



## SENATE MEETING

Tuesday, September 10<sup>th</sup>, 2019 4:00 – 6:00 pm  
Capilano University – LB 322

### AGENDA

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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.*

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of the August 20<sup>th</sup>, 2019 Minutes – Decision** Senate Members  
Schedule 3
4. **Senate Orientation**
5. **Correspondence Received**
6. **Business Arising**
  - 6.1 Graduates – Decision Toran Savjord
7. **New Business**
  - 7.1 Call for Honorary Degree and Faculty Emeritus Candidates - *Information* Kyle Guay
  - 7.2 Volunteers for Senate Subcommittees – *Information* Paul Dangerfield  
Schedule 7.2
8. **Committee Reports**
  - 8.1 Academic Planning and Program Review Committee – *Information* Michael Thoma
  - 8.2 Bylaw, Policy and Procedure Committee – *Information* Marnie Findlater
  - 8.3 Curriculum Committee – Deb Jamison  
No Report as the August 16, 2019 meeting was cancelled
  - 8.4 Instructional Technologies Advisory Committee - *Information* Debbie Schachter
  - 8.5 Budget Advisory Committee – *Information* Marnie Findlater



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#### 9. Other Reports

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|--|------------------|
| 9.1 Chair of Senate – <i>Information</i>         | Paul Dangerfield |
| 9.2 Vice Chair of Senate – <i>Information</i>    | Stephen Williams |
| 9.3 VP Academic and Provost – <i>Information</i> | Laureen Styles   |
| 9.4 Board Report – <i>Information</i>            | Duncan Brown     |

#### 10. Discussion Items

#### 11. Other Business

#### 12. Information Items

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## SENATE MEETING

Tuesday, August 20<sup>th</sup>, 2019 4:00 pm  
Capilano University – Room LB 322

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**Present:** Paul Dangerfield (Chair), Christopher Ballard, Oscar Blue, Brent Calvert, Joel Cardinal, Lara Duke, Marnie Findlater, David Fung, Kyle Guay, Michelle Gervais, Ted Gervan, Bridget Stringer-Holden, Deb Jamison, Anthea Mallinson, Brad Martin, Pouyan Mahboubi, Corey Muench, Debbie Schachter, Jaswinder Singh, Judy Snaydon, Laureen Styles, Michael Thoma, Diana Twiss, Mark Vaughan, Stephanie Wells, Stephen Williams, Toran Savjord, Recording Secretary: Mary Jukich

**Regrets:** Sean Ashley, Cyndi Banks, Duncan Brown, Lauren Moffatt, Majid Raja, Alea Rzeplinski, Nandini Sharda

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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**

Lara Duke, new Dean of Faculty of Global & Community Studies, as well as the new Student Senators, Christopher Ballard, Oscar Blue and Bridget Stringer-Holden were introduced and welcomed to Senate.

Senators were invited to provide a brief introduction and indicate their self-identified pronouns.

As a result of Caroline Depatie's resignation from Senate, Kyle Guay assumed voting rights for the Faculty of Global and Community Studies.

As a result of Robin Furby's resignation from Senate, Majid Raja (absent) assumed voting rights for the Faculty of Business and Professional Studies.

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



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#### 2. Approval of the Agenda

Item #6.1 Graduates was deferred to the September Senate meeting.

*Laureen Styles moved and Michael Thoma seconded:*  
To adopt the amended agenda.

**CARRIED**

#### 3. Approval of the Minutes

*Deb Jamison moved and Stephanie Wells seconded:*  
To adopt the June 5<sup>th</sup>, 2019 minutes.

**CARRIED**

#### 4. Correspondence Received

No correspondence was received.

#### 5. Business Arising

##### 5.1 Senate Faculty By-Election

*Presented by: Toran Savjord*

Senate reviewed the Fall 2019 Senate by-election timeline for the vacant seat from the Faculty of Business and Professional Studies and the vacant seat from the Faculty of Global and Community Studies. On presentation, Senate was informed that a discrepancy has been noted between the proposed timeline and the *University Act* with respect to the posting period after the call for elections, and that work will be undertaken to resolve the discrepancy.

#### 6. New Business

##### 6.1 Graduates

This item was deferred to the September Senate meeting.

##### 6.2 Convocations – 2019 - 2020

*Presented by: Toran Savjord*

Senate was requested to approve that the University move to two convocations per year, commencing in the 2019 – 2020 academic year.



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As well and as a result of a previous discussion and recommendation from the Registrar's Office, Senate was requested to approve changing the June 1, 2020 convocation date to June 9, 2020 to allow sufficient time to process the graduates.

*Paul Dangerfield moved and Toran Savjord seconded:*

**19/35** Senate approve the dates and time for the 2020 Convocation Ceremonies as February 21, 2020 and June 9, 2020 and add these to the academic schedule.

**CARRIED**

#### 6.3 Volunteers for Senate Orientation

*Presented by: Paul Dangerfield*

Senators were requested to volunteer to assist in this year's Senate orientation.

### 7. Committee Reports

#### 7.1 Academic Planning and Program Review Committee

*Presented by: Michael Thoma*

The Committee was scheduled to meet on June 11<sup>th</sup>; however, the meeting was cancelled due to changes in Academic Initiatives and Planning. Instead, an information email was sent out to Committee members in preparation for discussions at the August meeting which is scheduled for Tuesday, August 27<sup>th</sup>.

#### 7.2 Bylaw, Policy and Procedure Committee

*Presented by: Stephen Williams*

##### 7.2.1 S1999-06 Faculty Emeritus Policy

Senate was requested to approve revisions to S1999-06 Faculty Emeritus Policy. The Policy is being revised as a result of a recommendation from the Senate Tributes Committee to increase the retirement period from two to three years before a nominee can be considered for a Faculty Emeritus designation. The Emeritus designation recognizes services to one's discipline and the University before and after retirement and as such, the three-year period would be the minimum to establish an ongoing record of service after retirement.



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*Kyle Guay moved and Ted Gervan seconded:*

**19/36** Senate approve the revisions to S1999-06 Faculty Emeritus Policy.

**CARRIED**

#### **7.3 Curriculum Committee**

*Presented by: Deb Jamison*

##### **7.3.1 Resolution Memorandum**

The resolutions brought forward from the June 14, 2019 Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Kyle Guay seconded:*

**19/37** SCC resolutions 19/46 to 19/57 be adopted by Senate.

**CARRIED**

#### **7.4 Instructional Technologies Advisory Committee**

*Presented by: Debbie Schachter*

Senate was informed that the Committee has been meeting to consider possible changes to its mandate, and results of discussions indicate a wish to strike a working group to review and/or create new terms of reference. In moving forward with the working group's mandate, it was suggested that consideration be given to the role of Senate and the role of the Centre for Teaching and Excellence.

#### **7.5 Budget Advisory Committee**

*Presented by: Marnie Findlater*

The Committee met on June 6<sup>th</sup> and discussion at the meeting focussed on dispelling some misconceptions around budget process, refreshing some definitions and reviewing expenditures. The next Committee meeting is scheduled for Tuesday, August 27<sup>th</sup>.



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#### 8. Other Reports

##### 8.1 Chair of Senate

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

- Paul will be attending Mt. Currie campus to celebrate with the Lil'wat Nation the opening of the New Learning Centre.
- The bi-annual President's Perspective will be held on Thursday, August 22<sup>nd</sup> at the Bosa Centre. Topics will include the University's priorities for 2019/2020, the key priority for 2020 in addressing domestic student enrollment, as well as highlights of the Integrated Plan and Envisioning 2030.
- With respect to the new campus in Lower Lonsdale, tenant improvements are not yet completed; however, it is anticipated a soft launch of the campus will take place in October and the official grand opening in November.
- Several orientations are scheduled for the coming week which will result in many new students, faculty and employees finding their way around campus, and members were encouraged to provide any assistance as required.

##### 8.2 Vice-Chair Senate

Stephen Williams, Vice-Chair of Senate, reported that a call will be made to fill student representative and other vacancies on the Senate subcommittees.

As well, Senators were invited to contact the Vice-Chair if they were interested in serving on the working group tasked with investigating the establishment of a teaching and learning subcommittee.

##### 8.3 VP Academic and Provost

Laureen Styles, VP Academic and Provost provided the following report:

- The Senate table was thanked for the inaugural enactment of including self-identified pronouns with introductions.



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- Academic agreements and affiliations have been active across all Faculties and further information will be brought to Senate.
- As part of the Universities Canada application, the University will be moving forward with a site visit this fall or early January (site visit dates have not yet been confirmed), and various areas across the University will be engaged to prepare for the site visit.
- In terms of new programs, 19 new credentials are in various stages of planning and development.
- Some vacant positions have recently been filled, including Lara Duke, new Dean of the Faculty of Global & Community Studies and Aurelea Mahood, Director Academic Initiatives and Planning.
- Active searches continue with respect to filling vacant positions including the Regional Director, Sunshine Coast and Director for Indigenous Education and Affairs.

#### 8.4 Board Report

Due to the absence of Duncan Brown, Board representative, the Board report was not presented.

#### 9. Discussion Items

No discussion items were presented.

#### 10. Other Business

No other business was presented.

#### 11. Information Items

Capilano University and Vancouver Film School have recently partnered to establish accelerated educational pathways. Beginning in September 2019, four new pathways will allow students to complete both a diploma at VFS and a bachelor degree at CapU in three years of full-time study.

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





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**MINUTES**

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**Next Meeting: Tuesday, September 10, 2019**

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**CAPILANO**  
UNIVERSITY  
**SENATE SUBCOMMITTEES**  
**August 2019 – June 2020**

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**Academic Planning and Program Review Committee**

Membership: Senators and non-Senators

Meetings: 2<sup>nd</sup> Tuesday of the Month - 4:00 - 6:00 pm

<b>(Voting)</b>	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Stephen Williams (EDUC)
VP Academic & Provost	Laureen Styles
Dean	Brad Martin
Faculty	Michael Thoma (F&A)
Faculty	Tom Flower (A&S)
Faculty	Majid Raja (BUS)
Faculty	Jane Raycraft (GLOB)
Faculty	Enrique Gonzalez (BUS)
Faculty	Lauren Moffatt (A&S)
Faculty	Judy Snaydon (F&A)
Faculty*	
Staff	Marnie Findlater
Staff	Michelle Gervais
Student	(Vacant)
Student	(Vacant)
<b>(Non-Voting) Resource Members</b>	
Administrator	Chris Bottrill
Administrator	Laura MacKay
Manager, Institutional Research or Designate	Christine Chan

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\*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.



**CAPILANO**  
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**August 2019 – June 2020**

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**Budget Advisory Committee**

Membership: Senators

Meetings: Schedule is determined at first meeting

<b>(Voting)</b>	
Vice-Chair of Senate	Stephen Williams
Administrator	(Vacant)
Administrator	Cyndi Banks
Faculty	Deb Jamison
Faculty	Michael Thoma
Faculty	(Vacant)
Faculty*	
Staff	Marnie Findlater
Student	(Vacant)
<b>Ex-Officio Member (Non-Voting)</b>	
Chair of Senate	Paul Dangerfield
VP Finance and Administration	Jacqui Stewart

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**CAPILANO**  
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**SENATE SUBCOMMITTEES**  
**August 2019 – June 2020**

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**By-law, Policy and Procedure Committee**

Membership: Senators and non-Senators

Meetings: 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month – 1:00 – 2:30 pm.

<b>(Voting)</b>	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Stephen Williams
Administrator	Ted Gervan
Faculty	Majid Raja
Faculty	Diana Twiss
Faculty	Corey Muench
Faculty*	
Staff	Marnie Findlater (Chair)
Student	Graeme Sleep
<b>(Non-Voting) Resource Members</b>	
Administrator	(Vacant)

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**CAPILANO  
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**Instructional Technologies Advisory Committee**

**Membership: Senators and non-Senators**

**Meetings: (Previously 4<sup>th</sup> Tuesdays)**

**Membership of this Committee is currently being reviewed.**



**CAPILANO**  
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**August 2019 – June 2020**

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**Vice-Chair Nominating Committee**

Membership: Senators

Meetings: TBD - One or two meetings between May and June

Administrator	Debbie Schachter
Faculty	Lauren Moffatt
Faculty	Kyle Guay
Staff	Michelle Gervais
Student	(Vacant)

**Self-Evaluation Committee**

Membership: Senators

Meetings: TBD - One or two meetings between May and June

Administrator	Debbie Schachter
Faculty	Stephen Williams
Faculty	Majid Raja
Faculty	Kyle Guay
Staff	Michelle Gervais
Student	(Vacant)

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**Tributes Committee**

Membership: Senators  
Meetings: As and When

<b>(Voting)</b>	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Stephen Williams
Administrator	Laureen Styles
Faculty	Deb Jamison
Faculty	Corey Muench
Faculty	Kyle Guay
Faculty*	
Staff	Michelle Gervais
Student	(Vacant)
<b>Ex-Officio Member (Non-voting)</b>	
Executive Director, Advancement	(Vacant)


**Naming Opportunities Committee (Senators)**

Membership: Senators  
Meetings: As and When

<b>(Voting)</b>	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Stephen Williams
Administrator	Ted Gervan
Faculty	Deb Jamison
Faculty	Corey Muench
Faculty	Kyle Guay
Faculty*	
Staff	Jaswinder Singh
Student	(Vacant)
<b>Ex-Officio Member (Non-Voting)</b>	
Executive Director, Advancement	(Vacant)

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**Curriculum Committee (Senators and non-Senators)**

<b>DAC Recommends to Senate (2 Year Term)</b>	
<b>(Voting)</b>	
Humanities	Cass Picken
Social Sciences	Sean Ashley
Science, Technology, Engineering and Mathematics	Urmila Jangra
Motion Picture Arts	David Geary
Design	Pascal Milelli
Performing Arts	Jennifer Nesselroad
Business, International Programs, Projects and Partnerships	Darcie Hillebrand
Applied Business, Legal Studies, Communications	Deb Jamison
Tourism and Outdoor Recreation Management	Mohna Baichoo
Health and Education	Rachel Yu
Global Stewardship, Public Administration & Human Kinetics	Caroline Soo
Access and Academic Preparation	Ferdos Jamali
Library	Karin Hall
Student Services	Keith Lam
<b>Students (1 Year Term)</b>	Graeme Sleep
	Bana Nourkeyhani
	Hassan Merli
<b>Administrators (VP)</b>	Laureen Styles
Dean	Brad Martin
Dean	Pouyan Mahboubi
Dean	(Vacant)
Registrar	(Vacant)
One Academic Advisor	Shahnaz Darayan
Director of Continuing Studies & Executive Education	Annie Prud'homme-Genereux
Chair or Vice-Chair of Senate	Paul Dangerfield / Stephen Williams
<b>(Non-voting)</b>	
Chair	Deb Jamison

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