeting was adjourned at 5:50 p.m.

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**Next Meeting: Tuesday, April 3, 2012.**

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