CAPILANO UNIVERSITY

SENATE REGULAR MEETING

Tuesday, September 8th, 2020   4:00 – 6:00 pm
VIA MS TEAMS

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 August 18, 2020 Minutes** *– Decision*	Senate Members Schedule 3
4.	**Orientation**	Stephanie Wells
5.	**Correspondence Received**	
6.	**Business Arising**	
	6.1 Self-Evaluation Committee *– Information*	Robert Thomson Schedule 6.1
	6.2 Academic Continuity *– Information*	Laureen Styles
	6.3 NWCCU Update *– Information*	Debbie Schachter Schedule 6.3
	6.4 Volunteers for Subcommittees *– Information*	Paul Dangerfield Schedule 6.4
	6.5 Academic Schedule Correction - *Information*	Kyle Vuorinen
7.	**New Business**	
	7.1 Graduates *– Decision*	Kyle Vuorinen
	7.2 Call for Honorary Degree and Faculty Emeritus Candidates *– Information*	Paul Dangerfield
8.	**Committee Reports**	
	8.1 Academic Planning and Program Review Committee *– Decision*	Michael Thoma
	8.1.1 Concept Paper – Bachelor Degree in Costuming for Stage and Screen	Schedule 8.1.1

SENATE REGULAR MEETING
Tuesday, September 8, 2020   4:00 – 6:00 pm
VIA MS TEAMS

AGENDA

8.2   Bylaw, Policy and Procedure Committee - *Information*   Marnie Findlater

8.3   Curriculum Committee – *Decision*   Deb Jamison
       8.3.1 Resolution Memo   Schedule 8.3.1
       August 21 Agenda Package / August 21 Draft Minutes

8.4   Teaching and Learning Committee - *Information*   Paul Dangerfield

8.5   Budget Advisory Committee – *Information*   Paul Dangerfield

9.   **Other Reports**

9.1 Chair of Senate – *Information*   Paul Dangerfield

9.2 Vice Chair of Senate – *Information*   Stephen Williams

9.3 VP Academic and Provost – *Information*   Laureen Styles

9.4 Board Report – *Information*   Duncan Brown

10.   **Discussion Items**

11.   **Other Business**

12.   **Information Items**

CAPILANO UNIVERSITY

SENATE MEETING
Tuesday, August 18th, 2020   4:00 pm
VIA MS TEAMS

MINUTES

Present: Paul Dangerfield (Chair), Duncan Brown, Pardis Daneshyar, Iana Dokuchaeva, Brent Calvert, Joel Cardinal, Marnie Findlater, Ted Gervan, Kyle Guay, Bridget Stringer-Holden, Nazmi Kamal, Deb Jamison, Ramandeep Kaur, Pouyan Mahboubi, Anthea Mallinson, Brad Marin Lauren Moffatt, John Molendyk, Corey Muench, Alea Rzeplinski, Debbie Schachter, Dennis Silvestrone, Judy Snaydon, Laureen Styles, Michael Thoma, Robert Thomson, Diana Twiss, Mark Vaughan, Kyle Vuorinen, Stephanie Wells, David Weston, Stephen Williams, Hartaj Wadhwa, Recorder: Mary Jukich

Regrets: Theo Abbott, Lara Duke, Miranda Huron, Nandini Sharda

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**

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

The following new members were introduced to Senate:

- Dennis Silvestrone, the new Dean of the Faculty of Business and Professional Studies.
- Hartaj Wadhwa, new non-voting CSU representative
- Theodore Abbott and Ramandeep Kaur, new voting student representatives

2.   **Approval of the Agenda**

Paul Dangerfield moved and Kyle Vuorinen seconded:
To adopt the agenda.   **CARRIED**

3.   **Approval of the Minutes**

Paul Dangerfield moved and Alea Rzeplinski seconded:
To adopt the June 3, 2020 minutes.   **CARRIED**

4.   **Correspondence Received**
No correspondence was received.

CAPILANO
UNIVERSITY

SENATE MEETING
Tuesday, August 18th, 2020   4:00 pm
VIA MS TEAMS

MINUTES

5. **Business Arising**
    5.1   **Self-Evaluation Committee**
          Presented by: Robert Thomson

          The Senate self-evaluation summary and results were completed, however
          additional time was required for review of the Committee's recommendations to
          Senate. Accordingly, the summary and results, along with the recommendations,
          will be brought to the September meeting.

    5.2   **Academic Continuity**
          Presented by: Laureen Styles

          Laureen Styles, VP Academic and Provost provided an update on academic
          continuity, including some of the following highlights:

          • The University continues to move forward on academic continuity topics with
            the current primary focus on Fall courses, including the necessary guidelines
            and practices for safe working and learning environments for in-person and
            mixed mode classes.

          • In the spring with the pivot to remote adapted learning, students were
            provided with an opportunity to request, through the Registrar's Office, a
            credit or no credit grade. Approximately 560 requests were received from
            students to date with a deadline of August 31, 2020.

          • There were a number of adaptations made at the course level from approved
            course outlines into syllabi for individual courses, with the substantive
            changes being the mode of delivery (remote/adapted) and adjustments to
            assignments and grading profiles.

          • This was our largest enrolment in summer term to date. Although there were
            some technology challenges, these were worked through, and appreciation
            was noted for the volume of work involved.

          • As a small number of courses were suspended during the spring semester,
            there are some students who have not yet been able to resume their course
            work (practicum type courses). Deans are working with program faculty to

CAPILANO UNIVERSITY

SENATE MEETING
Tuesday, August 18th, 2020   4:00 pm
VIA MS TEAMS

MINUTES

determine next steps of contingency planning and further actions to be put in place in order for those students to complete their course(s).

- A memorandum has been developed, and will be distributed shortly to Faculties outlining the process for approvals of temporary changes for fall term course syllabi as a result of COVID-19 adaptations. With final exam scheduling and Spring timetabling deadlines in the near future, the current approaches will be the planned ones (online exams unless there is dean approval for in-person based on rationale, and preliminary planning for mainly on-line courses for Spring term.

- The detailed work that was taken up by Faculties and the Registrar's Office was acknowledged and appreciated especially in getting student registration up and available on time based on the University's schedule of dates.

- In terms of planning into the fall, the University is working through timelines in relation to scheduling and planning to do more of what we are doing until information on the current status is provided.

- In the context of remote adapted teaching and learning environment, the University is focussed primarily on a remote approach, with about 80% of courses that are fully online and about 20% of courses in mixed modes and/or in person.

- Although not yet finalized, CTE is drafting additional statements for course syllabi about online learning, reinforcing student code of conduct, as well as privacy considerations. This will be shared out with faculty and technology solutions will be utilized where possible (e.g., having statements in e-learn)

6.   **New Business**
6.1   **Volunteers for Senate Orientation**
       Presented by: Paul Dangerfield

Senators were requested to volunteer to assist with this year's Senate orientation.

CAPILANO
UNIVERSITY

SENATE MEETING
Tuesday, August 18th, 2020   4:00 pm
VIA MS TEAMS

MINUTES

6.2   Volunteers for Subcommittees
Presented by: Paul Dangerfield

Senators were requested to volunteer for vacant positions on the Senate subcommittees.

6.3   NWCCU Update
Presented by: Debbie Schachter

Senate was informed that the University is in its seventh year of its NWCCU accreditation.   As such, the University is now required to complete a Year-7 evaluation and report, and a site visit (remote), in addition to completing and submitting an Annual Report. The Annual Report was submitted on July 27th, and the Year-7 evaluation report was submitted on August 7th.   The site visit is currently scheduled to take place online during October 19-21, 2020.

7.   Committee Reports

7.1   Academic Planning and Program Review Committee
Presented by: Michael Thoma

7.1.1 Concept Paper – Sechelt Nation Language and Culture Diploma

The Sechelt Nation Language and Culture Diploma Concept Paper was designed to support the shíshálh Nation in revitalizing their traditional language and culture while focusing on other knowledge and skills that grow the capacity of the Nation. The program builds on the Sechelt Nation Language and Culture certificate by further increasing learners' knowledge and use of the language, as well as of the history, culture, and society of the Nation.

Michael Thoma moved and Lauren Moffatt seconded:

20/38   Senate approve that the Concept Paper for the Sechelt Nation   **CARRIED**
Language and Culture Diploma be forwarded to the VP Academic
and Provost.

7.1.2   Program Review – Community Leadership and Social Change Diploma and Community Capacity Building Citation

CAPILANO UNIVERSITY

SENATE MEETING
Tuesday, August 18th, 2020   4:00 pm
VIA MS TEAMS

MINUTES

The Community Leadership and Social Change Diploma and Community Capacity Building Citation are offered through the Community Development Outreach (CDO). The work of the CDO is important in that it reaches out to those not served by campus-based programs by offering place-based educational opportunities to students who might not see themselves at a post-secondary institution.

Michael Thoma moved and Diana Twiss seconded:

20/39   That Senate accept for information the Program Review process has been completed for the Community Leadership and Social Change Diploma, and Community Capacity Building Citation.   **CARRIED**

7.1.3   Program Review – Education Assistant Certificate

The Education Assistant Certificate program is for 18 months and 30 credits, providing a blend of theory and practice with an emphasis on hands-on experiential learning that is skills-based and person-centred. Graduates are in high demand for their services, which include knowledge of specific disabilities, instructional strategies, technology, communications and/or personal care protocols.

Michael Thoma moved and Alea Rzeplinski seconded:

20/40   That Senate accept for information the Program Review process has been completed for the Education Assistant Certificate.   **CARRIED**

At the meeting on June 9th, the Committee was provided with an update on the Academic Plan development, as well as ways of connecting with the community for engagement.   Aurelea Mahood, Director of Academic Initiatives and Planning provided an overview on ways that SAPPRC can support the Academic Plan, as well as proposals to incorporate Envisioning 2030 into the Academic Plan.   The AIPO continues their work in developing a consultation check with the different units that Program Review teams need to complete the self-study modules.

7.2   Bylaw, Policy and Procedure Committee
Presented by: Marnie Findlater

CAPILANO
UNIVERSITY

SENATE MEETING
Tuesday, August 18th, 2020   4:00 pm
VIA MS TEAMS

MINUTES

No report was provided as the Committee will be meeting on August 25th.

7.3   Curriculum Committee
Presented by: Deb Jamison

7.3.1   Resolution Memorandum

The resolutions brought forward from the June 12th, 2020 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Bridget Stringer-Holden seconded:

20/41   Resolutions 20/41 to 20/42 be approved.   **CARRIED**

7.3.2   SCC Membership – Dominique Walker – Design

Senate was requested to endorse Dominique Walker as the new SCC representative from Design.

Deb Jamison moved and Marnie Findlater seconded:

20/42   Senate endorse Dominique Walker as the new SCC representative   **CARRIED**
from Design.

7.4   Teaching and Learning Committee
Presented by: Stephen Williams

No report was provided as this is a new committee of Senate replacing the Senate Instructional Technologies Advisory Committee (SITAC).

7.5   Budget Advisory Committee
Presented by: Paul Dangerfield

A report was not provided as the Committee has not met since June 22nd.

CAPILANO
UNIVERSITY

SENATE MEETING
Tuesday, August 18th, 2020   4:00 pm
VIA MS TEAMS

MINUTES

Senate was informed that the Committee previously met only during the budget season, but has recently moved towards regular meetings as a result of the integrated planning and budgeting processes, as well as responding to Covid-19.

8.   **Other Reports**

   8.1   **Senate Chair**

   Paul Dangerfield provided the Chair's report, including the following highlights:

   - The University recently received the Provincial Go Forward Plan from government. Once this was received, the University was then able to begin work on our own plans which includes the overall resumption and safety plan as well as being assigned a representative from WorkSafe BC. Work to date includes implementing physical and safety precautions and measures, and developing policies and practices that are needed to be put in place. As well, the University continues to work on protocols and supports in technology and infrastructure. This has been a significant amount of work in preparing for the transition and the campus community was acknowledged and thanked for their work. The approach being taken is that the University needs to be prepared for an iterative approach and make decisions and may need to pivot one way or another. As such, the campus needs to be understanding and supportive recognizing that these are unusual circumstances.

   - Enrolments are better than anticipated, and the next three weeks will give a better indication of actual numbers. The class registrations are good and the University is seeing higher course registrations for domestic students than in the past. As a result work is underway to respond to the enrolments and how to manage the impact to the University from an operational point of view and budget.

   - University Relations was acknowledged for looking at what the University could do to support students. A campaign called CapU Cares was created in which the University went out to donors and in a short period of time raised approximately $400,000.

   8.2   **Senate Vice-Chair**

CAPILANO
UNIVERSITY

SENATE MEETING
Tuesday, August 18th, 2020   4:00 pm
VIA MS TEAMS

MINUTES

Stephen Williams provided a brief summary of the work of the Senate Vice-Chair.

8.3   VP Academic and Provost

Laureen Styles provided the VP Academic and Provost report, and some of the key highlights were as follows:

- The next and final step with application for membership with Universities Canada is a vote of the full membership in October.

- The Equity, Diversity and Inclusion Action Group has 23 members and a faculty Chair who assumes the role this week. The Action Group has organized itself into seven themes and areas of focus: policy and membership (including Dimensions), well-being and accessibility, student services, curriculum and pedagogy, hiring and evaluation practices, training and education and dialogue forums.

- Work continues on developing the Academic Plan and the campus community will be invited for input and participation over the next several months as the first phase is ideation. The timeline for completion has been revised to track to the February Senate and Board meetings.

- New program approvals continue to move forward, with a number of proposals at various stages, and revised internal processes for program development and program review are being implemented under the leadership of Academic Initiatives and Planning.

8.4   Board Report

Duncan Brown, Board representative on Senate provided a report from the July 7, 2020 Board meeting, and some of the key highlights were as follows:

- The Board's Finance and Audit Committee is meeting monthly to monitor the financial impact of Covid-19.

- The Board approved the 2019-20 Institutional Accountability Plan and Report for submission to the provincial government.

CAPILANO
UNIVERSITY

SENATE MEETING
Tuesday, August 18th, 2020   4:00 pm
VIA MS TEAMS

MINUTES

- The Board approved revisions to Board Policy B.502 – Administrators – Conditions of Employment.

- The members of the Board of Governors are members of the Capilano University Foundation and participated in the Foundation's Annual General Meeting on June 4, 2020, where they:
  - Received a report on fundraising
  - Approved the unaudited annual financial statement for the year ended March 31, 2020
  - Approved the allocation of distributable funds from the Education Enhancement Fund to create the CapU Cares Student Fund to support students in the fall term.

9.   Discussion Items
No discussion items were presented.

10.   Other Business
No other business was presented.

11.   Information Items
- Members were encouraged to participate in the President's Perspective on Thursday, August 27 at 12:00 noon. The presentation will focus on health and well-being, one of Capilano University's key *Envisioning 2030* values.

- Members were invited to join Michael Thoma, Chair of the School of Motion Picture Arts, and special guests, for the inaugural webinar, "Talking Story: Indigenous Story in Film", on Friday, August 21 at 11:00 am.

- Condolences were expressed on the passing of former Capilano University instructor, Ed Lavalle on August 7, 2020.

The meeting was adjourned at 5:35 pm.

Next Meeting: Tuesday, September 8th, 2020

Senate Self-Evaluation Survey 2020

Committee Members

Robert Thomson (Chair), Stephen Williams, Oscar Blue, Kyle A. Guay, Debbie Schachter.

Recognition

The Committee thanks Jamal Taghavimehr (IR) for his assistance in compiling and summarizing the survey responses as outlined in the Full Summary Report.

Purpose of the Survey

The survey utilizes a self-evaluation approach in order to determine Senators' perceptions of the effectiveness of the organization and functioning of Senate, and to evaluate their role in relation to the various committees and the university. The survey results provide a basis for the Senate Self-Evaluation Committee to make recommendations to increase the effectiveness of the Senate and its committees.

Data Collection

A link to the survey was made available to Senators between April 30th and May 22nd. Despite reminders by email, and also verbally during the May Senate meeting, only 20 responses (55.5%) were received during that timeframe. As a result, the deadline was extended until May 24th and once more until May 26th.

Participation Rate

This year a total of 25 surveys were received from the 36 members of the Senate. The response rate of 69.4% was down significantly from last years' 78% (28/36). There was a 56% response rate in 2018 and a 67% response rate in 2017.

Changes to the 2020 Survey

The committee used the same survey format and questions as last year.

Overview of Survey Results - Key Findings

The primary concern revealed in this years' survey is, notwithstanding the extraordinary challenges due to COVID, the difficulty in convincing Senators to submit the survey on time and the decreased final participation rate. A low response rate (under 90%) means that there is less confidence that the overall results represent the views of the Senate as a whole, and not just the views of a majority of its members. It also means that outlier responses are given relatively more importance than they may otherwise deserve. That being said, the committee feels that the survey results do provide a reliable basis for making recommendations.

Overall, the survey results indicate that Senators are clear about their role and obligations: as members of the Senate (agree, strongly agree: 92% versus 96.4% in 2019 and 90% in 2018); as to the University Act, (agree, strongly agree: 100% in 2020, 100% in 2019, 90% in 2018) and; as to their role and responsibilities with respect to advice given to the Board about academic governance (agree, strongly agree: 96%). Concerns were expressed regarding: the difference between voting & non-voting members; of what constitutes 'governance, and: differentiating between academic governance and operations.

Highlights: Policy review; Agenda; Senate Sub-Committees; Communications; Academic Governance; Orientation & Senate Meetings Issues

A notable change from 2019 is once again in regard to whether the Senate is effective in its' review of policies. This year 100% of respondents agreed or strongly agreed with this statement compared to 64.28% in 2019 and 85% in 2018. However, only 76% expressed agreement that the Senate is effective in identifying areas for policy development.

There appears to be a lack of clarity regarding the agenda. While 84% of respondents agree/agree strongly that they are aware how the agenda is set, 38% disagree/strongly disagree or don't know about being comfortable in bringing new items to Senate and 20% disagree/strongly disagree or don't know in terms of being comfortable in making a Request for Information to be brought back to future meetings.

There is unanimous agreement on the part of respondents in terms of clarity regarding the areas of responsibility of Senate sub-committees (93% in 2019 and 90% in 2018). Positive responses were also received for the Senate Curriculum Committee (96%); Academic Planning & Program Review Committee (92%) and; By-law Policy & Procedure Committee (92%).

In terms of promoting effective communication with the university community, there is near unanimous agreement that the both the Senate and the Senate Curriculum Committee clearly communicate their mandate to the university community (96% agree/strongly agree). However, there is less consensus among respondents regarding communication from the Academic Planning and Program Review Committee (80% agree/strongly agree) and the Budget Advisory Committee (76% agree/strongly agree).

In addition, a strong majority of respondents (84% agree/strongly agree) feel that Senate meetings do provide effective discussion of academic governance issues facing the university, but there is less agreement (76% agree/strongly agree) in terms of whether the Senate is effective in properly utilizing input from its constituencies. Further, 80% feel that the Senate is not a rubber stamp and that members are inclusive of others' points of view (88%) and have good listening skills (96%).

Orientation and Training of Senators

32% of respondents reported as being new Senators versus 57% in 2019 and 30% in 2018. Overall, 76% found orientation to be effective and 76% found orientation to be thorough. However, it should be noted that these percentages reflect the views of all respondents and not just new senators.

Organization & Effectiveness of Meetings

Overall, opinions in regard to the procedures, organization, and participation of members in Senate meetings are very positive.

Recommendations

1. The Self-Evaluation Committee requests feedback from Senators as to how to improve the timeliness and participation rate of Senators in the survey process.

> a) Given the response rate is lower than 100% of Senators, what would distributing the survey in March result in a higher response rate?

> b) Does a Senator's role or voting status on Senate have an impact on why they chose not to complete?

2. Senators are reminded that they can bring forward items for discussion in the 'other business' portion of meetings.

3. The Senate Policy & Procedures Committee should brief the Senate on its by-law policy development procedures.

4. Committees of the Senate should review the individual survey comments pertaining to their purview and action where appropriate, in particular where a consistent theme is evident.

Submitted by: Robert Thomson on behalf of the Senate Self-Evaluation Committee

CAPILANO UNIVERSITY

SENATE SELF-EVALUATION SURVEY 2020

FULL SUMMARY REPORT

MAY 2020

OFFICE OF INSTITUTIONAL RESEARCH

CAPILANO
UNIVERSITY

Senate Self-Evaluation Survey 2020
Executive Summary

Survey Overview

The Senate Self-Evaluation Survey was administered from April 30th to May 25th, 2020. In total 25 out of 32 members participated, resulting in a response rate of 78%. The results indicate that in general, the senators have a clear understanding of their role and responsibilities. In comparison to 2019 results, more senators believe that the Senate is effective in its review of policies. Also, compared to 2019, more senators believe the orientation is both effective and thorough. Moreover, the Senate members believe there has been improved communication with the university community. Similar to 2019, the majority of respondents believe that Senate members encourage open and free debate.

Summary Findings

Advising the Board

- Most Senate members are clear about their roles and responsibilities as members of the Senate [92%] and the Senate is clear about its role and obligations under the University Act [100%].
- The majority of the Senate is clear about its role and responsibilities with respect to academic governance [96%].

Establishing Policy

- All Senate members [100%] believe that it is effective in its review of policies, while 2019 results showed that only 64.28% of the members believed the Senate was effective.

Agenda

- In general, the Senate members are aware and comfortable with the processes that are in place in regards to the agenda. Between 72% and 84% of respondents said they are aware of how the Senate agenda is set and feel comfortable in bringing new items to Senate agenda.

Senate Sub-Committees

- The members of the Senate are in positive consensus regarding the effectiveness of the Senate sub-committees. More than 88% of participants agreed that every sub-committee is effective.

Promoting Effective Communication with the University Community

- 96% of members agree that the Senate clearly communicates its mandate to the university community. There has been a significant increase in members saying agree compared to 2019 results [67.86%].
- Similar to the 10.71% from last year, 12% of the members disagree that the processes of the Senate Academic Planning and Program Review Committee (SAPPRC) communicates its processes effectively to the university community.
- Compared to the 3.57% from 2019's results, none of the members disagree that the processes of the Senate Curriculum Committee (SCC) are well communicated this year.
- In 2019, 25% of the members disagreed that the processes of the Senate Budget Advisory Committee (SBAC) are well communicated. This year fewer members disagreed [20%].

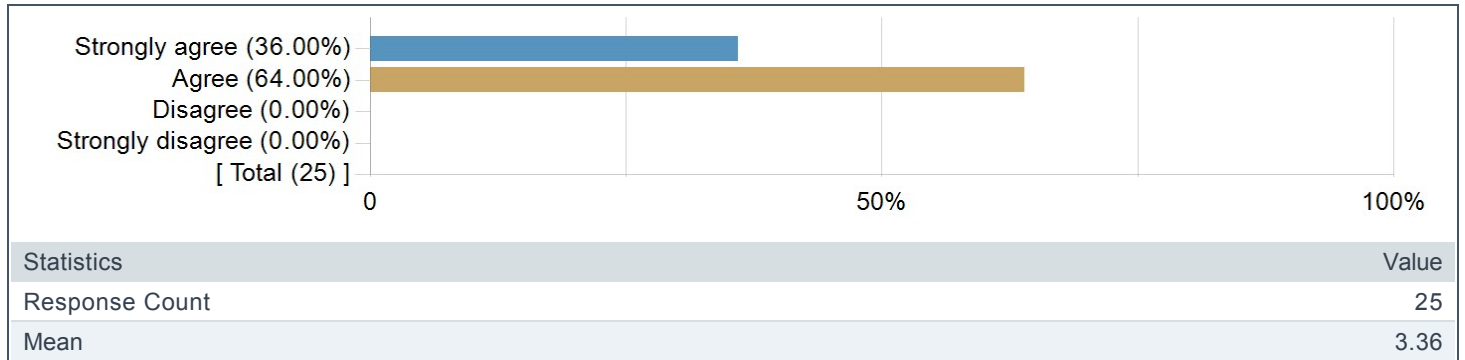**Providing a Forum on Academic Matters**

- Similar to 2019, the majority of members agree that the Senate meetings provide an effective discussion of academic governance issues [84%].
- In comparison to last year [25%], less members disagree that the Senate is effective at seeking and properly utilizing input from its constituents [16%].
- 88% of respondents agree that the members are inclusive of others' points of view, and 84% believe the members encourage open and free debate.
- In general, compared to 2019 there has been a slight increase of members agreeing that Senate meetings function effectively and efficiently.

Orienting and Developing Senate Members and Ensuring Efficient and Effective Senate Operations
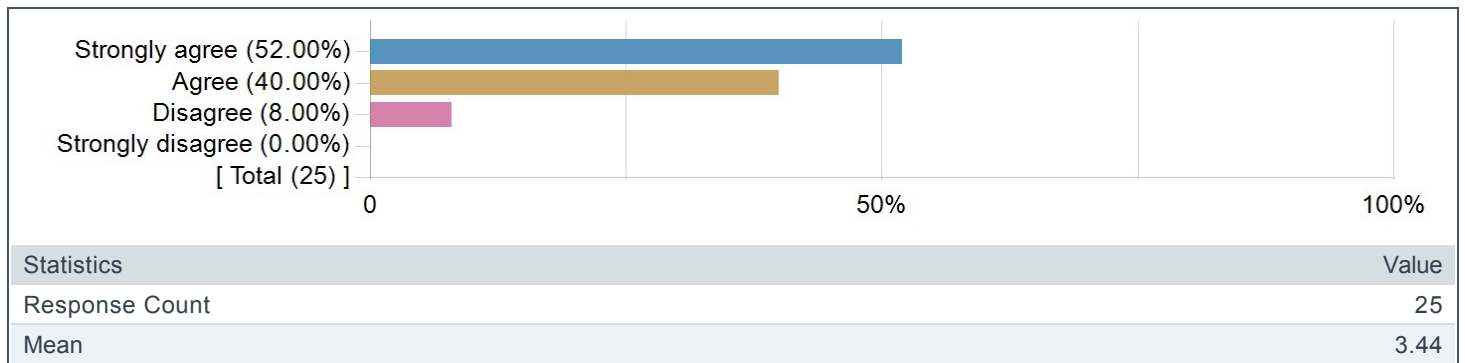
- 16% of the members do not believe that the orientation of new members is effective. The results were 25% in 2019.
- 24% of the members disagree that their orientation to the Senate was timely and thorough. The results were 42.86% in 2019.
- 88% of the members have a clear understanding of Robert's Rule of Order and 96% believe it is important that Senate meetings closely follow it.
- 96% of respondents believe that the members of Senate representing students are accorded with the same respect as other Senate members and that the Senate members are given adequate time to present their views and positions.
- Most of members [96%] believe meetings are well organized and time spent on agenda items is appropriate to the significance of the item.
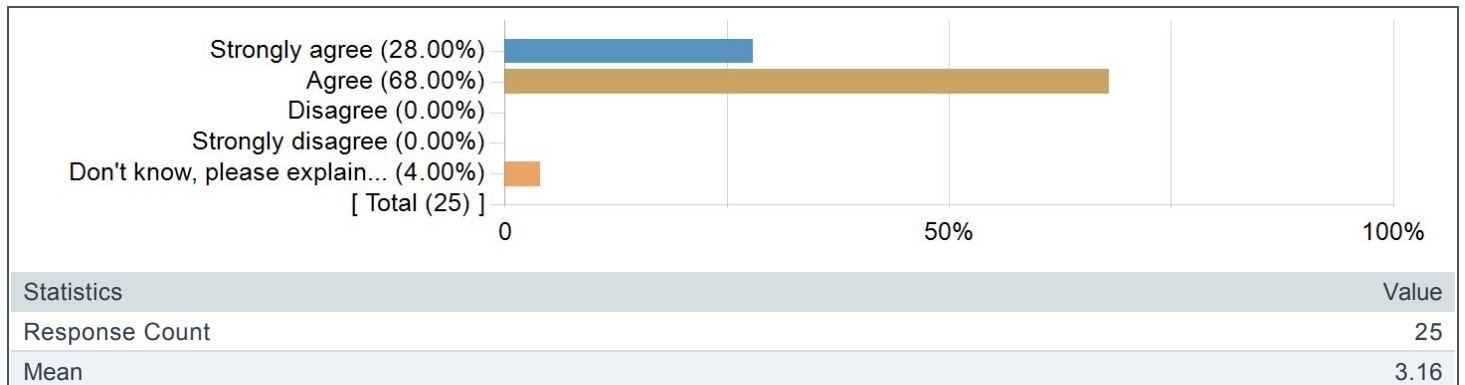
Advising the Board

The Senate is clear about its role and obligations under the University Act.

Strongly agree (36.00%)	
Agree (64.00%)	
Disagree (0.00%)	
Strongly disagree (0.00%)	
[Total (25)]	

Statistics	Value
Response Count	25
Mean	3.36

I am clear about my role and responsibilities as a member of the Senate.

Strongly agree (52.00%)	
Agree (40.00%)	
Disagree (8.00%)	
Strongly disagree (0.00%)	
[Total (25)]	

Statistics	Value
Response Count	25
Mean	3.44

The Senate is providing relevant advice to the Board about the university's academic governance.

Strongly agree (28.00%)	
Agree (68.00%)	
Disagree (0.00%)	
Strongly disagree (0.00%)	
Don't know, please explain... (4.00%)	
[Total (25)]	

Statistics	Value
Response Count	25
Mean	3.16

Please provide any additional information regarding the advice the Senate provides to the Board about academic governance.

Survey Group
It is helpful having a board representative attend Senate meetings, and in turn have our Senate Vice–Chair attend board meetings.
I think it is important that someone from the BOG attend every Senate meeting so they can provide any required context for their fellow BOG members when making decisions based on Senate recommendations.
Part of governance is approving academic developments and as such I think it is important for the Board to gain more of an awareness of the programs Capilano offers
With most Senators in their second year it seems like we have a better understanding of our role
There seems to be a bit of a history of Senate overreach and while it still arises from time to time, it seems to be less frequent and more openly discussed (regarding boundaries) than previously.
As I am a new Senator, I do not have an answer to that question.

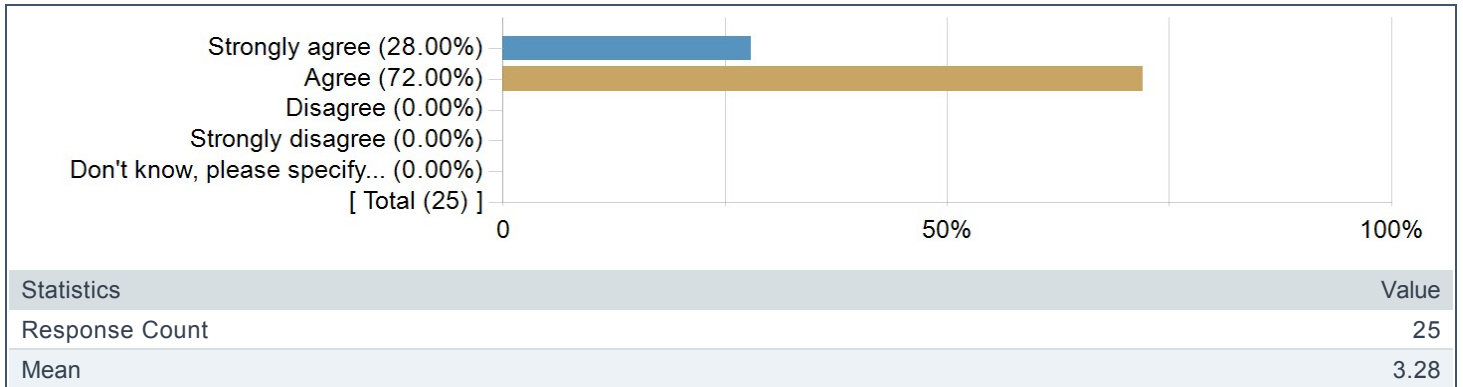**The Senate is clear about its role and responsibilities with respect to academic governance.**

Statistics	Value
Response Count	25
Mean	3.36
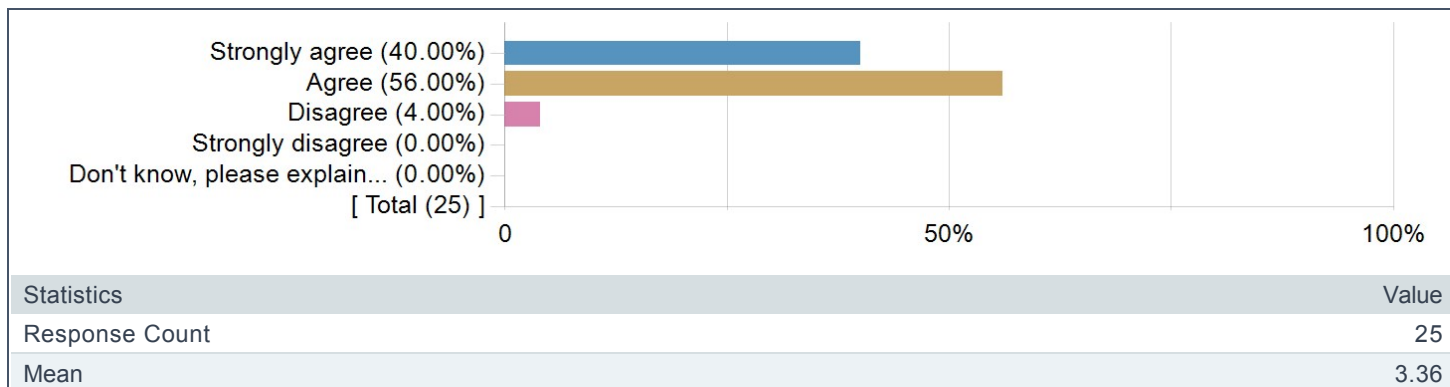
Please provide any additional comments about the Senate's role and responsibilities regarding academic governance.

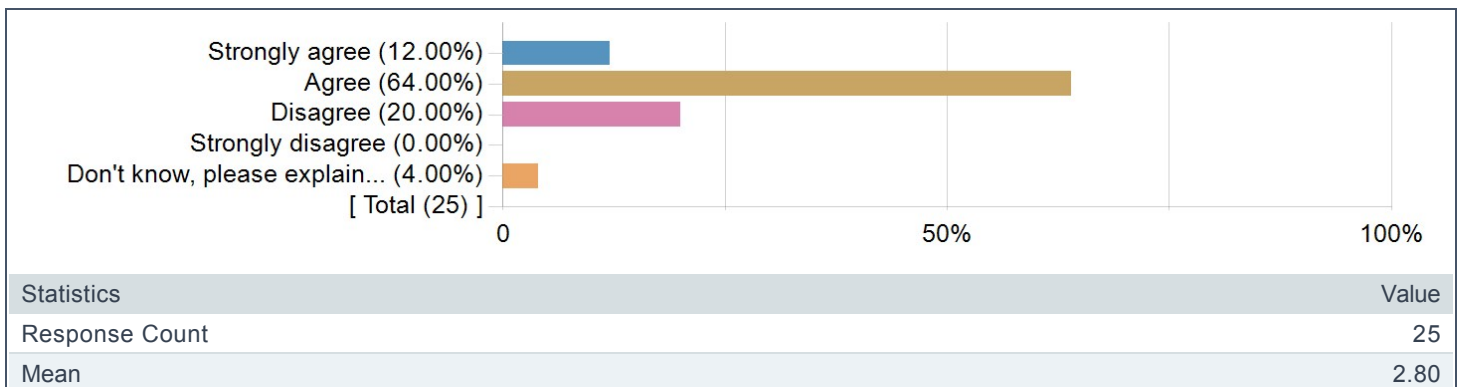| Survey Group |
| --- |
| The could be clarity about senators role/difference for voting versus non voting members. |
| Senate members could benefit from a workshop on Robert's Rules to improve academic governance. |
| Sometimes Senate is timid. I think we could question more or open up conversations about new ideas or developments |
| The definition of "academic governance" needs to be more clearly defined for many senators. |
| Continued focus on literacy of the Universities Act with special purpose teaching universities will strengthen this. At times, there are discussion of operations that are not relevant or appropriate at the Senate (individual perspectives that come from the member's 'location'/role at the university) |
| As I am a new Senator, I do not have an answer to that question. |

Establishing Policy

The Senate is effective in its review of policies.

Strongly agree (28.00%)	
Agree (72.00%)	
Disagree (0.00%)	
Strongly disagree (0.00%)	
Don't know, please specify... (0.00%)	
[Total (25)]	

(Horizontal bar chart: Strongly agree ≈ 28%, Agree ≈ 72%, axis 0 / 50% / 100%)

Statistics	Value
Response Count	25
Mean	3.28

Please provide any additional comments about the effectiveness of the Senate's review of policies.

Survey Group
With the growth of the Policy office, I believe this area will see continued improvement. Over the next few months, I believe it would be helpful to develop a chart that prioritizes policies in line for review. It would also be helpful to develop a "handbook" that provides boilerplate language and common strategies in policy wording and development. It will help everyone moving forward as membership on Senate changes.
The members of this committee are keenly dedicated and effective in their work.
More scrutiny of curricula and other items brought in front of SCC need deeper thought at the SCC level; by the time these items get to Senate, it is often difficult to flag something that might be questionable.
In recent years so many new policies are being developed, it is difficult to be truly thorough in review of all of them.
There has been effective work in reviewing and approving policies through Senate in recent years.
Additional effectiveness can occur with the policy and procedure committee and to have a proponent for each Senate policy (adminstrative responsible or designate), rather than the chair of the sub committee bring forward new or revised policy/procedures.
As I am a new Senator, I do not have an answer to that question.

The Senate is effective in identifying areas for policy development.

Strongly agree (12.00%)	
Agree (64.00%)	
Disagree (20.00%)	
Strongly disagree (0.00%)	
Don't know, please explain... (4.00%)	
[Total (25)]	

(Horizontal bar chart: Strongly agree ≈ 12%, Agree ≈ 64%, Disagree ≈ 20%, Don't know ≈ 4%, axis 0 / 50% / 100%)

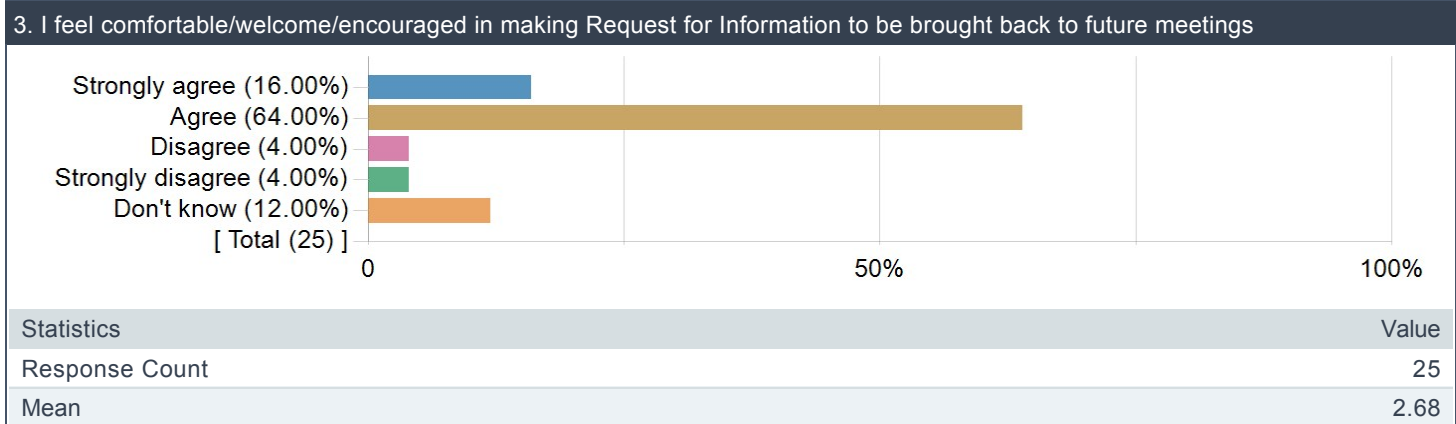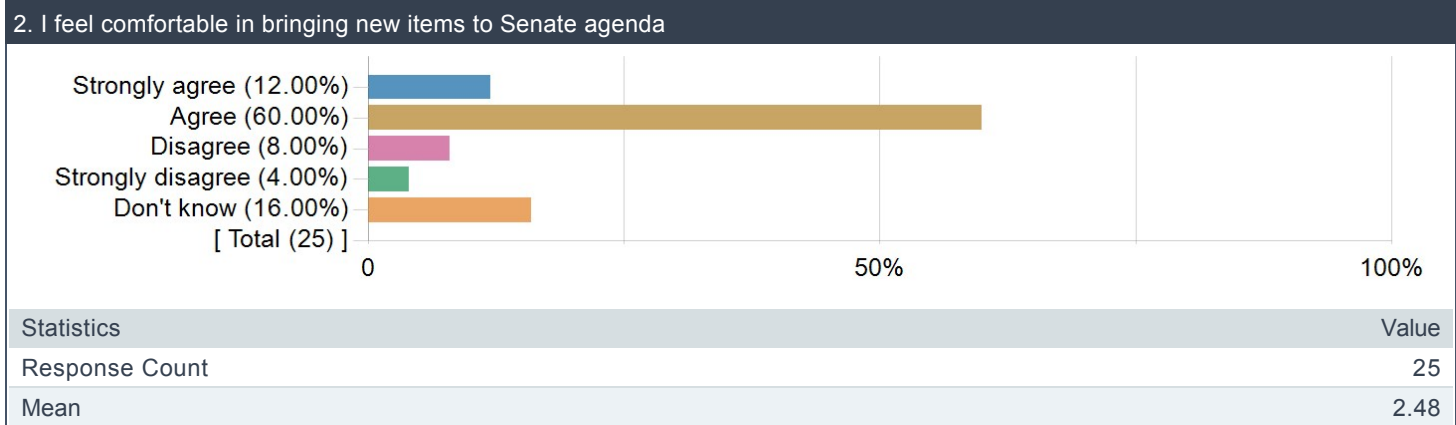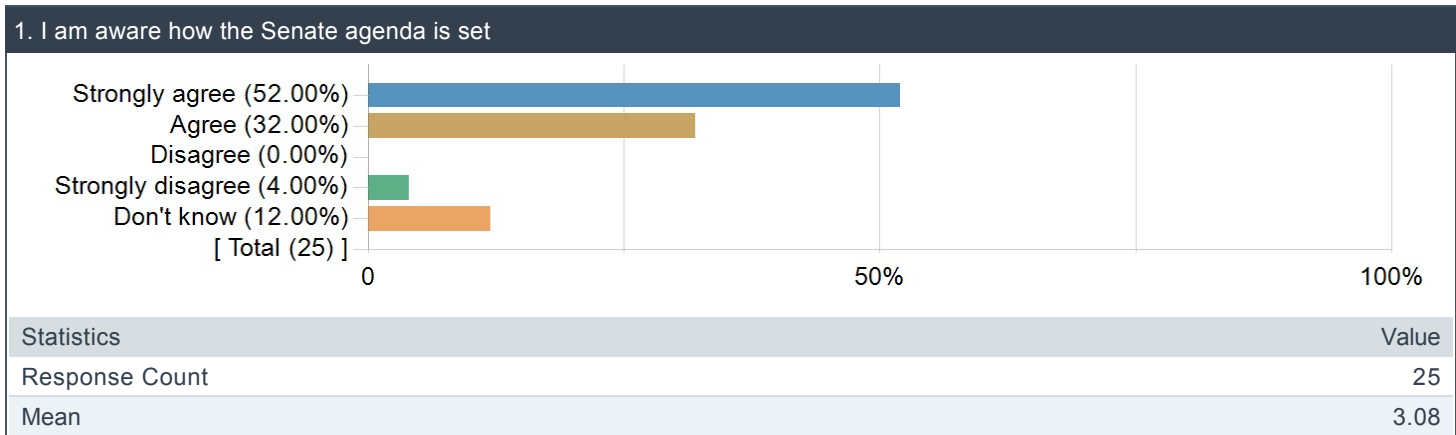| Statistics	Value
Response Count	25
Mean	2.80

Please provide any additional comments about the effectiveness of the Senate in identifying areas for policy development.

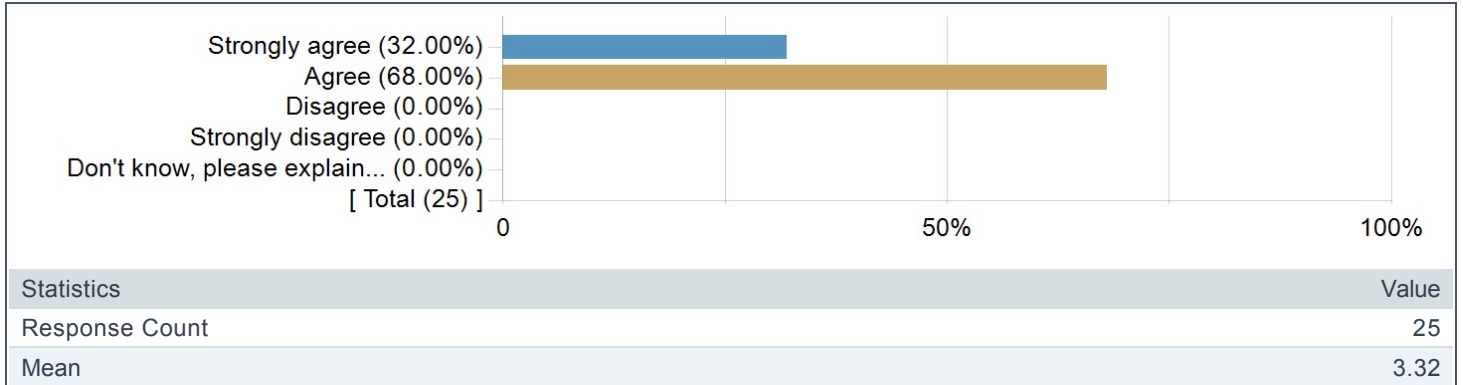| Survey Group |
| --- |
| I don't recall Senate making suggestions regarding policy development. Policies appear in the agenda whenever the Policy and By–Law Committee puts them on the agenda. They don't seem to be driven by Senate. |
| It is unclear how policies/procedures are brought before the Bylaws Committee (order of importance, need for a rush approval, etc.) |
| I don't see evidence of Senate participating in identifying areas for policy development. I feel like that is done somewhere else and policies are handed to Senate for processing. I may be mistaken about this. |
| Over the last year this has not been visible. |
| As I am a new Senator, I do not have an answer to that question. |

Agenda

In regards to the agenda, please answer the following:

1. I am aware how the Senate agenda is set

Strongly agree (52.00%)
Agree (32.00%)
Disagree (0.00%)
Strongly disagree (4.00%)
Don't know (12.00%)
[Total (25)]

Statistics	Value
Response Count	25
Mean	3.08

2. I feel comfortable in bringing new items to Senate agenda

Strongly agree (12.00%)
Agree (60.00%)
Disagree (8.00%)
Strongly disagree (4.00%)
Don't know (16.00%)
[Total (25)]

Statistics	Value
Response Count	25
Mean	2.48

3. I feel comfortable/welcome/encouraged in making Request for Information to be brought back to future meetings

Strongly agree (16.00%)
Agree (64.00%)
Disagree (4.00%)
Strongly disagree (4.00%)
Don't know (12.00%)
[Total (25)]
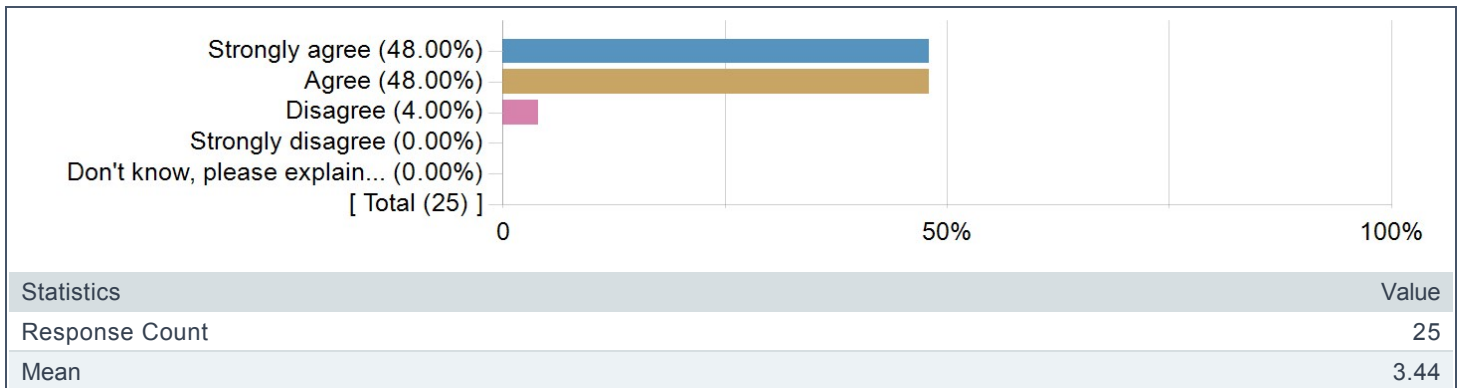
Statistics	Value
Response Count	25
Mean	2.68

Senate Sub-Committees

The areas of responsibility of the Senate Sub-Committees are clear (e.g., functions and mandates).

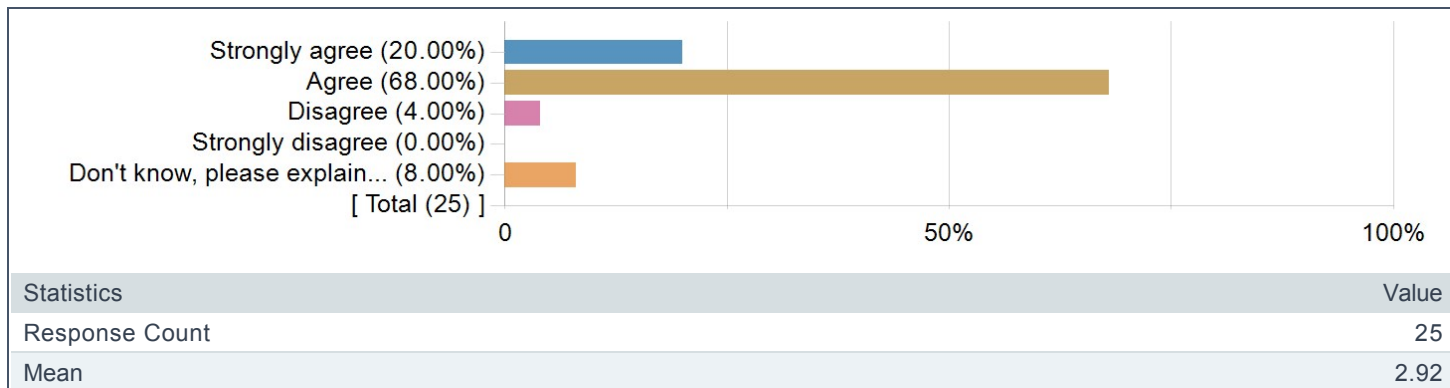|	
Strongly agree (32.00%)	
Agree (68.00%)	
Disagree (0.00%)	
Strongly disagree (0.00%)	
Don't know, please explain... (0.00%)	
[Total (25)]	

Statistics	Value
Response Count	25
Mean	3.32

The Senate Curriculum Committee (SCC) is effective in helping Senate to fulfill its role in course and program approval.

Strongly agree (48.00%)	
Agree (48.00%)	
Disagree (4.00%)	
Strongly disagree (0.00%)	
Don't know, please explain... (0.00%)	
[Total (25)]	

Statistics	Value
Response Count	25
Mean	3.44

Are you a member of the Senate Curriculum Committee (SCC)?

Yes (16.00%)	
No (84.00%)	
[Total (25)]	

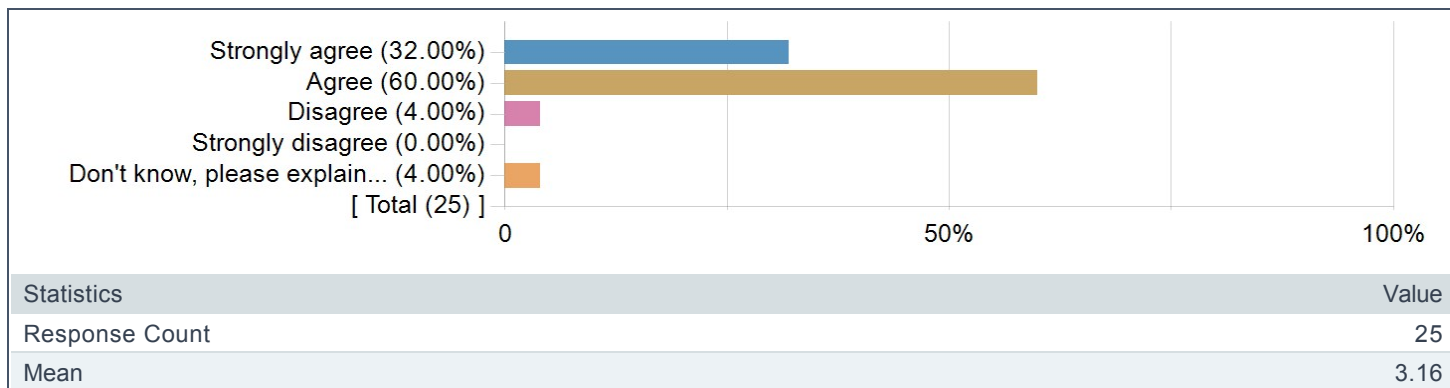| Statistics	Value
Response Count	25
Mean	0.16
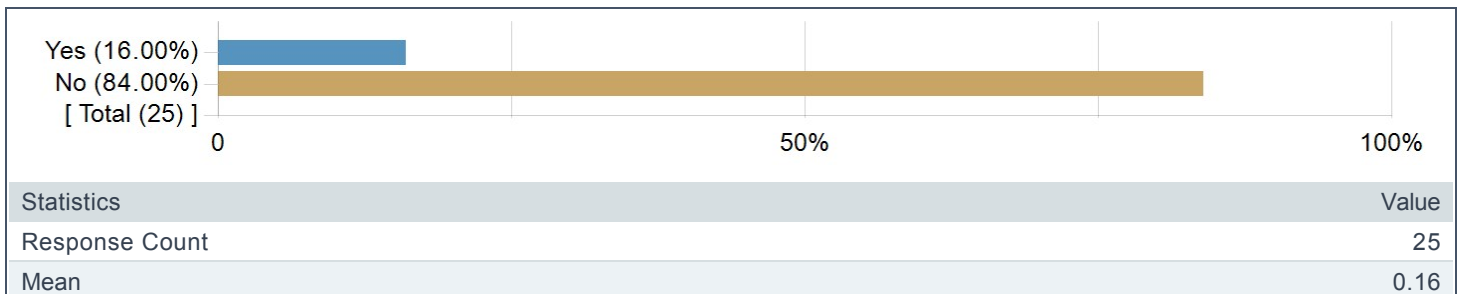
The Senate Budget Advisory Committee (SBAC) is an effective means for the Senate to fulfill its role in advising the president on the balanced budget.
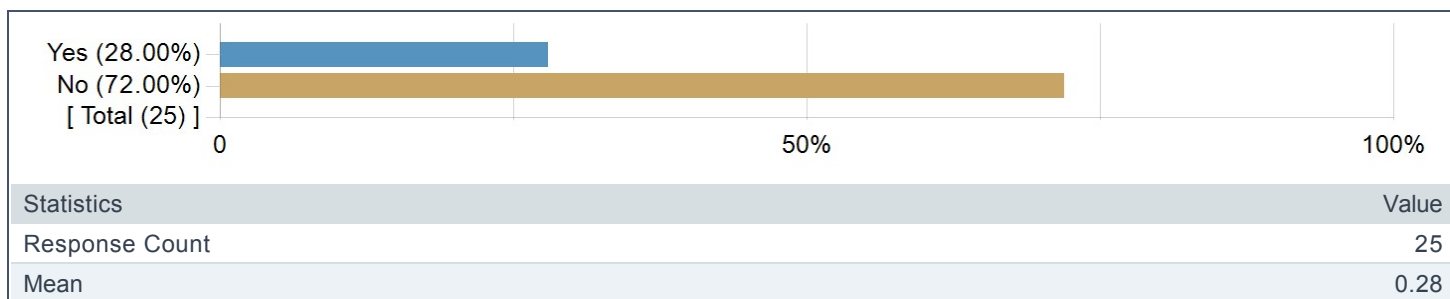
Strongly agree (20.00%)
Agree (68.00%)
Disagree (4.00%)
Strongly disagree (0.00%)
Don't know, please explain... (8.00%)
[Total (25)]

Statistics	Value
Response Count	25
Mean	2.92

Are you a member of the Senate Budget Advisory Committee (SBAC)?

Yes (24.00%)
No (76.00%)
[Total (25)]

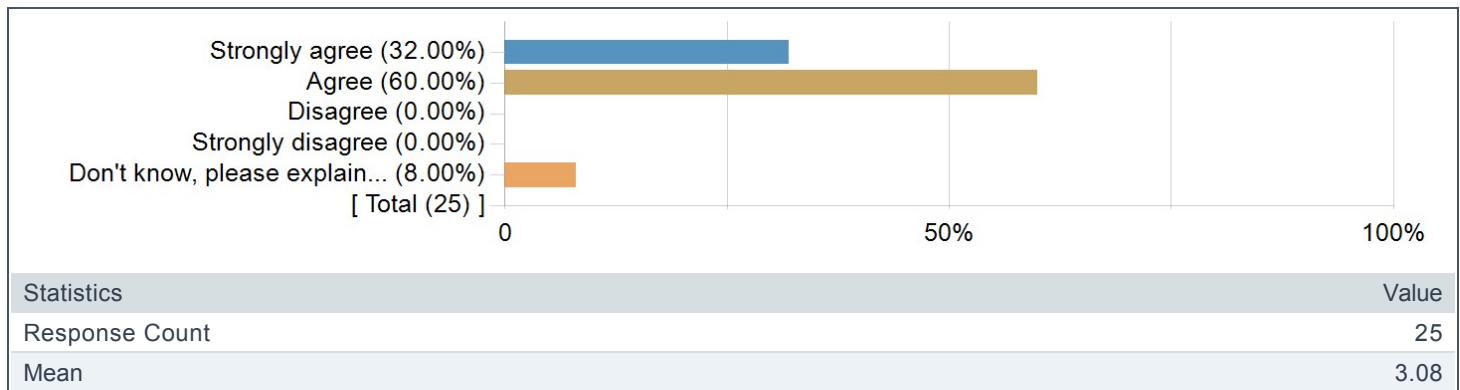| Statistics	Value
Response Count	25
Mean	0.24
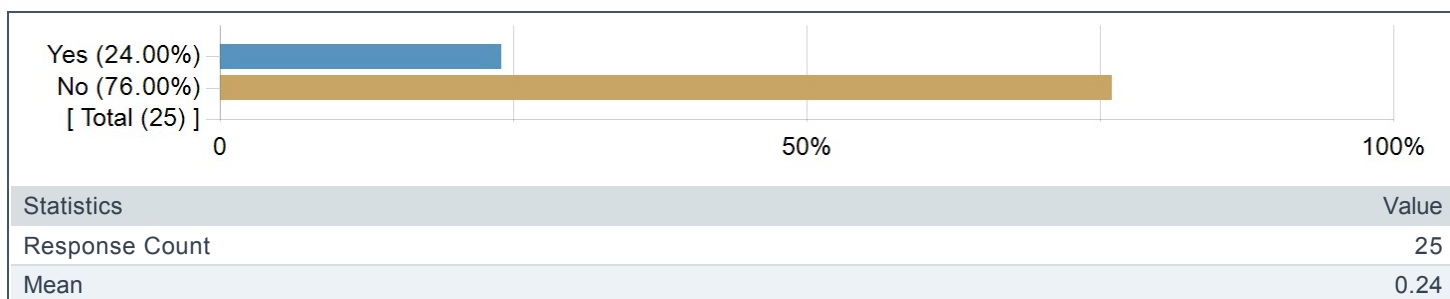
The Senate Academic Planning and Program Review Committee (SAPPRC) is an effective means for the Senate to fulfill its role in reviewing programs and educational services and academic planning.

Strongly agree (32.00%)
Agree (60.00%)
Disagree (4.00%)
Strongly disagree (0.00%)
Don't know, please explain... (4.00%)
[Total (25)]

Statistics	Value
Response Count	25
Mean	3.16

Are you a member of the Senate Academic Planning and Program Review Committee (SAPPRC)?

Yes (28.00%)
No (72.00%)
[Total (25)]

Statistics	Value
Response Count	25
Mean	0.28

The Senate By-law, Policy and Procedure Committee is an effective means for the Senate to fulfill its role in the development and assessment of Senate by-laws and university policies and procedures.

Strongly agree (32.00%)
Agree (60.00%)
Disagree (0.00%)
Strongly disagree (0.00%)
Don't know, please explain... (8.00%)
[Total (25)]

0   50%   100%

Statistics	Value
Response Count	25
Mean	3.08

Are you a member of the By-Law Committee?
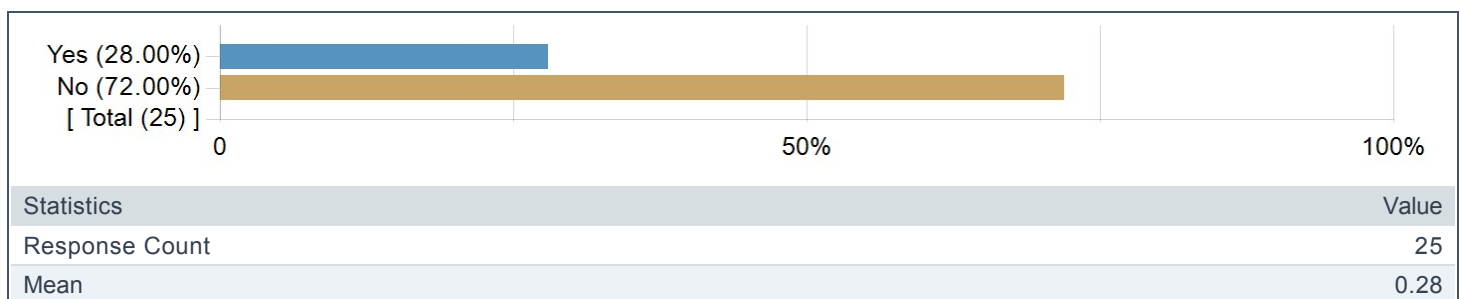
Yes (28.00%)
No (72.00%)
[Total (25)]

0   50%   100%

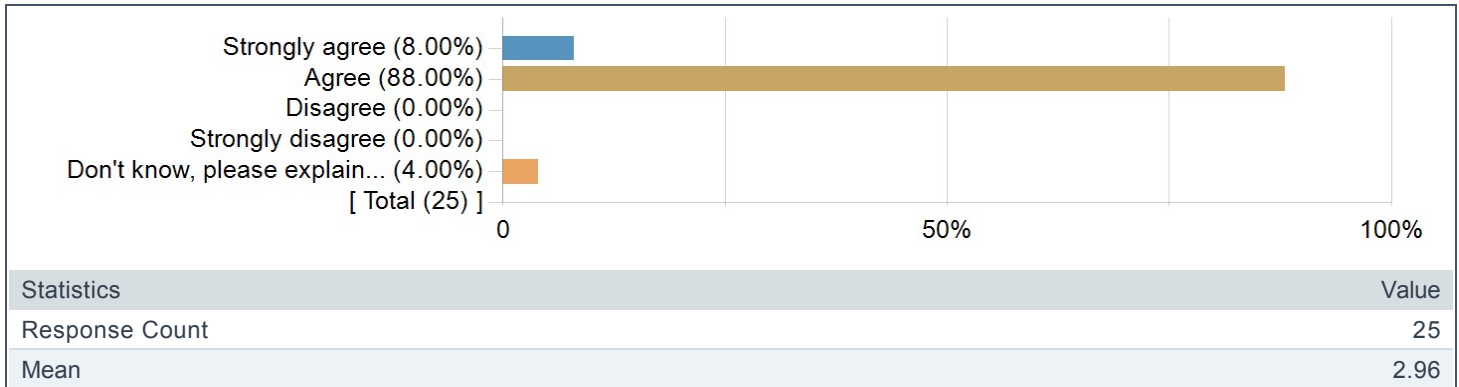| Statistics	Value
Response Count	25
Mean	0.28

Please provide any additional comments about the effectiveness of the Senate Sub-Committees.
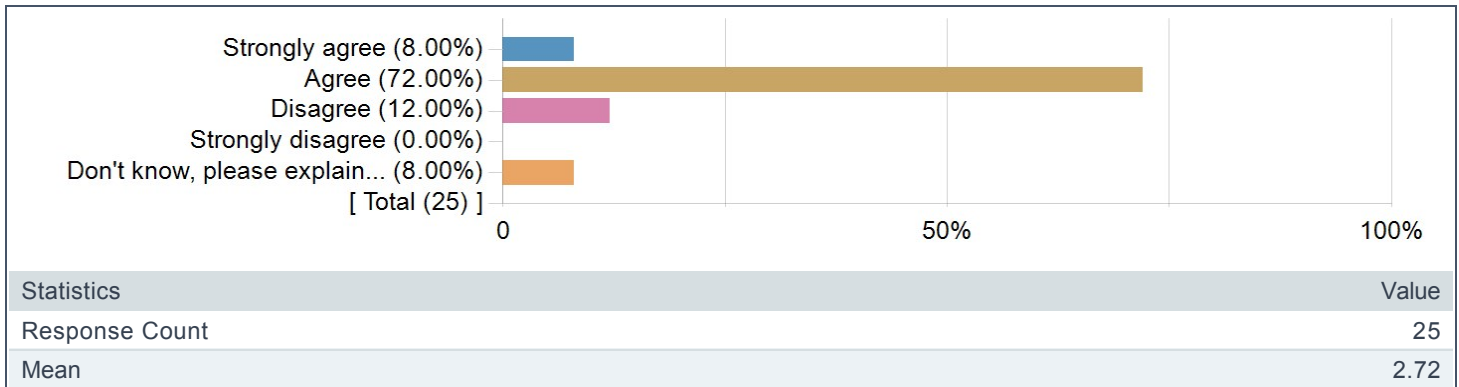
Survey Group
Jacqui and Tally have provided a wealth of information to SBAC – this amount of communication on financial administration is unprecedented – the new Senior Academic Leadership group is more transparent and communicative. Goals are clearly outlined and strategized. It serves all the sub–committees well because there are larger overriding goals and themes to help focus the work.
For the Bylaws Committee, it would be helpful if the template for policies or procedures were more effectively set out so the Committee doesn't need to point out corrections to use of language (the University's style guide) or formatting, for example. Time could be better spent on the actual content. For the Budget committee, it seems that some basic knowledge of organizational finance and budgets would be helpful to orient those committee members who do not have budget or financial experience.
Each standing committee should do an annual review of terms of reference (TOR) with a goal to continue to evolve these as needed/necessary. SAPPRC has general TOR thatcould be more specific and understand they have been under discussion for possible revision (and needs to be aligned with overall duties and responsibilities of Senate (to carry out the functions and bring forward relevant recommendation to Senate)
As I am a new Senator, I do not have an answer to that question.
The rewriting of university policy is an ongoing process which has been effective.

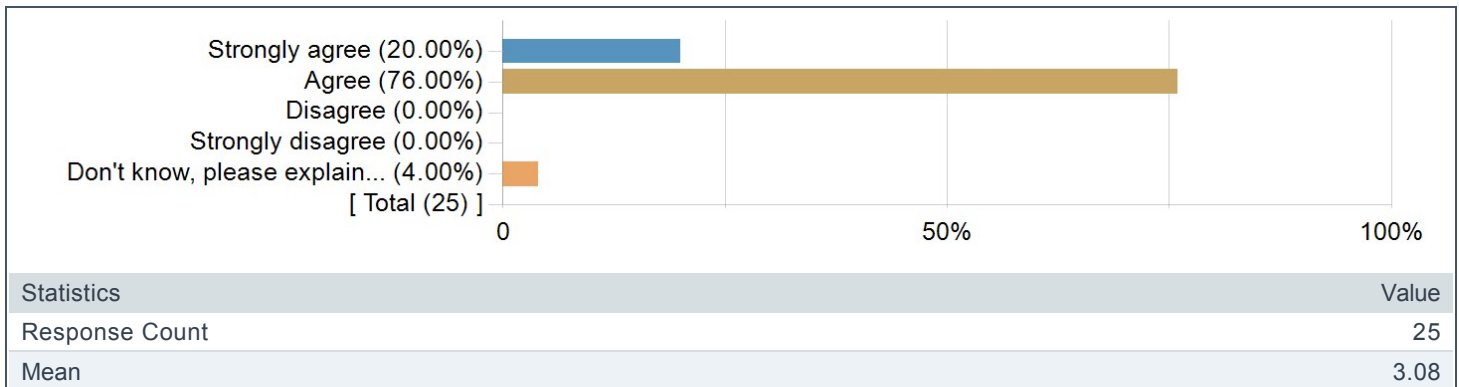## Promoting Effective Communication with the University Community

The Senate clearly communicates its mandate to the university community.

Strongly agree (8.00%)
Agree (88.00%)
Disagree (0.00%)
Strongly disagree (0.00%)
Don't know, please explain... (4.00%)
[Total (25)]

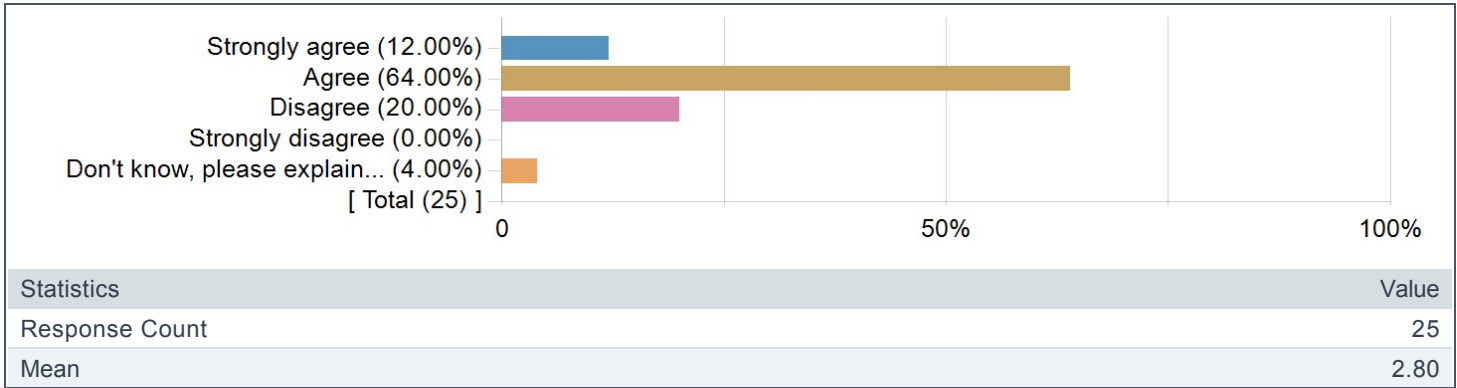| Statistics	Value
Response Count	25
Mean	2.96

The processes of the Senate Academic Planning and Program Review Committee (SAPPRC) are clear and well communicated to the university community.

Strongly agree (8.00%)
Agree (72.00%)
Disagree (12.00%)
Strongly disagree (0.00%)
Don't know, please explain... (8.00%)
[Total (25)]

Statistics	Value
Response Count	25
Mean	2.72

The processes of the Senate Curriculum Committee (SCC) are clear and well communicated to the university community.

Strongly agree (20.00%)
Agree (76.00%)
Disagree (0.00%)
Strongly disagree (0.00%)
Don't know, please explain... (4.00%)
[Total (25)]

Statistics	Value
Response Count	25
Mean	3.08

The processes of the Senate Budget Advisory Committee (SBAC) are clear and well communicated to the university community.

Strongly agree (12.00%)
Agree (64.00%)
Disagree (20.00%)
Strongly disagree (0.00%)
Don't know, please explain... (4.00%)
[Total (25)]

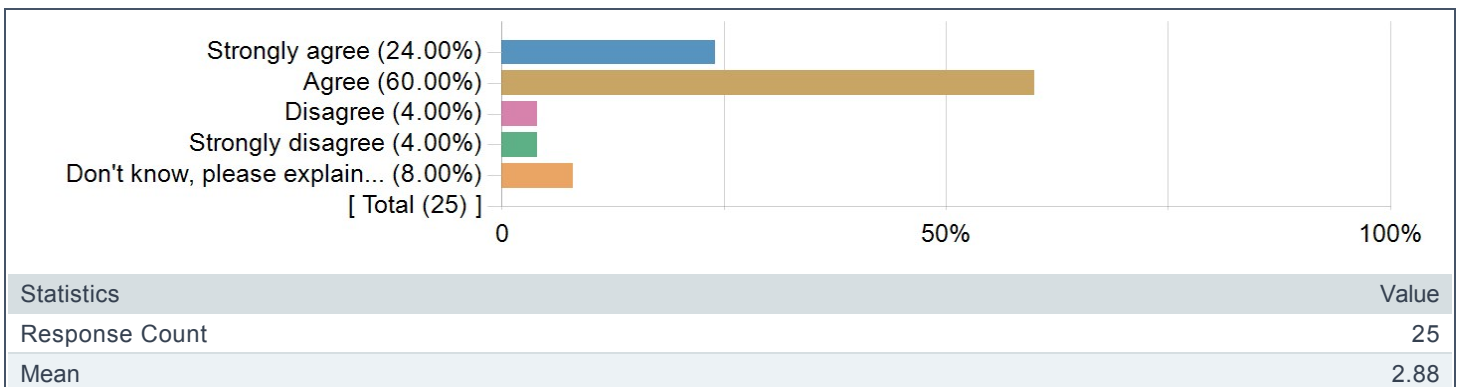| Statistics	Value
Response Count	25
Mean	2.80

Please provide any additional comments about Senate Sub-Committee communications with the university community.
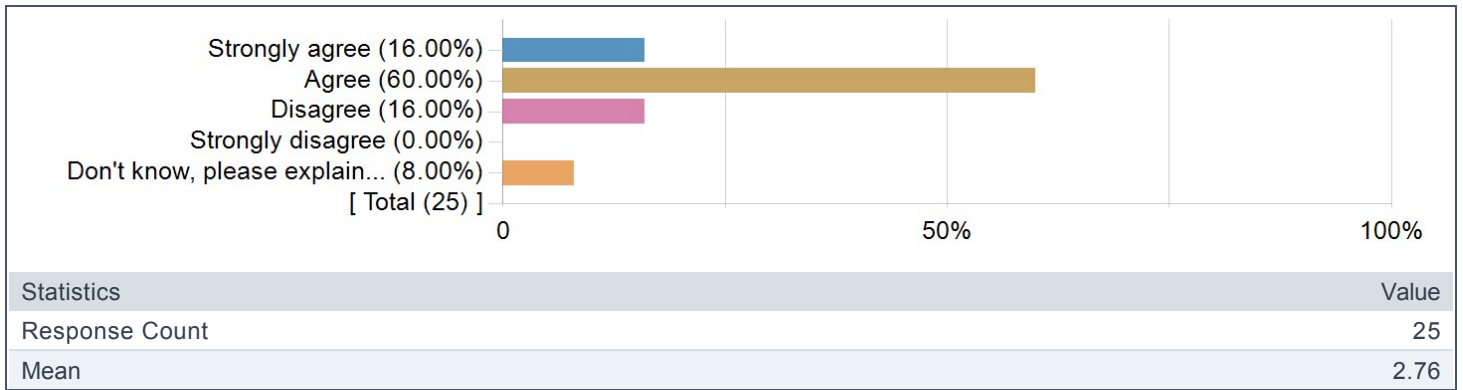
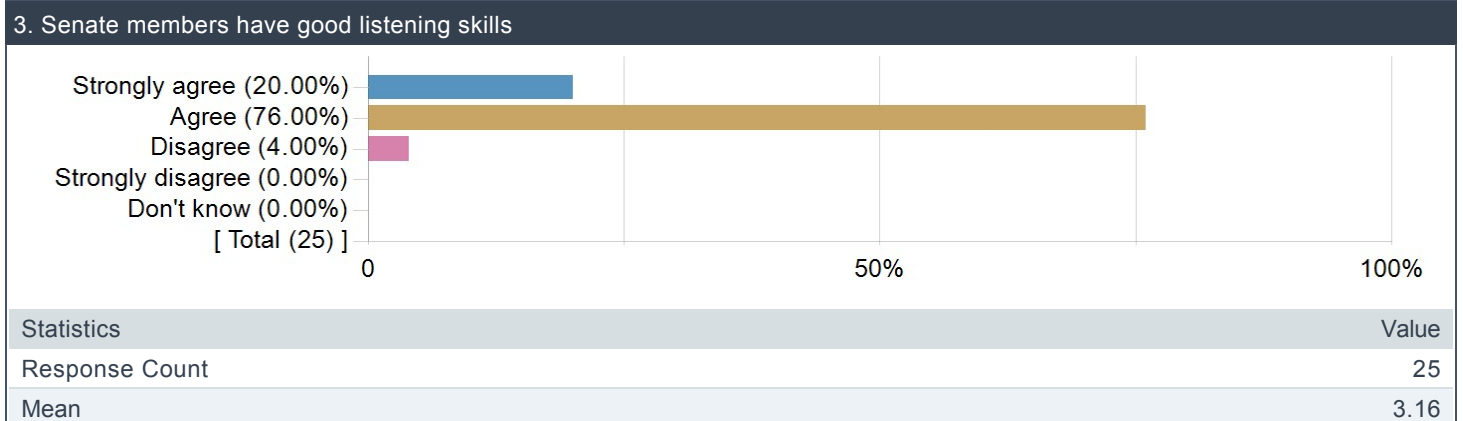| Survey Group |
|---|
| I think SAPPRC is still finding its feet so I am not sure how its work is perceived by the greater University Committee. |
| Communication with the community varies widely partly due to the willingness of the community members to engage. People are very busy... |
| I feel we were doing a better job at communicating key information, then fell off a little, and then brought it back. |
| As I am a new Senator, I do not have an answer to that question. |
| In my faculty, there are regular Senate reports at DAD and faculty meetings that inform and update faculty at the department level. |

Providing a Forum on Academic Matters

The Senate meetings provide effective discussions of academic governance issues facing the university.

Strongly agree (24.00%)
Agree (60.00%)
Disagree (4.00%)
Strongly disagree (4.00%)
Don't know, please explain... (8.00%)
[Total (25)]

Statistics	Value
Response Count	25
Mean	2.88

The Senate is effective at seeking and properly utilizing input from its constituencies.

Strongly agree (16.00%)
Agree (60.00%)
Disagree (16.00%)
Strongly disagree (0.00%)
Don't know, please explain... (8.00%)
[Total (25)]

Statistics	Value
Response Count	25
Mean	2.76

In terms of how Senate meetings function, please answer the following:

1. The Senate is a rubber stamp (i.e. approves automatically without proper consideration)

Strongly agree (0.00%)
Agree (20.00%)
Disagree (60.00%)
Strongly disagree (20.00%)
Don't know (0.00%)
[Total (25)]

Statistics	Value
Response Count	25
Mean	2.00

2. Senate members are inclusive of others' points of view

Strongly agree (16.00%)
Agree (72.00%)
Disagree (12.00%)
Strongly disagree (0.00%)
Don't know (0.00%)
[Total (25)]

Statistics	Value
Response Count	25
Mean	3.04

3. Senate members have good listening skills

Strongly agree (20.00%)
Agree (76.00%)
Disagree (4.00%)
Strongly disagree (0.00%)
Don't know (0.00%)
[Total (25)]

Statistics	Value
Response Count	25
Mean	3.16

4. Senate members encourage open and free debate

Strongly agree (20.00%)
Agree (64.00%)
Disagree (12.00%)
Strongly disagree (4.00%)
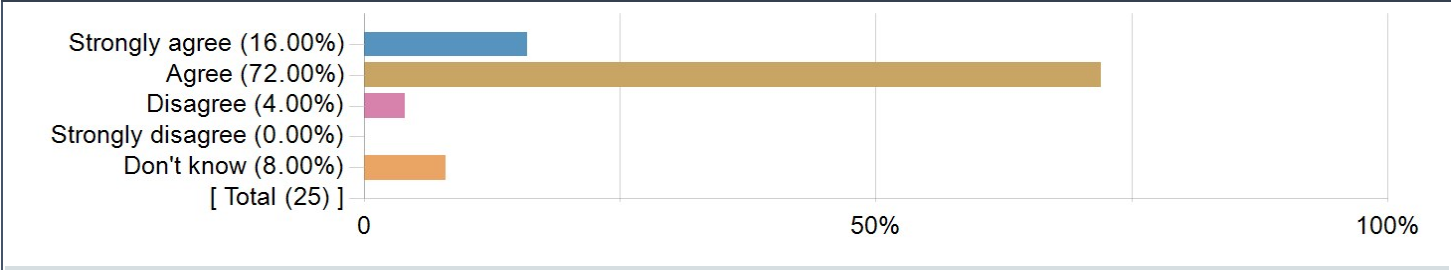Don't know (0.00%)
[Total (25)]

Statistics	Value
Response Count	25
Mean	3.00

5. Senate members create an inviting atmosphere where members and constituents feel comfortable expressing their points of view

Strongly agree (8.00%)
Agree (80.00%)
Disagree (8.00%)
Strongly disagree (4.00%)
Don't know (0.00%)
[Total (25)]
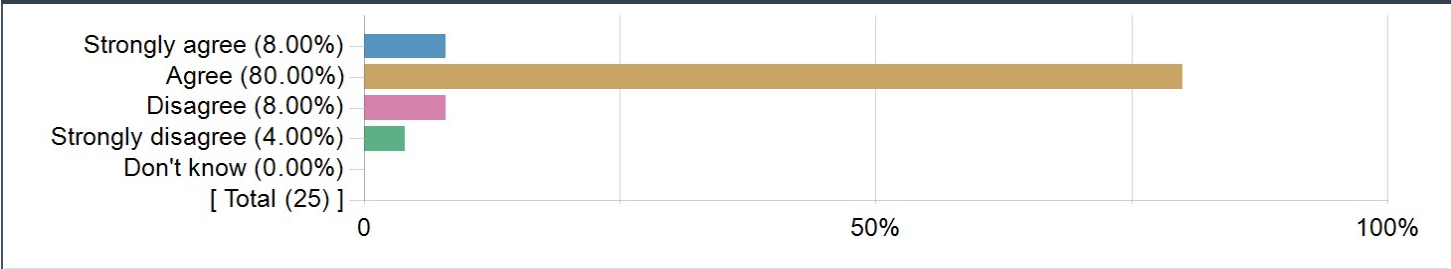
Statistics	Value
Response Count	25
Mean	2.92

6. Senate members attend meetings prepared to discuss agenda items

Strongly agree (16.00%)
Agree (72.00%)
Disagree (4.00%)
Strongly disagree (0.00%)
Don't know (8.00%)
[Total (25)]

Statistics	Value
Response Count	25
Mean	2.88

Please provide any additional comments about how the Senate provides a forum on academic matters.

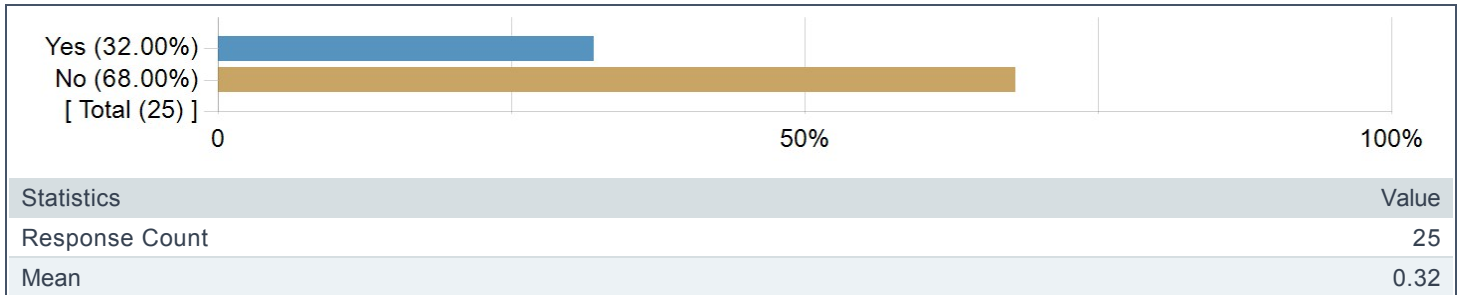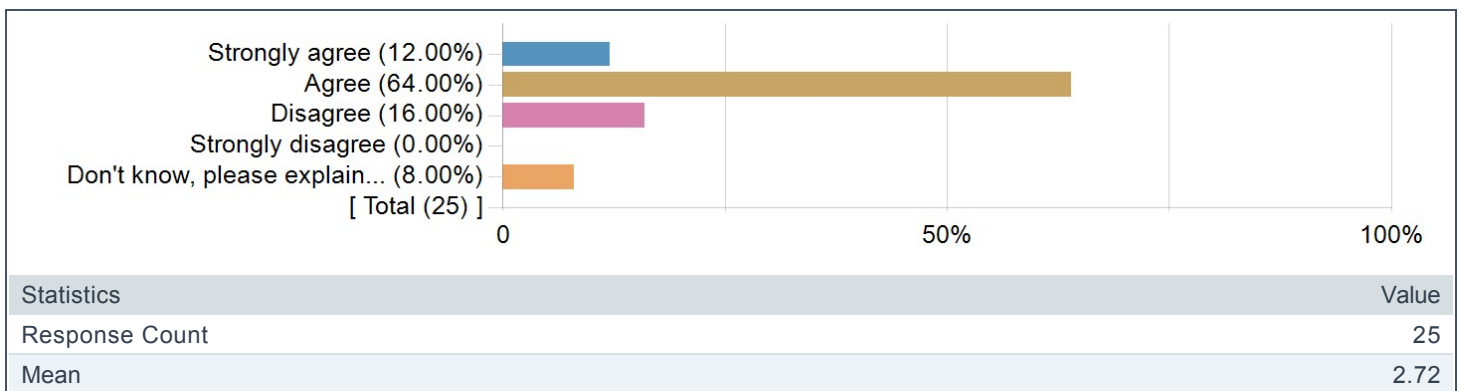| Survey Group |
|---|
| I think Senators are reasonably prepared to discuss but are not eager to bring up discussion. They don't want to question.
Also, a lot gets well accomplished at the committee level. |
| There may be more opportunity for faculty senators specifically to engage with their respective faculty and staff, though this is difficult with agendas only coming out a week before meetings.

An annual planning session could foster more proactive focus on academic matters including orientation to the role of senators.

Having permanent guests is outside of the university act for senate membership and requires changes to the bylaws. |
| As I am a new Senator, I do not have an answer to that question. |
| The discussion around the appointment of a new Chancellor discussion was not robust with only one candidate presented. |

Orienting and Developing Senate Members and Ensuring Efficient and Effective Senate Operations
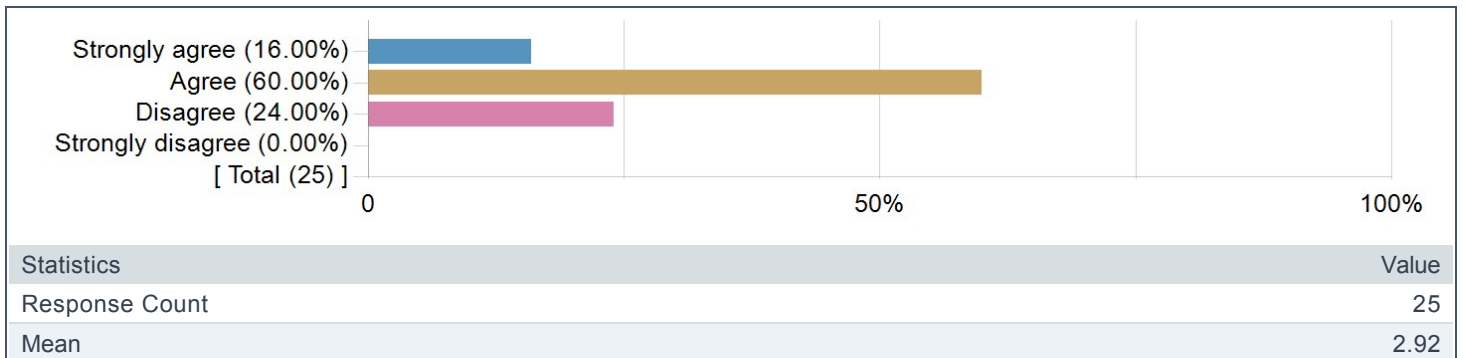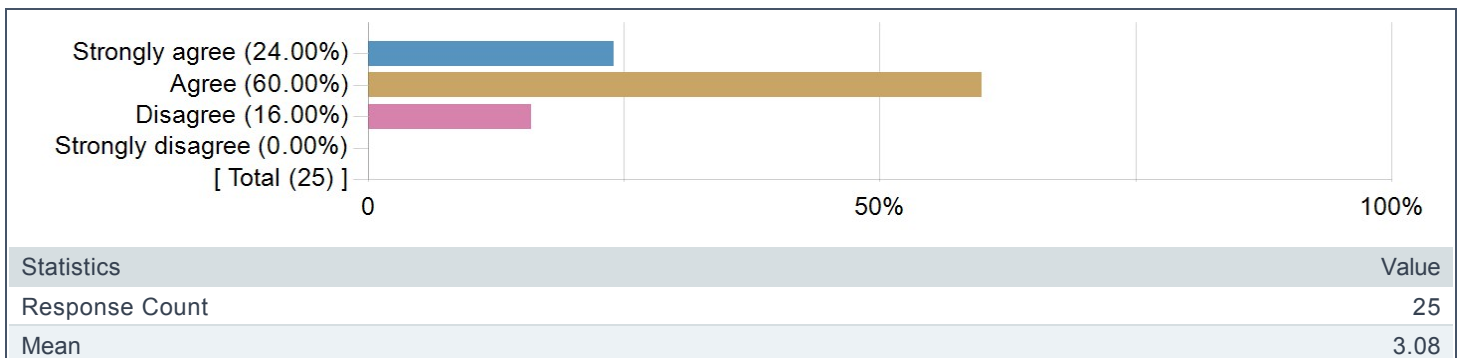
Are you a new Senator this year (last 12 months)?

Yes (32.00%)
No (68.00%)
[Total (25)]

0   50%   100%

Statistics	Value
Response Count	25
Mean	0.32

Orientation of new members is effective.

Strongly agree (12.00%)
Agree (64.00%)
Disagree (16.00%)
Strongly disagree (0.00%)
Don't know, please explain... (8.00%)
[Total (25)]

0   50%   100%

Statistics	Value
Response Count	25
Mean	2.72

My orientation to the Senate was timely and thorough.

Strongly agree (16.00%)
Agree (60.00%)
Disagree (24.00%)
Strongly disagree (0.00%)
[Total (25)]

0   50%   100%

Statistics	Value
Response Count	25
Mean	2.92

The time spent on agenda items is appropriate to the significance of the item.

Strongly agree (24.00%)
Agree (60.00%)
Disagree (16.00%)
Strongly disagree (0.00%)
[Total (25)]

0   50%   100%

Statistics	Value
Response Count	25
Mean	3.08

I have a clear understanding of Robert's Rule of Order, as a procedure to run meetings.

Strongly agree (20.00%)
Agree (68.00%)
Disagree (8.00%)
Strongly disagree (4.00%)
[Total (25)]

0   50%   100%

Statistics	Value
Response Count	25
Mean	3.04
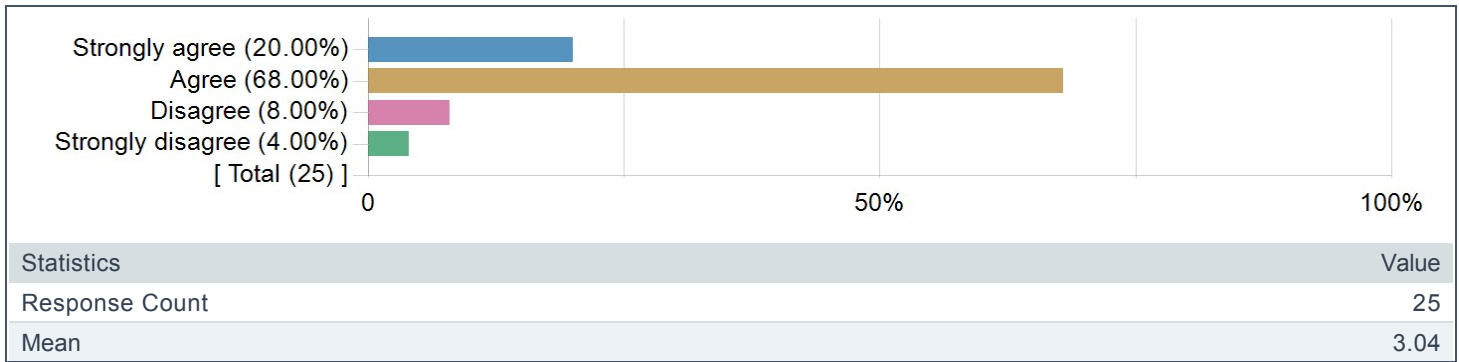
I think it is important that the Senate meetings closely follow Robert's Rules of Order.

Strongly agree (48.00%)
Agree (48.00%)
Disagree (0.00%)
Strongly disagree (0.00%)
Don't know, please explain... (4.00%)
[Total (25)]

0   50%   100%

Statistics	Value
Response Count	25
Mean	3.36
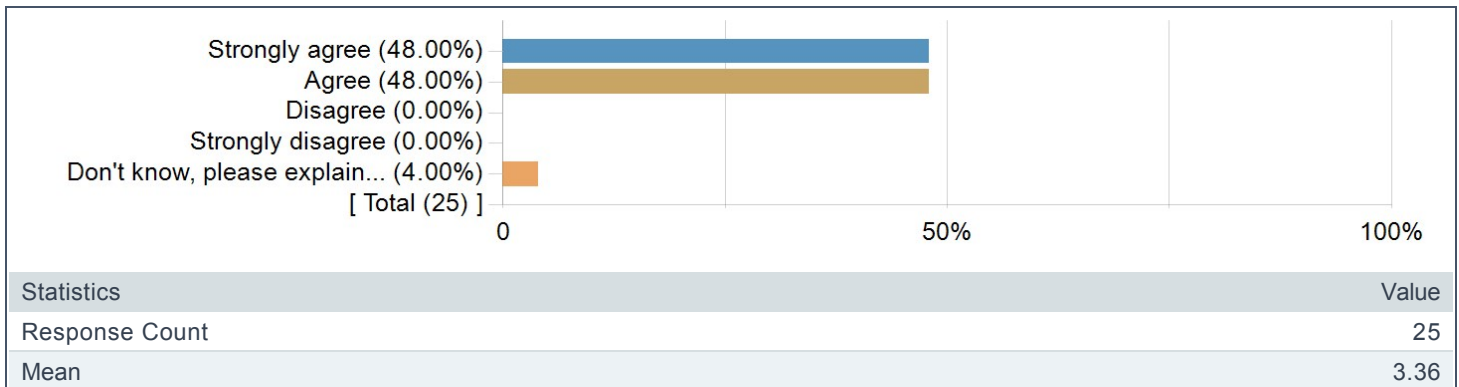
Members of Senate representing students are accorded the same respect as other Senate members.
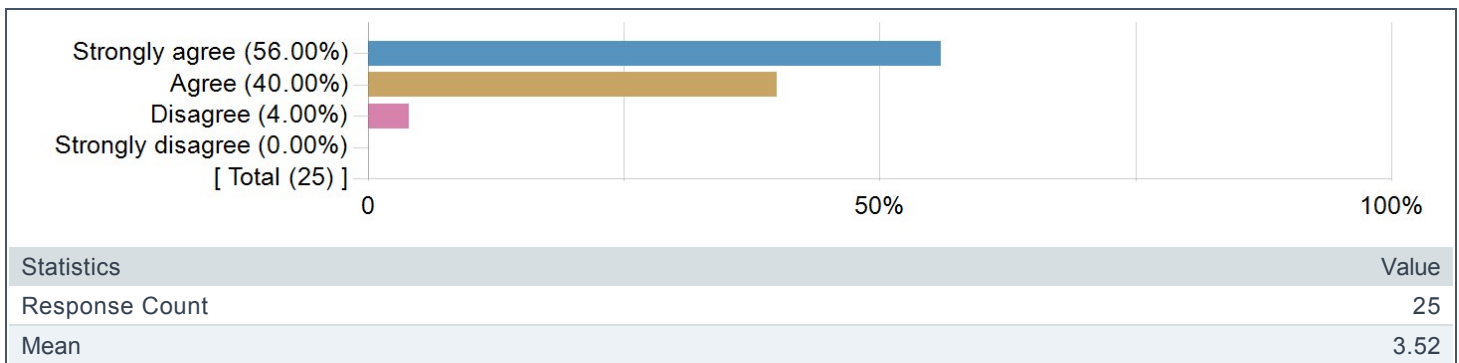
Strongly agree (56.00%)
Agree (40.00%)
Disagree (4.00%)
Strongly disagree (0.00%)
[Total (25)]

0   50%   100%

Statistics	Value
Response Count	25
Mean	3.52

Senate members are given adequate time to present their views and positions.

Strongly agree (28.00%)
Agree (68.00%)
Disagree (4.00%)
Strongly disagree (0.00%)
[Total (25)]

0   50%   100%

Statistics	Value
Response Count	25
Mean	3.24

Meetings are well organized.

Strongly agree (44.00%)	
Agree (52.00%)	
Disagree (4.00%)	
Strongly disagree (0.00%)	
[Total (25)]	

0   50%   100%

Statistics	Value
Response Count	25
Mean	3.40
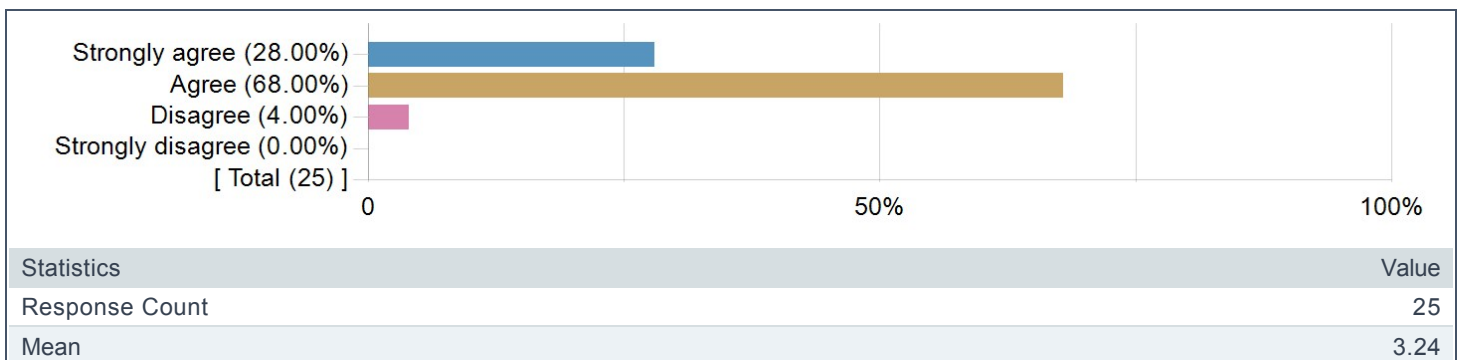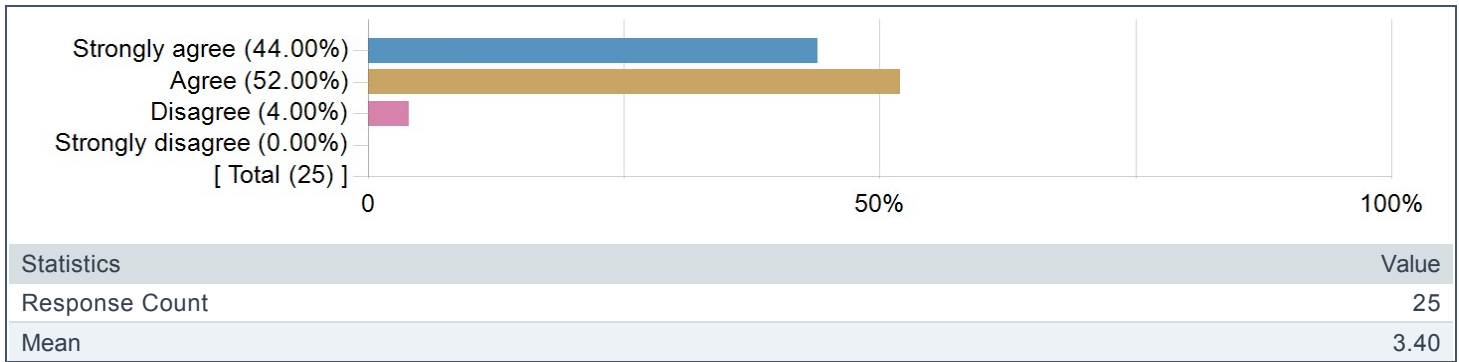
There is adequate and robust discussion at Senate meetings.

Strongly agree (16.00%)	
Agree (64.00%)	
Disagree (16.00%)	
Strongly disagree (4.00%)	
[Total (25)]	

0   50%   100%

Statistics	Value
Response Count	25
Mean	2.92
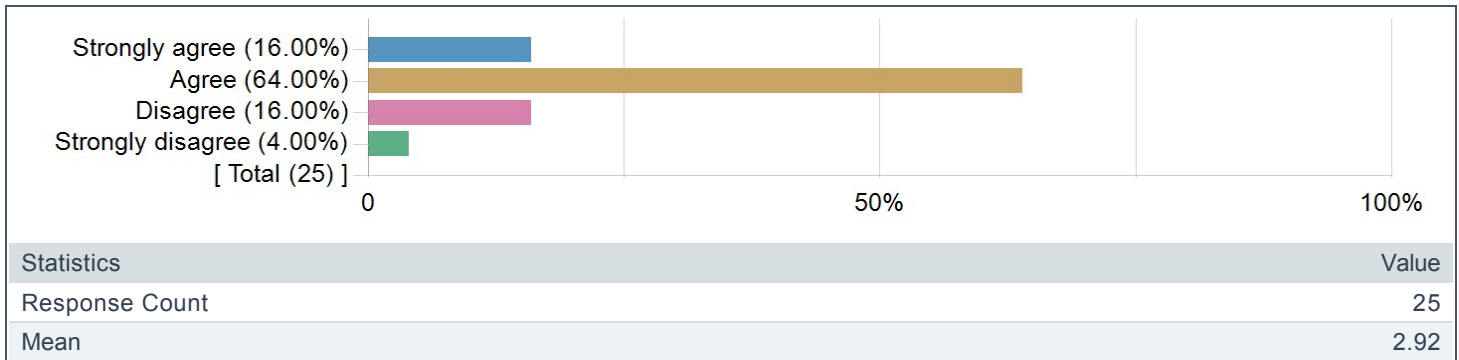
Please provide any additional comments, information or suggestions that might be helpful in improving Senate operations.

Survey Group
More discussion is happening lately.
I acknowledge that online senate meetings may require additional time (versus face–to–face ones) but It is very hard for me to stay on track and attend in full when senate meetings now a days go beyond the 2 hour mark and almost 3 hours.
As I am a new Senator, I do not have an answer to that question.
Strangely enough, discussions have increased since we moved to remote delivery of Senate meetings. It has inspired a different kind of engagement and I think and improved engagement.
Depending on the presenter, not always certain if members feel comfortable speaking up, as if they feel that by speaking up it is viewed as a challenge to authority rather than discussion.

CAPILANO UNIVERSITY

SENATE REPORT

AGENDA ITEM:	**NWCCU Update**
PURPOSE:	☐ **Approval** ☒ **Information** ☐ **Discussion**
MEETING DATE:	**August**
PRESENTER:	**Debbie Schachter**

PURPOSE

To share information about the process to achieve the completion of CapU's Year-7 accreditation.

BACKGROUND

The Northwest Commission on Colleges and Universities (NWCCU) is an American accreditation body which provides assurance of the educational quality and institutional effectiveness. From the NWCCU website:

The principles underlying eligibility and levels of expectation are similar in their intent to:

- *foster excellence through the development of criteria and guidelines for assessing educational quality and institutional effectiveness;*
- *encourage institutional improvement through continuous self-study and evaluation;*
- *ensure the educational community, the general public, and other organizations that an institution has clearly defined and appropriate educational objectives, has established conditions under which their achievement can reasonably be expected, appears in fact to be substantially accomplishing them, and is so organized, staffed, and supported that it can be expected to continue to do so; and*
- *provide counsel and assistance to established and developing institutions.*

As reported at the August Senate meeting, the Year-7 evaluation report was submitted on August 7th. The University is now in the process of developing the peer institution site visit to take place online during October 19-21, 2020. The visiting institutions involve representatives from:

- Central Washington University
- Southern Oregon University
- University of Alaska at Anchorage
- University of Idaho
- University of Puget Sound
- Western Washington University

Over the two-day site visit, there will be structured meetings with representatives from across the University, including the Board, Senate, students, faculty, staff and administrators. In early September, an invitation will be distributed to Senators to hold the date for their meeting with the NWCCU. Constant Contact information will update the University community during September, while further information will be shared with the Senate at upcoming meetings.

RECOMMENDATION

THAT Senate accept as information this report from the NWCCU Accreditation Team.

Academic Planning and Program Review Committee

Membership: Senators and non-Senators
Meetings: 2nd Tuesday of the Month - 4:00 - 6:00 pm

(Voting)		
Chair of Senate	Paul Dangerfield	
Vice-Chair of Senate	Stephen Williams	(EDUC)
VP Academic & Provost	Laureen Styles	
Dean	Brad Martin	
Faculty	Michael Thoma	(F&A)
Faculty	(Vacant)	
Faculty	(Vacant)	(F&A)
Faculty	Jane Raycraft	(GLOB)
Faculty	Nila Gopaul	(EDUC)
Faculty	Lauren Moffatt	(A&S)
Faculty	Judy Snaydon	(F&A)
Faculty*		
Staff	Marnie Findlater	
Staff	Shannon He	
Student	Alea Rzeplinski	
Student	Theo Abbott	
(Non-Voting) Resource Members		
Administrator	Chris Bottrill	
Administrator	(Vacant)	
Director of Strategy, Analytics and Institutional Research	Joyce Ip	

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

Budget Advisory Committee

Membership: Senators
Meetings: Schedule is determined at first meeting

(Voting)	
Vice-Chair of Senate	Stephen Williams
Administrator	Ted Gervan
Administrator	Debbie Schachter
Faculty	Deb Jamison
Faculty	Michael Thoma
Faculty	Anthea Mallinson
Faculty*	
Staff	Marnie Findlater
Student	(Vacant)
Ex-Officio Member (Non-Voting)	
Chair of Senate	Paul Dangerfield
VP Finance and Administration	(Vacant)
Director, Finance	Tally Bains

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

CAPILANO
UNIVERSITY
SENATE SUBCOMMITTEES
August 2020 – June 2021

By-law, Policy and Procedure Committee

Membership: Senators and non-Senators
Meetings: 2nd and 4th Tuesday of the month – 1:00 – 2:30 pm.

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Stephen Williams
Administrator	Ted Gervan
Faculty	Mark Vaughan
Faculty	Diana Twiss
Faculty	Corey Muench
Faculty*	
Staff	Marnie Findlater
Student	(Vacant)
(Non-Voting) Resource Members	
Administrator	Debbie Schachter
Manager of Policy, Privacy & Governance	Jennifer Jamieson / Lynn Newman

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

Teaching and Learning Committee

| Membership: | Senators and non-Senators |
| Meetings: | Schedule to be determined |

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Stephen Williams
Administrator	
Faculty	John Molendyk (BUS)
Faculty	Amirhossein Amiraslani (Math & Stats)
Faculty	
Faculty	
Faculty	
Faculty*	
Librarian	
Staff	Marnie Findlater
Student	Alea Rzeplinski
(Non-Voting)	
Administrator, Centre for Teaching Excellence (CTE)	
Administrator, Information Technology (IT)	
Administrator, Creative Activity, Research and Scholarship (CARS)	
Executive Member, Capilano Student Union	
Administrator, Indigenous Education and Affairs	

Faculty Members - Preference for representation from all faculties, with at least two of the faculty members being Senators.

Student – Preference for the student being a Senator.

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

Page 4 of 7

Vice-Chair Nominating Committee

Membership: Senators
Meetings: One or two meetings between May and June

Administrator	Debbie Schachter
Faculty	Lauren Moffatt
Faculty	Kyle Guay
Staff	(Vacant)
Student	Bridget Stringer-Holden

Self-Evaluation Committee

Membership: Senators
Meetings: One or two meetings between May and June

Administrator	Debbie Schachter
Faculty	Stephen Williams
Faculty	Robert Thomson
Faculty	Kyle Guay
Staff	(Vacant)
Student	(Vacant)

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

Tributes Committee

Membership: Senators
Meetings: Schedule is determined at first meeting

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Stephen Williams
Administrator	(Vacant)
Faculty	Deb Jamison
Faculty	Corey Muench
Faculty	Kyle Guay
Faculty*	
Staff	Marnie Findlater
Student	Bridget Stringer-Holden
Ex-Officio Member (Non-voting)	
Vice President, University Relations	Jennifer Ingham

Naming Opportunities Committee (Senators)

Membership: Senators
Meetings: As and When

(Voting)	
Chair of Senate	Paul Dangerfield
Vice-Chair of Senate	Stephen Williams
Administrator	Ted Gervan
Faculty	Deb Jamison
Faculty	Corey Muench
Faculty	Kyle Guay
Faculty*	
Staff	(Vacant)
Student	Alea Rzeplinski
Ex-Officio Member (Non-Voting)	
Executive Director, Advancement	(Vacant)

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

Curriculum Committee (Senators and non-Senators)

DAC Recommends to Senate (2 Year Term)	
(Voting)	
Humanities	Cass Picken
Social Sciences	Sean Ashley
Science, Technology, Engineering and Mathematics	Urmila Jangra
Motion Picture Arts	David Geary
Design	Dominique Walker
Performing Arts	Jennifer Nesselroad
Business, International Programs, Projects and Partnerships	Darcie Hillebrand
Applied Business, Legal Studies, Communications	Deb Jamison
Tourism and Outdoor Recreation Management	Mohna Baichoo
Health and Education	Rachel Yu
Global Stewardship, Public Administration & Human Kinetics	Caroline Soo
Access and Academic Preparation	Ferdos Jamali
Library	Fiacre M. O' Duinn
Student Services	Keith Lam
Students (1 Year Term)	Alisha Samnani
	Ramandeep Kaur
	(Vacant)
Administrators (VP)	Laureen Styles
Dean	Brad Martin
Dean	Pouyan Mahboubi
Dean	Lara Duke
Registrar	Kyle Vuorinen
One Academic Advisor	Shahnaz Darayan
Director of Continuing Studies	Annie Prud"homme-Genereux
Chair or Vice-Chair of Senate	Paul Dangerfield / Stephen Williams
(Non-voting)	
Chair	Deb Jamison

*One additional faculty member will be added if the Vice-Chair of Senate is not a faculty member.

CAPILANO UNIVERSITY

SENATE REPORT

AGENDA ITEM:	Concept Paper – Bachelor Degree in Costuming for Stage and Screen
PURPOSE:	☒ Approval ☐ Information ☐ Discussion
MEETING DATE:	September 8, 2020
PRESENTER:	Michael Thoma

PURPOSE

The Concept Paper for the Bachelor Degree in Costuming for Stage and Screen builds on the existing Diploma program and provides an opportunity for upper level studies to students, alumni and mid-level costuming professionals.

BACKGROUND

The proposed Bachelor Degree would build on the existing two-year Diploma program, which is highly regarded by industry for the skill levels of its graduates, and expand both material skills – such as textile science, costume construction, cutting and stitching, special effects costuming, advanced textile techniques, and costume design – as well as offer a deeper understanding of costuming through historical knowledge, aesthetic skills, visual storytelling, and a comprehensive understanding of the organization, structure and function of a costume team on film and theatre productions of a range of sizes. Innovative and creative skills would also be applied to research projects in costuming studies and costuming practice, such as First Nations culture and ecological sustainability, as well as explore interdisciplinary opportunities within the programs in Faculty of Fine and Applied Arts, such as Motion Picture Arts, Indigenous Digital Filmmaking, and Visual Effects, and in courses such as Production Design.

RECOMMENDATION:

- Motion: That Senate approve that the Concept Paper for the Bachelor Degree in Costuming for Stage and Screen be forwarded to the VP Academic and Provost.

CAPILANO
UNIVERSITY

SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO

DATE: August 21, 2020

TO: Paul Dangerfield, Chair, Senate

FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motion was carried by the Senate Curriculum Committee at its meeting on August 21st, 2020.

20/43 The revisions to the contact hours for REC 260 – Outdoor Recreation Co-op Work Experience be recommended to Senate for approval.

_____
Deb Jamison, Chair
Senate Curriculum Committee

Date: _____

_____
Paul Dangerfield
Chair, Senate

Date: _____