



## SENATE MEETING

Tuesday, August 17, 2010 4:00 pm LB322

### MINUTES

- PRESENT:** Kris Bulcroft (Chair), Marion Haythorne, Jean Bennett, Chris Bottrill, Robert Campbell, David Clarkson, Nicholas Collins, Herbert Cruz, Patrick Donahoe, Graham Fane, Noah Fine, Michael Fleming, Bahiyyih Galloway, Cheryl Helm, Susan Hogan, Reini Klein, David Lambert, Paul McMillan, Jennifer Moore, Gordon Rudolph, Tim Schouls, Sandra Seekins, Jackie Snodgrass, Ghazal Tohidi, Tammy Towill, Catherine Vertesi, Stephanie Wells, Milton Williams, Recording Secretary: Mary Jukich
- REGRETS:** Kim Bothen, Kevin Cripps, Darin Feist, Karin Jager, Jen Moses, Greg Smith, Peter Ufford
- GUESTS:** Gillian Crowther, Aurelea Mahood, Sylvie Trudel, Janet Waters

Marion Haythorne called the meeting to order and introduced Kris Bulcroft, the new President. Members and guests introduced themselves and their faculty of representation. Marion suggested that, as this was the first Senate meeting for Kris, both she and Kris would chair the meeting.

Marion noted that there are currently two vacancies on Senate, the COPE and Board representatives, and these positions would be filled shortly.

#### 1. APPROVAL OF AGENDA

An information item was added under "Other Business".

*Robert Campbell moved and Jennifer Moore seconded that:*  
**the amended Agenda be approved.**

**CARRIED**

#### 2. MINUTES

A correction was noted in the minutes. Under "Approval of Agenda", the seconder should have read "David Clarkson".

*Patrick Donahoe moved and Jackie Snodgrass seconded that:*  
**the amended Minutes of the June 1, 2010 meeting be approved.**

**CARRIED**

### 3. CHAIR AND VICE-CHAIR'S REPORTS

Kris thanked the campus community for providing such a warm welcome to Capilano University. During her first weeks at Capilano, Kris has been introduced to many people from the campus community and she will continue to meet with students and constituents in the community during the upcoming weeks. Kris expressed her desire to be visible in campus life.

Kris reminded Senate that the Northwest Commission of Colleges and Universities is awaiting Capilano's final report and she thanked Jackie Snodgrass and members of Senate for their work in drafting and completing the document. The eight-member site team is chaired by Jeanne Christiansen and will be at Capilano November 3 – 5. During that time, they will be meeting with various people at the University. Kris encouraged members of Senate to familiarize themselves with the final draft document.

During the first week of August, Kris attended a small reception to honour Nat and Flora Bosa for their contribution to the new film centre.

Kris attended the Convenors and Coordinators session and is looking forward to attending the upcoming New Faculty and Student Orientations.

Kris briefly discussed the BA General Studies submission and assured Senate that, although there was a deviation from protocol in processing the degree, the University did not violate business as usual in putting the degree through before the moratorium on new degrees was imposed.

Marion reminded members of Greg Lee's request from the June Senate meeting that an ad hoc committee be formed to look at the Senate self evaluation survey results. She noted that this item would be addressed later in the meeting by Graham Fane.

Marion informed members that Senate binders would no longer be updated but that information regarding Senate would be kept current on Frontlines. As well, links for relevant Senate documents would be added on the website.

Marion reported that she had attended the June graduation ceremony and the presentation of the honorary degrees.

### 4. APPROVALS IN PRINCIPLE

None.

### 5. SENATE CURRICULUM COMMITTEE

*Presented by: Jackie Snodgrass*

(a) Resolutions

Jackie presented the resolutions brought forward from the June 11<sup>th</sup> Senate Curriculum Committee meeting.

*Jackie Snodgrass moved and Jean Bennett seconded that:*

**10/42** SCC resolutions 10/55, 10/56, 10/57 and 10/59 be received and adopted by Senate.

**CARRIED**

## (b) BA General Studies Senate Submission

Jackie reported that the BA General Studies was approved at SCC but then on June 24<sup>th</sup>, the President's Office received advance warning of a new degree moratorium being imposed. Capilano was asked to submit any new degrees quickly and, in this regard, Greg Lee called a board conference call to approve the BA General Studies degree. This would ensure that this degree would be processed before the moratorium was implemented. After review by DQAB and further discussions and meetings with the degree committee, deans and chairs of divisions, the full proposal was resubmitted to PSIPS and open for peer review.

*Jackie Snodgrass moved and Tim Schouls seconded that:*

**10/43** SCC resolution 10/58 final approval of the Bachelor of Arts in General Studies be received and adopted by Senate.

**CARRIED**

## (c) ABE Scheduling

Senate was requested to approve a change to the current method used to offer ABE/CUP courses and, as this change did not involve curriculum, prior SCC approval was not required. The change will consist of removing separate tutorials that students have to register for by increasing the "lecture" component by an equivalent number of contact hours and then scheduling courses in 1 ½ hour blocks on the grid. They will also be moving to mixed mode, and scheduling one 1 ½ block per week with the remainder of the instruction online. These changes will ultimately allow ABE to conform to other university programs and will benefit student participation in this area.

*Patrick Donahoe moved and Nicholas Collins seconded that:*

**10/44** Senate approve the revisions to the ABE Scheduling.

**CARRIED****6. SENATE PLANNING AND POLICY COMMITTEE**

*Presented by: Jackie Snodgrass*

## (a) Addition to Senate Policy S2009-03 Requirements for Credentials

Jackie presented additional wording to be added at the end of Senate Policy S2009-03 Requirements for Credentials. This additional wording will provide parallel requirements for the Post-Baccalaureate Certificate and Diploma and the Graduate Certificate and Diploma.

*Jackie Snodgrass moved and Patrick Donahoe seconded that:*

**10/45** Senate approve the additional wording to be added at the end of Senate Policy S2009-03 Requirements for Credentials.

**CARRIED**

## (b) Cheating &amp; Plagiarism Policy

Jackie presented the Cheating & Plagiarism Policy to Senate. She noted that the revisions presented had actually been approved at the December 2009

Senate meeting; however, due to an oversight, the revisions had not yet been incorporated into the policy. During the review of the policy, friendly amendments were suggested which consisted of adding the word “appropriate” after the word “without” and adding a period after the word “acknowledgement” in section 1.2, and changing the word “grad” to “grade” in section 5.3.2.

*Jackie Snodgrass moved and Tammy Towill seconded that:*

**10/46** The revisions to the Cheating & Plagiarism policy be approved by Senate.

**CARRIED**

(c) Student Behaviour Policy

As required in the terms of reference, Senate was requested to review the suggested revisions to the Student Behaviour Policy. The revisions incorporate references to Capilano’s use of a Violence Threat/Risk Assessment protocol.

*Patrick Donahoe moved and Ghazal Tohidi seconded that:*

**10/47** Senate is in agreement with the revisions to the Student Behaviour Policy.

**CARRIED**

**7. Senate Self-Evaluation Committee**

(a) Report from ad hoc committee

*Presented by: Graham Fane*

Graham reminded members that, as the results of the self evaluation survey were varied, an ad hoc committee had been formed to develop a Senate package and orientation for members. The ad hoc committee will have a further meeting and will present an orientation at the September Senate meeting.

**8. OTHER BUSINESS**

Jackie Snodgrass informed Senate of an upcoming workshop on strategic resource allocation. This workshop will be held on August 31<sup>st</sup> and an invitation and further information would be distributed to Senate members.

Sandra Seekins mentioned the CFA Executive’s request to revisit of certain Senate sub-committee meetings being open to members and invited guests only. Concern was expressed in that Senate policies may come in conflict with the Collective Agreement and that attendance at these meetings would ensure that processes are monitored.

Herbert Cruz presented to Senate a piece of correspondence from the Alumni Association outlining three projects that the Alumni Association wishes to accomplish in the coming year. These projects include reviewing and considering sample MOUs from other university alumni associations that detail how the association interacts with the university; implementing a potential chapter structure in which program areas form program specific alumni groups; and, designing a three to five year business plan to give the Association some initial direction.

**INFORMATION ITEMS**

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Senate members were advised that the 2011 Senate meeting schedule was attached to the Agenda.

There being no further business and on motion duly made and seconded, the meeting was adjourned at 5:15 p.m.

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**Next Meeting: Tuesday, September 7, 2010.**

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