



SENATE MEETING

Tuesday, December 4th, 2018 4:00 pm
 Capilano University – Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Sean Ashley, Brent Calvert, Dilnavaz Dhillon, Marnie Findlater, Robin Furby, Kyle Guay, Michelle Gervais, Ted Gervan, Deb Jamison, Aisha Lakhdhir, Aurelea Mahood, Brad Martin, Lauren Moffatt, Corey Muench, Majid Raja, Adam Sale, Toran Savjord, Debbie Schachter, Ekaterina Sergeeva, Jaswinder Singh, Graeme Sleep, Judy Snaydon, Laureen Styles, Michael Thoma, Tammy Towill, Diana Twiss, Halia Valladares, Mark Vaughan, Stephanie Wells, Stephen Williams, Recording Secretary: Mary Jukich

Regrets: Cyndi Banks, Duncan Brown, David Fung, Joshua Millard

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

Aurelea Mahood was acknowledged and thanked for serving as Acting Dean for the Faculty of Arts and Sciences.

Tammy Towill was acknowledged and thanked for serving as the representative from the Faculty of Global and Community Studies during Caroline Depatie's absence.

2. Approval of the Agenda

Deb Jamison moved and Laureen Styles seconded:
 To adopt the agenda.

CARRIED

3. Approval of the Minutes

Dilnavaz Dhillon moved and Michelle Gervais seconded:
 To adopt the November 6, 2018 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.



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5. Business Arising

There was no business arising.

6. New Business

6.1 Senate Appeal Committee Membership

Presented by: Laureen Styles

Senate was informed that the Procedure for the Student Appeals Policy was recently approved and the Committee will be populated shortly. Members will consist of both Senators and non-Senators (faculty, staff and students). It was noted that as part of the Procedure, Committee members will be provided with training and review is underway to identify the key requirements for training.

6.2 Cap Core Working Group

Presented by: Laureen Styles

The Cap Core working group is currently reviewing timelines for implementing Cap Core for certificates and diplomas.

The timeline was previously set by Senate, and the expectation at that time was that certificates and diplomas would come into alignment with Cap Core for Fall 2019. However, the working group has identified that this implementation date may not be realistic. It was determined that only about 50% of credentials are expected to align in time for Fall 2019. A substantive amount of work is needed to bring the credentials into alignment if the Fall 2019 target is kept intact. In this regard, the working group recommended that consideration be given to postponing Cap Core alignment of certificates and diplomas until Fall 2020. This would provide more time to position Cap Core work into the degrees and also provide a learning opportunity from processes for quality improvement.

On discussion, an issue was raised on whether there would be any implications to extending the implementation date. It was noted that the only impact is that the University external website indicates 2019 as the implementation date.

Laureen Style moved and Stephanie Wells seconded:



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18/44 The Cap Core implementation for certificates and diplomas as identified in Senate policy be postponed from Fall 2019 to Fall 2020.

CARRIED

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

The Committee met on November 13th, and reviewed the Stage 1 proposal for a Bachelor of Arts with a Major in Psychology, Honours in Psychology and a Minor in Psychology.

The proposed degree will build on the strengths and popularity of the existing Associate of Arts Degree - Psychology with its current upper level curriculum offered in conjunction with the Bachelor of Arts Major in Liberal Studies. It was noted that in the Psychology department 2018 yearly student survey, 93% of students indicated strong support for a BA Major in Psychology at Capilano. The seat utilization for psychology core courses in Fall 2017 and Spring 2018 was over 100% and for Fall 2018 was 103%. As well, in the 2017/2018 academic year, and the Fall 2018 semester, over 400 students a semester from other programs took one or more psychology courses – suggesting a potential constituency for the proposed Minor in Psychology.

Michael Thoma moved and Aurelea Mahood seconded:

18/45 That Senate recommends to the Board approval of the Stage 1 proposal for the Bachelor of Arts with a Major in Psychology, Honours in Psychology, and a Minor in Psychology.

CARRIED

7.2 By-law, Policy and Procedure Committee

Presented by: Stephen Williams

The Committee continues reviewing policies and procedures and it has become evident there is a great deal of work to get up to date on Senate policies and procedures. It was noted that the completed draft policy/procedure documents must be received before an item can be placed on the agenda.



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With regard to prioritizing the Committee work, consideration for prioritization will be given to those items that may be part of the requirements for aligning with Universities Canada and items required for making improvements to support the admissions review.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the November 16th, 2018 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Halia Valladares seconded:

18/46 SCC resolutions 18/103 to 18/107 be adopted by Senate.

CARRIED

7.4 Instructional Technologies Advisory Committee

Presented by: Aurelea Mahood

The Committee continues to review its mandate. At the last meeting, an error was made with regard to election of the Committee Chair, and this will be addressed at the next SITAC meeting.

7.5 Budget Advisory Committee

Presented by: Marnie Findlater

The next meeting of the Committee is on Monday, December 17th.

8. Other Reports

8.1 Chair of Senate

Paul Dangerfield, Chair of Senate provided a report, including the following key highlights:

- Nominations have been received for Honorary Degrees and Faculty Emeritus. Accordingly, members of the Senate Tributes Committee were requested to convene between now and early January to review the nominations. This is



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normally done in March; however, for this year, the University wanted to identify high profile candidates for honorary degrees well in advance and bring these forward for approval. It is anticipated that recommendations will be brought to the February Senate meeting.

- The By-law, Policy and Procedure Committee will be requested to review the cycle for Senator appointments. The current Senators, except for students and administrators, are all on the same three-year cycle, and a review is required to explore staggering the membership terms.
- The President's steering committee on indigenous affairs began with a small group and has now moved to a significantly larger group that is providing advice on progress to date. The steering committee is also reviewing best practices and what others are doing in terms of moving things forward with truth and reconciliation and how to advance Capilano University's practices.
- After input from the campus community, including students and faculty, a position for Director of Indigenous Affairs was developed and will be posted shortly. The Director will have a seat at the senior leadership, and will oversee indigenizing curriculum, support student affairs and success, engagement and student relations. There will also be a staff position from the indigenous community which will support the Director. As well and in moving forward, opportunities will be open to have indigenous employees throughout the University to advise in areas of expertise.
- In terms of executive advice to the President's office and Board of Governors, once the Director of Indigenous Affairs is in place, the Director will advise on an Elder position for the University.
- Senators were reminded of the joint Board and Senate social following the conclusion of the Senate meeting.

8.1.1 Freedom of Expression Statement

As information, Senate reviewed the proposed Freedom of Expression Statement. The statement is in addition to policy that the University has around academic freedom and takes into account changes in the Canadian landscape. The statement was sent to the unions, CFA and MoveUp, for information and



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feedback. The statement will also be sent to the Capilano Students' Union for information and feedback. The statement will be brought back to the Senior Leadership Council for any final feedback.

During the review a question was raised on whether there are plans to consult with the students besides the CSU. In this regard, it was noted that this statement is not a policy, and the past practice is to take these types of documents through the leadership, CFA/CSU and MoveUp.

Senators were requested to provide Paul Dangerfield or Laureen Styles with any further comments and feedback.

8.2 Vice-Chair Senate

Majid Raja, Vice-Chair presented a suggestion that it may be beneficial to introduce indigenous affairs during the orientation for international students.

8.3 VP Academic and Provost

Laureen Styles, VP Academic and Provost reported that work continues in moving forward with the new position for the Research Ethics office. As well, engagement with the campus community is underway with respect to collection of creative activity, scholarship and research.

8.4 Board Report

Duncan Brown was absent from the meeting; however, the following written report was provided.

The Board met on November 20, 2018.

- Governance
 The Board confirmed the Chair's appointment of Board Vice-Chair Christopher Doll as Vice-Chair of the Board's Finance and Audit Committee. Duncan Brown will chair the Board's Policy and Planning Committee.
- Administration
 The Board received reports from its Executive Committee, Finance and Audit



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Committee, Investment Management Committee, Policy and Planning Committee, the President and the Senate.

The Board received updates on the Integrated Planning process for 2019/20 to 2021/22 and the Campus Master Plan.

The Board discussed the President's annual performance review, evaluation and goal setting.

- **Financial**
Following an RFP process, the Board approved the appointment of Phillips, Hager and North as the investment manager and advisory services contractor for five years, plus two one-year renewals subject to performance expectations being achieved.
- **Academic**
The Board approved the Citation in Contract Law.
- **Policy**
The Board received Procedure B.511.1 – Discrimination, Bullying and Harassment recently approved by the Senate. The Board's Policy and Planning committee reported that they had reviewed Policy B.511 and confirmed that it was consistent with the roles and responsibilities of the Board and the Senate in the University Act.

The Board approved Policy B.209 – Banking and Borrowing Policy to establish the control framework and responsibilities for the University's banking service providers, bank accounts, bank signing officers, borrowing and internal controls over banking and borrowing transactions. The Board recommended a similar policy for the University Foundation.

The Board approved an amendment to Policy B.201 – Investment Policy, to include a statement on environmental, social and governance matters.

The next Board meeting is January 22, 2018.



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9. Discussion Items

- Laureen Styles acknowledged everyone involved in the integrated planning, and recognized the amount of work underway across the University and the commitment to the process.
- Toran Savjord reported that the admissions project is moving forward and review of the Registrar's Office and how that process can be refined. The people working within the realms of the admissions process were thanked and acknowledged for their work.
- Follow up was requested with regard to the Student Appeals Policy and the inclusion of a student on the tribunal.

10. Other Business

No other business was presented.

11. Information Items

Imroz Ali, a former student Senator, was recognized for his recent accomplishments on being accepted to law school.

There being no further business the meeting was adjourned at 5:15 pm.

Next Meeting: Tuesday, January 8th, 2019
