



SENATE MEETING

Tuesday, April 4th, 2017 4:00 pm
 Capilano University – Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Imroz Ali, Don Bentley, Kim Bothen, Chris Bottrill, Brent Calvert, Julia Denholm, Caroline Depatie, David Fung, Rick Gale, Michelle Gervais, Carol Howorth, Deb Jamison, David Kirk, Nanci Lucas, Grace Makarewicz, Brad Martin, Karen McCredie, Paul McMillan, Jennifer Moore, Jorge Ocegueda, Emma Russell, Sandra Seekins, Emily Solomon, Erik Steel, Sharka Stuyt, Michael Thoma, Carleen Thomas, Halia Valladares, Stephanie Wells, Stephen Williams, Recorder: Mary Jukich

Regrets: Cyndi Banks, Brittany Barnes, Darin Feist, Bachel Younan

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

1. Acknowledgement

We respectfully acknowledge the Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.

2. Welcome

As a result of a vacant seat, Kim Bothen assumed voting rights for the Faculty of Fine and Applied Arts.

3. Approval of the Agenda

Deb Jamison moved and Michelle Gervais seconded:
 To adopt the agenda.

CARRIED

4. Approval of the Minutes

Kim Bothen moved and Deb Jamison seconded:
 To adopt the March 7th, 2017 minutes

CARRIED

5. Correspondence Received – None



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6. Business Arising

6.1 Cap Core Ad Hoc Committee Update

Presented by: Paul McMillan

The learning outcomes have been finalized and two world cafés will be scheduled for April 18th and April 21st for the campus community to provide comments and feedback.

A page on the website will be created for feedback, as well as having the event uploaded to the web.

7. New Business

7.1 Senate Self-Evaluation Committee

Presented by: Nanci Lucas

The Senate Self-Evaluation Committee was requested to convene to begin work on the self-evaluation questionnaire.

7.2 Senate Nominating Committee

Presented by: Nanci Lucas

The Senate Nominating Committee was requested to convene to consider candidates to serve as Vice-Chair of Senate, and Chair of the Senate Student Appeals Committee.

7.3 Election

Presented by: Karen McCredie

Senate was informed that Imroz Ali and Hassan Merali were elected as student representatives to the Board.

Nominations are being accepted for the non-voting seat from the Faculty of Arts & Sciences, with a term ending July 31, 2018.

Nominations will also be opened for the voting seat from the Faculty of Fine & Applied Arts.



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7.4 Consent Agenda

Presented by: Nanci Lucas

Senate was requested to consider moving to consent agendas.

The consent agenda would allow for those decisions that do not require discussion be approved in one motion. However, members would still have the opportunity to request an item be removed from the consent agenda, and placed on the regular agenda for discussion.

Members discussed the advantages, and disadvantages, of moving to a consent agenda, including freeing up time at meetings for lengthier discussion and debate on items requiring decisions. It was noted that consent agendas would require members to review the agendas prior to meetings to determine whether there were any items they wished removed from the consent agenda. As well, if the Chairs of the subcommittees were providing a report to Senate for information, the written report would be required one week in advance to be included in the Senate agenda package.

As consensus was not reached, and questions raised on how to determine which items be considered for the consent or regular agenda, it was suggested that a small group be formed to continue discussion, and bring a recommendation back to Senate. The group will consist of Deb Jamison, Paul Dangerfield, Nanci Lucas, Rick Gale, Michael Thoma and Kim Bothen.

Senate was also requested to consider requesting that the SCC agendas be published with all the schedules included.

8. Committee Reports

8.1 Academic Planning and Program Review Committee

Presented by: Paul McMillan

Members were reminded that the Committee is responsible for looking at performance indicators for programs, and that there are currently six approved KPI's. Discussion at the previous Committee meeting focussed on the complexities of student evaluation of instruction and incorporating this evaluation.



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As a result of discussion, the Committee brought to Senate a recommendation that an ad hoc committee be formed to focus solely on incorporating, and working out the various issues around overlapping evaluation and complexity of implementing this evaluation.

It was noted that the University is required to have a practice in place where students can evaluate the courses that they take, or teaching evaluation which will allow students a voice in evaluation of their experience.

Rick Gale moved and Sharka Stuyt seconded:

17/40 That Senate strike an ad hoc committee charged with investigating the practice of student evaluation of courses and/or learning, and that the committee bring forward findings and recommendations for the fall term 2017.

CARRIED

8.2 By-law, Policy and Procedure Committee

Presented by: Caroline Depatie

8.2.1 Academic Schedule Policy

Senate was previously requested to provide advice to the Board on the new Academic Schedule Policy. Senate subsequently referred the policy to the By-law, Policy and Procedure Committee, and the committee's recommendations were presented for review and approval.

Caroline Depatie moved and Halia Valladares seconded:

17/41 The recommendations to the Board with regard to the Academic Schedule Policy be endorsed by Senate.

CARRIED

8.2.2 S2009-05 Program Approval Process

As a result of the recent approval of the Board Policy on Program Approval, Senate was requested to rescind Senate Policy S2009-05 Program Approval Process.



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Caroline Depatie moved and Imroz Ali seconded:

17/42 Senate Policy S2009-05 Program Approval Process be **CARRIED**
 rescinded.

8.3 Curriculum Committee

Presented by: Deb Jamison

The resolutions brought forward from the March 17th, 2017 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Jennifer Moore seconded:

17/43 SCC resolutions 17/19 to 17/39 be endorsed by Senate. **CARRIED**

A list of new and returning members commencing a new two-year term on the Senate Curriculum Committee was presented for approval.

Deb Jamison moved and Jennifer Moore seconded:

17/44 Senate endorse the following members to serve on the SCC **CARRIED**
 for a two-year period commencing August 15th; Aurelea Mahood, Deanna Baxter, Seanna McPherson, Darcie Hillebrand, Michelle Gunness, Annabella Cant, Sean Ashley.

8.4 Instructional Technologies Advisory Committee

Presented by: Don Bentley

On March 14, 2017, SITAC held a Spring EdTech Forum in conjunction with the CFA. SITAC was very pleased the attendance and engagement with the University community. SITAC is planning similar forums for both the Fall and Spring of the next academic year.

SITAC is pleased to announce its advisory role to IT Services on IT Services' newly created \$20,000 EdTech Innovation Fund. The purpose of the fund is to encourage experimentation with educational technology and to provide funding for the one-time purchase of software and other ed-tech products and services.



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The VP Academic (Rick Gale) in conjunction with SITAC are pleased to encourage attendance at the Open Textbook Summit 2017 taking place on May 24-25 at SFU Downtown. The VP Academic is offering to pay the \$200 conference fee (on a first-come first-serve basis, on or before April 30, while funds are available). This funding is available to interested faculty members, student senators, student board members and CSU executive members. Those attending the Open Textbook Summit are asked to attend a SITAC meeting on Tuesday, May 30, 10:00-11:20 to discuss Open Textbook ideas for CapilanoU.

8.5 Tributes Committee

Presented by: Chris Bottrill

Senate was informed that one candidate was deferred to next year's convocation.

9. Other Reports

9.1 Chair of Senate

Presented by: Paul Dangerfield

Paul reported that the follow-up presentations to the campus community on the Operating Plan and Budget were successful, and good questions and feedback received. One of the consistent questions continues to be on the credential map. It was noted that work is underway by the VP Academic & Provost's office to finalize the credential map, and a forum will be scheduled towards the end of April for presentation to the campus community.

The University budget was presented and approved at the last Board meeting, and uncertainty continues around government and the pending Provincial election. Regardless of the election results, the University is anticipating a new provincial budget drawn up in the fall. Work is underway with Capilano counterparts in preparation for a debriefing on background and institutional history with the possible new Ministry and officials.

At upcoming meetings, Senate will be provided with updates on any possible impacts to the University.

9.2 Vice Chair Senate

Presented by: Nanci Lucas



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Potential candidates for Vice-Chair of Senate were invited to contact Nanci for an overview of duties.

The Sexual Violence and Misconduct Policy will be going to the Board Policy and Planning Committee for a second presentation, and it is anticipated that it will be presented for approval at the April Board meeting.

The Credential and Course Criteria Policy includes a grandfathering clause that credentials had three years, or the next program review, to align with the policy. Members were encouraged that when credentials are reviewed, to incorporate Cap Core, once finalized.

9.3 VP Academic and Provost

Presented by: Rick Gale

The search for a new University Librarian is almost complete, and an announcement made shortly.

The University held another successful campus waste audit conducted with 103 students signed in from classes in Biology, Geography, Global Stewardship, International Business, NABU, Recreation, and Tourism. This event highlighted curriculum integration and student engagement/experiential learning.

Capilano students will be presenting their research at the first Student Research Symposium on Saturday April 22nd, and everyone was invited to attend.

Bernadette Andrade has agreed to fill the position of Manager, Academic Initiatives and Planning, which will play a key role in program review, degree development, and accreditation.

9.4 Board Report

Presented by: Carol Howorth

Senate was informed that the Board approved the 2017/2018 budget at their meeting on March 14th.



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The Board Policy and Procedure subcommittee is providing input on the Sexual Violence and Misconduct Policy.

10. Discussion Items

Capilano alumni were acknowledged for their accomplishments at the 2017 Juno Awards.

There will be an all candidates debate on Monday, April 10th open to both students and the entire campus community, as well as a session specific to students on Tuesday, April 11th at the Wosk Centre downtown.

There was a general discussion on the University considering, and possibly looking at, opportunities for federal funding.

11. Other Business

No other business was presented.

12. Information Items

No information items were presented.

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

Next Meeting: Tuesday, May 9, 2017
