



SENATE REGULAR MEETING

Tuesday, November 3, 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 October 6, 2020 Minutes – Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
 - 5.1 Academic Continuity – *Information* Laureen Styles
 - 5.2 Academic Agreements Update – *Information* Laureen Styles
Schedule 5.2
 - 5.3 NWCCU Update – *Information* Debbie Schachter
6. **New Business**
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Information* Lauren Moffatt
 - 7.2 Bylaw, Policy and Procedure Committee - *Information* Marnie Findlater
 - 7.3 Curriculum Committee – *Decision* Deb Jamison
 - 7.3.1 Resolution Memo Schedule 7.3.1
[October 16 Agenda Package](#) / [October 16 Draft Minutes](#)
 - 7.4 Teaching and Learning Committee - *Information* John Molendyk
 - 7.5 Budget Advisory Committee – *Information* Michael Thoma
8. **Other Reports**
 - 8.1 Chair of Senate – *Information* Paul Dangerfield



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- | | |
|--------------------------------------------------|------------------|
| 8.2 Vice Chair of Senate – <i>Information</i> | Stephen Williams |
| 8.3 VP Academic and Provost – <i>Information</i> | Lauren Styles |
| 8.4 Board Report – <i>Information</i> | Sonny Wong |
| 9. Discussion Items | |
| 10. Other Business | |
| 11. Information Items | |



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Present: Paul Dangerfield (Chair), Theo Abbott, Duncan Brown, Pardis Daneshyar, Iana Dokuchaeva, Lara Duke, Marnie Findlater, Ted Gervan, Kyle Guay, Bridget Stringer-Holden, Miranda Huron, Nazmi Kamal, Deb Jamison, Ramandeep Kaur, Pouyan Mahboubi, Anthea Mallinson, Brad Martin, Lauren Moffatt, John Molendyk, Corey Muench, Alea Rzeplinski, Debbie Schachter, Dennis Silvestrone, Judy Snaydon, Laureen Styles, Michael Thoma, Robert Thomson, Diana Twiss, Mark Vaughan, Kyle Vuorinen, Hartaj Wadhwa, Stephanie Wells, David Weston, Stephen Williams, Recorder: Mary Jukich

Regrets: Joel Cardinal

Guests: Emily Bridget, Grace Dupasquier, Garleen Kaur, Shanti Scarpetla-Lee

Acknowledgement

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1. Welcome

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

2. Approval of the Agenda

*Paul Dangerfield moved and Deb Jamison seconded:
To adopt the agenda.*

CARRIED

3. Approval of the Minutes

*Paul Dangerfield moved and Bridget Stringer-Holden:
To adopt the September 8, 2020 minutes.*

CARRIED

4. CSU Presentation

Representatives from the Capilano Students Unions provided a presentation and overview of the work and activities that are underway at the CSU for this year.

5. Correspondence Received

No correspondence was received.



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6. Business Arising

6.1 Academic Continuity

Presented by: Laureen Styles

Laureen Styles, VP Academic and Provost, provided an update on academic continuity, including the following highlights:

- The provincial guidelines for post-secondary institutions developed by the Ministry of Advanced Education, Skills and Training have recently been updated with additional refinements in terms of events and particular areas of practice or discipline.
- Institutionally, the University is in a “more of the same mode” for spring semester, 2021. Conversations are underway at the Provost, and Presidential, level across the province with regard to what, if any, additional opportunities the University may have to scale up activity for the spring term. At this point, the perspectives are that the University will be doing more of the same, in terms of remote online and in person mode that requires specialized learning spaces with any additional increases based on space requirements and required activity.
- With respect to proctoring for final exams, no decision has been made, however, there has been some conversations at the Education Technology Advisory Committee and the CIO about institutional capacity in terms of implementing software. A further update will be provided at the faculty forum open session during the week of October 12.
- In terms of the spring semester, sectors are working closing together and Capilano will be moving in the same direction as other post-secondary institutions. Although there may be some conversations during the provincial election of the possibility of opening higher education along the lines of other sectors, this is unlikely for the University as there are no protocols in place for the spring semester. It is anticipated that this will not change any time before the summer semester at which time the University will be assessing and working with the campus community, and the EOC Policy, to ensure compliance with all safety protocols and guidelines.



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- Conversations are also underway at the Provost level around the idea of peer cohort programs, limiting exposure and being able to do appropriate contact tracing. Capilano does have small programs that have existing activity on campus and this will be the place to begin scale up activity in the programs where students are with the same group of learners for all of their classes and/or classes that are in person. This is still in the watch and wait period and will be looking at what opportunities there may be with safety protocols and learning experiences for students being the primary focus.

Lauren Styles moved and Diana Twiss seconded:

20/47 The Senate receive the update on University communication regarding the spring 2021 term for information.

CARRIED

6.2 NWCCU Update

Presented by: Debbie Schachter

Senate was presented with a further update on the NWCCU site visit scheduled for October 19 – 20, 2020.

Work is underway with the chair of the NWCCU evaluation visit to develop the detailed schedule for the virtual site visit, via Zoom. Three virtual town hall meetings for students, faculty and staff have been set up and invitations distributed via Constant Contact. The dates for the town halls are as follows:

- Faculty – October 19 at 1 p.m.
- Students – October 19 at 2 p.m.
- Staff – October 20 at 2 p.m.

Other meetings will be set up and invitations distributed involving representatives from across the University, including the Board, Senate, students, faculty, staff and administrators.

6.3 Volunteers for Subcommittees

Presented by: Paul Dangerfield

Members were requested to volunteer for the remaining vacancies on the Senate subcommittees, particularly the four faculty vacancies on SAPPRC, one faculty



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vacancy on the Teaching and Learning Committee, and the student vacancies on the Bylaw, Policy and Procedure Committee and the Curriculum Committee. The Registrar's Office will also do a call out to the campus community advising of the vacancies.

6.4 Academic Schedule

Presented by: Kyle Vuorinen

The 2021 – 2022 Academic Schedule and Important Dates and Deadlines was presented to Senate for information. It was noted that the dates did not change significantly from previous years, except for the request from the Director of Finance to extend the system closure to two days and build that into the Schedule. The other dates remain similar to what they have been in previous academic years.

On review and discussion, the following issues were raised:

- On the first day of classes in January, the schedule indicates January 5 but this is a Wednesday and there is no note of the University being closed on January 4 and whether this is an oversight.
- The final exam period includes a Saturday and typically faculty do not work on a Saturday. Feedback was provided that it is common practice to have the Saturday built in as a placeholder in case the extra day is needed, but this can be reviewed.

7. New Business

7.1 Academic Agreements

Presented by: Laureen Styles

Senate was provided with a summary of all new and renewed academic agreements that the University has undertaken with other institutions during the past two academic years (2018/19 and 2019/20). It was noted that there is a policy framework, S2015-01 Academic Agreements Policy, associated with academic agreements and that the policy will require review and renewal to be consistent with the University Act and the respective responsibilities of Senate and the Board of Governors.



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A concern was raised that there were some institutions from certain schools that were new or renewed but were not included in the list presented. It was noted that this may have been a timing issue when the information was received and when the memo completed, and an update can be provided at the November Senate meeting.

Laureen Styles moved and Diana Twiss seconded:

20/48 That Senate receive the update on new and renewed academic agreements as information.

CARRIED

Laureen Styles moved and Lara Duke seconded:

20/49 That the Vice President Academic and Provost, as administrator with responsibility for the existing policy, action steps for review and renewal of the policy aligned with academic governance and the University Act over this academic year.

CARRIED

8. Committee Reports

8.1 Academic Planning and Program Review Committee

Presented by: Lauren Moffatt

Senate was informed that the Committee met on September 15th 2020 and Lauren Moffatt was elected as the new Chair of the Committee.

On behalf of the Committee, Michael Thoma was acknowledged for his work as the Chair of the Committee over the past three years.

There were no program review or new program proposals to review. However, there was a presentation from Aurelea Mahood regarding revisions to the Program Development Process which will be provided to the Faculties and to the Senate Curriculum Committee.

There was also a discussion/activity, led by Laureen Styles, on the Academic Plan, focusing on the question "How can we live out the commitment to partner/work with communities for 'the greater good' and 'for generations to come'?" as well as the question "How will we ensure that new and current academic programming and learning aligns with the values and themes outlined in Envision 2030?".



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8.2 Bylaw, Policy and Procedure Committee

Presented by: Marnie Findlater

A report was not provided as the September 22nd meeting was cancelled to provide an opportunity for the Committee members to attend Ken Steele's presentation.

8.3 Curriculum Committee

Presented by: Deb Jamison

8.3.1 Resolution Memorandum

The resolutions brought forward from the September 18th, 2020 Senate Curriculum Committee meeting were presented to Senate for approval. A typographical error was noted on Resolution 20/46 which should read "WLP 124 - Winter Skills".

Marnie Findlater moved and Bridget Stringer-Holden seconded:

20/50 SCC Resolution 20/44 to 20/46 be approved.

CARRIED

8.4 Teaching and Learning Committee

Presented by: Paul Dangerfield

A report was not provided as the first Committee meeting is scheduled for Tuesday, October 20th, at 4:00 pm.

8.5 Budget Advisory Committee

Presented by: Paul Dangerfield

The Budget Advisory Committee continues to be updated on what is underway, particularly with all the changes as a result of Covid-19 and the University's response. The Q2 financials were recently submitted and the Committee will be meeting on October 14th.

8.6 Tributes Committee

Presented by: Kyle Guay



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The Committee met on September 25 to strategize for the academic year. Due to the postponement of the recognition of the two Honorary Degree recipients, Susan Point and Derek Lee, and Faculty Emeritus, Dr. Jenny Penberthy, the Committee will not be selecting additional recipients for the winter convocation. The Committee will be putting a call out as per normal practice for both honorary degree recipients and faculty emeritus applicants with the anticipation of recognizing them at the June convocation or potentially the February convocation depending on timing for review and vetting of applicants.

Communications will be sent out shortly for Susan Point and Derek Lee, and an update was previously provided on Dr. Penberthy and her work.

9. Other Reports

9.1 Senate Chair

Paul Dangerfield provided the Chair's report, including the following highlights:

- The Q2 report was provided to both the Board of Governors and the Ministry and at this point, the University continues to do well despite the situation with Covid-19.
- The University is anticipating a deficit of approximately \$1 million at year end, and this speaks to the hard work of the campus community. For the first year, domestic students are 1% up year over year but as we are still tracking for a deficit, we need to continue to work and push that through to the end of the year. Immigration Canada has made a change to policy to allow international students who have been in a holding pattern to enter Canada and these students will be able to join us in January. This will support the University as we continue to look at things from a budget standpoint and to get the students into their programs.
- In terms of the spring semester, the University will continue to focus on improving the quality and tools of the processes in order to deliver in a remote adapted model and it is anticipated that we will continue to do this for some time. While we are "more of the same" in terms of the scenario, the University



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will continue to look at ways to support students, faculty and staff in working in a remote adapted online model.

- The HKIN program was acknowledged for their work and progress to get to this stage for the degree.

9.2 Senate Vice-Chair

Stephen Williams reported that at the last meeting, the Board acknowledged the work of Senate, and the Senate subcommittees, and provided their appreciation for the dedication in terms of academic matters during Covid-19.

9.3 VP Academic and Provost

Lauren Styles provided the VP Academic and Provost report, and some of the key highlights were as follows:

- The HKIN faculty and staff, and the leadership of Lara Duke were acknowledged for their work with respect to the approval of the degree. The next steps will be communication, and a press release is scheduled for October 7th.
- The University will be moving with next steps for the degree proposal approval with DQAB over the fall for the Bachelor of Science General and the Bachelor of Psychology. Although there has been a pause because of Covid-19, the University was recently informed that DQAB will be moving forward with remote site visits.
- Senators were encouraged to participate in the various University activities with the academic plan.
- With the leadership of Micki McCartney, Regional Director, kálah-ay, Sunshine Coast Campus, a regional advisory council was recently launched and had its first meeting on October 6th.



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9.4 Board Report

Duncan Brown, Board liaison, provided the Board report, and some key highlights were as follows:

- The Board of Governors held a full day of orientation and planning meetings on September 14, 2020 and all Board committees have been holding orientation, planning and regular meetings during August and September.
- The Board of Governors held a regular Board meeting on September 29, 2020, and welcomed three new Board members: Lois Vader and Sonny Wong, appointed by the Minister of Advanced Education, Skills and Training and Oscar Blue, elected student representative.
- The Board received various reports, including a report on the preparations for the North West Commission on Colleges and Universities (NWCCU) Annual Report and Year Seven accreditation process.
- The Board's Finance and Audit Committee is meeting monthly to monitor the financial impact of Covid-19. As well, the Board received the fiscal year 2020-2021 Quarter 2 Financial Forecast and approved the Statement of Financial Information required by the Financial Information Act, for the year ended March 31, 2020.
- The Board approved revisions to Board Policy B.401 Sexual Violence and Misconduct Policy and received the revised Sexual Violence and Misconduct Procedure for information.
- The Board approved the following policy development and review priorities for 2020-2021:
 - B.101 – Vision, Values, Mission, Goals and Strategic Direction
 - B.104 – Discontinuance of Programs or Courses
 - B.106 – Program and Course Review and Approval
 - Memo 26 – First Nations Policy Statement
 - B.701 – Student Code of Conduct Policy
 - B.511 – Discrimination, Bullying and Harassment Policy
 - B.310 – Protected Disclosure (Whistleblower) Policy



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- B.601 – Copyright Policy
- B.302 – Naming of Buildings, Space and Programs/Guidelines for Recognition/Fundraising/Donors, Etc.
- B.305 – System of Naming Buildings
- New – Development of a delegation policy

As this was the last meeting for Duncan, on behalf of Senate, the Chair acknowledged Duncan for his work and contributions to Senate over the last year.

10. Discussion Items

No items for discussion were presented.

11. Other Business

No other business items were presented.

12. Information Items

No information items were presented.

The meeting was adjourned at 5:45 pm.

Next Meeting: Tuesday, November 3, 2020

MEMO

To: Paul Dangerfield, Chair, Senate
From: Dr. Laureen Styles, VP, Academic & Provost
Subject: Update: Academic agreements - new and renewed
Date: October 14, 2020

This updated memo contains an addendum to the table component of the memo of September 29, 2020 with additions to the table below.

LOCATION	INSTITUTION	AGREEMENT	TYPE	SIGNING DATE & DURATION	STATUS
Domestic	University of Western Ontario	Early Childhood Pedagogy Network Collaboration Agreement	Collaboration	Signed January 2019 and expires July 31, 2021	New
Domestic	Camosun College	TREC	Block Transfer Agreement		New
Domestic	Vancouver Film School (BC Private Post-Secondary)	VFS Digital Design (diploma) to CapU Bachelor of Design in Visual Communications (degree)	Block transfer agreement	July, 2019 for five years	New
Domestic	Vancouver Film School (BC Private Post-Secondary)	VFS Acting for Film and Television (diploma) to CapU Bachelor of Performing Arts (degree)	Block transfer agreement	July 2019 for four years	New



Domestic	Langara College	Langara Design Formation (diploma) to CapU Bachelor of Design in Visual Communications Degree	Transfer agreement	March 2020 for five years	New
Domestic	Western Economic Diversification	University – Indigenous Digital Accelerator	Financial Contribution Agreement	April 1, 2019 for four years	New
Domestic	Howe Sound Biosphere Region Initiative Society	AS	Letter of Engagement- place-based experiential learning and applied research	2020 (Agreement)	New
Domestic	Quest University	AS	MoU re block transfer - Curriculum Sharing, Scholarly Activity	2020 (Agreement) for five years	New
Domestic	University of Victoria	STEM	Engineering transfer agreement	2018 (Agreement) for three years	New
Domestic	North Island College	TREC	Block Transfer Agreement	Dec 5, 2019 (Agreement)	New
Domestic	BC Hospitality Foundation	Tourism Management	Scholarly activity/research collaboration	February 6, 2020	New
Domestic	Red River College	TREC	Block Transfer Agreement	June 30, 2020 (Agreement)	New
Domestic	Expedia Group	Tourism Management	Scholarly activity/research collaboration	November 19, 2019	New



Domestic	Pender Harbour Ocean Discovery Society (PODS)/Loon Foundation	University-wide	Academic agreement focusing on applied research, community based research	2019 (MOU) 2020 (Agreement)	New (5 year) New (15 year agreement)
Domestic	Ts'zil Learning Centre	Service agreement partnering with Lil'wat Nation	Service and course delivery	Signed by Oct 20 th each year for one year	Renewed
Domestic	Fraser Health Authority	Health Practicum Affiliation agreement	Educational Affiliation	2020 for five years	Renewed
Domestic	Vancouver Island Health Authority	Health Practicum Affiliation Agreement	Educational Affiliation	2020 for five years	Renewed
Domestic	Vancouver Coastal Health Authority	Health Practicum Affiliation Agreement	Educational Affiliation	2018 for five years	Renewed
Domestic	Selkirk College	TREC	Block Transfer Agreement		Renewed
Domestic	Vancouver Community College	TREC	Block Transfer Agreement		Renewed
Domestic	Langara College	Sponsorship agreement	BPA Sponsorship Agreement— Langara sponsors the final student production	February 2020 for one year	Renewed
Domestic	Douglas College		BPA	April 2018 for four years	Renewed
Domestic	Native Education College	TREC	Block Transfer Agreements	January 7, 2020 (Agreement)	Renewed



Domestic	BCIT	TREC	Block Transfer Agreement	May 27, 2019 (Agreement)	Renewed
Domestic	Vancouver Premier College	TREC	Block Transfer Agreement	December 3, 2019 (Agreement)	Renewed
International	Pacific Institute of Culinary Arts	TREC	Block Transfer Agreement	February 13, 2020 (Agreement)	New
International	Greystone College	TREC	Block Transfer Agreement	June 30, 2020 (Agreement)	New
International	Cambodia Field School & Study Tour Proposal Package		Field School & Study Tour Proposal Package		New
International	Canadian College	TREC	Block Transfer Agreement		New
International	The Thirteenth Floor Experimental Media Group	FAA	Educational collaboration agreement (e.g., industry partner input on program development, long-term potential for applied research collaboration)	June 2019 for three years	New
International	Eton College	TREC	Block Transfer Agreement	May 27, 2019	Renewed
International	Bond University (Australia)	Business, Tourism, Arts and Sciences	Advanced standing agreement, Exchange in process		To March 2022



International	Ecole de Management Normandie (France)	Business	Student, faculty, and academic exchange, Masters Pathway		To October 2022
International	FH Wien University of Applied Sciences (Austria)	Business, CMNS	Student, faculty, and academic exchange		To April 2021
International	Hanoi Open University (Vietnam)	Tourism	Pathway articulation, Academic Initiatives		To July 2022
International	Institute for Tourism Studies (China)	Tourism	Student, faculty, and academic exchange		To April 2022
International	Kushiro Public University Of Economics (Japan)	EAP	Student and faculty exchange		To July 2022
International	Lucerne University of Applied Sciences and Arts (Switzerland)	Business	Student, faculty, and academic exchange		To January 2023
International	Management Centre Innsbruck (Austria)	Tourism	Student, faculty, and academic exchange		To June 2022
International	Tamwood International College	Tourism, Business (in dev)	Block transfer	N/A	To 2024
International	Udayana University (Indonesia)	All	Student, faculty, and academic exchange, field studies partner		To July 2024
International	Universidad de Monterrey (Mexico)	Business	Student, faculty, and academic exchange		To November 2022



International	University of Applied Sciences Northwestern Switzerland (Switzerland)	Business	Student, faculty, and academic exchange		To March 2024
International	University of California Riverside (USA)	Tourism, Business	Disney and UCR Riverside articulation and practicum		To December 2022
International	University of Victoria (Spain)	Business, CMNS			To December 2022
International	VIA University of Applied Sciences (Denmark)	MOPA, IDEA, ECCE & Liberal Studies	Student, faculty, and academic exchange, plus international Initiatives		To April 2021





**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: October 20, 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 October 16th, 2020.

- 20/47** The two new courses, MUTH 310 – Advanced Acting for Theatre and Film and MUTH 320 – Techniques in Voice for Theatre and Film, and the revisions to the Musical Theatre Diploma Program Profile, be recommended to Senate for approval.

- 20/48** The new course, TOUR 480 – Tourism Management International Work Experience, as well as Cap Core designation under the headings *Experiential* and *Capstone*, be recommended to Senate for approval.

- 20/49** The Curriculum Committee receive the summary of course adaptations for Fall 2020 for information.

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

Deb Jamison, Chair
Senate Curriculum Committee

Date: Oct. 19, 2020

Paul Dangerfield
Chair, Senate

Date:
