



SENATE MEETING

Tuesday, June 1, 2021 4:00 pm
VIA ZOOM

MINUTES

Present: Paul Dangerfield (Chair), Lara Duke, Ted Gervan, Kyle Guay, Bridget Stringer-Holden, Deb Jamison, Lesley Nelson, Pouyan Mahboubi, Anthea Mallinson, Brad Martin, Corey Muench, Alea Rzeplinski, Debbie Schachter, Dennis Silvestrone, Judy Snaydon, Lauren Styles, Michael Thoma, Robert Thomson, Diana Twiss, Mark Vaughan, Kyle Vuorinen, Stephanie Wells, David Weston, Stephen Williams, Recorder: Mary Jukich

Regrets: Emily Bridge, Joel Cardinal, Pardis Daneshyar, Iana Dokuchaeva, Miranda Huron, Nazmi Kamal, Lauren Moffatt, Sonny Wong

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

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

As an opening statement, the Chair acknowledged the challenging and distressing times with respect to the recent discovery of a gravesite at a Kamloops residential school where 215 children's bodies were found. The Chair emphasized the importance of making changes, the role that Senate must take and that the University continues to acknowledge truth and reconciliation and is informed by the First Nations, Metis and Inuit in all aspects of its work particularly as new credentials are developed and program reviews completed.

As a result of the vacant seat, Robert Thomson assumed voting rights for the Faculty of Business and Professional Studies.

In the absence of Lauren Moffatt, Mark Vaughan assumed voting rights for the Faculty of Arts and Sciences.

In the absence of Nazmi Kamal, Kyle Guay assumed voting rights for the Faculty of Global and Community Studies.

2. Approval of the Agenda

A request was presented to add B.107 Academic Schedule Policy to the agenda as item #7.2.2. It was noted that there was some urgency for the item to be addressed by Senate



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and then inform the Board as the proposed revisions to the Policy would affect the withdrawal deadlines for the next academic year.

On discussion, concern was raised that Senators did not have an opportunity and sufficient time to consider and prepare to make a decision on this item. In this regard, it was suggested to add the item to the Bylaw, Policy and Procedure Committee report, consider the request and then make a decision to either delay or approve the item.

Paul Dangerfield moved and Bridget Stringer-Holden seconded:
To adopt the agenda.

CARRIED

3. Approval of the Minutes

Prior to the approval of the minutes, Stephen Williams provided a brief explanation that at the May 11th Senate meeting, some Senators were concerned that a motion approving honorary degree candidates could not be considered during an in camera session. After research into this matter, it was confirmed that it is indeed allowed, and appropriate, for Senate to move, second, debate, and vote on motions during an in camera session without reporting the motion in the public minutes.

Paul Dangerfield moved and Kyle Guay seconded:
To adopt the May 11, 2021 minutes.

CARRIED

4. Correspondence Received

No correspondence was presented.

5. Business Arising

5.1 Academic Continuity

Lauren Styles, VP Academic and Provost, provided an update on academic continuity, which included the following highlights:

- With respect to the summer term and overall student numbers, the domestic student numbers are up, and as expected, international student numbers are down.
- In terms of the fall planning, many areas of the campus are in discussions and working through questions and issues as the University moves forward with



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return to campus planning. Work involves detailed logistics around course planning and refining the draft timetable. The University is working within the assumption that there will be minimal public health restrictions and continue to work on best practices that are associated with maintaining a healthy working and learning environment. There is a provincial academic continuity meeting next week that involves vice presidents & provosts and Ministry representatives and it is anticipated that an update will be provided on the new go forward guidelines.

- Appreciation was given to everyone who continues to work in planning for Fall recognizing that the University has a diverse learner population that includes international students, students from all over Canada, and from BC and the Lower Mainland and ensuring access for all students.
- Work also continues with looking at opportunities and needs to support faculty and students to be moving between in-person and some online or mixed mode teaching and learning and the required resource space.
- Detailed operational conversations are also underway in moving forward with a focus on a significant amount of in-person activity for the Fall.

5.2 Senate Election Update

Presented by: Kyle Vuorinen

Senate was informed that there are still two remaining faculty vacancies from the Faculty of Arts and Sciences. There have been some targeted announcements to members in that Faculty to serve on Senate, and the Dean was also acknowledged for his efforts in encouraging faculty to come forward.

5.3 Senate Self Evaluation Committee

Presented by: Robert Thomson

Senate was provided with a summary of this year's Senate Self-Evaluation Survey, including the following key items:

- This year's survey included an additional level of analysis on questions relating to the subcommittees in order to break out the responses from the members of the committees as opposed to the entire group of Senators.



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- The survey was administered from April 20th to May 7th, and because of the timing with the exam period, the response rate was down from last year with only 20 responses.
- In terms of the validity and reliability, the results are based on a smaller sample group, and for next year, possibly look at moving the survey to earlier in the year.
- Overall, the results indicated strong agreement relating to Senate process around advising the Board, establishing policy and effective communication.
- A couple of areas of concern from the survey were on the information flow between the Budget Advisory Committee and Senate, and access to orientation for new Senators.
- Some new questions were added to this year's survey relating to Covid-19 and the responses indicated 96% responding affirmatively that the Senate had fulfilled its academic governance responsibility, 100% responding affirmatively that Senate continued to function effectively, and 95% responding affirmatively that the President or delegate kept Senate updated.

The results will be reviewed and the feedback from the survey will be taken back for further work with the Senate Vice-Chair and Committees.

6. New Business

6.1 Quality Assurance Process Audit (QAPA)

Aurelea Mahood provided an overview of the process and timelines for the upcoming Quality Assurance Process Audit (QAPA). The QAPA is an external review process which ensures that BC public post-secondary institutions conduct rigorous ongoing program and institutional quality assessment.

6.2 Graduates

Presented by: Kyle Vuorinen



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The Registrar submitted a list of 150 additional graduates, verified by the Registrar's Office, to have met the graduation requirements of their program. It was noted that the additional 150 names brings the total of graduates to 1,087 for June which is approximately an increase of 26% over last year.

Kyle Vuorinen moved and Laureen Styles seconded:

21/27 Senate accept the 150 additional students as having completed the program requirements for their respective credentials.

CARRIED

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Stephen Williams

The Committee met on May 18th and approved the 2019/2020 program review cycle as complete for the Costuming for Stage and Screen Diploma.

7.1.1 Concept Paper - Post-baccalaureate Diploma in Professional Business Communication

The Committee also reviewed the Concept Paper for the Post-baccalaureate Diploma in Professional Business Communication and provided their recommendation to Senate.

Judy Snaydon moved and Dennis Silvestrone seconded:

21/28 That Senate approve the Concept Paper for the Post-baccalaureate Diploma in Professional Business Communication.

CARRIED

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The Committee met on May 25th and began work on the Research Ethics Policy and Procedure and will continue to review the two documents at the June 8th meeting, and possibly bring the documents to the August or September Senate.

7.2.1 B.106.01 Procedures for Program Review



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As background, based on the Board Policy, B.102 Board Policy on Policies, the Board may request advice from Senate on certain Board educational policies and procedures and as such, the Bylaw, Policy and Procedure Committee was requested to review and advise on B.106.01 Procedures for Program Review.

On review and discussion, a concern was raised with the wording on page 73 of the package, under Purpose, fourth paragraph and the wording “input from prospective students” around the logistics of seeking input from this stakeholder group as this may delay the program review if there are no students waiting to get into the program. So that the language does not restrict consultation with the stakeholder group, it was suggested to add the words “(as appropriate)” and the sentence reads, “. . . prospective students (as appropriate) . . .”.

Corey Muench moved and Alea Rzeplinski seconded:

21/29 Senate approve its advice on B106.01, Procedures for Program Review, and forward it to the Board of Governors Policy and Planning Committee.

CARRIED

7.2.2 B.107 Academic Schedule Policy

B.107 Academic Schedule Policy is a Board policy which the Board requested advice from Senate. The Policy was presented at the August 2020 Bylaw, Policy and Procedure Committee and went through other levels of approval but did not reach the Senate.

Senate was informed that the proposed changes to the Policy relate to extending the deadline for a student to withdraw from each term. Students currently can withdraw at the 6th Friday of the term, and the change involves extending to the 10th Friday of each term. This would align Capilano with other institutions that are comparable in BC and across Canada, and to support students in making sound decisions in terms of how they are doing in their course and allow more time to get evaluated. There are also two minor changes in the Policy which include adding the February convocation, and secondly because of the Reading Break and to allow for the correct amount of instructional days, the Spring terms needs to be extended.



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A concern was raised that Senators need advance time for review and consideration of items prior to decision making, and some discomfort was noted around the process in terms of presenting documents “on the Senate floor” and ultimately this practice becoming a precedent.

Clarification was requested as to possible implications if the Senate did not address the Policy. Information was provided that in terms of timelines for the Board meeting on June 2nd, and subsequent meeting in September, the University would not have an amended Policy approved and in place for Fall 2021 and require students to continue to make decisions by the end of the 6th week, instead of the 10th week.

A further concern was raised that faculty would require some lead time as the proposed change to the Policy is a significant shift for an institution that has had a very short withdraw date for many years, and the possible shift would require more substantial discussion.

A suggestion was presented that in order to continue to support students in the Fall term, once Senate has an opportunity to review the Policy, a motion could be developed so that the proposed change to the Policy would be retroactive to the Fall.

Corey Muench moved and Diana Twiss seconded:

That Senate refer the revisions to B.107 Academic Schedule Policy as presented to the Board for approval.

DEFEATED

In moving forward, the Policy will be presented to the Bylaw, Policy and Procedure Committee on June 8th for review, and then presented to Senate for consideration of a motion that the proposed change would be retroactive to the Fall term. This would allow a learner focus and ensure appropriate timelines for engagement from the Senate.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum



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The resolutions brought forward from the May 21st Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Lara Duke seconded:

21/30 Senate approve SCC Resolutions 21/46 to 21/48.

CARRIED

7.3.2 SCC Membership

A list of new and returning members commencing a new two year term, starting August 2021, on the Senate Curriculum Committee was presented for approval.

Deb Jamison moved and Alea Rzeplinski seconded:

21/31 Senate endorse the following new and returning members of the Curriculum Committee for a two year term, starting August 2021:

CARRIED

Cass Picken – Humanities

Graham Cook – Social Sciences

Urmila Jangra – Science, Technology, Engineering and
Mathematics

David Geary – Motion Picture Arts

Lydia Watson – Business, International Programs, Projects
and Partnerships

Ferdos Jamali – Access and Academic Preparation

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

The Committee met on May 25th and created a structure for gathering information in terms of calling for agenda items and requesting reports from major areas of the Committee representatives. There was also a discussion on the grading profile as well as on professional development. As a result of that discussion, the Committee determined that the Grading Profile Policy will be up for review in 2022 and a subcommittee was formed to start gathering information and possibly make some recommendations to the Bylaw, Policy and Procedures Committee. In going forward, the Committee changed its meeting time to the third Tuesday of the month, 1:00 – 3:00 pm.



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7.5 Budget Advisory Committee

Presented by: Michael Thoma

The Senate Budget Advisory Committee met on May 20th at which time the Committee was provided with an overview of the Fiscal 2021/22 Final Actual to Forecast Results Report. The purpose of the report was to provide the Fiscal 2020/21 financial actual results in comparison to the forecast for the year presented last January to the Finance and Audit committee. This report was also provided to Finance and Audit Committee on May 18th and Senior Leadership Council on May 19th.

In January 2020, the Board approved a balanced budget for Fiscal 2020/21 of \$135 million; this budget was developed in a pre-pandemic environment. In Spring 2020, the quarter 1 forecast of \$8.3 million deficit was developed taking into considerations the potential financial impacts of the pandemic at a time when there were many unknowns. Four scenarios were created for enrollment projections (optimistic, moderate, pessimistic and pessimistic plus), with the pessimistic plus ultimately being used in the revised budget.

Other changes to the quarter 1 forecast included new investments to support a remote education and working model, negative impacts on ancillary operations as a result of reduced campus activity, and reductions to discretionary budgets to minimize the size of the deficit. Through-out the year, budgets were closely monitored and updated forecasts were developed each quarter by Finance in partnership with budget managers.

The Fall term actual enrollment figures were much better than anticipated and landed at the moderate scenario level which resulted in a significant shift in the quarter 2 forecast to a projected deficit of approximately \$1 million. Quarter 3 and quarter 4 continued to see an improvement in terms of enrolments and revenues along with increased savings, initially resulting in forecasting a surplus of \$3.4 million, and landing at a year-end operating surplus of \$5.9 million up from the recast pessimistic plus budget and down \$10.1 million from the pre-pandemic approved budget..

The next meeting will be on October 21st, to review the Quarter 2 forecast and for an update on integrated planning.



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Paul Dangerfield moved and Bridget Stringer Holder seconded:
To extend the meeting time.

CARRIED

8. Other Reports

8.1 Senate Chair

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

- Work is underway with various levels of government as the University prepares for expanded in-person activities in September, and everyone was encouraged to attend the upcoming townhalls for information on next steps. The University is anticipating approximately 65% of programs in-person, 25% online and 10% hybrid and with a similar version for services.
- In terms of returning to campus and Senate meetings, it is anticipated that the full Senate meetings will be in person, and the University will continue to look at systems if necessary to support Senators who may be at other campuses.
- The University was recently advised by the Ministry that the Bachelor of Science – General and the Bachelor of Arts with a Major in Psychology were approved for delivery, and the Bachelor of Arts with a Major in Writing and Literature was approved for Stage 1 and will continue to move forward.

8.2 Senate Vice-Chair

Stephen Williams, Vice-Chair reported that he continues to attend all the Senate subcommittee meetings, consulting with subcommittee chairs as needed, and attending Board meetings.

8.3 VP Academic and Provost

No report was received.

8.4 Board Report

A report was not provided as the next Board meeting is scheduled for June 2nd.

9. Discussion Items

No discussion items were presented.



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10. Other Business

No other business was presented.

11. Information Items

No information items were presented.

The meeting was adjourned at 6:15 pm.

Next Meeting: Tuesday, August 17, 2021
