



## SENATE MEETING

Tuesday, October 1<sup>st</sup>, 2019 4:00 pm  
Capilano University – Room LB 322

### MINUTES

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**Present:** Paul Dangerfield (Chair), Sean Ashley, Christopher Ballard, Oscar Blue, Duncan Brown, Brent Calvert, Lara Duke, Marnie Findlater, Michelle Gervais, Ted Gervan, Kyle Guay, Bridget Stringer-Holden, Deb Jamison, Nazmi Kamal, Pouyan Mahboubi, Anthea Mallinson, Brad Martin, Lauren Moffatt, Corey Muench, Majid Raja, Alea Rzeplinski, Toran Savjord, Nandini Sharda, Jaswinder Singh, Judy Snaydon, Michael Thoma, Diana Twiss, Mark Vaughan, Kyle Vuorinen, Stephanie Wells, Stephen Williams, Recording Secretary: Mary Jukich

**Regrets:** Cyndi Banks, Joel Cardinal, David Fung, Debbie Schachter, Lauren Styles

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#### ***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**

Members were thanked for participating in the recent Orange Shirt Day, and ceremony held at the First Nations Pavilion.

Kyle Vuorinen, new Registrar was introduced and welcomed to Senate.

John Molendyk, new voting faculty member from the School of Business, and Nazmi Kamal, new voting faculty member from the School of Global and Community Studies, were also introduced and welcomed to Senate.

Senate was informed that Michelle Gervais, Alumni representative, was resigning from Senate. Michelle was acknowledged and thanked for her work and contributions.

#### **2. Approval of the Agenda**

*Paul Dangerfield moved and Kyle Guay seconded:*  
To adopt the agenda.

**CARRIED**

#### **3. Approval of the Minutes**

*Paul Dangerfield moved and Stephanie Wells seconded:*  
To adopt the September 10<sup>th</sup>, 2019 minutes.

**CARRIED**



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#### 4. Correspondence Received

No correspondence was received.

#### 5. Business Arising

##### 5.1 Faculty By-election Results

*Presented by: Kyle Vuorinen*

The following Faculty by-election results were presented to Senate:

- John Molendyk – to be acclaimed on October 3<sup>rd</sup> as the voting faculty representative for Business and Professional Studies.
- Nazmi Kamal – to be acclaimed on October 17<sup>th</sup> as the voting faculty representative from Global and Community Studies.

#### 6. New Business

##### 6.1 Annual Academic Schedule

*Presented by: Kyle Vuorinen*

The 2020 – 2021 Academic Schedule was presented to Senate for information, and the following feedback provided:

- A question was raised on whether the December 20, 2020 – Fall 2020 Final Grade Submission Deadline for Faculty, date was correct as this date falls on a Sunday.
- A further question was raised with respect to the stated time of 4:30 pm under the September 8, 2020 – Fall 2020 Term Commences/Orientation section, as normally courses start at 5:30 pm.
- A point was raised that many students continue to show up for regular class times on Orientation Day.
- Under December 23, 2020 Registration System Re-Opens, students should not be waitlisting at that point.
- Fee deferral deadlines were not noted on the Schedule.



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- With respect to the Fall 2020 Reading Break, concern was raised that for 2020, Remembrance Day falls on Wednesday, November 11<sup>th</sup> and Reading Break is scheduled for Thursday, November 12<sup>th</sup> and students expected in class on Friday, November 13<sup>th</sup>. This could ultimately impact student attendance at the Friday classes, as the original intent of the Fall Reading Break was for an extended long weekend.

The Registrar also reported that the 2019 – 2020 Academic Schedule would be revised to include the February 21, 2020 and June 9, 2020 convocation dates.

#### 6.2 Volunteers for Senate Subcommittees

*Presented by: Paul Dangerfield*

Members were requested to volunteer for the remaining vacancies on the Senate subcommittees.

#### 7. Committee Reports

##### 7.1 Academic Planning and Program Review Committee

*Presented by: Michael Thoma*

At the August 27<sup>th</sup> meeting, the Program Review for the Bachelor of Business Administration, Diploma in Business Administration, Certificate in Business Administration, and Advanced Certificate in Business Administration was brought to the Committee for approval that all steps in the program review process were successfully completed. However, it was pointed out that a motion was not presented at the September 10<sup>th</sup> Senate meeting for Senate to accept for information that the Program Review process has been completed.

*Michael Thoma moved and Deb Jamison seconded:*

**19/40** That Senate accept for information the Program Review process has been completed for Bachelor of Business Administration, Diploma in Business Administration, Certificate in Business Administration, and Advanced Certificate in Business Administration.

**CARRIED**



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At the September 27<sup>th</sup> meeting, it was agreed that Michael Thoma will continue to serve as Chair, and election of Chair be delayed until workloads can be confirmed.

As there were no new program proposals or reviews, the Committee continued a broader discussion regarding the Terms of Reference for SAPPRC, rubrics and templates for Concept Papers and Stage 1 proposals, as well as the 'institutional' view of all the Program Reviews received to date. The Committee was reminded that the first year of Program Review has been completed and now in a position to look for patterns or themes arising from the process – the 'institutional' view – which raised a question of whether there will be guidelines for this process. Aurelea Mahood was invited to provide a summary on her new role as Director of Academic Initiatives and Planning Office (AIPO). Aurelea noted that work is underway that will inform the way that Senate and subcommittees work in relation to priorities at the institution, which included a reflection of the last two years, 2017 to present. Two ideas relevant to the committee became clear; 1) AIPO is committed to strengthening the connection of quality assurance activities and 2) how these activities move in relationship to each other as well as to sister institutions. The university incorporates three quality assurance activities: 1) Program assessment (Jessica Alcorso); 2) Program development (Lisa Hoover), and 3) Program Review (Kira Brayman). Members expressed concern that the review of Program Review, at least at SAPPRC, was more of a 'rubber stamp' to simply acknowledge that the Program Review process had been completed. A suggestion was presented that the Committee itself should endeavor to review structures and protocols at other institutions in order to build foundational planning. A rigorous discussion amongst the members of the Committee led to a suggestion that a sub-committee be formed to investigate other institutions and look at their Program Reviews, Terms of Reference, rubrics, etc. to get a better sense of how the Committee may move forward in terms of templates, process and responsibilities.

#### **7.2 Bylaw, Policy and Procedure Committee**

*Presented by: Marnie Findlater*

The Committee will be meeting on Tuesday, October 8<sup>th</sup> and reviewing the Admissions Procedures.



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#### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

The resolutions brought forward from the September 20, 2019 Senate Curriculum Committee meeting were presented to Senate for approval.

Resolution #19/58 was removed from the Resolution Memorandum as the required clean course outline was not received prior to the Senate meeting.

*Deb Jamison moved and Michelle Gervais seconded:*

**19/41** SCC resolutions 19/59 to 19/66 be adopted by Senate.

**CARRIED**

#### 7.4 Instructional Technologies Advisory Committee

*Presented by: Stephen Williams*

A report was not provided as the Committee has not met.

#### 7.5 Budget Advisory Committee

*Presented by: Marnie Findlater*

The next Budget Advisory Committee meeting is scheduled for Monday, October 7<sup>th</sup>.

### 8. Other Reports

#### 8.1 Chair of Senate

Paul Dangerfield, Chair of Senate, provided the following report:

- With respect to Envisioning 2030, the feedback received in terms of vision, purposes and key themes is being pulled together into a final document. An advisory task force of representatives from across the University, including the Board, will be formed to review and refine the final document. It is anticipated that a draft will be ready to share with the campus community by November or December. As well, work is underway looking at interesting ways of telling the story and this will be revealed in January during the President's Perspective.



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- As a follow up to an announcement made earlier in the spring with respect to a steering committee to support wellbeing and mental health, a working group will be set up next month comprised of students, faculty and administrators to begin work and ensuring alignment with the Strategic Plan and Okanagan Charter.
- Last week, representatives from Universities Canada were on campus and met with Aurelea Mahood and Academic Leadership to provide information on process. It is anticipated that the site visit will be in early January at which time the University will host the representatives and Senators invited to speak with them. Work is underway in preparing a briefing for the campus community, by no later than November.
- Work continues on the strategic enrolment management and Toran Savjord will be tasked as the lead executive to reach out to the campus community to bring people onto the council. A call for volunteers will be made shortly.
- Chris Bottrill, Director, Centre for International Experience was acknowledged for hosting an Open House to talk about the internationalization strategy for the University.
- Senate was informed that this is the last term for the current Chancellor. As such, the process and terms of reference for selecting the Chancellor have been updated and the CUAA will be seeking representatives from both the Board and Senate to be part of the process. The initial meeting will be in the next couple of weeks.

#### 8.2 Vice-Chair Senate

Stephen Williams, Vice-Chair of Senate, reported that he continues to attend the Senate subcommittee meetings, as well as the recent Board meeting, as part of his role as Senate Vice-Chair.

#### 8.3 VP Academic and Provost

A report was not provided as Laureen Styles, VP Academic and Provost, was absent from the meeting.



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#### 8.4 Board Report

Duncan Brown, Board representative, provided the following report:

The Board met on September 24, 2019.

- The Board welcomed four new members: Barbara Joe and Roger So, who were appointed by the Minister of Advanced Education, Skills and Training, and Grace Dupasquier and Layne North, who were elected as student representatives.
- The Board received reports from its Finance and Audit Committee and Investment Management Committee, the Board Chair, the President and the Senate. The Board also received the 50th Anniversary Final Report.
- The Board approved the Statement of Financial Information required by the Financial Information Act, for the year ended March 31, 2019, which included:
  - (a) Statement of assets and liabilities
  - (b) Operational statement
  - (c) Schedule of debts
  - (d) Schedule of guarantee and indemnity agreements
  - (e) Statement of severance agreements
  - (f) Schedule of remuneration for board members
  - (g) Schedule of employee remuneration exceeding \$75,000 plus expenses
  - (h) Schedule of supplier goods and services exceeding \$25,000
- The Board approved the Five Year Capital Plan for 2020/21 – 2024/25.
- The Board approved the adoption of two new Board Financial Policies:
  - B.210 – Cash Policy
  - B.211 – Credit and Debit Card Policy.
- Board Representative to the Senate - Ash Amlani will become the new Board Representative to the Senate.



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#### 10. Discussion Items

Some Senators reported they had participated in the Global Climate Strike on September 27<sup>th</sup>, 2019. Subsequent discussion centered on roles and capacity as Senators for advocating for environmental issues. It was noted that as a starting point through the Envisioning 2030 process, one of the consistent messages is the University's commitment to sustainability. Senators can be involved with the longer term planning and raising concerns, ensuring that new programs recognize the importance of climate, and bringing influence at the program level.

World Tourism Day was September 27<sup>th</sup> and the School of Tourism Management along with the Tourism student associations ran a successful industry panel in the BlueShore Theatre for over 200 students. The panel of four industry discussed the theme of Tourism and Jobs: A Better Future for All. In addition, the School of Tourism Management hosted three partner schools in the morning with a presentation on the benefits of BTM degree completion at CapU and the students were able to attend World Tourism Day.

The PATA Canada Vancouver Student Chapter, earned the 2019 Student Chapter Award of Excellence for the 2nd year in a row. There are 24 student Chapters around the globe and this global recognition for the work that the students do here is an accomplishment and reward.

#### 11. Other Business

No other business items were presented.

#### 12. Information Items

No information items were presented.

There being no further business the meeting was adjourned at 5:30pm.

**Next Meeting: Tuesday, November 5<sup>th</sup>, 2019**

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