



SENATE MEETING

Tuesday, May 3, 2011 4:00 pm LB322

MINUTES

- PRESENT:** Kris Bulcroft (Chair), Marion Haythorne, Kim Bothen, Chris Bottrill, David Clarkson, Herbert Cruz, Graham Fane, Darin Feist, Michael Fleming, Susan Hogan, Reini Klein, David Lambert, Sonja Lebens, Clay Little, Karen McCredie, Paul McMillan, Grace McNab, Jen Moses, Caitlin Rockers, Gordon Rudolph, Tim Schouls, Sandra Seekins, Jackie Snodgrass, Ghazal Tohidi, Tammy Towill, Stephanie Wells, Milton Williams, Recording Secretary: Mary Jukich
- REGRETS:** Jean Bennett, Robert Campbell, Nicholas Collins, Kelsey Didlick, Bahiyyih Galloway, Karin Jager, Jennifer Moore, Greg Smith, Peter Ufford, Catherine Vertesi
- GUESTS:** Cindy Turner

Kris Bulcroft called the meeting to order at 4:00 pm.

Kris informed Senate that John Wilson, President, CFA, would speak at the meeting before deliberations on issues began.

1. APPROVAL OF AGENDA

Item #10 – **Graduates** was added to the agenda.

Stephanie Wells moved and Tammy Towill seconded that:
the amended Agenda be approved.

CARRIED

2. MINUTES

Milton Williams moved and Reini Klein seconded that:
the Minutes of the April 5, 2011 meeting be approved.

CARRIED

3. CHAIR AND VICE-CHAIR'S REPORTS

Chair's Report

Kris reported that she had attended various award ceremonies, where she enjoyed seeing the accomplishments of students and meeting those who support the students.

Kris attended several speaking engagements and she invited members to contact her if they wished detailed information.

Vice-Chair's Report

Marion welcomed Grace McNab, new Faculty of Fine and Applied Arts representative and Caitlin Rockers, new CSU representative. Cindy Turner, Vice-President, Finance and Administration, attended the meeting as a guest.

Kim Bothen assumed voting rights at the meeting, as the second representative from the Faculty of Fine and Applied Arts was absent.

On behalf of the CFA, John Wilson circulated four motions that were passed at the AGM on May 3, 2011, regarding the budget and budget process; the grading profile committee process; and the faculty review committee process.

The Chair noted that, in the interests of time, a time limit of two/three minutes would apply to anyone else wishing to speak.

Pat Hodgson from Community Development and Outreach expressed her concern that both this and last year's cuts had occurred in Developmental Studies alone and, as a result, students might not be able to access programs. She added that excessive cuts in the same area might indicate that ABE is moving out and this would be a sad decision.

4. APPROVALS IN PRINCIPLE

None.

5. SENATE CURRICULUM COMMITTEE

Presented by: Jackie Snodgrass

(a) Resolutions

Jackie presented the resolutions brought forward from the April 15th Senate Curriculum Committee meeting.

Ghazal Tohidi moved and David Clarkson seconded that:

11/19 SCC resolutions, 11/45, 11/46, 11/47 and 11/48, be received and adopted by Senate.

CARRIED

6. GRADING PROFILE MOTION

Presented by: Kris Bulcroft

Kris reminded members that the motion voted on at the previous Senate meeting had been postponed to allow constituents an opportunity to seek further information. Kris informed Senate that she had had a conversation with the Vice-Chair on whether sufficient discussion time would be available at this meeting in light of the anticipated lengthy discussion with respect to the budget. In order to ensure that members had adequate time for detailed discussion, it was suggested that the motion be taken to the June Senate meeting, as the grading profile would not take effect until the fall of 2012. In this regard, Senate members were asked whether they preferred to postpone the motion to the June meeting or to proceed with discussion.

Tim Schouls moved and Stephanie Wells seconded that:

11/20 Motion 11/18 be amended to read “that motion 11/17 be postponed to the June Senate meeting.”

CARRIED

Members generally felt that postponing the motion to June would be more beneficial. Members were informed that an opportunity to either send the motion back to the Committee or to make a final decision was available.

As discussion began on concerns with the proposed grading profile, it was suggested that, as there was a motion on the floor to table the motion to the June meeting, no feedback on the grading profile should be provided now and, accordingly, members voted on the motion on the floor.

7. SENATE NOMINATING COMMITTEE – VICE-CHAIR

Presented by: Reini Klein

The Senate Nominating Committee – Vice Chair reported that one nomination for Vice-Chair had been received and the Chair asked Marion Haythorne if she would like to accept the nomination. The Chair then called three times asking for further nominations. On hearing none, Marion Haythorne was elected by acclamation as Vice-Chair of Senate for a one-year term.

Members requested clarification on the eligibility of potential candidates for Vice-Chair, specifically whether it was a requirement for the Vice-Chair to be a voting member of Senate. In this regard, section 4.2 of the by-laws was read:

“All voting members of the Senate are eligible to nominate and be nominated.”

As well, students expressed their concern that the election policy for Senate Vice-Chair was unfair as they were limited in their eligibility for the position.

8. FACULTY STRUCTURE REVIEW COMMITTEE

Presented by: Chris Bottrill

Chris reported that the Committee had met and written their recommendations. However, given the nature of the Senate agenda, preference would be to present the recommendations at the June Senate meeting, as this will allow more time for review and discussion of the recommendations.

The Committee is developing a process to review the structure and governance model as well as a review of Senate by-laws, non-voting members and the structure of sub-committees. Members inquired whether the Committee’s report would be circulated prior to the Senate meeting, and it was indicated that a schedule would be included with the June Senate agenda.

9. SENATE BUDGET COMMITTEE

Presented by: Tammy Towill

Tammy, as chair of the Budget Committee, presented background information on the budget process and a summary of the budget. Although the budget process was similar to that of last year, this year it had been more difficult due to decreased government funding and increased costs. The Budget Committee reviewed several preliminary draft budgets and considered the list

of add-ons. Finalization of the budget was not completed until notification of government funding was received in mid March and consequently, during the process, it became apparent that cuts in certain areas were required in order to balance the budget. Tammy reported that the recommendation from the Budget Committee was to support the recommendation of the balanced budget and given the difficulties encountered this year, the Budget Committee also recommended that next year's budget process begin sooner.

A member expressed concern with respect to the specific cuts to ABE as a decrease in resources in this area would impact both students and the community. It was felt unjust to target this area as it is still recovering from cuts last year and the member reminded Senate that continuation of this program is mandated by provincial legislation.

Overall, members reiterated that they required a clearer sense of the decision criteria for deciding where cuts were made and members felt that the criteria had not been clearly articulated. The Chair indicated that decisions were based on the minimal impact on service to students as the criteria in arriving at a balanced budget.

As well, members emphasized that they felt ill-equipped to make a decision on the budget, as there was an inadequate amount of time between receiving and reviewing the documents and, ultimately, making a decision with respect to the proposed budget. They felt that the institution needs to broaden discussions and consult with various areas such as students, CFA, the campus community, etc., before decisions of this magnitude are considered. As well, members questioned how the Strategic Resource Allocation session held in September related to this budget process, as one of the key messages at the session was openness and consultation.

The students felt they had not been consulted during the budget process, as there was a lack of student representation on the Budget Committee, due to the fact that the appointed student failed to attend the meetings. The students felt that some items in the budget were not assessed based on value, especially the addition of an additional IT person and a Head Librarian. In response, it was noted that based on a consultant's report, and as the University seeks NWCCU accreditation, a full-time head librarian is required.

The Chair reminded Senate that work continues with the Ministry in attempting to receive additional funding and once government matters settle down, it is hoped that an adjustment in the operating grant would be received.

There was a question about financing new credentials and it was noted that most new programs generate revenue and the University had already committed to major programs such as the Bachelor of Motion Picture Arts and the Bachelor of Liberal Studies. Cost benefits of running programs were reviewed and although some programs cost money to run in the first year, revenue is generated in subsequent years.

Upon hearing concerns and feedback from Senate, the Budget Committee presented their two recommendations: to accept the balanced budget as presented and that the budget process for 2012 begin in fall 2011.

Tammy Towill moved and Marion Haythorne seconded that:

The 2012/2013 budget process begin in the fall of 2011.

A member felt uneasy that the budget recommendation was based on a tuition increase, and in this regard, a motion to amend the above motion was proposed.

David Clarkson moved and Gordon Rudolph seconded that:

The above motion be amended to read that the 2012/2013 budget process begin in the fall 2011 and that this process produce at least one recommendation that assumes a 0% tuition increase.

DEFEATED
3 yes
17 opposed

Members discussed the amendment to the motion and determined that if the budget process began in the fall, the process might be constrained by a possible tuition increase. It was suggested that the Budget Committee be asked to develop a framework which would include a variety of scenarios and, in this regard, a friendly amendment was requested.

Tammy Towill moved and Marion Haythorne seconded that:

11/21 In recognition of the difficulty of this budgetary process, we recommend the 2012/2013 budget process begin in fall 2011 with a full and open consultative process.

CARRIED

Tammy Towill moved and Kim Bothen seconded that:

11/22 The draft 2011/2012 balanced budget as presented be approved.

CARRIED
11 yes
6 opposed
(including David
Clarkson)
3 abstentions

The recommendations and concerns of Senate regarding the budget and budget process will be taken to the Board meeting on May 24th.

10. GRADUATES

Presented by: Karen McCredie

The Registrar presented a list of 1,372 students who had met the graduation criteria and program requirements to graduate in June 2011.

Tammy Towill moved and David Clarkson seconded that:

11/23 Upon verification by the Registrar's Office that all credential requirements had been met, the Chancellor and the Senate of Capilano University approve the conferring of the credentials.

CARRIED

The Registrar informed Senate that since the June convocation will occur prior to the June Senate meeting, it was anticipated that some additional names of students will be brought to the June Senate meeting.

INFORMATION ITEMS

Item #1 - Committees – Volunteers

- (a) Senate Academic Planning and Program Assessment Committee
- (b) Senate By-law, Policy and Procedure Committee
- (c) Senate Budget Advisory Committee
- (d) Senate Tributes Committee
- (e) Senate Naming Opportunities Committee
- (f) Senate Nominating Committee – Vice-Chair
- (g) Senate Self-Evaluation Committee

Presented by: Marion Haythorne

Senate members were asked to review the Senate sub-committee membership list and indicate by email to Marion if they wished to sit on any of the listed committees. New and returning members will be announced at the June Senate meeting and if a vote is needed, election will take place at the August meeting. A member asked which committees required members to be Senate members and Marion promised to provide this information separately.

Item #2 – Senate Self-Evaluation Committee

Presented by: Marion Haythorne

The Senate Self-Evaluation Committee was asked to begin the Senate self-evaluation process. Members of this committee are: Graham Fane (Chair), Michael Fleming/Tim Schouls (alternate), Milton Williams, Darin Feist.

Item #3 – Election Results

Presented by: Karen McCredie

Karen reported that an appeal had been received regarding the election process for Board and Senate student representatives and, upon completion of an investigation, a revote of student candidates was undertaken.

The successful student candidates for the Board are:

David Clarkson
Jordan Liden

The successful student candidates for the Senate are:

Parker Busswood
David Clarkson
Kelsey Didlick
Brandon Hofmarks

There being no further business and on motion duly made and seconded, the meeting was adjourned at 6:15 p.m.

Next Meeting: Tuesday, June 7, 2011.
