



SENATE MEETING
 Tuesday, June 2, 2015 4:00 pm
 Capilano University – LB322

MINUTES

Present: Kris Bulcroft (Chair), Nanci Lucas (Vice-Chair), Carol Aitken, Jean Bennett, Chris Bottrill, Brent Calvert, Leighan Crowe, Cierrah DiCesare-Cawker, Julia Denholm, Sacha Fabry, Darin Feist, Rick Gale, Ken Haycock, Violet Jessen, Grace Makarewicz, Karen McCredie, Kim McLeod, Paul McMillan, Grace McNab, Jennifer Moore, Natahsha Prakash, Emma Russell, Sandra Seekins, Murray Stiller, Sharka Stuyt, Cheryl Webb, Recording Secretary: Mary Jukich

Regrets: Don Bentley, Calvin DeGroot, David Kirk, Reini Klein, Brent Leigh, Todd Nickel, Stephanie Wells, Daniel Yasinski

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

1. Approval of Agenda

Natahsha Prakash moved and Kim McLeod seconded:

The agenda be approved

CARRIED

2. Minutes

Leighan Crowe moved and Grace McNab seconded:

The May 12, 2015 minutes be approved

CARRIED

3. Chair and Vice-Chair's Reports

Chair's Report

Senators were thanked for their work and contribution for a productive year at Senate, as well as for work on the Senate subcommittees.

Kris attended the North Shore Congress on May 20th. This is a yearly event attended by Mayors, MLA's, School Superintendents, and various other members of the community, with this year's theme on housing on the North Shore.

Kris thanked everyone involved and contributed to a successful Convocation on June 1st.

Senators were reminded of the Alumni Awards of Excellence event later this evening.

Vice-Chair's Report

The following Senators were thanked and acknowledged for their work, and serving on the Senate:

Students	Cierrah DiCesare-Cawker
	Calvin DeGroot
Staff	Reini Klein
Faculty	Violet Jessen
	Murray Stiller



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Violet Jessen assumed voting rights for the Faculty of Education, Health and Human Development in the absence of Don Bentley and David Kirk.

Sharka Stuyt assumed voting rights for the Faculty of Business and Professional Studies in the absence of Daniel Yasinski.

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

4. Business Arising

4.1 Senate Self-Evaluation Committee – Survey Results

Presented by: Grace Makarewicz

Senate was informed that the results of the Senate self-evaluation survey are not yet available. The survey was distributed on May 4th and subsequent reminders were sent requesting members to complete the survey. To date, the response rate was 77%, with 27 out of 35 Senators responding.

A final request will be sent to Senators to complete the survey.

Preliminary results indicate good feedback, and recommendations will be brought to the August Senate meeting.

4.2 Senate Credential Policy Review Ad Hoc Committee

Presented by: Karen McCredie

The ad hoc committee continues to work on the review of the Credential Policy. It is anticipated that the review will be completed and a report brought to Senate at the August 18th meeting.

4.3 Senate Ad Hoc Committee on Faculty Structure

Presented by: Nanci Lucas

The ad hoc committee did not meet; however, a meeting will be scheduled for August. Submissions continue to be received and will be posted on the website before June 15th.

5. New Business

5.1 Graduates

Presented by: Karen McCredie

The Registrar submitted a list of 7 additional graduates who have been verified by the Registrar's Office to have met the graduation requirements for their program.



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Karen McCredie moved and Kim McLeod seconded that:

15/43 Senate accept the additional 7 students as graduates.

CARRIED

A discussion arose on whether it is practice to accept late applications for graduation. Preliminary research indicates that other institutions do not allow for late applications, and the issue for Capilano will be explored further.

6. Standing Items

6.1 Academic and Strategic Plan

Presented by: Rick Gale

- Thanks to Sandra Seekins who recently submitted the Working Group on Campus Collaboration report along with a Makerspace proposal from Carol Aitkin, both are being reviewed and should be available on the website by the end of the week.
- Thanks to Cheryl Schreder, Jean Bennett, Joanne Charley, Karen Matthews, Lorraine Argatoff, Lydia Watson, and Natasha Prakash, also known as the Cap Year Experience committee, who recently submitted their final report which is being reviewed and should be available on the website by the end of the week.
- The University will be moving ahead on the following strategic initiatives:
 - Cap Year Experience Development
 - Exempt Status
 - General Education Development
 - Program Assessment
 - Program Review
 - We are looking forward to increasing services to students in the coming year in the following areas:
 - Aboriginal and Community Affairs
 - Aboriginal Elder Support
 - Career Services
 - Disability Services
 - Institutional Research
 - Learning and Teaching Services
 - Strategic Enrolment
 - Student Affairs and Services
 - Student Recruitment
 - Student Success Initiatives



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7. Other Business

7.1 Academic Agreements

Presented by: Rick Gale

According to Senate Policy S2015-01, the Provost is required to provide a summary of all new academic agreements on an annual basis.

Senate was informed that there were no new academic agreements signed in the past year. However, in reviewing the policy and the definition of an academic agreement, it has become clear that the University's processes and definitions are not aligned with contract processes and definitions. .

Rick Gale moved and Sharka Stuyt seconded:

15/44 S2015-01 Academic Agreements Policy be referred to the Senate By-law, Policy and Procedure Committee for review, revision and return to the Senate.

CARRIED

8. Committee Reports

8.1 Curriculum Committee

Presented by: Jean Bennett

Jean Bennett moved and Sandra Seekins seconded:

15/45 SCC resolutions 15/53 to 15/61 be endorsed by Senate.

CARRIED

The Senate Curriculum Committee is undertaking a review of the Committee's mandate and structure to ensure effective curriculum oversight for the University.

8.2 By-law, Policy and Procedure Committee

8.2.1 Senate By-laws

Senate was reminded of the notice of motion, provided at the May 12th meeting, to revise the Senate By-laws.

The By-laws are being revised to indicate a change of structure of the Vice-Chair Nominating Committee under Article 8, and the addition of the Senate Appeals Committee under Article 9, and the subsequent numbering changes.

Nanci Lucas moved and Natahsha Prakash seconded:

15/46 The revisions to Article 8 and Article 9, and subsequent numbering to the Senate By-laws be approved.

CARRIED



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On further review and discussion of the By-laws, it was suggested that the By-laws be forwarded to the By-law, Policy and Procedure Committee for a complete review of the entire document, including any formatting and housekeeping revisions.

Nanci Lucas moved and Natahsha Prakash seconded:

15/47 The Senate By-laws be forwarded to the By-law, Policy and Procedure Committee for a review of the entire document.

CARRIED

8.3 Academic Planning and Program Assessment Committee

Presented by: Kim McLeod

At the May 5th Committee meeting, discussion centered on processes for the upcoming program assessment. Members were provided with a rubric and checklist, resources and readings to assist with the assessments. Members will work in pairs with a portfolio of 10 programs for review, and then provide feedback to programs.

At the May 26th Committee meeting, members discussed KPI's and performance measures. A series of definitions were reviewed, revised and agreed upon and the definitions will be brought to Senate.

The Committee will also review and discuss preliminary data received from Institutional Research with regard to number of applications received for the Fall.

Discussion continues around the Committee's role and mandate.

8.4 Instructional Technologies Advisory Committee

Presented by: Nanci Lucas

Senate was informed that, at the scheduled Committee meeting, quorum was again not reached; however, an informal discussion on whether or not to disband indicated interest to continue with the Committee.

On discussion at Senate, it was noted that the relationship of the Committee is important with the University's IT Department, and that the Committee is a unique forum to deal with campus wide IT issues.

In this regard, it was suggested that the Committee's mandate and structure be reviewed to ensure a clear mandate and appropriate membership for the committee.



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9. Discussion Items

9.1 Senate Subcommittee List

Presented by: Nanci Lucas

Returning senators were invited to consider serving on the Senate subcommittees, and new Senators will also be notified of the invitation to serve.

On review of the subcommittee's list, clarification was requested with regard to constitution of ex-officio, resource, voting and non-voting members.

A suggestion was made that a review of the subcommittee's list be undertaken to standardize the list, ensuring voting and non-voting members are defined, membership is in accordance with practice, and to maintain the 50% faculty requirement.

A discussion arose on difficulties encountered in populating subcommittees, specifically those that meet on a regular basis. In this regard, a question was raised on whether there is a stipulation in the By-laws that Senators be obligated to serve on at least one Senate subcommittee.

Sacha Fabry moved and Grace McNab seconded:

15/48 The Senate By-law, Policy and Procedure Committee review the mandate of Senators regarding distribution of members on subcommittees that meet monthly.

CARRIED
 1 opposed
 1 abstention

9.2 Fall Orientation

Senators were invited to provide comments and suggestions for this year's Senate Orientation to be held in August, for both new and returning Senators. Ideas on format, content, preference for how long the session should be, time/day, etc., can be forwarded to Kris Bulcroft, Nanci Lucas or the Committee's Clerk.

10. Information Item

No items were presented for information.

There being no further business, and on motion duly made, the meeting was adjourned at 5:30 pm.

Next Meeting: Tuesday, August 18th, 2015
