



SENATE MEETING

Tuesday, November 6th, 2018 4:00 pm
Capilano University – Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Sean Ashley, Duncan Brown, Brent Calvert, Dilnavaz Dhillon, Marnie Findlater, David Fung, Robin Furby, Kyle Guay, Michelle Gervais, Ted Gervan, Deb Jamison, Aisha Lakhdhir, Aurelea Mahood, Brad Martin, Joshua Millard, Lauren Moffatt, Corey Muench, Majid Raja, Adam Sale, Debbie Schachter, Ekaterina Sergeeva, Jaswinder Singh, Graeme Sleep, Michael Thoma, Tammy Towill, Diana Twiss, Halia Valladares, Mark Vaughan, Stephanie Wells, Stephen Williams, Recording Secretary: Mary Jukich

Regrets: Cyndi Banks, Judy Snaydon, Laureen Styles, Carleen Thomas, Toran Savjord

Acknowledgement

We respectfully acknowledge the unseeded 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

2. Approval of the Agenda

*Paul Dangerfield moved and Halia Valladares seconded:
To adopt the agenda.*

CARRIED

3. Approval of the Minutes

*Ted Gervan moved and Debbie Jamison seconded:
To adopt the October 2, 2018 minutes.*

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

There was no business arising.

6. New Business

6.1 6.1 Program Review Schedule (2019 – 2020)

Presented by: Paul Dangerfield



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As information, Senate was presented with the revised Program Review Schedule for 2018-2019, and the planned Program Review Schedule for 2019-2020.

During the discussion, a question was raised on whether there was a target date for a school review process. As the VP Academic and Provost was absent from the meeting, a brief update will be brought to Senate.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

The Committee met on October 9th and reviewed the Concept Paper for the Bachelor of Digital Animation and Visual Effects. The Committee approved the Concept Paper to be forwarded to the Vice-President Academic and Provost.

The Committee also reviewed the revised PowerPoint presentation on Process and Procedures. This presentation was developed and intended to be presented to DAC's and APC's to inform potential program developers and presenters the role of SAPPRC, and what the Committee is looking for in terms of Concept Papers and Stage 1 Proposals. It was noted that, if requested, a member of the SAPPRC can present the PowerPoint and be available for questions.

7.2 By-law, Policy and Procedure Committee

Presented by: Stephen Williams

7.2.1 B.109.1 Student Appeals Procedure

Senate reviewed the B.109.1 Student Appeals Procedure. This is a new Procedure that presents the steps to appeal any number of decisions, including admissions, graduation, or a final grade appeal tribunal.

On review of the Procedure, the following issues were raised:

- The Procedure required some further wordsmithing revisions, including changing the word "shall" to "will" throughout the document.



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- In section 1.1.1, a question was raised with regard to the students knowing in advance the composition of the tribunal as currently written, the language may be ambiguous. It was suggested that for clarity, the wording be revised to “Know in advance the representation composition (role) of the tribunal”.
- Concern was raised with section 3.9.2 that if there is a conflict of interest, what the mechanism would be to disclose it. On discussion, it was suggested that for clarity, the wording be changed to read, “Any conflicts of interest or perceptions of conflicts of interest;”
- Clarity was requested on section 5.2.2 and section 6.9.2 around the lower level authority and whether these sections are required, particularly as the appeal would be the final stage and would not be heard again. In this regard, it was suggested, and members indicated comfort, with removing section 5.2.2 and section 6.9.2.

There was also a discussion with the regard to the timelines involved and that an appeal process should only be a maximum of 30 days from the point of submission. A longer process could be detrimental for students moving forward with academic plans and subsequently have a negative impact to students. However, it was noted that the current timeline is intended to ensure a fair process, and the By-law, Policy and Procedure Committee did not see a way to tighten the timelines in view of the Student Appeals Policy requirements.

Stephen Williams moved and Tammy Towill seconded:

18/41 That Senate approve Procedure B.109.1 Student Appeals.

CARRIED
1 opposed
1 abstention

Although the Student Appeals Policy was previously passed, a question was raised on section 7.3 of the Policy on who decides and why are students not included on tribunals for appeals under the Sexual Violence and Misconduct Policy, and follow up will be provided.



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7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the October 19th, 2018 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Ted Gervan seconded:

18/42 SCC resolutions 18/99, 18/101 and 18/102 be adopted by Senate.

CARRIED

With respect to resolution 18/100, as the Board has the final approval for programs, the following motion was presented.

Deb Jamison moved and Halia Valladares seconded:

18/43 Senate Curriculum Committee recommends that Senate advise the Board to approve the Citation in Contract Law.

CARRIED

7.4 Instructional Technologies Advisory Committee

Presented by: Debbie Schachter

The Committee met on October 30th, and Daniel Yasinski was elected as Chair. Discussion at the Committee meeting was mostly on whether or not to revise the existing terms of reference. As the Committee was not in agreement about the terms of reference, this will be brought to the next Committee meeting and research will be undertaken of similar committees at other institutions.

7.5 Budget Advisory Committee

Presented by: Marnie Findlater

The first meeting of the Committee was on Wednesday, October 17th. At that meeting, members were provided with an overview of the Committee's mandate as determined by the *University Act* to give advice to the President.



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The Committee was informed that the starting point for this year will be the 2017/2018 Board approved budget. The University will be proceeding with an Integrated Planning Approach and part of the new approach will require Faculties to develop enrolment planning at the course level. Phase 2 of the process will be where budget holders develop initiatives that support the University priorities, and Phase 3 will be the development of budget requests.

The next Committee meeting is scheduled for Monday, December 17th.

8. Other Reports

8.1 Chair of Senate

Paul Dangerfield, Chair, reported that the Integrated Planning Approach for this year's budget process is a new initiative for the University. Part of the approach will allow faculty to provide ideas for enrolment plans or desires and then it will be determined how these ideas can be supported by the University.

The University recently submitted an update to the Ministry for the end of the second quarter which indicated that the University is in a favourable position, and it is anticipated that this trend may continue for this and possibly next year. The end of the third quarter is a critical time to identify to government how we are tracking, and this will be completed in December.

The joint Board and Senate social is scheduled for Tuesday, December 4th, following the Senate meeting.

8.2 Vice-Chair Senate

Majid Raja, Vice-Chair, reported that membership is mostly full on the Senate subcommittees.

The Research Ethics Board has met a few times. The approval form is ready and will be posted to the website. The SharePoint website is active and receiving feedback with regard to processes. A recording of a recent Webinar explaining the process of research approval will be posted.



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8.3 VP Academic and Provost

There was no report from VP Academic and Provost.

8.4 Board Report

Duncan Brown reported that the Board has not met since the last Senate, and the next Board meeting is scheduled for Tuesday, November 20th. In addition to the regular business, the Board continues to update their policies and terms of reference for their subcommittees.

Duncan attended the recent Alumni Awards of Excellence and acknowledged a successful and inspirational event.

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

The following information items were presented:

- A new website was recently launched for International Students.
- Four First Year Seminar Courses have been created which will be offered in Spring 2019. These courses are open to all first year students who have less than 30 credits in their first year. Posters with information have been printed and will be distributed shortly.
- The Bachelor of Music Therapy Program will have the external reviewers on site on Wednesday, November 7th.
- The School of Business Creating Connections event is scheduled for November 14th.
- The Chamber of Commerce Excellence Awards highlighting students and faculty will be held on November 15th.



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- The official opening of the new CapU Learning Commons will take place on Tuesday, November 20th.

There being no further business the meeting was adjourned at 5:30 pm.

Next Meeting: Tuesday, December 4th, 2018
