



## SENATE REGULAR MEETING

Tuesday, November 2, 2021 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 October 5, 2021 Minutes – Decision** Senate Members  
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
  - 5.1 Volunteers for Senate Subcommittees – *Information* Paul Dangerfield
  - 5.2 Annual Academic Schedule - *Information* Kyle Vuorinen
6. **New Business**
7. **Committee Reports**
  - 7.1 Academic Planning and Program Review Committee – *Decision* Sue Dritmanis  
7.1.1 Stage 1 Bachelor of Costuming – [Link to Proposal](#) Schedule 7.1.1
  - 7.2 Bylaw, Policy and Procedure Committee – *Information* Corey Muench
  - 7.3 Curriculum Committee – *Decision* Deb Jamison  
7.3.1 Resolution Memo Schedule 7.3.1  
[October 15 Agenda](#) / [October 15 Draft Minutes](#)
  - 7.4 Teaching and Learning Committee – *Information* Diana Twiss
  - 7.5 Budget Advisory Committee – *Information* Michael Thoma
8. **Other Reports**
  - 8.1 Chair of Senate Paul Dangerfield



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|--|------------------|
| 8.2 Vice Chair of Senate – <i>Information</i>    | Stephen Williams |
| 8.3 VP Academic and Provost – <i>Information</i> | Laureen Styles   |
| 8.4 Board Report – <i>Information</i>            | Sonny Wong       |
| <b>9. Discussion Items</b>                       |                  |
| <b>10. Other Business</b>                        |                  |
| <b>11. Information Items</b>                     |                  |



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VIA ZOOM

### MINUTES

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**Present:** Stephen Williams (Acting Chair), Tania Alekson, Deanna Baxter, Oscar Blue, John Brouwer, Pardis Daneshyar, Sue Dritmanis, Iana Dokuchaeva, Lara Duke, Brian Ganter, Christy Goerzen, Kyle Guay, Miranda Huron, Deb Jamison, Khwaish Kochhar, Maia Lomelino, Pouyan Mahboubi, Anthea Mallinson, Brad Martin, Zabir Montazar, Corey Muench, Essya Nabbali, Lesley Nelson, Jennifer Nesselroad, Dennis Silvestrone, Anmol Singla, Laureen Styles, Michael Thoma, Robert Thomson, Diana Twiss, Kyle Vuorinen, Sonny Wong, Recorder: Mary Jukich

**Regrets:** Joel Cardinal, Paul Dangerfield, Stephanie Wells

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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**

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

Deanna Baxter was introduced as the new non-voting representative from the Faculty of Arts and Sciences.

In the absence of Stephanie Wells, John Brouwer assumed voting rights for the Faculty of Global and Community Studies.

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

Item #7.4 Teaching and Learning Committee Report was changed from decision to an information item.

*Laureen Styles moved and Khwaish Kochhar seconded:  
To adopt the amended agenda.*

**CARRIED**

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

A minor formatting error was noted on the minutes.

*Deb Jamison moved and Diana Twiss seconded:  
To adopt the September 7, 2021 minutes.*

**CARRIED**



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#### 4. Correspondence Received

No correspondence was presented.

#### 5. Business Arising

##### 5.1 Volunteers for Senate Subcommittees

*Presented by: Stephen Williams*

Members were encouraged to volunteer to serve on the remaining subcommittee vacancies.

#### 6. New Business

##### 6.1 Annual Academic Schedule

*Presented by: Kyle Vuorinen*

The 2022/2023 Academic Schedule of Important Dates was presented to Senate for information. It was noted that the dates on the Schedule were drawn up in accordance with policy, and the significant change was the 2023 spring convocation dates. Normally, spring convocation takes place on the Monday and Tuesday in June, however at the request of the Events Office, the spring convocation was being shifted to Friday, July 9 and Saturday July 10, 2023.

On discussion, it was noted that the Academic Schedule as presented to Senate did not accurately reflect the July dates verbally reported by the Registrar.

A concern was also raised that, if the spring convocation shifts to July, more conversations are required given that this would be out of cycle with other institutions. In this regard, it was suggested that a rationale be provided to support a shift to a July convocation date, and this be brought back to the November Senate meeting.

Feedback was also provided that a July convocation could be problematic as students may go on vacation, and as faculty are on vacation as of June 15, and may not be available to attend the ceremonies.

##### 6.2 Extension of Temporary Acceptance of Duolingo

*Presented by: Kyle Vuorinen*



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In response to Covid-19, the University has been accepting the Duolingo Test of English on a temporary basis. Given the ongoing pandemic, and the challenges students may face to access traditional in-person tests of English as a foreign language, Senate was requested to approve extending the acceptance of Duolingo until the end of the Fall 2022 semester. It was noted that a small study undertaken of students admitted in Fall 2020 with Duolingo perform as well as students who have been admitted with traditional tests such as IELTS and TOEFL.

On discussion, an issue was raised that provincially among EAP Departments, the shared concern is that the Duolingo Test may not place students accurately, and students who take the test online may not be the same students who show up in class. There are also discussions within the EAP Departments on possibly implementing criteria on the results when doing admission for English language requirement.

As the request for extension of the Duolingo Test was brought to Senate for approval, a point of order was raised that in terms of governance, there is a University policy that sets out a process to establish an appropriate level of English proficiency. Accordingly, with the unanimous consent of Senate, the item was considered as information, and the motion to approve withdrawn.

#### 7. Committee Reports

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

*Presented by: Stephen Williams*

The Committee met on September 14<sup>th</sup> at which time Sue Dritmanis was elected as Chair. The Committee confirmed the 2021/2021 program review cycle as complete for both the Bachelor of Design in Visual Communication and related programs, as well as for the Public Administration and related programs. The Committee also had an opportunity to review and provide input on the institution report for the Quality Assessment Process Audit (QAPA).

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

*Presented by: Corey Muench*

The Committee met on September 28 and reviewed the Academic Integrity Procedures, and it is anticipated that the document will be brought for approval to the November Senate meeting.



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#### 7.2.1 S2021-02 Research Ethics Policy: Research with Human Participants

The new Research Ethics Policy and Procedures underwent considerable consultation over the past two years. Consultation included in-person and virtual presentations to all five Faculties and sub-groups, the Academic Leadership Collective, the Senior Leadership Committee, the Capilano Faculty Association, the Office of Indigenous Affairs and Education, the SLC Policy and Procedures Committee and the Senate Bylaw, Policy and Procedure Committee (SBPP). In addition to these presentations, all employees of the university were invited to submit written feedback through Frontlines, and an emailed Constant Contact request.

On review and discussion of the Policy, a minor housekeeping revision in terms of reformatting and renumbering was requested to section 4.1c), paragraph i.

*Corey Muench moved and Diana Twiss seconded:*

**21/36** That Senate approve S2021-02 Research Ethics Policy:  
Research with Human Participants.

**CARRIED**

#### 7.2.2 S2021-02-01 Research Ethics Procedure: Research with Human Participants - Research Ethics Board

*Corey Muench moved and Diana Twiss seconded:*

**21/37** That Senate approve S2021-02-01 Research Ethics  
Procedure: Research with Human Participants – Research Ethics  
Board.

**CARRIED**

#### 7.2.3 S2002-01 Research Ethics Policy: Research With Human Subjects

The S2002-01 Research Ethics Policy: Research With Human Subjects was rescinded as it was replaced with the newly approved Policy and Procedures.

*Corey Muench moved and Lara Duke seconded:*



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- 21/38** The S2002-01 Research Ethics Policy: Research with Human Subjects be rescinded.

**CARRIED**

#### 7.2.4 Faculty of Global and Community Studies Bylaws

The Faculty of Global and Community Studies Bylaws were previously approved by Senate; however, some further revisions to operational details and terminology were undertaken in order to facilitate the enactment of the bylaws and to better align with current job titles in the Faculty.

*Corey Muench moved and Diana Twiss seconded:*

- 21/39** That Senate approve the revisions to the Faculty of Global and Community Studies Bylaws.

**CARRIED**

#### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

##### 7.3.1 Resolution Memorandum

The resolutions brought forward from the September 17<sup>th</sup> Senate Curriculum Committee meeting were presented to Senate for approval.

On discussion, a concern was raised around Resolution #21/64 and it was suggested that in future, it may be beneficial for courses that have internship or work experience in the title include consultation with an area that has responsibility or involvement with work integrated experiences in their courses.

*Deb Jamison moved and Brad Martin seconded:*

- 21/40** Senate approve SCC Resolutions 21/64 to 21/68.

**CARRIED**

#### 7.4 Teaching and Learning Committee

*Presented by: Diana Twiss*

The Committee met on September 21<sup>st</sup> and reviewed a proposal for a Certificate in University Teaching and Learning developed by the Centre for Teaching



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Excellence. This Certificate consists of six modules, and will be offered for free to faculty working at the University.

It was noted that as the proposal was not a credential program, the item was brought to Senate for information only. The proposal was reviewed by Academic Leadership, and aligns with the Academic Plan in terms of ongoing commitments to excellence in teaching and learning.

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

*Presented by: Michael Thoma*

The Senate Budget Advisory Committee will meet on October 21, 2021 to review the Quarter 2 forecast and for an update on integrated planning.

### **8. Other Reports**

#### **8.1 Senate Chair**

A report was not provided as the Chair was absent from the meeting.

#### **8.2 Senate Vice-Chair**

Stephen Williams, Vice-Chair, reported that Senate and Senate subcommittees continue to run efficiently in a remote framework. As well, members were reminded to volunteer to fill the remaining vacancies on the subcommittees.

#### **8.3 VP Academic and Provost**

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

- Work continues on the Quality Assurance Process Audit (QAPA). The Senate Curriculum Committee and Senate Academic Planning and Program Review Committee were acknowledged for their feedback and recommendations, as well as the contributions of the QAPA advisory committee on the self-study. The four programs that will be the focus of the review are the Education Assistant Certificate, the Bachelor of Music Therapy, the Bachelor of Business Administration and the Bachelor of Arts with a Major in Interdisciplinary Studies. The site visit is scheduled for January 2022.





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- With respect to course mode adaptations made post October 8, the previous process will be used wherein the list of courses that were revised in terms of their mode of delivery for the fall term will be brought forward to the Senate Curriculum Committee in November as information.

#### 8.4 Board Report

Sonny Wong, Board representative, provided the report from the September 28, 2021 Board meeting, and some of the key highlights were as follows:

- The Board and its Committees held annual orientation and planning meetings in late August and early September, including equity, diversity and inclusion training for the Board, the university's executive team and the Board's resource staff.
- The Board declared two vacant positions: one elected student representative and one Provincial Government appointed position.
- The Board welcomed two new members and welcomed back several reappointed and reelected members:
  - Nancy Lucas – elected faculty representative
  - Rose Anza-Burgess – elected staff representative
  - Duncan Brown, Andrew Petrozzi and Sonny Wong – reappointed by the Provincial Government
  - Oscar Blue – reelected student representative
  - Majid Raja – reelected faculty representative
- The Board approved a second five-year term for President Paul Dangerfield and a renewed Employment Agreement from October 1, 2021 to September 30, 2026.
- The Board appointed KPMG as the University's external auditor, based on a competitive process and also approved a five-year contract with KPMG to provide external audit services from 2021-22 to 2025-26, with an option for two one-year extensions.
- The Board approved the Five-Year Capital Plan from 2022-23 to 2026-27.



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The next Board meeting is on November 30, 2021

**9. Discussion Items**

No discussion items were presented.

**10. Other Business**

No other business was presented.

**11. Information Items**

No information items were presented.

The meeting was adjourned at 5:33 pm.

**Next Meeting: Tuesday, November 2, 2021**

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DRAFT

## SENATE REPORT

<b>AGENDA ITEM:</b>	<b>Costuming Stage 1: Initial Proposal</b>
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE:</b>	<b>November 2, 2021</b>
<b>PRESENTER:</b>	<b>Sue Dritmanis</b>

### PURPOSE

The proposed 120-credit Bachelor of Costuming degree builds on the Faculty of Fine & Applied Arts' existing infrastructure, resources, and experience delivering programs in related fields over the past 20 years. Baccalaureate-level breadth and depth of study will prepare graduates for professional industry positions in such diverse areas as film, theatre, the emerging industries of visual effects and animation along with traditional roles in museums and archives.

### BACKGROUND

The proposed 120-credit degree can be completed in four years or eight semesters of full-time study with an optional exit point after the completion of 60 credits. The School of Motion Picture Arts currently offers a two-year, full-time Costuming for Stage and Screen Diploma (64.50 total credits).

Through experiential and Work-Integrated Learning opportunities, the first two years of this cohort-based degree provide students with strong foundational skills. In turn, upper-level courses offer advanced specializations in areas relating to a student's educational and professional goals. Importantly, teamwork and creative thinking are at the centre of the project-based interdisciplinary curriculum. Baccalaureate-level breadth and depth of study will prepare graduates for professional industry positions in such diverse areas as film, theatre, the emerging industries of visual effects and animation along with traditional roles in museums and archives.

The program will be delivered in person. Interdepartmental production projects in collaboration with the School of Motion Picture Arts and the School of Performing Arts form a cornerstone of the program through experiential learning. Students design, manage, and create costumes for Theatre department productions, as well as for the Motion Picture Arts students' upper-level film projects.

Current enrolments and student surveys demonstrate the demand from students can sustain a full Costuming degree program:

- The Costuming diploma has consistently averaged 32 students enrolled for the period of 2012/13 to 2021/22.

- The number of Costuming diploma applications for the period of 2018/19 to 2021/22 is 51% higher than the number of offers indicating interest exceeds the available capacity.
- In Summer 2021, student surveys were distributed to first- and second-year Costuming students and 27 students responded. Significantly, 57.9% of current students would continue with a degree if it were available and 76.3% would have applied to a degree program if it had been available. In an alumni survey from the same time period, 49 alumni responded and 50% would return to complete a Bachelors degree.
- Overall, 84% of student and alumni respondents support (strongly agree and agree) the development of the Bachelor of Costuming.

Due to the aging demographic of the skilled workers currently in the film industry and the anticipated growth of the sector, the below-the-line design workforce (includes costuming) will need to increase by between 5% to 10% each year over the next 10 years. These figures are amongst the findings of the B.C. Motion Picture Industry Below-the-Line Labour Market Study of 2017 and represent the combination of expansion and replacement needs. This Costuming degree will help address the shortage.

The proposed degree program is designed to add value in the following respects:

- Baccalaureate-level breadth and depth of study will permit graduates to access wider range of professional opportunities within the field of costuming, including research, project management, and business skills identified as desirable by the surveyed employers.
- Curriculum will provide students with opportunities to access employment opportunities in fields related to costuming such as digital character development/ production and roles in museums and archives.
- Curriculum integrates knowledge regarding the ethical use, handling, and sourcing of Indigenous garments.

## **RECOMMENDATION**

*THAT Senate recommend the Stage 1 proposal for the Bachelor of Costuming be sent to the Board for approval.*



**SENATE CURRICULUM COMMITTEE  
RESOLUTION MEMO**

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**DATE:** October 19, 2021  
**TO:** Paul Dangerfield, Chair, Senate  
**FROM:** Deb Jamison, Chair, Senate Curriculum Committee

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The following motions were carried by the Senate Curriculum Committee at its meeting on October 15, 2021:

- 21/69** Cap Core designation under the headings *Experiential* and *Capstone* to MOPA 409 – Visual Theory and Practice be recommended to Senate for approval.
- 21/70** Cap Core designation under the heading *Self and Society* to PHIL 265 – Engaged Philosophical Inquiry as a Way of Life be recommended to Senate for approval.
- 21/71** The revisions to the Bachelor of Science – General program profile be recommended to Senate for approval.

A handwritten signature in blue ink that reads "Deb Jamison".

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Deb Jamison, Chair  
Senate Curriculum Committee

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Paul Dangerfield  
Chair, Senate

Date: Oct. 19, 2021

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Date:

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