



SENATE REGULAR MEETING

Tuesday, April 7th, 2020 4:00 – 6:00 pm
VIA MS TEAMS

AGENDA

Acknowledgement

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

- 1. Welcome**
- 2. Approval of the Agenda - Decision** Senate Members
- 3. Approval of the March 3rd, 2020 Minutes – Decision** Senate Members
Schedule 3
- 4. Correspondence Received**
- 5. Business Arising**
 - 5.1 Self-Evaluation Committee – Request to Convene – *Information* Paul Dangerfield
 - 5.2 Vice-Chair Nominating Committee – Request to Convene – *Information* Paul Dangerfield
- 6. New Business**
 - 6.1 COVID-19 Academic & Teaching Continuity – *Information* Paul Dangerfield
 - 6.2 Academic Continuity Planning: Credit/Non-Credit Option and Grade Point Average – *Decision* Paul Dangerfield
Schedule 6.2
 - 6.3 Senate Meeting: Input During COVID-19 – *Information* Paul Dangerfield
 - 6.4 Aboriginal Service Plan – *Information* Laureen Styles
 - 6.5 Elections - *Information* Kyle Vuorinen
Schedule 6.5
- 7. Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Decision* Michael Thoma
 - 7.1.1 Concept Paper – XR Design and Spatial Computing Diploma Schedule 7.1.1
 - 7.2 Bylaw, Policy and Procedure Committee – *Information* Marnie Findlater



SENATE REGULAR MEETING

Tuesday, April 7th, 2020 4:00 – 6:00 pm

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AGENDA

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| 7.3 Curriculum Committee – <i>Decision</i> | Debbie Jamison |
| 7.3.1 Resolution Memo | Schedule 7.3.1 |
| March 20 Agenda Package / March 20 Draft Minutes | |
| 7.4 Instructional Technologies Advisory Committee - <i>Information</i> | Debbie Schachter |
| 7.5 Budget Advisory Committee – <i>Information</i> | Oscar Blue |
| 8. Other Reports | |
| 8.1 Chair of Senate – <i>Information</i> | Paul Dangerfield |
| 8.2 Vice Chair of Senate – <i>Information</i> | Stephen Williams |
| 8.3 VP Academic and Provost – <i>Information</i> | Laureen Styles |
| 8.4 Board Report – <i>Information</i> | Ash Amlani |
| 9. Discussion Items | |
| 10. Other Business | |
| 11. Information Items | |
| 12. In-Camera Session – Honorary Degrees | |



SENATE MEETING

Tuesday, March 3rd, 2020 4:00 pm

Capilano University – Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Ash Amlani, Christopher Ballard, Oscar Blue, Brent Calvert, Pardis Daneshyar, Lara Duke, Marnie Findlater, David Fung, Ted Gervan, Kyle Guay, Bridget Stringer- Holden, Nazmi Kamal, Deb Jamison, Pouyan Mahboubi, Anthea Mallinson, Lauren Moffatt, John Molendyk, Corey Muench, Alea Rzeplinski, Nandini Sharda, Judy Snaydon, Laureen Styles, Michael Thoma, Robert Thomson, Mark Vaughan, Kyle Vuorinen, Stephanie Wells, Stephen Williams, Recorder: Mary Jukich

Regrets: Joel Cardinal, Miranda Huron, Brad Martin, Debbie Schachter

Acknowledgement

We respectfully acknowledge the unceded lands of 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

Paul Dangerfield reported that he recently attended the Canoe Awakening Ceremony and he shared some of the important elements of the ceremony. At the ceremony, the cultural leaders went through the process of awakening the canoe and describing the importance of cedar and the canoe to the history and culture of the Coast Salish People. The ceremony was also led by a younger generation demonstrating the significance of traditions being handed down from one generation to another.

As a result of Sean Ashley's resignation from Senate, Mark Vaughan assumed voting rights for the Faculty of Arts and Sciences.

In the absence of Diana Twiss, Stephen Williams assumed voting rights for the Faculty of Education, Health and Human Development.

2. Approval of the Agenda

*Paul Dangerfield moved and Anthea Mallinson seconded:
To adopt the agenda.*

CARRIED



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Tuesday, March 3rd, 2020 4:00 pm
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MINUTES

3. Approval of the Minutes

Paul Dangerfield moved and Deb Jamison seconded:
 To adopt the February 4th, 2020 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Envisioning 2030

Presented by: Paul Dangerfield

Envisioning 2030 was presented to Senate together with an overview of the Vision Statement, Purpose, Values and Framework. As the next steps, the document will go to the Board, and then taken on a road show across the University to ensure there is an understanding of the vision and purpose, and recognizing that decisions will be guided by the values.

Senators were requested to provide any further feedback or comments to Paul Dangerfield or Jorge Ocegüera.

6. New Business

6.1 By-election Timeline

Presented by: Kyle Vuorinen

Senate was presented with the by-election timeline for the faculty representative from Arts and Sciences and the support staff representative, with results being announced in late April.

6.2 Vice-Chair Nominating Committee

Presented by: Paul Dangerfield

As the Vice-Chair Nominating Committee will be requested to convene, the following members volunteered to fill the remaining vacancies:

- Bridget Stringer-Holden
- Alea Rzeplinski



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6.3 Self-Evaluation Committee

Presented by: Paul Dangerfield

As the Self-Evaluation Committee will be requested to convene, the following members volunteered to fill the remaining vacancies:

- Faculty – Robert Thomson
- Staff – will be determined once the election is completed for the second staff position
- Student – Oscar Blue

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

The Committee met on February 11th and Aurelea Mahood, Director of Academic and Initiatives Planning provided a presentation on potential changes to program development administrative procedures for 2020/21. The changes primarily included a Program Working Group Approval Form, a Program Proposal Brief, an annual approval cycle for Concept Papers, a Senate-endorsed Planning and Priorities framework and changes to the Concept Paper Approval Flow. Several concerns were noted with the changes, including the nature of the Concept Paper, which was originally to try out an idea and see if it had potential, but has subsequently evolved into a more detailed and laborious process.

7.1.1. 1-Year Program Review Progress Report for the Bachelor of Music Therapy

The Program Review for the Bachelor of Music Therapy was approved as completed in February, 2019, which included an Action Plan, outlining the steps to be taken for implementation of the final recommendations. It was noted that many of the goals of the action plan were ambitious and that there were limits to faculty time to address and meet all of these goals. There have been conversations with the Dean around what resources could be available in order to complete the action plan. It was also noted that supplemental needs should be addressed through integrated planning and proposed budgets.



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Michael Thoma moved and Marnie Findlater seconded:

20/07 Senate accept for information that the 1-year Program Review Progress Report for the Bachelor of Music Therapy has been completed. **CARRIED**

7.1.2 1-Year Program Review Progress Report for the Bachelor of Arts in Interdisciplinary Studies (formerly Bachelor of Arts with a Major in Liberal Studies)

The second 1-Year Progress Report was for the Program Review for the Bachelor of Arts with a Major in Liberal Studies. One of the significant goals of the Program Review is the name change to the Bachelor of Arts with a Major in Interdisciplinary Studies pending approval from the Minister.

Michael Thoma moved and Lara Duke seconded:

20/08 That Senate accept for information that the 1-year Program Review Progress Report Bachelor of Arts with a Major in Liberal Studies (Bachelor of Arts with a Major in Interdisciplinary Studies) has been completed. **CARRIED**

7.1.3 Concept Paper for Lil'wat Language and Culture Diploma

The Committee reviewed a Concept Paper for the Lil'wat Nation Language and Culture Diploma, which is designed to support the University's Indigenous partners of the Statyemc territories in revitalizing their traditional language and culture.

Michael Thoma moved and Kyle Guay seconded:

20/09 Senate approve that the Concept Paper for the Lil'wat Language and Culture Diploma be forwarded to the Vice President, Academic and Provost. **CARRIED 1 abstention**



SENATE MEETING

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MINUTES

7.2 Bylaw, Policy and Procedure Committee

Presented by: Marnie Findlater

At the February 4th Senate meeting, Senate requested that there be broader consultation, and feedback requested, from the University community with respect to the Admissions Policy and Admissions Procedure documents. The documents were posted for review with feedback requested by February 24th. The Committee met on February 25th to review and consider the feedback, and make any further revisions as required.

7.2.1 S2019-01 Admission Policy

On review of the Policy, a concern was raised that although the issue between CIE and the Registrar's Office was addressed, the policy did not provide clarity around the tactical level on language requirements for international students. It was however noted that the tactical level is normally not embedded in policy, but would be managed program by program.

Marnie Findlater moved and Deb Jamison seconded:

20/10 Senate approve the revisions to the S2019-01 Admissions Policy. **CARRIED**

7.2.2 S2019-01-1 Admissions Procedures

The Procedures were presented to Senate, and no comments were raised.

Marnie Findlater moved and Laureen Styles seconded:

20/11 Senate approve the revisions to the S2019-01-01 Admissions Procedures. **CARRIED**

Marnie Findlater moved and Deb Jamison seconded:

20/12 To adopt the S2019-01-01 Admissions Procedures. **CARRIED**



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MINUTES

7.2.3 S2011-02 Posthumous Credential Policy

Senate was requested to approve revisions to the S2011-02 Posthumous Credential Policy. On discussion, two housekeeping revisions were requested; placing the “Scope” section before “Definitions” and to insert the word “who” in section #5, the first sentence “.... to a student who ...”

CARRIED

Marnie Findlater moved and Stephen Williams seconded:

20/13 To approve the revisions to S2011-02 Posthumous Credential Policy.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memo

The resolutions brought forward from the February 14th, 2020 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and seconded by Marnie Findlater

20/14 SCC resolutions, 20/05 to 20/11, be adopted by Senate.

CARRIED

7.4 Instructional Technologies Advisory Committee

Presented by: Stephen Williams

A report was not provided as the creation of a replacement committee has not been finalized.

7.5 Budget Advisory Committee

Presented by: Oscar Blue

The Committee is expected to meet sometime in April.

8. Other Reports

8.1 Chair of Senate



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MINUTES

Paul Dangerfield, Chair of Senate, reported that the mandate letter was received from the Ministry, and will be part of the correspondence at the next Board meeting. Senate will be made aware of the expectations as there are some initiatives that will make their way into programming and the academic side.

8.2 Vice-Chair Senate

Stephen Williams, Vice-Chair, did not provide a report.

8.3 VP Academic and Provost

Laureen Styles, VP Academic and Provost provided the following report:

- Further to the President's information sharing about the University mandate letter, three other activities are underway that align with the expectations in the mandate letter:
 - (a) developing enhanced options and opportunities for work-integrated learning (WIL) across the region with additional focus on learners in the Faculty of Arts and Sciences, Indigenous learners, and rural opportunities,
 - (b) further discussions and plans with SD #48 (Sea-to-Sky) for dual credit offerings,
 - (c) expanding prior-learning assessment (PLA) focused on career changers and career-enhancers with a community partner
- The University hosted the external reviewers for the proposed Bachelor of Human Kinetics. This was a productive and well organized site visit and the collective efforts of faculty, dean, and the Academic Initiative and Planning Office were very much valued and appreciated.
- Two Faculties are in active discussions about their Faculty Terms of Reference and requests for revisions may be coming forward to Senate in the next several months.
- The University is still waiting on word from the Universities Canada site visit team in terms of their draft report.



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MINUTES

- Work is underway with the Regional Director to evolve a high level advisory group for planning engagement in the Sunshine Coast.
- Miranda Huron, Director, Indigenous Education & Affairs is actively engaged with the Sechelt Nation and the Aboriginal Service Plan which is an annual planning process with the five Nations. This is more of raising awareness across the University as work continues in integrating indigenization throughout the faculties and University with the First Nations. There have been some conversations about next steps with indigenous pedagogies and it is anticipated that a recommendation will be brought to the April Senate meeting.

8.4 Board Report

The next Board meeting is scheduled for March 24th, at the Sunshine Coast Campus.

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

No information items were presented.

12. In Camera Session – Chancellor Search

The meeting moved to in camera at 5:15 pm.

*Paul Dangerfield moved and Kyle Guay seconded:
 To move in camera.*

CARRIED

The meeting was adjourned at 5:45 pm.

Next Meeting: Tuesday, April 7th, 2020

MEMO

To: Paul Dangerfield, President, Chair of Senate
From: Dr. Laureen Styles, Vice-President, Academic and Provost
Subject: Academic Continuity Planning: Credit/Non-Credit option and Grade Point Average
Date: March 27, 2020

BACKGROUND

The unprecedented changes that the COVID-19 pandemic has prompted, including a significant shift from in-person course teaching-learning to adapted and remote approaches for the Spring and Summer 2020 terms, necessitates consideration of additional options where individual student's academic standing and progression are not unnecessarily impacted. Notwithstanding a desire to maintain high academic standards at the University, there are a myriad of factors that influence students' abilities to fully participate in their university education at this time; many factors are beyond individual agency or influence. Focusing on compassion and considering student mental health and wellbeing, equity considerations for full participation, and consistent with the values of the University, providing student choice for final grades is warranted, specifically, the option to request a change from a letter grade to credit received. Additionally, given these extenuating circumstances, excluding "F" grades from grade point averaging (GPA) for the Spring 2020 term would also be aligned with a student-focused and compassionate approach.

Consultation to date has included the Capilano Student Union (CSU), the registrar and Registrar's Office staff, and deans of faculties. At the recent Board of Governor's meeting on March 24, 2020, discussion occurred about what options could be most supportive of students' experiences during this time. Additionally, the registrar is also in discussion with other BC public post-secondary registrars, and any implications for transfer credit is being explored with the [BC Council on Admissions and Transfer \(BCCAT\)](#).

ADDITIONAL INFORMATION

The vast majority of courses at the University included letter grades as the [grading scheme](#). Letter grades are used to calculate (cumulative) grade point averages that are tied to such things as scholarships and awards, [academic standing and continuance](#), and application to graduate programs that are usually competitive in the admission process. Providing the option for students to request a credit grade (CR), when a certain letter grade is met, means that the course grade is not then calculated in the student's cumulative GPA.

MOTIONS

THAT for the Spring 2020 term, after final grades are submitted, students can submit a request for a credit grade (CR) rather than the letter grade, providing they have earned a D grade or higher. Such CR grades will count for credit, count towards program requirements, count toward total credits required for a program, and will be used as the minimum grade for any pre-requisite course(s).

THAT for any course where an “F” grade is assigned for Spring 2020, this will be excluded from the GPA calculation for the term.



MEMO

To: Mary Jukich
From: Kyle Vuorinen
Subject: Senate Elections results
Date: March 30, 2020
cc:

ELECTION

Student representatives (4 voting seats)

- Ramandeep Kaur : Acclaimed
- Bridget Stringer-Holden : Acclaimed
- Alea Rzeplinski : Acclaimed
- Theodore Abbott : Acclaimed

BY-ELECTION

No nomination for following two positions. Nomination will be open until a qualified candidate comes forward:

- 1 support staff representative
- 1 faculty representative (Arts and Sciences Studies)

SENATE REPORT

AGENDA ITEM: Concept paper for XR Design and Spatial Computing Diploma

Approval

PURPOSE: Information

Discussion

MEETING DATE: April 7, 2020

PRESENTER: Michael Thoma

PURPOSE

The XR Design and Spatial Computing Diploma encompasses mixed reality technologies - most commonly Virtual Reality (VR) or Augmented Reality (AR) – that are being used for a broad range of applications, from fully immersive video games and movies, through education and training, into industrial and military use cases such as digital twinning and synthetic training environments.

BACKGROUND

Capilano University (CapU) is uniquely suited to develop ‘cultural technologists’ – defined as individuals and companies spanning creative and technology spheres that are helping to build strong, sustainable, innovative economies - given the university’s intellectual capital and established fields of practice in the digital creative arts and technological design. This diploma addresses the rapidly emerging demand for mixed reality technology and platforms across entertainment, commercial and industrial purposes. It also addresses both a training gap in the provincial undergraduate postsecondary landscape, as well as the skilled labour shortage in this rapidly evolving and revolutionary field.

RECOMMENDATION:

- **MOTION:** That Senate approve that the Concept Paper for XR Design and Spatial Computing Diploma be forwarded to the Vice President, Academic & Provost, with the recommendation that the target market, level of the credential, and in what program area it would be offered be clarified.



SENATE CURRICULUM COMMITTEE RESOLUTION MEMO

DATE: March 25, 2020
TO: Paul Dangerfield, Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on March 20th, 2020.

- 20/12** The revisions to the EDT list and course prerequisites be recommended to Senate for approval.
- 20/13** The two new courses, WGST 320 – Gender and Social Justice Work and WGST 401 – Queer Intersections, as well as Cap Core designation for both courses under the heading *Self and Society*, be recommended to Senate for approval.
- 20/14** The revisions to the Bachelor of Design in Visual Communication admission requirements be recommended to Senate for approval.
- 20/15** The revisions to the ABE Program admission requirements be recommended to Senate for approval.
- 20/16** The new course, CMNS 405 – *Advanced Communication for International Learners*, be recommended to Senate for approval.
- 20/17** The new courses, INTS 310 – Interdisciplinary Research and INTS 345 – Reconciliation in Action, Cap Core designation under the headings *Experiential* and *Self and Society* for INTS 345 and under the heading *Experiential* for LBST 335 (now INTS 335), and the requested course prerequisite and equivalencies revisions to:
 - LBST 100 (now INTS 210) – Approaching Knowledge
 - LBST 335 (now INTS 335) – Grand Challenges – An Interdisciplinary Approach
 - LBST 390 – Tutorial I
 - LBST 391 – Tutorial II
 - LBST 392 – Tutorial III
 - LBST 490 – Graduating Project
 - LBST 495 – Extended Graduating Project – Part 1
 - LBST 496 – Extended Graduating Project – Part 2be recommended to Senate for approval.



SENATE CURRICULUM COMMITTEE RESOLUTION MEMO

- 20/18** The revisions to the Bachelor of Arts with a Major in Liberal Studies Program Profile (now Bachelor of Arts with a Major in Interdisciplinary Studies) and Minor in Liberal Studies Program Profile (now Minor in Interdisciplinary Studies) be recommended to Senate for approval.
- 20/19** The revisions to TOUR 111 – Tourism Introduction: Theory and Practice and TOUR 145 – Tourism Work Practicum Preparation, Cap Core designation under the heading *Self and Society* to TOUR 111, the three new courses, TOUR 191 – Tourism Destinations, TOUR 234 – Responsible Tourism Management, and TOUR 259 – Innovation in Tourism, as well as Cap Core designation under the heading *Self and Society* to TOUR 234, be recommended to Senate for approval.
- 20/20** The rescission of the Tourism Management Diploma for International Students program profile approved at the January 24, 2020 SCC meeting be recommended to Senate for approval.
- 20/21** The new program profile, as well as the name change from Tourism Management Diploma for International Students to Diploma in Tourism Management International, be recommended to Senate for approval.
- 20/22** The revisions to the admission requirements of the Bachelor of Tourism Management Degree, Tourism Management Co-operative Education Diploma, and the Outdoor Recreation Management Diploma be recommended to Senate for approval.
- 20/23** The prerequisite revisions to BMKT 401 – Applied Marketing Methods, BMKT 405 – Marketing Projects in Industry, and BMKT 408 – Product Development be recommended to Senate for approval.
- 20/24** The new course, BADM 225 – Leading with Emotional Intelligence in the Workplace, be recommended to Senate for approval.
- 20/25** The three new courses, BCPT 330 – Business Systems Process Modeling, Analysis and Design, BCPT 404 – Advanced Business Analytics, and BCPT 420 – Business Information Ethics, Privacy, Security and Sustainability, as well as Cap Core designation under the heading *Experiential* for BCPT 404, be recommended to Senate for approval.
- 20/26** The Business Information Management and Analytics (BIMA) Concentration program profile for the BBA be recommended to Senate for approval.
- 20/27** The revisions to the Bachelor of Business Administration and the Business Administration Diploma Program Profiles be recommended to Senate for approval.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

- 20/28** The revisions to the admission requirements for the Bachelor of Business Administration, Business Administration Diploma, and Accounting Assistant Diploma be recommended to Senate for approval.
- 20/29** The revisions to the contact hours for MT 330 – Clinical Studies be recommended to Senate for approval.
- 20/30** SCC recommends to Senate that:
- English Studies 12 be added to Capilano University’s list of acceptable courses that will satisfy the University’s English Language Requirement in place of English 12;
 - English First Peoples 12 be added to Capilano University’s list of acceptable course that will satisfy the University’s English Language Requirement in place of English 12; and
 - English Studies 12 and English First Peoples 12 be used in place of English 12 for all admission requirements and course prerequisites at the University.
 - The University will collect and record the new Literacy and Numeracy assessment scores but will not use them in any admission requirements or course prerequisites. This will be reviewed in two years’ time to determine what relevance the scores have on the success of students at the University.

A handwritten signature in blue ink that reads "Deb Jamison".

Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: March 24, 2020

Date: _____