



## SENATE MEETING

Tuesday, March 5, 2013 4:00 pm LB322

### MINUTES

- PRESENT:** Kris Bulcroft (Chair), Tammy Towill, Carol Aitken, Stephen Atkins, Brittany Barnes, Mark Battersby, Don Bentley, Chris Bottrill, Robert Campbell, David Clarkson, Leighan Crowe, Caroline Depatie, Graham Fane, Brandon Hofmarks, Violet Jessen, Vineet Johnson, David Kirk, Reni Klein, Clay Little, Grace Makarewicz, Karen McCredie, Paul McMillan, Jennifer Moore, Jared Nash, Erin Robinson, Sandra Seekins, Sharka Stuyt, Jenna Theny, Catherine Vertesi, Daniel Yasinski, Recording Secretary: Mary Jukich
- REGRETS:** Darin Feist, Bill Gibson, Sonja Lebens, Nanci Lucas, Grace McNab, Peter Ufford
- GUESTS:** Alison McNeil, Charlene Hill
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Kris Bulcroft called the meeting to order at 4:00 p.m.

#### 1. APPROVAL OF AGENDA

Item 5(a) – Concentrations in North American Business Post Baccalaureate Diploma Program was added to the agenda.

Robert Campbell and Karen McCredie presented Item #6 – Reading Break

Robert Campbell presented item #8 – Senate By-law, Policy and Procedure Committee.

*Robert Campbell moved and Caroline Depatie seconded that:  
the amended agenda be approved.*

**CARRIED**

#### 2. MINUTES

*Karen McCredie moved and Jenna Theny seconded that:  
the minutes of the February 5, 2013 meeting be approved.*

**CARRIED**

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

##### Chair's Report

Frank Dipuma will be attending the annual meeting of the NWCCU in anticipation of the next round of the University's accreditation process.

Kris announced that Ralph Sultan, MLA for West Vancouver-Capilano and current Minister of State for Seniors will temporarily take over the Ministry of Advanced Education and the Ministry of Multiculturalism in light of the recent resignation of John Yap.

Senate was informed that the search committee has provided a list of potential candidates being considered for Vice-President and Provost.

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

Alison McNeil and Charlene Hill were introduced and welcomed to Senate.

Stephen Aitkens assumed voting rights in the absence of Grace McNab.

#### **4. APPROVALS IN PRINCIPLE**

(a) Local Government Leadership Development Certificate

*Presented by: Alison McNeil*

The Local Government Leadership Development Certificate approval in principle was presented to Senate. This is a new program designed specifically for local government management professionals who seek courses to equip them for more senior positions.

*Chris Bottrill moved and Caroline Depatie seconded that:*

**13/13** The Local Government Leadership Development Certificate be given approval in principle.

**CARRIED**

#### **5. TRIBUTES COMMITTEE**

*Presented by: Catherine Vertesi*

Senate was advised that the Tributes Committee had recommended Faculty Emeritus status be conferred on Linn Teetzel. The nominator, Alison McNeil, presented to Senate a brief biography of Linn noting her accomplishments and contributions to Capilano.

*Catherine Vertesi moved and Daniel Yasinski seconded that:*

**13/14** Senate accept Linn Teetzel as Faculty Emeritus

**CARRIED**

Senate was advised that the Tributes Committee had recommended Faculty Emeritus status be conferred on Doug Loblaw. The nominator, Charlene Hill, presented to Senate a brief biography of Doug noting his accomplishments and contributions to Capilano.

*Daniel Yasinski moved and Jean Bennett seconded that:*

**13/15** Senate accept Doug Loblaw as Faculty Emeritus

**CARRIED**

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

**5. (a) Concentrations in North American Business Post Baccalaureate Diploma Program**

*Presented by: Catherine Vertesi*

Feedback from industry and students has indicated the need for the development of Concentrations for Post Baccalaureate programs. In this regard, Senate was requested to direct the Senate By-law, Policy and Procedure Committee to craft the details of the structure of the Concentrations in Post Baccalaureate and Graduate Diplomas.

*Catherine Vertesi moved and Graham Fane seconded that:*

**13/16** The details of the structure of the Concentrations in Post Baccalaureate and Graduate Diplomas be sent to the Senate By-law, Policy and Procedure Committee.

**CARRIED**

**6. READING BREAK 2014**

*Presented by: Karen McCredie / Robert Campbell*

The issue of the Family Day statutory holiday on Monday, February 11 and the University's Reading Break the following week was addressed in light of issues raised with regard to missing two potential Monday only classes. The Registrar reported that research was undertaken on practices at other institutions and results taken to VP Deans for consultation.

It was reported that a consensus at VP Deans had not been reached on the possibility of moving Reading Break to coincide with the statutory Family Day holiday. Discussion had centered that in moving Reading Break to the same week as the statutory February 11 Family Day would result, in some years, with Reading Break after only five weeks of instruction.

Feedback from other Faculties also indicated a lack of consensus, and similar concerns of having Reading Break too early in the term and the impact to students of potentially losing two Monday classes.

The Humanities Division reported that it had unanimously passed the following motion:

*"That the University Senate adopt an Academic Calendar with the principle that the Reading Break is always to be scheduled after the 6<sup>th</sup> week of Spring Term classes."*

A member noted that, through the student lens, aligning Family Day and Reading Break would be more beneficial and practical to the students, as the timing of the Reading Break will still allow students to re-evaluate their courses and educational path and still allow time to make changes, if necessary.

Discussion at Senate, and review of feedback provided from Faculties, did not indicate complete consensus. A motion was put forth by the Senate student representatives.

*Jared Nash moved and David Clarkson seconded that:*

**13/17** Reading Break be moved to coincide with Family Day.

**CARRIED**  
**14 yes**  
**5 opposed**  
**4 abstentions**

**7. SENATE CURRICULUM COMMITTEE***Presented by: Robert Campbell*

## (a) Resolutions

Robert presented the resolutions brought forward from the February 15<sup>th</sup>, 2013 Senate Curriculum Committee meeting.

*Robert Campbell moved and Jennifer Moore seconded that:*

**13/18** SCC resolutions 13/15 through 13/27, be received and adopted by Senate.

**CARRIED**

## (b) New/Reappointment of Members

Robert presented a list of new/reappointed members who will commence a new term on the Senate Curriculum Committee on August 15<sup>th</sup>.

*Robert Campbell moved and Jennifer Moore seconded that:*

**13/19** Meike Wernicke-Heinrichs, Cheryl Schreader, Deanna Baxter, Michael Thoma, Heather Plume, Annabella Cant, Vineet Johnson and Ghazal Tohidi commence a new term on the Senate Curriculum Committee.

**CARRIED****8. SENATE BY-LAW, POLICY AND PROCEDURE COMMITTEE**

## (a) Teaching Out Suspended or Discontinued Programs

*Presented by: Robert Campbell*

Senate was requested to approve the new Teaching Out Suspended or Discontinued Programs policy. This policy was developed to meet one of the four recommendations outlined in the NWCCU accreditation site visit report. Members were informed that extensive discussion and review was undertaken by the Committee in preparing the new policy.

*Robert Campbell moved and Jennifer Moore seconded that:*

**13/20** The Teaching Out Suspended or Discontinued Programs policy be approved by Senate.

**CARRIED****9. SENATE BUDGET ADVISORY COMMITTEE***Presented by: Leighan Crowe*

The Senate Budget Advisory Committee reaffirmed its commitment to an early budget process and continued communication with the University community. The Committee reported that at this date, the as-is budget indicates a deficit of approximately \$2.3 million and that the Committee had expected to be in a position to provide a report on the deficit and strategies to address this position.

This year has presented unique challenges to an already difficult budget process. As a result of the impending election, the Ministry is taking a strong and active role in the University’s decision-making processes. This year, the Ministry may require Capilano to avoid program cuts and consequently use reserves to cover the deficit.

The Committee reported that speculation on the pending Ministry and Board decision will not be productive. In this regard, once clear direction from both the Ministry and the Board is provided, the Committee will schedule additional meetings to continue work on this year’s budget and the Committee will maintain communication with the campus community.

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

*Presented by: Sandra Seekins*

Concern as to SAPPAC’s role in relationship to strategic planning was brought forth, and a motion to Senate was presented:

*Sandra Seekins moved and Paul McMillan seconded that:*

The Senate refers to SAPPAC for comment and feedback, the process for developing and approving the new Strategic Plan.

And the Senate refers to SAPPAC for comment and feedback all draft Strategic Plans that are developed by the above strategic planning process.

**DEFEATED**  
**1 yes**  
**10 opposed**  
**6 abstentions**

Members discussed the role of the Committee as it related to strategic and academic planning. Concern was expressed that some confusion may have arisen with the Committee’s role with regard to the Strategic Directions and a Framework for Academic Planning document.

It was generally agreed that a consultative process was undertaken which included focus groups and forums and that the document continues to be a work in process.

It was suggested that further review of SAPPAC’s role be undertaken.

**11. CHANCELLOR SEARCH PROCESS**

*Presented by: Erin Robinson*

Senate was reminded that Peter Ufford is currently serving a second term as Chancellor of the University. As it is expected that seeking a new chancellor may take some time, Senate was informed that the Chancellor Search Process has been activated. Three members (faculty, staff and student) of Senate were requested to serve on the Chancellor Search Committee. Sharka Stuyt, Darin Feist and Brandon Hofmarks volunteered to serve on the Committee.

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**INFORMATION ITEM**

**Information Item #1 – Communication to Students on Change to Grading Profile**

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*Presented by: Tammy Towill*

Senate was informed that on Tuesday, March 12th a general communication will be sent to all students informing them of the University's new grading profile effective Fall 2013.

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There being no further business and on motion duly made and seconded, the meeting was adjourned at 6:00 p.m.

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**Next Meeting: Tuesday, April 2, 2013.**

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