



SENATE MEETING

Tuesday, August 23, 2016 4:00 pm
Capilano University – Room LB 322

MINUTES

Present: Rick Gale (Acting Chair), Carol Aitken, Don Bentley, Chris Bottrill, Julia Denholm, Caroline Depatie, Darin Feist, David Fung, Michelle Gervais, Carol Howorth, David Kirk, Jullian Kolstee, Nanci Lucas, Grace Makarewicz, Karen McCredie, Paul McMillan, Jennifer Moore, Jorge Ocegüera, Alysa Huppler-Poliak, Emma Russell, Sandra Seekins, Sharka Stuyt, Michael Thoma, Halia Valladares, Stephanie Wells, Bacel Younan, Recording Secretary: Mary Jukich

Regrets: Kim Bothen, Sylvia Kind, Brad Martin, Emily Solomon, Cheryl Webb

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. Approval of the Agenda

Stephanie Wells moved and Alysa Huppler-Poliak seconded:
To adopt the Agenda

CARRIED

3. Approval of the Minutes

Grace Makarewicz moved and David Kirk seconded:
To adopt the May 31, 2016 minutes

CARRIED

3. Correspondence Received

None.

5. Business Arising

None.

6. New Business

6.1 Senate Self-Evaluation Committee – Results of Survey

Presented by: Grace Makarewicz

Senate was provided with a brief summary of the results of the Senate self-evaluation survey. The survey opened April 1 and closed May 13, 2016 and



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had a response rate of 77%. The survey indicated some improvements in some of Senate's tasks, but that improvement in other areas is still required.

Some issues noted were that there was a lack of clarity on Senators' role with respect to academic governance and that more information be provided on the role of subcommittees and background on how decisions are made.

Some suggestions already being acted on include increasing the joint meetings with the Board of Governors to two per year, and developing *University Act* workshops to ensure good understanding of the *University Act*.

On discussion, a suggestion was presented to devote either a portion or the entire October Senate meeting for a Senate orientation. In this regard, an ad hoc committee was formed to develop an agenda for the orientation.

The following members volunteered to serve on the ad hoc committee:

Julia Denholm
Emma Russell
Michelle Gervais

6.2 Senate By-Election – Faculty of Business and Professional Studies – Voting Member

Presented by: Karen McCredie

The Registrar announced that a by-election will be called for the Senate seat previously held by Leighan Crowe. This will be a voting seat from the Faculty of Business & Professional Studies with a term ending July 31, 2018. Results of the by- election will be announced on September 22nd.

The Registrar also announced that a further by-election will be called for both a Board and Senate student representative as a result of a recent resignation. This will be a voting seat with a term ending July 31, 2017. Results of the by-election will be announced on October 11th.



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6.3 Senate Subcommittees – Populating Committees

Presented by: Nanci Lucas

A brief overview of each Senate subcommittee was provided and members were invited to fill the remaining vacancies on the subcommittees.

6.4 Recommendation to add two new Permanent Guest Positions

Presented by: Rick Gale

Members were requested to consider the addition of two new permanent guest positions to the composition of Senate. The two new positions would comprise of the Associate Vice President, Student Success and a First Nations representative. On discussion, members generally agreed and indicated that Senate would benefit from input and resources of the two new positions.

Rick Gale moved and Julia Denholm seconded:

16/63 Senate have a permanent guest position for the Associate Vice President, Student Services. **CARRIED**

Rick Gale moved and Jennifer Moore seconded:

16/64 Senate have a permanent guest position for a First Nations representative. **CARRIED**

7. Reports

7.1 Acting Chair/President

Rick Gale provided the following report:

- Continuing our work with United Way, looking for volunteers
 - Usually staff/faculty/admin but student volunteers would be great
 - Look for more volunteers from your areas
- Working Board Orientation, including the new members and the installation of a new Chair
 - Chair – Soon Kim



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- Chancellor – David Fung
- Appointed New Members – Nicholas Cartmell, Cherian Itty, Jessie Williams
- New Elected – Michelle Gervais (by-election to be held for other student position)

- Board agrees with Senate that a closer relationship would be beneficial so we are exploring a few opportunities to work together
 - Board Meeting Time changes
 - Orientation overlaps
 - University Act 101
 - University 101
 - Please send other ideas to me

- Re-organizing meetings and structures, replacing the former Executive Committee with the Senior Administrative Leadership Team (SALT)
 - President
 - ED Advancement, VP A&P, VP F&A
 - AVP HR, AVP SS
 - Deans, Librarian, Registrar
 - Directors of CIE, Contract Services, CSEE, Facilities, Finance, IT, Marketing and Communications, Alumni and Development

- Trying to identify the most pressing policy gaps and needs for the Fall, focusing on the *University Act*, but also what we need for:
 - Community Outreach
 - Exempt Status
 - New Degree Development
 - Tri-Council Eligibility
 - Universities Canada

7.2 Vice Chair of Senate

Nanci Lucas reported that she is serving on the president's advisory committee on the development of a sexual violence and misconduct policy for the University. Information will be distributed, and educational opportunities will



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occur on the responsibility of being first responder, as well as opportunities for feedback and consultation with stakeholders.

Work is underway in collecting information from various resources, and the University is working with provincial partners.

Reports will be provided to Senate as work proceeds.

7.3 VP Academic and Provost

- 2016 Institutional Accountability Plan and Report (IAPR)
 - Posted on the Capilano University and Ministry websites
- Ministry notification of funding for the 2016 Aboriginal Services Plan
 - Posted on the Capilano University and Ministry websites
- Bringing new administrators on board
 - Orientation being planned for the coming month
- Established the portfolio for our AVPSS
 - Aboriginal Services
 - Accessibility Services
 - Athletics and Wellness
 - Career Services
 - Counselling
 - Institutional Research
 - Learning and Teaching Development
 - Will be introducing our new Manager in September
 - Learning Services
 - Student Affairs
 - New Student Affairs Officer
- Re-organizing meetings and structures, expanding VPDeans (new name TBD) to include:
 - Director of CIE
 - Director of CSEE
 - Librarian



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- Registrar
- Moving forward on a variety of academic initiatives including:
 - Aboriginal Engagement
 - Accreditation through NWCCU
 - Assessment and Unit Review
 - Cap Year Experience
 - General Education
 - New Degree Development
 - Strategic Enrolment

7.4 Board Report

Carol Howorth provided the following report.

- The Board now has three new appointments, effective this September, and the Board is planning on an effective orientation.
- This Fall, the Board of Governors will have two new student reps and we appreciate their input very much. Around the table, it is noticed that we (the Board) listens very carefully to the input of students, faculty and staff on the Board when they speak to an issue.
- The orientation of the President has begun. Paul is already very engaged around the University in orienting himself to constituent groups. He assumes office on October 1st.
- There is an ongoing PD project to develop a strong and positive culture on the Board. This is very significant work for us.
- Carol indicated that she does not serve as a representative of the Board to the Senate as only Board Chair speaks for the Board. She will, however, be pleased to be the liaison between the two bodies.



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- Carol welcomes any questions or issues from any member of Senate with regard to the Board, and she will answer questions and issues as an individual, non-voting member of the Senate.

9. Committee Reports

9.1 Curriculum Committee – Resolution Memorandum

Presented by: Nanci Lucas

The resolutions brought forward from the June 10th Senate Curriculum Committee meeting were presented to Senate for approval.

Nanci Lucas moved and David Kirk seconded:
16/65 SCC resolution 16/62 be endorsed by Senate.

CARRIED
1 abstention

Nanci Lucas moved and Stephanie Wells seconded:
16/66 SCC resolution 16/63 be endorsed by Senate.

CARRIED
2 abstentions

No vote was taken on SCC resolution 16/64 as this will be voted upon when the revisions to the policy are presented.

No vote was taken on SCC resolution 16/65 as this will be voted upon when the new task force presents their report.

10. Discussion Items

None

11. Other Business

Chris Bottrill informed Senate that Jim Rossi, Capilano Faculty member passed away on June 14th.

The Truth and Reconciliation event will take place September 19 – 23rd.

The CapU Street Party and Student Orientation will be on Tuesday, September 6th.



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Leighan Crowe was acknowledged and thanked for her tenure as Interim Dean, work on Senate and various subcommittees, as well as Chairing the Budget Advisory Committee.

Chancellor David Fung provided a brief personal biography as well as his role on Senate.

There being no further business, and on motion duly made, the meeting was adjourned at 5: 25 pm.

Next Meeting: Tuesday, September 13, 2016
