



SENATE MEETING

Tuesday, January 8, 2013 4:00 pm LB322

MINUTES

PRESENT: Bill Gibson (Acting Chair), Tammy Towill, Stephen Atkins, Jean Bennett, Don Bentley, Chris Bottrill, Robert Campbell, David Clarkson, Leighan Crowe, Caroline Depatie, Graham Fane, Teresa Grant, Brandon Hofmarks, Violet Jessen, David Kirk, Reini Klein, Clay Little, Nanci Lucas, Grace Makarewicz, Karen McCredie, Grace McNab, Jared Nash, Erin Robinson, Sandra Seekins, Sharka Stuyt, Jenna Theny, Catherine Vertesi, Recording Secretary: Mary Jukich

REGRETS: Kris Bulcroft, Carol Aitken, Mark Battersby, Darin Feist, Vineet Johnson, Sonja Lebens, Paul McMillan, Jennifer Moore, Peter Ufford, Daniel Yasinski

GUESTS: None

In the absence of Kris Bulcroft, Bill Gibson called the meeting to order at 4:00 p.m.

1. APPROVAL OF AGENDA

Item #12 – Seat Max Ad Hoc Committee was added to the agenda.

*Nanci Lucas moved and David Clarkson seconded that:
The amended Agenda be approved.*

CARRIED

2. MINUTES

It was clarified that on page 2, the sentence “In the absence of Bill Gibson, Catherine Vertesi would assume voting rights at this meeting” was incorrect and that, in fact, Catherine Vertesi maintains administrative voting rights instead of Bill Gibson.

*Robert Campbell moved and Graham Fane seconded that:
the amended minutes of the December 4, 2012 meeting be approved.*

CARRIED

3. CHAIR AND VICE-CHAIR'S REPORTS

Chair's Report

As the Chair was absent from the meeting, no report was presented.

Vice-Chair's Report

In the absence of Paul McMillian and Carol Aitken, Nanci Lucas and Stephen Aitkens both assumed voting rights.

Senate was informed that work continues on updating the Senate website and suggestions and comments can be forwarded to Tammy Towill.

4. APPROVALS IN PRINCIPLE

None

5. SENATE CURRICULUM COMMITTEE

Presented by: Robert Campbell

(a) Resolutions

Robert presented the resolutions brought forward from the December 14th, 2012 Senate Curriculum Committee meeting.

Robert Campbell moved and Brandon Hofmarks seconded that:

13/01 SCC resolutions, 12/87 through 12/96, be received and adopted by Senate. **CARRIED**

Robert Campbell moved and Chris Bottrill seconded that:

13/02 SCC resolutions 12/97, and 12/98 Final approval of the Lil'wat Nation Language & Culture Certificate, be received and adopted by Senate. **CARRIED**

Robert Campbell moved and Jared Nash seconded that:

13/03 SCC resolutions, 12/99 and 12/100, be received and adopted by Senate. **CARRIED**

(b) Senate Policy S-2009-03 Requirements for Credentials

Senate Policy S-2009-03 Requirements for Credentials is being amended to include the addition of Baccalaureate Concentrations and definitions.

Robert Campbell moved and Grace McNab seconded that:

13/04 SCC resolution 12/101, the proposal to amend Senate Policy S-2009-03 to add Baccalaureate Concentrations and the definitions, be received and adopted by Senate. **CARRIED**

(c) Senate Curriculum Committee Mandate and Structure

As a result of the University's new five Faculty structure, minor revisions were required to the Senate Curriculum Committee mandate and structure. Revisions consisted of program name changes and the addition of one faculty member to represent Global Stewardship, Public Administration and Human Kinetics, as well as increasing quorum from 9 to 10 members.

Robert Campbell moved and Catherine Vertesi seconded that:

13/05 SCC resolution 12/102, the proposed revisions to the Senate Curriculum Committee mandate and structure be received and adopted by Senate.

CARRIED**6. ALUMNI AWARDS OF EXCELLENCE**

Presented by: Tammy Towill

Nominations for the Alumni Awards of Excellence are currently open and will close on January 31, 2013. Nomination forms are posted on the Capilano website and Janis Connolly, Alumni Relations Officer - Office of Development & Alumni Relations can be contacted with regard to questions or assistance in completing the nomination forms.

Senate was asked for three volunteers (faculty, staff, student) to participate on the selection committee to determine the recipients of the Alumni Awards of Excellence. Clay Little and Jenna Theny volunteered as staff and student representatives respectively and faculty were requested to contact Tammy indicating their interest.

7. GRADUATES

Presented by: Karen McCredie

As a result of the University's decision for only one convocation per year, the Registrar's Office undertook a review of processes to ensure that all students were given an opportunity to graduate and attend convocation. As such, processes were revised to allow students to graduate at the end of each term and lists of graduates will be brought to Senate in January, May, June and September.

The Registrar presented a list of students who had met the graduation criteria and program requirements to graduate. It was noted that the December 2012 list of graduates included the first Liberal Studies BA (LSBA) graduates and the first Bachelor of Legal Studies Degree graduate at the University.

Karen McCredie moved and Jared Nash seconded that:

13/06 Upon verification by the Registrar's Office that all credential requirements have been met, the Chancellor and the Senate of Capilano University approve the conferring of the credentials.

CARRIED

8. APPROVAL IN PRINCIPLE – SENATE INSTRUCTIONAL TECHNOLOGIES ADVISORY COMMITTEE

Presented by: Tammy Towill

Senate was requested to provide an approval in principle for a new standing committee, the Senate Instructional Technologies Advisory Committee (SITAC). Members reviewed draft wording of the terms of reference and approval was granted to forward the draft to the Senate By-law, Policy and Procedure Committee for their review.

Tammy Towill moved and Don Bentley seconded that:

13/07 The terms of reference for the new Senate Instructional Technologies Advisory Committee be forwarded to the By-law, Policy and Procedure Committee for review.

CARRIED

9. SENATE BUDGET ADVISORY COMMITTEE

Presented by: Leighan Crowe

Senate was informed that the Committee met on December 18th and reviewed a preliminary as-is budget which indicated several unknowns in both revenues and expenses.

The Committee will be presenting a “Budget Basics 102” for the campus community on February 7th at 11:30 a.m. This forum will provide an overview of the budget process and an update on the budget at that point.

10. SENATE ACADEMIC PLANNING AND PROGRAM ASSESSMENT COMMITTEE

Presented by: Grace McNab

The Committee will be holding a forum on Thursday, January 24th from 11:30 – 12:45 in LB 322. Participants will be provided with a review of a form designed to assist program areas with their self-assessment reports. As well, Diane Koch from SEA and Ted Hamilton from CMNS will present their program assessment reports at the forum.

11. UPDATE ON THE INITIAL FINDINGS OF THE CAPILANO UNIVERSITY

Academic Planning

Senate was informed that a Strategic Directions and a Framework for Academic Planning document has been drafted and will be reviewed by the Senate Academic Planning and Program Assessment Committee at a meeting on January 15th. Once review of the document is complete, the document will be brought to Senate.

Differentiation Project

Senate was advised that information from subsequent focus groups is being compiled and once complete, a document will be brought to Senate.

12. SEAT MAX AD HOC COMMITTEE UPDATE

Presented by: Violet Jessen

The Committee reported that work continues on the spreadsheet incorporating possible criteria for exceptional maxima. After discussions at the Committee, further refinement of categories was required and is now being reviewed by members. The Committee will report back once the feedback is received.

Senators were invited to the Board of Governors dinner on Tuesday, February 12th at 5:30 p.m.

There being no further business and on motion duly made and seconded, the meeting was adjourned at 5:40 p.m.

Next Meeting: Tuesday, February 5, 2013.
