



SENATE MEETING

Tuesday, January 8th, 2019 4:00 – 6:00 pm
Capilano University – LB 322

AGENDA

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 December 4, 2018 Minutes – Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
 - 5.1 Follow-up to clarification requested about Student Appeals Committee –
Information
6. **New Business**
 - 6.1 Institute of Interdisciplinary Studies – *Information* Laureen Styles
Schedule 6.1
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee - *Information* Michael Thoma
Schedule 7.1
 - 7.2 By-law, Policy and Procedure Committee – *Information* Stephen Williams
7.2.1 Senate By-laws – Notice of Motion Schedule 7.2.1
 - 7.3 Curriculum Committee – *Decision* Deb Jamison
[Dec 14, 2018 – Agenda Package](#) / [Dec 14, 2018 Draft Minutes](#)
Resolution Memorandum Schedule 7.3
 - 7.4 Instructional Technologies Advisory Committee – *Information* Majid Raja
 - 7.5 Budget Advisory Committee – *Information* Marnie Findlater
8. **Other Reports**
 - 8.1 Chair of Senate – *Information* Paul Dangerfield



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|---|----------------|
| 8.2 Vice Chair of Senate – <i>Information</i> | Majid Raja |
| 8.3 VP Academic and Provost – <i>Information</i> | Laureen Styles |
| 8.4 Board Report – <i>Information</i> | Duncan Brown |
| 9. Discussion Items | |
| 10. Other Business | |
| 11. Information Items | |
| 12. Tributes Committee – In Camera – <i>Decision</i> | Kyle Guay |
| 12.1 Honorary Degrees/Faculty Emeritus | |



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

Regrets: Cyndi Banks, Duncan Brown, David Fung, Joshua Millard

Acknowledgement

We respectfully acknowledge the unceded 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

Aurelea Mahood was acknowledged and thanked for serving as Acting Dean for the Faculty of Arts and Sciences.

Tammy Towill was acknowledged and thanked for serving as the representative from the Faculty of Global and Community Studies during Caroline Depatie's absence.

2. Approval of the Agenda

Deb Jamison moved and Laureen Styles seconded:
 To adopt the agenda.

CARRIED

3. Approval of the Minutes

Dilnavaz Dhillon moved and Michelle Gervais seconded:
 To adopt the November 6, 2018 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.



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5. Business Arising

There was no business arising.

6. New Business

6.1 Senate Appeal Committee Membership

Presented by: Laureen Styles

Senate was informed that the Procedure for the Student Appeals Policy was recently approved and the Committee will be populated shortly. Members will consist of both Senators and non-Senators (faculty, staff and students). It was noted that as part of the Procedure, Committee members will be provided with training and review is underway to identify the key requirements for training.

6.2 Cap Core Working Group

Presented by: Laureen Styles

The Cap Core working group is currently reviewing timelines for implementing Cap Core for certificates and diplomas.

The timeline was previously set by Senate, and the expectation at that time was that certificates and diplomas would come into alignment with Cap Core for Fall 2019. However, the working group has identified that this implementation date may not be realistic. It was determined that only about 50% of credentials are expected to align in time for Fall 2019. A substantive amount of work is needed to bring the credentials into alignment if the Fall 2019 target is kept intact. In this regard, the working group recommended that consideration be given to postponing Cap Core alignment of certificates and diplomas until Fall 2020. This would provide more time to position Cap Core work into the degrees and also provide a learning opportunity from processes for quality improvement.

On discussion, an issue was raised on whether there would be any implications to extending the implementation date. It was noted that the only impact is that the University external website indicates 2019 as the implementation date.

Laureen Style moved and Stephanie Wells seconded:



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18/44 The Cap Core implementation for certificates and diplomas as identified in Senate policy be postponed from Fall 2019 to Fall 2020.

CARRIED

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

The Committee met on November 13th, and reviewed the Stage 1 proposal for a Bachelor of Arts with a Major in Psychology, Honours in Psychology and a Minor in Psychology.

The proposed degree will build on the strengths and popularity of the existing Associate of Arts Degree - Psychology with its current upper level curriculum offered in conjunction with the Bachelor of Arts Major in Liberal Studies. It was noted that in the Psychology department 2018 yearly student survey, 93% of students indicated strong support for a BA Major in Psychology at Capilano. The seat utilization for psychology core courses in Fall 2017 and Spring 2018 was over 100% and for Fall 2018 was 103%. As well, in the 2017/2018 academic year, and the Fall 2018 semester, over 400 students a semester from other programs took one or more psychology courses – suggesting a potential constituency for the proposed Minor in Psychology.

Michael Thoma moved and Aurelea Mahood seconded:

18/45 That Senate recommends to the Board approval of the Stage 1 proposal for the Bachelor of Arts with a Major in Psychology, Honours in Psychology, and a Minor in Psychology.

CARRIED

7.2 By-law, Policy and Procedure Committee

Presented by: Stephen Williams

The Committee continues reviewing policies and procedures and it has become evident there is a great deal of work to get up to date on Senate policies and procedures. It was noted that the completed draft policy/procedure documents must be received before an item can be placed on the agenda.



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With regard to prioritizing the Committee work, consideration for prioritization will be given to those items that may be part of the requirements for aligning with Universities Canada and items required for making improvements to support the admissions review.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the November 16th, 2018 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Halia Valladares seconded:

18/46 SCC resolutions 18/103 to 18/107 be adopted by Senate.

CARRIED

7.4 Instructional Technologies Advisory Committee

Presented by: Aurelea Mahood

The Committee continues to review its mandate. At the last meeting, an error was made with regard to election of the Committee Chair, and this will be addressed at the next SITAC meeting.

7.5 Budget Advisory Committee

Presented by: Marnie Findlater

The next meeting of the Committee is on Monday, December 17th.

8. Other Reports

8.1 Chair of Senate

Paul Dangerfield, Chair of Senate provided a report, including the following key highlights:

- Nominations have been received for Honorary Degrees and Faculty Emeritus. Accordingly, members of the Senate Tributes Committee were requested to convene between now and early January to review the nominations. This is



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normally done in March; however, for this year, the University wanted to identify high profile candidates for honorary degrees well in advance and bring these forward for approval. It is anticipated that recommendations will be brought to the February Senate meeting.

- The By-law, Policy and Procedure Committee will be requested to review the cycle for Senator appointments. The current Senators, except for students and administrators, are all on the same three-year cycle, and a review is required to explore staggering the membership terms.
- The President's steering committee on indigenous affairs began with a small group and has now moved to a significantly larger group that is providing advice on progress to date. The steering committee is also reviewing best practices and what others are doing in terms of moving things forward with truth and reconciliation and how to advance Capilano University's practices.
- After input from the campus community, including students and faculty, a position for Director of Indigenous Affairs was developed and will be posted shortly. The Director will have a seat at the senior leadership, and will oversee indigenizing curriculum, support student affairs and success, engagement and student relations. There will also be a staff position from the indigenous community which will support the Director. As well and in moving forward, opportunities will be open to have indigenous employees throughout the University to advise in areas of expertise.
- In terms of executive advice to the President's office and Board of Governors, once the Director of Indigenous Affairs is in place, the Director will advise on an Elder position for the University.
- Senators were reminded of the joint Board and Senate social following the conclusion of the Senate meeting.

8.1.1 Freedom of Expression Statement

As information, Senate reviewed the proposed Freedom of Expression Statement. The statement is in addition to policy that the University has around academic freedom and takes into account changes in the Canadian landscape. The statement was sent to the unions, CFA and MoveUp, for information and



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feedback. The statement will also be sent to the Capilano Students' Union for information and feedback. The statement will be brought back to the Senior Leadership Council for any final feedback.

During the review a question was raised on whether there are plans to consult with the students besides the CSU. In this regard, it was noted that this statement is not a policy, and the past practice is to take these types of documents through the leadership, CFA/CSU and MoveUp.

Senators were requested to provide Paul Dangerfield or Laureen Styles with any further comments and feedback.

8.2 Vice-Chair Senate

Majid Raja, Vice-Chair presented a suggestion that it may be beneficial to introduce indigenous affairs during the orientation for international students.

8.3 VP Academic and Provost

Laureen Styles, VP Academic and Provost reported that work continues in moving forward with the new position for the Research Ethics office. As well, engagement with the campus community is underway with respect to collection of creative activity, scholarship and research.

8.4 Board Report

Duncan Brown was absent from the meeting; however, the following written report was provided.

The Board met on November 20, 2018.

- Governance
 The Board confirmed the Chair's appointment of Board Vice-Chair Christopher Doll as Vice-Chair of the Board's Finance and Audit Committee. Duncan Brown will chair the Board's Policy and Planning Committee.
- Administration
 The Board received reports from its Executive Committee, Finance and Audit



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Committee, Investment Management Committee, Policy and Planning Committee, the President and the Senate.

The Board received updates on the Integrated Planning process for 2019/20 to 2021/22 and the Campus Master Plan.

The Board discussed the President's annual performance review, evaluation and goal setting.

- **Financial**
Following an RFP process, the Board approved the appointment of Phillips, Hager and North as the investment manager and advisory services contractor for five years, plus two one-year renewals subject to performance expectations being achieved.
- **Academic**
The Board approved the Citation in Contract Law.
- **Policy**
The Board received Procedure B.511.1 – Discrimination, Bullying and Harassment recently approved by the Senate. The Board's Policy and Planning committee reported that they had reviewed Policy B.511 and confirmed that it was consistent with the roles and responsibilities of the Board and the Senate in the University Act.

The Board approved Policy B.209 – Banking and Borrowing Policy to establish the control framework and responsibilities for the University's banking service providers, bank accounts, bank signing officers, borrowing and internal controls over banking and borrowing transactions. The Board recommended a similar policy for the University Foundation.

The Board approved an amendment to Policy B.201 – Investment Policy, to include a statement on environmental, social and governance matters.

The next Board meeting is January 22, 2018.



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9. Discussion Items

- Laureen Styles acknowledged everyone involved in the integrated planning, and recognized the amount of work underway across the University and the commitment to the process.
- Toran Savjord reported that the admissions project is moving forward and review of the Registrar's Office and how that process can be refined. The people working within the realms of the admissions process were thanked and acknowledged for their work.
- Follow up was requested with regard to the Student Appeals Policy and the inclusion of a student on the tribunal.

10. Other Business

No other business was presented.

11. Information Items

Imroz Ali, a former student Senator, was recognized for his recent accomplishments on being accepted to law school.

There being no further business the meeting was adjourned at 5:15 pm.

Next Meeting: Tuesday, January 8th, 2019

MEMORANDUM

To: Paul Dangerfield, President and Chair, Senate
From: Pouyan Mahboubi, Dean, Faculty of Arts & Sciences
Re: Institute of Interdisciplinary Studies
Date: January 2, 2019

PURPOSE

To inform Senate of the creation of a new unit in the Faculty of Arts & Sciences.

BACKGROUND

Capilano University's Bachelor of Arts with a major in Liberal Studies is an individualized degree program in which students are invited to design their own program of study and combine insights from two or more disciplines. The degree is currently housed in the Faculty of Arts and Sciences, but it does not live in any of the Faculty's existing three Schools.

The Liberal Studies BA is the only credential at Capilano University that is not housed in a dedicated unit (e.g., department or School). This leads to discoverability and administrative challenges for this interdisciplinary program with nearly 200 active students and limits emergent possibility for enhanced interdisciplinary research and educational opportunities.

These challenges were documented in the program Self-Study submitted in support of its Program Review and in the External Review Report submitted on September 30, 2018 by the external reviewers. The External Review Report made four recommendations, including a call for the formation of a School for Interdisciplinary Studies in order to better position, resource, and support the program.

With the objective of addressing these challenges as well as creating a home for future cross-departmental program initiatives that require resources – e.g. faculty and courses – from multiple departments, the Faculty of Arts & Sciences proposed the creation of an Institute of Interdisciplinary Studies in which the Liberal Studies BA and other programs (current or new) formally combining resources two or more disciplines from throughout the university could be housed. Specifically:

- Create an Institute of Interdisciplinary Studies to house and support research, scholarly, creative and instructional activities combining faculty expertise and resources crossing two or more Schools and/or disciplines.
- "Institute" is proposed as means of indicating that the aims of this unit are not analogous to what is typically understood by a School at Capilano University – e.g. departments and/or programs with shared area of study such as the School of Performing Arts or School of Education and Childhood Studies. o Launch Institute in the 2019/2020 academic year

STAKEHOLDERS CONSULTED

There was discussion and consultation within the Faculty, a meeting with Human Resources to explore various implications and considerations of a discrete 'unit' (including M. Knudson, M. Nicol, L. Styles and A. Mahood), faculty with the Program Review and external reviewers involved in the Program Review.

ANALYSIS

In making the recommendation for the establishment of a standalone unit in which the Liberal Studies BA can be housed, a survey was undertaken focusing on the institutional location of similarly structured undergraduate degree programs. The following examples include units that house interdisciplinary undergraduate degrees.

- a) **Institute of Interdisciplinary Studies** – Faculty of Arts and Social Sciences at Carleton University
- b) **Interdisciplinary Studies** – Faculty of Arts at University of Alberta
- c) **School of Cross-faculty Studies** at the University of Warwick
- d) **School of Interdisciplinary Arts & Sciences** at University of Washington Bothell
- e) **School of Interdisciplinary Studies & Education** at NYIT
- f) **School of Interdisciplinary Studies** at UT Dallas

DECISION

As per Policy OP.303 – Naming of Academic Units, Dr. Aurelea Mahood, Acting Dean, Faculty of Arts & Sciences brought before Senior Leadership Council (SLC) on November 7, 2018 a request for the formation of an Institute of Interdisciplinary Studies.

Reference policy: <https://www.capilanou.ca/media/capilanouca/about-capu/governance/policies-and-procedures/OP.303-Naming-of-Academic-Units.pdf>

L. Styles moved and D. Schatcher seconded approval of the creation of the Institute of Interdisciplinary Studies. The motion passed.

The Faculty of Arts & Sciences will be making budget, space, and staffing requests in its Integrated Planning submission. Arts & Sciences looks forward to working with internal and external community partners on interdisciplinary initiatives in the coming academic year and beyond.

SENATE REPORT

AGENDA ITEM:	SAPPRC's Role in Program Review
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	January 8, 2019
PRESENTER:	M. Thoma

PURPOSE

To clarify the role of SAPPRC in the cycle of Program Review.

BACKGROUND

Program review is part of the Committee's mandate and there is a clearly defined process/procedure for program review. The Committee's role will be to approve the process, rather than content, and to ensure that all steps have been completed. The approval of content will remain with the programs. However, SAPPRC will complete a one-year program review progress report that offers an overview of all program reviews at the University.

DISCUSSION

The documents that come to the Committee for review will take the form of a short report, rather than the entire program review document, and would include an executive summary, external review report, response letters, action plan and response from the deans and VPA.

The Committee will ensure:

- The program review process has been successfully completed;
- Foster institutional accountability for the implementation of action plans; and
- Enhance institutional awareness of planned changes to programs and an understanding of common challenges and strengths.

The members of SAPPRC acknowledge and support their role in the program review process and the validity of the approach as presented at the December 11th Committee meeting.

RECOMMENDATION

None required.

Article 1 Composition of Senate

1.1 The Senate will be composed in accordance with the *University Act* (the Act). In accordance with the Act, the Chair of the Senate is the University President. Senate will include elected and appointed members, both voting and non-voting, as outlined below:

Elected members (voting):

- Faculty members (two per Faculty)
- Students (four in total)
- Support Staff (two in total)

Appointed members (voting):

- Chancellor
- President (Chair)
- Vice-President Academic and Provost
- Deans of Faculties
- University Librarian
- Alumni Member

Appointed Members (non-voting):

- University Board Member
- Registrar

1.2 In addition to the two voting faculty members for each of five Faculties, one alternate non-voting faculty member will be elected by each Faculty, for a total of five alternate non-voting members. The alternate non-voting members assume voting responsibility in the absence of either of the voting members.

1.3 The Senate will invite the faculty union, support staff union, and student union to each choose one non-voting permanent guest from their respective constituencies to attend Senate meetings. Senate will invite the Associate Vice-President, Student Success and a First Nations representative to be non-voting permanent guests.

Article 2 Duties of the Chair, Vice-Chair, Registrar, and Members of Senate

2.1 Duties of the Chair include:

2.1.1 calling meetings of the Senate as provided in these bylaws and in the *Act*;



- 2.1.2 ensuring that an agenda is prepared and distributed for each meeting as provided in these bylaws;
- 2.1.3 presiding over all meetings of the Senate;
- 2.1.4 establishing that a quorum of voting members of Senate is present before conducting the business of Senate;
- 2.1.5 executing documents as authorized by the Senate;
- 2.1.6 being a voting member of all Senate committees except for Senate Budget Advisory Committee;
- 2.1.7 maintaining a liaison with the Board;
- 2.1.8 being the spokesperson and representative of the Senate.

2.2 Duties of the Vice-Chair include:

- 2.2.1 fulfilling the duties of the Chair in their absence, and assisting the Chair in the performance of their duties;
- 2.2.2 if the Vice-Chair is an alternate non-voting member, having the voting rights of the Chair, if the Chair is absent, and only in the instance of breaking or creating a tie vote;
- 2.2.3 being a voting member of all Senate committees except for Senate Nominating Committee. The Vice-Chair takes a seat of the constituency group to which they belong;
- 2.2.4 attending the meetings of the Senate Bylaw, Policy and Procedure Committee, Senate Curriculum Committee, Senate Academic Planning and Program Review Committee, and Senate Budget Advisory Committee. The Vice-Chair may attend all other Senate committees as required.





2.3 Duties of the Registrar include:

- 2.3.1 being the Secretary of the Senate in accordance with the Act;
- 2.3.2 developing and maintaining a system of recording all proceedings of the Senate with the assistance of the Senate Administrative Assistant;
- 2.3.3 conducting elections and by-elections in accordance with the Act and the approved Senate Election Procedure.

2.4 Duties of Members of Senate include:


- 2.4.1 consulting with their constituency and communicating to such constituency the matters dealt with at the Senate that are relevant to that constituency;
- 2.4.2 acting in what the member considers to be the best interest of the University, rather than the wishes of the constituency the member has been elected to represent on Senate.



Article 3  **Election of the Vice-Chair of Senate**

- 3.1 Election of the Vice-Chair will occur annually, as stated in the Senate Election Procedure.
- 3.2 All voting members and alternate non-voting faculty members of the Senate are eligible to nominate. 
- 3.3  voting faculty, staff and administrator members and alternate non-voting faculty members whose term aligns with the term of the Vice-Chair are eligible to be nominated for the position of Vice-Chair.
- 3.4 In the absence of the Chair, the Registrar will assume the Chair to conduct the election of the Vice-Chair.
- 3.5 The election process will be as follows: 
 - 3.5.1 The Nominating Committee will present its report. The role of this Committee is to submit a minimum of one nomination for Vice-Chair. 
 - 3.5.2 Nominee(s) accepts or rejects the nomination.
 - 3.5.3 The Chair calls for further nominations.
 - 3.5.4 Additional nominees accept or reject the nomination (if any).
 - 3.5.5 The Chair calls for further nominations twice.
 - 3.5.6 If there are no further nominations, the Chair declares nominations closed.
 - 3.5.7 Candidates may make short oral statements.
 - 3.5.8 If there is only one candidate, they are acclaimed.
 - 3.5.9 If there is more than one candidate:
 - 3.5.9.1 Voting will be conducted confidentially by paper ballot cast in person by voting members of the Senate.
 - 3.5.9.2 A majority of ballots cast is required for election.


3.5.9.3 If there are more than two candidates and none obtains a majority vote on the first ballot, the candidate with the fewest votes is removed from the ballot, and balloting continues in like manner until one candidate receives a simple majority vote.


3.5.10 The Registrar and Senate Administrative Assistant will count the ballots and the Chair will announce the results. The final tallies may be released at the discretion of the Chair.

3.6  The Vice-Chair will assume office on a date determined by the Senate.

3.7  The Vice-Chair will receive release time subject to these bylaws, and to special needs as the University may, from time to time, determine. Release time is also subject to budgetary approval by the Board of  Governors.


3.7.1  For a faculty Vice-Chair, the release time will not be less than one section per term.

3.7.2  For a Vice-Chair who is employed by the University in a staff position, the release time will be no less than 25% of the staff employee full-time position. For a part-time employee this 25% will be calculated on the basis of a full-time position.

3.7.3 For a Vice-Chair who is employed by the University in an administrative position, the appropriate work load will be adjusted by the nominee and the  President.

3.7.4 For a student Vice-Chair, the remuneration shall be not less than \$500 per month for 12 months.

Article 4  **Agenda and Minutes for Senate Meetings**

4.1  Agenda items and schedules will be submitted to the Senate Administrative Assistant not less than one week before the scheduled meeting.

4.2 The proposed agenda and supporting material will be circulated to Senate members prior to the meeting date.

4.3 The Senate Administrative Assistant will distribute the minutes in the agenda package.

Article 5  **Meetings**

5.1 The University will make every reasonable effort to ensure that members of the Senate are freed from their normal duties to attend Senate meetings.

5.2 Regular meetings of the Senate will be held as determined by the Senate.

5.3 The Senate will annually and in advance make public its schedule of meetings.

5.4 The Senate may, at its discretion or the discretion of the Chair, hold additional meetings provided that at least one week's notice is given to the Senate members.

5.5 Quorum is a majority of voting members of the Senate.

Article 6 Attendance at Senate Meetings

6.1 Senate members are expected to attend all meetings. The seat of any elected member who fails to attend three (3) meetings with or without notice per appointment year will be declared vacant by the Registrar.

6.2 When a seat is declared vacant for insufficient attendance pursuant to article 6.1, the vacancy must be filled:

6.2.1 in the case of an appointed member, by the body possessing the power of appointment; or

6.2.2 in the case of an elected member, the Chair will request the Registrar to fill the vacant seat as stated in the Senate Election Procedure.

Article 7 Operating Procedures







7.1 Unless otherwise stated in these bylaws, proceedings of the Senate will be governed by the most recent edition of Robert's Rules of Order.

7.2 The Chair may choose to vote to break or create a tie vote.


7.3 Senate meetings will be open to the University community, and members of the public as guests. At the discretion of the Chair, guests may address the Senate.

7.4 Article 7.3 notwithstanding, the Chair will ask guests to leave so that the meeting may move *in camera* for material deemed private or confidential.

Article 8 Senate Committees

- 8.1** The Senate may establish and dissolve such standing and ad hoc as it, from time to time, deems necessary. Each of these committees will have a mandate and membership determined by the Senate.
- 8.2**  Senate will ratify the membership of Senate committees.
- 8.3**  Membership of Senate committees will be reviewed and vacancies filled at a regularly scheduled Senate meeting. Voting members of Senate and alternate non-voting faculty members of Senate may stand for election to Senate's committees where the members are required to be Senate members.  Subject to the restrictions of particular committees, the Senate may appoint non-members of Senate to committees. 
- 8.4**  Senate committees will elect a chair from among the voting members of the committee. Chairs of all standing committees must be members of Senate. Committee chairs will report deliberations and make recommendations to Senate. Such reports will occur regularly, as required, and at least annually.
- 8.5**  The Chairs of the following Senate committees will receive release time to fulfill their role as chair subject to these bylaws, and to special needs as the University may, from time to time, determine:
- a. Senate Academic Planning and Program Review Committee;
 - b. Senate By-law, Policy and Procedure Committee;
 - c. Senate Curriculum Committee.
- 8.5.1** If a chair is a faculty member, the release time will be no less than 0.5 sections per term.
- 8.5.2** If a chair is a staff member other than an administrative position, the release time will be no less than 12.5% of the employee full-time position. If the staff member is part-time, the release time will be prorated based on a full-time position.
- 8.5.3** If a chair is a staff member in an administrative position, the appropriate workload will be adjusted by the nominee and the President.
- 8.5.4** Release time is also subject to budgetary approval by the Board of Governors.

8.6 The Chair of any Senate committee will notify Senate at the next Senate meeting when a vacancy arises on the committee.

8.7  The seat of any elected member who fails to attend three (3) meetings with or without notice per appointment year will be declared vacant by the Chair of the committee.

Article 9  **Conflict of Interest**

9.1 A conflict of interest arises when a Senate member uses their position on the Senate to benefit themselves, friends, families, their business or professional interests, or otherwise compromise their dedication to the interest of the University. A conflict of interest can be actual, potential, or apparent, and may be financial or otherwise. For this purpose:


9.1.1 An “**actual conflict of interest**” is a situation where the personal interest actually conflicts with the Senate member’s obligations to the University.

9.1.2 A “**potential conflict of interest**” is a situation where the personal interest has not yet conflicted with the Senate member’s obligations to the University, but might be expected to.

9.1.3 An “**apparent conflict of interest**” is a situation where a real or potential conflict of interest may or may not exist, but it would appear to a reasonable person that the member is in a conflict of interest.

9.2 Senate members must arrange their private affairs and conduct themselves in a manner to avoid a conflict of interest.

9.3 In cases where a conflict of interest exists, or cannot be avoided, a Senate member must disclose the nature and extent of the conflict prior to discussion or decision of a matter. A member who has a conflict of interest will not vote on any matter involving the conflict and may be required to withdraw from any meetings at which the matter is discussed.

9.4  Senate member who perceives another member to be in a conflict of interest in a matter under consideration must identify the perceived conflict to the Senate at the first opportunity. The Senate should determine by majority vote whether or not a conflict of interest exists and the member perceived to be in conflict should refrain from voting.

- 9.5** Where a conflict of interest is discovered or disclosed after consideration of a matter, the Senate will decide whether or not the involvement of the member with the conflict influenced that decision. If the Senate determines that involvement of said member influenced the decision of the matter, the Senate will reconsider the decision and may confirm it, rescind it, or vary it.
- 9.6** The Senate will have the power to take action directed toward a Senate member deemed to have failed to declare a conflict.
- 9.7** Any decision by the Senate as to whether or not a conflict of interest exists with respect to any person, or as to the interpretation or application of these bylaws, is final and binding.

Article 10 Senate Finances

- 10.1** The Chair and the Vice-Chair will authorize expenditures for Senate including expenses incurred by members and Senate committees in carrying out Senate functions.

Article 11 Amendment of Bylaws

- 11.1** By giving notice of a motion at a regular meeting of the Senate, these bylaws may be amended at a subsequent regular meeting of the Senate subject to the *Act*. Resolutions for amendments to the bylaws require a two-thirds majority vote.

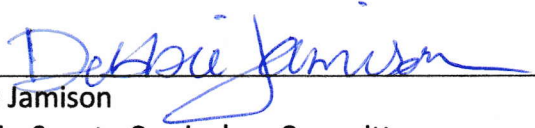


**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: December 17, 2018
TO: Paul Dangerfield, Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on December 14th, 2018. Please acknowledge below that the Senate endorses its approval of the following motions:

- 18/108** The new courses PHYS 112 – Physics for Life Sciences I and PHYS 113 – Physics for Life Sciences II be recommended to Senate for approval, as well as the following designations: Science, Lab Science, Quantitative/Analytical, and Cap Core, under the headings *Numeracy* and *Science and Technology*.
- 18/109** The revisions to the Bachelor of Motion Picture Arts admission requirements be recommended to Senate for approval.
- 18/110** PHIL 200 – Political Philosophy: Classic Theories, PHIL 207 – Business Ethics, PHIL 208 – Environmental Ethics and PHIL 315 – Ethics of War and Peace be recommended to Senate for approval for Cap Core designation under the heading *Self and Society*.
- 18/111** SOC 320 – Work, Technology, and Society be recommended to Senate for approval for Cap Core designation under the heading *Self and Society*.
- 18/112** The revised Bachelor of Arts Degree Framework and the new Bachelor of Science Degree Framework be recommended to Senate for approval.
- 18/113** The revisions to the admission requirements and program profiles of the Bachelor of Music in Jazz Studies – Performance/Composition and the Bachelor of Music in Jazz Studies – Education be recommended to Senate for approval.



Deb Jamison
Chair, Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: Dec 17, 2018

Date: _____