



SENATE MEETING

Tuesday, May 8, 2018 4:00 pm
 Capilano University – Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Imroz Ali, Sean Ashley, Kim Bothen, Chris Bottrill, Duncan Brown, Julia Denholm, Dilnavaz Dhillon, Caroline Depatie, Marnie Findlater, Michelle Gervais, Deb Jamison, Sylvia Kind, David Kirk, Brad Martin, Karen McCredie, Anthea Mallinson (for Brent Calvert), Paul McMillan, Joshua Millard, Jorge Ocegueda, Majid Raja, Emma Russell, Adam Sale, Debbie Schachter, Michael Thoma, Recording Secretary: Mary Jukich

Regrets: Cyndi Banks, Don Bentley, Bren Calvert, Darin Feist, Megan Fretz, David Fung, Joshua Larsen, Sandra Seekins, Carleen Thomas, Halia Valladares, Stephanie Wells, Bacel Younan

Guests: Nanci Lucas, Derek Murray

Acknowledgement

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

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

1. Welcome

In the absence of Don Bentley, Sylvia Kind assumed voting rights for the Faculty of Education, Health and Human Development.

In the absence of Stephanie Wells, Emma Russell assumed voting rights for the Faculty of Global and Community Studies.

In the absence of Sandra Seekins, Sean Ashley assumed voting rights for the Faculty of Arts & Sciences.

2. Approval of the Agenda

Michelle Gervais moved and Dilnavaz Dhillon seconded:
 To adopt the agenda.

CARRIED

3. Approval of the Minutes

Caroline Depatie moved and Kim Bothen seconded:
 To adopt the April 3, 2018 minutes.

CARRIED



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4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Senate Cap Core Implementation Ad Hoc Committee

Presented by: Paul McMillan / Derek Murray

A summary was provided on work to date, and Senate was requested to approve the following recommendations as presented by the Committee in their report to Senate, Schedule 5.1 of the agenda package.

Recommendation 1

Paul McMillan moved and Deb Jamison seconded:

18/17 The ad hoc committee recommends the following timelines for implementation:

- (a) Students starting in their baccalaureate degree on or after fall 2018 and graduating on or after June 2022 must meet Cap Core graduation requirements as part of their program requirements. **This is the approved statement that will appear on all baccalaureate program profiles in the 2018–2019 Academic Calendar.*
- (b) A statement to the above effect will need to be prepared for certificates and diplomas to be Cap Core compliant in time for fall 2019.

CARRIED

Recommendation 2

Paul McMillan moved and Julia Denholm seconded:

18/18 The ad hoc committee recommends the following exception to the Cap Core curriculum:

- (a) Currently, the only approved exception to the Cap Core curriculum framework is in the B.Mus. Jazz Studies degree where it was determined that a Cap Core Numeracy course

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could be taken by students in Term 3 (rather than within the first 30 credits) and still be considered “foundational” to the rest of their studies. The ad hoc committee advised that the program area consider Cap Core requirements again when they undertake their next program review.

Recommendation 3

On review and discussion, concern was raised that the mandate of the new committee ensure that supports for students and faculty are in place. In this regard, it was suggested to add item (i) to the recommendation.

Paul McMillan moved and Julia Denholm seconded:

- 18/19** The ad hoc committee recommends a new committee be struck with the following mandate:
- (a) To oversee implementation of Cap Core for certificates and diplomas in time for fall 2019.
 - (b) To articulate descriptions of each “Integration” category so that faculty have more specific guidance on developing and proposing courses in these categories.
 - (c) To assess the degree to which courses in the Integration categories are open and accessible to non-program students. Such courses should not have program-specific restrictions or burdensome pre-requisite requirements.
 - (d) To rearticulate and communicate the goals of Cap Core and why it is an exciting initiative being undertaken at CapU.
 - (e) To develop an assessment strategy to ensure the curriculum is achieving its stated goals.
 - (f) To encourage the development of interdisciplinary team-taught courses (such as the proposed First Year Seminar initiative).
 - (g) To advise the VP Academic on a review of Cap Core and the degree to which programs are facilitating student achievement of Cap Core outcomes.

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- (h) To make recommendations on the establishment of a permanent academic home for Cap Core administration.
- (i) To make recommendations for supports for students and faculty.

Recommendation 4

On review and discussion, a concern was noted that the current wording may leave it open to interpretation, and the recommendation was revised as follows.

Paul McMillan moved and Michelle Gervais seconded:

18/20 While indigenization and sustainability outcomes are central to the Cap Core curriculum, the committee recommends that the ongoing and meaningful integration of these outcomes be part of institution-wide planning and not be limited solely to Cap Core.

CARRIED

Recommendation 5

A motion was not presented for Recommendation 5 as once an ad hoc committee it established under motion 3, it will make recommendations for the next steps.

5.2 Research Task Force

Presented by: Debbie Schachter

Senate was informed that the final meeting of the Research Task Force is scheduled for May 24th. Following the completion of the RTF mandate, the recommendation to the President will be to create a new committee to support research at Capilano.

The final work of the Task Force will include:

- Completing a communications piece to be distributed to all faculty regarding research ethics. This piece will include Q&As regarding faculty and student research with humans to be approved by the Research Ethics Board.
- Creating a mechanism for collecting faculty research being conducted at Capilano. This is in support of the Universities Canada membership.



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- Communicating the policy recommendations from the RTF to the Policy Office, in support of the Universities Canada membership and NWCCU accreditation.

5.3 Self-Evaluation Committee

Presented by: Paul Dangerfield

The self-evaluation survey will be open for three more days, and everyone was encouraged to complete the survey.

5.4 Nominating Committee

This item was not addressed as the presenter was absent.

6. New Business

6.1 OP.101 Class Size Policy

Presented by: Paul Dangerfield

For information, Senate was presented with a copy of the OP.101 Class Size Policy. It was noted that the Senate package included the draft version, and that in the final document, room size under section #4, was removed.

The Policy was previously approved by Senior Leadership Council and posted on the policy web page.

6.2 Continuous Improvement

Presented by: Paul Dangerfield

A new initiative was introduced to ensure continuous improvement at Senate. The initiative will provide an opportunity for periodic review of processes/templates, etc. to ensure that items in place continue to be effective.

6.3 Election Update

Presented by: Karen McCredie

The Registrar reported that a call was made for the two remaining vacant seats; the student position and the non-voting representative from Fine & Applied Arts.



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One nomination was received for the student position and no nominations for Fine & Applied Arts. An email was received from a faculty member indicating interest and accordingly, a further call will be made and timelines communicated for nominations for a representative from Fine & Applied Arts.

6.4 Graduates

Presented by: Karen McCredie

The Registrar submitted a list of 966 graduates, verified by the Registrar's Office, to have met the graduation requirements of their program.

Karen McCredie moved and Dilnavaz Dhillon seconded:

18/21 Senate accept the students as graduates.

CARRIED

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

The Committee understood its role in the review process was to make a recommendation to the VP Academic on whether a proposal should move to the next stage, or if it required additional work. This information was then brought forward by the Chair as information to Senate.

However, Bernadette Andrade, Manager, Academic Initiatives and Planning, informed the Committee that recent information received from the Minister of Advanced Education resulted in a change to the current approval process for Stage 1 proposals. The change in the process requires Board approval prior to posting Stage 1 proposals on PSIPs. Although Concept Papers will still be forwarded to the VP Academic, this change will necessitate that Stage 1 proposals reviewed by SAPPRC are now first brought to Senate for approval, and then forwarded to the Board.

Consequently, at the April 10th meeting, the Committee approved that the Stage 1 proposal for the Bachelor of Arts: General, as presented by Julia Denholm, be recommended to the VP Academic to move forward to Stage 2. In light of the new information from the Ministry, the Committee revised this internal



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recommendation in order to comply with the new requirements, where the Committee now seeks approval from Senate for the Stage 1 Bachelor of Arts: General, which, if approved, be forwarded to the Board.

Michael Thoma moved and Paul McMillan seconded:

18/22 That Senate recommends to the Board approval of the Stage 1 – Bachelor of Arts, General.

CARRIED

Senate was informed that the Committee reviewed the following proposals:

- Stage 1 – Bachelor of Health and Human Kinetics. The Committee remains supportive of the proposal; however, there were some concerns that needed to be addressed before the Committee can recommend the proposal to move forward.
- Concept Paper – Bachelor of Business Administration Concentration in Information Management and Analytics. The Committee was supportive of the proposal; however, the Committee did not provide a recommendation for the proposal to move forward in its present form.
- Concept Paper – Bachelor of Science with a Major/Minor in Data Science and a Post Baccalaureate Certificate in Data Science. The Committee made a recommendation to the VP Academic that the proposals move to Stage 1.
- Concept Paper – Bachelor of Arts with a Major in Environmental Studies. With the understanding that concerns noted by the Committee are addressed, the Committee made a recommendation to the VP Academic that the proposal move to Stage 1.

7.2 By-law, Policy and Procedure Committee

7.2.1 B.109 Student Appeal Policy

Presented by: Nanci Lucas

As background, Senate was previously requested by the Board for advice on B.109 Student Appeals Policy. Feedback was requested and reviewed by the



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Senate By-law, Policy and Procedure Committee and the Committee made some revisions to the Policy as its advice.

On review of the proposed revisions, some minor formatting changes were requested.

Kim Bothen moved and Julia Denholm seconded:

18/23 That Senate approve its advice to the Board reflected in the revisions made to Policy B.109 Student Appeals as presented.

CARRIED

7.2.2 S2015-05 Credential and Course Criteria Policy

Presented by: Kim Bothen

Senate was requested to approve the revisions to the 2015-05 Credential and Course Criteria Policy.

The By-law, Policy and Procedure Committee reviewed the feedback and issues raised by the campus community on the Cap Core requirements and determined that those issues were beyond the scope of the Committee. With regard to including requirements of graduate degrees, the Committee recommended that this be reviewed by an appropriate body and once determined the policy would be reviewed and revised as necessary.

On review and discussion of the Policy, some minor formatting revisions were requested. It was suggested that it may be beneficial that at some point all policies are reviewed for stylistic consistency and standardization around numbering.

Kim Bothen moved and Julia Denholm seconded:

18/24 That Senate approve the revisions to S2015-05 Credential and Course Criteria Policy as presented.

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7.3 Curriculum Committee

Presented by: Deb Jamison

The resolutions brought forward from the April 20th, 2018 Senate Curriculum Committee meetings were presented to Senate for approval.

Deb Jamison moved and Caroline Depatie seconded:

18/25 SCC resolutions 18/72 to 18/75 be adopted by Senate.

CARRIED

7.4 Instructional Technologies Advisory Committee

A report was not presented as the Committee did not meet.

8. Other Reports

8.1 Chair of Senate

Presented by: Paul Dangerfield

Consultations are wrapping up around the Campus Master Plan and on the future direction of the physical campus. It is anticipated that a draft report will be presented to the Board in June with a possible roll out in the Fall.

Discussions have completed around the admissions review done by Academica. Approximately 31 recommendations were provided and work is underway in developing an implementation plan for the recommendations.

Dr. Laureen Styles has been appointed as the new VP, Academic and Provost.

Discussions continue around international student recruitment, possible off-shore programming and addressing the concept and direction of international students.

8.2 Vice Chair Senate

A report was not provided as the Vice-Chair was absent.

8.3 VP Academic and Provost

The VP Academic and Provost report was included in the President's Report.



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8.4 Board Report

Presented by: Duncan Ross

At the April 17, 2018 meeting, the Board approved the Operating and Capital Budgets for 2018/2019 and endorsed the notional Operating and Capital Budgets for 2019/2020 and 2020/2021.

The Board was also updated on the following:

- The draft 2018/19 Operational Plan, in particular the first Nations Student Services Plan, which the Board will review at its next meeting.
- New provincial funding for additional students spaces in expanded technology-related diploma programs, including the 3D Animation Diploma and the 2D Animation and Visual Effects Diploma.
- Development of a Campus Master Plan.
- The review of the Academics review of the admission progress.
- The list of programs and schools to be reviewed in the 2018/19 academic Year.
- The President's new First Nations Advisory Committee.
- Communication efforts about Cap's 50th anniversary.
- Website redesign project – scheduled to launch on June 12.

The Board is currently completing its 2018 Self –Assessment Survey.

The Board committees are continuing to review their mandates, with a view to updating them and making them consistent with the recently approved standard format for committee mandates.

The next board meeting is on June 19, 2018.



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9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

No information items were presented.

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

Next Meeting: Wednesday, June 6th, 2018
