



SENATE MEETING

Tuesday, March 5th, 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 February 5th, 2019 Minutes – Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
 - 5.1 Results of Student By-election – *Information* Toran Savjord
6. **New Business**
 - 6.1 Self-Evaluation Committee – *Information* Laureen Styles
 - 6.2 Vice-Chair Nominating Committee - *Information* Laureen Styles
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee
7.1.1 Program Review – Bachelor of Music Therapy – *Information* Michael Thoma
Schedule 7.1.1
 - 7.2 Bylaw, Policy and Procedure Committee – *Information* Stephen Williams
 - 7.3 Curriculum Committee – *Decision*
[Feb 15, 2019 – Agenda Package](#) / [Feb 15, 2019 Draft Minutes](#) Deb Jamison
7.3.1 Resolution Memorandum Schedule 7.3.1
 - 7.4 Instructional Technologies Advisory Committee – *Information* Debbie Schachter
 - 7.5 Budget Advisory Committee – *Information* Marnie Findlater
8. **Other Reports**
 - 8.1 Chair of Senate – *Information* Paul Dangerfield
 - 8.2 Vice Chair of Senate – *Information* Majid Raja



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8.3 VP Academic and Provost – *Information*

Laureen Styles

8.4 Board Report – *Information*

Duncan Brown

9. Discussion Items

10. Other Business

11. Information Items



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Present: Paul Dangerfield (Chair), Sean Ashley, Duncan Brown, Brent Calvert, Caroline Depatie, Marnie Findlater, Kyle Guay, Michelle Gervais, Ted Gervan, Deb Jamison, Aisha Lakhdhir, Brad Martin, Pouyan Mahboubi, Lauren Moffatt, Corey Muench, Majid Raja, Adam Sale, Debbie Schachter, Ekaterina Sergeeva, Jaswinder Singh, Graeme Sleep, Judy Snaydon, Laureen Styles, Michael Thoma, Diana Twiss, Halia Valladares, Mark Vaughan, Stephanie Wells, Stephen Williams, Recording Secretary: Mary Jukich

Regrets: Cyndi Banks, David Fung, Robin Furby, Joshua Millard, Toran Savjord

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

2. Approval of the Agenda

*Deb Jamison moved and Sean Ashley seconded:
To adopt the agenda.*

CARRIED

3. Approval of the Minutes

*Ted Gervan moved and Laureen Styles seconded:
To adopt the January 8, 2019 minutes.*

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Student by-Election Update

Presented by: Laureen Styles

Senate was informed that, as a result of the graduation of a student Senator, the process for a by-election was enacted. A call for nominations for a student



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Senator was made on January 11th and election results will be announced on February 11th.

5.2 Senate Student Election Timeline

Presented by: Laureen Styles

Senate was informed that the call for nominations for student Senators will go out on Thursday, March 7th and the election results announced on Friday, April 5th. There are four voting student seats up for election for a one-year term, August 1, 2019 to July 31, 2020.

6. New Business

6.1 2020 Meeting Schedule

Presented by: Majid Raja

Senate was presented with the 2020 meeting schedule for review, and no concerns were raised with the proposed dates.

Majid Raja moved and Adam Sale seconded:

Senate approve the 2020 meeting schedule, as presented.

CARRIED

6.2 Senate Subcommittees Vacancies

Faculty were requested to volunteer to serve on the remaining vacancy on the Self-Evaluation Committee. The student Senators were also requested to fill the vacancies on the Budget Advisory, Vice-Chair Nominating, Tributes, Naming and Curriculum Committees.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

The Committee met on January 15th, and reviewed the Bachelor of Arts with a Major in Liberal Studies Program Review.



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Senate was reminded that the Committee's role and approach to program review is to approve the process rather than content, and to ensure that all steps in the program review process are successfully completed, to foster institutional accountability for the implementation of action plans, and to enhance institutional awareness of planned changes to programs and an understanding of common challenges and strength.

Michael Thoma moved and Michelle Gervais seconded:

19/04 Senate accept for information that the Program Review process was completed for the Bachelor of Arts with a Major in Liberal Studies.

CARRIED

7.2 By-law, Policy and Procedure Committee

Presented by: Stephen Williams

7.2.1 Senate Bylaws

The Senate Bylaws were presented to Senate for approval. On review and discussion of the document, additional formatting and wordsmithing revisions were recommended. As well, concerns were raised that some sections were added/deleted from the Bylaws and these sections were not included in either the "old" or "new" versions of the documents for review.

Members were reminded that approval of the Senate Bylaws require a two-thirds majority vote.

Diana Twiss moved and Halia Valladares seconded:

That Senate approve the Senate Bylaws, with the recommended changes.

DEFEATED

11 yes

8 no

7.2.2 2009-01 Senate Nominating Committee Mandate and Structure Policy

Senate was requested to approve minor revisions to S2009-01 Senate Nominating Committee Mandate and Structure Policy.



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Laureen Styles moved and Diana Twiss seconded:

19/05 Senate approve the minor revisions to S2009-01 Senate Nominating Committee Mandate and Structure Policy. **CARRIED**

7.2.3 S2019-01 Admissions Policy

S2019-01 Admissions Policy is a new policy which outlines the framework for University admissions. On review of the policy, no issues were raised; however, several additional wordsmithing and formatting revisions were requested to the document.

Diana Twiss moved and Ted Gervan seconded:

19/06 Senate approve the S2019-01 Admissions Policy. **CARRIED**

7.2.4 S2017-03 Mature Student Admission Policy

As a result of the new Admissions Policy, Senate was requested to rescind S2017-03 Mature Student Admission Policy. On discussion, it was noted that as the intended implementation date for the new Admissions Policy is September, the Mature Student Admission Policy will therefore be required to remain in place until August.

Michelle Gervais moved and Halia Valladares seconded:

19/07 To rescind S2017-03 Mature Student Admission Policy effective August 31, 2019. **CARRIED**

Laureen Styles moved and Halia Valladares seconded:

19/08 S2019-01 Admissions Policy take effect on September 1, 2019. **CARRIED**

7.2.5 Faculty of Arts and Sciences Bylaws

Senate was presented with the Faculty of Arts and Sciences Bylaws. As background, the bylaws were developed by an ad hoc committee with representation from all three Schools from the Faculty of Arts & Sciences. The



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bylaws reflect how the Faculty wish to be organized and govern themselves in accordance with the powers delegated to Faculties in Part 8 of the *University Act*. As well, the bylaws closely mirror the governance structure and rules adopted by other institutions, all of which are governed by the same sections of the *University Act*.

On review of the Bylaws, an issue was raised with respect to student representation, and that it may be beneficial to consider having a student representative attend the Faculty meetings. It was noted that the Faculty is committed to review the document after one academic year at which time there will be an opportunity for re-evaluation of the structure.

Sean Ashley moved and Diana Twiss seconded:

19/09 To adopt the Faculty of Arts and Sciences Bylaws, as presented.

CARRIED

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the January 18th, 2019 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Caroline Depatie seconded:

19/10 SCC resolutions 19/01 to 19/05 be adopted by Senate.

CARRIED

7.4 Instructional Technologies Advisory Committee

Presented by: Debbie Schachter

The Committee met on January 28th, and Debbie Schachter was elected Chair.

The Committee discussed the development of the terms of reference during the 2018-19 academic year. Due to the new composition of the Committee, the terms of reference were redistributed for the purpose of discussing and updating the mandate, with a focus on teaching and learning.



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The next meeting is on March 28th, at which time the Committee will revise the terms of reference and confirm the membership based on the revisions.

7.5 Budget Advisory Committee

Presented by: Marnie Findlater

The next Committee meeting is scheduled for Tuesday, February 19th.

8. Other Reports

8.1 Chair of Senate

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

- For this year, the University embarked on an integrated planning process for developing the budget. As this was a new way of preparing the budget and involved more people and consultation as well as more work, the timing for presentation of the budget to the Board was scheduled for April.
- During the review process, the Executive reviewed and considered approximately 184 initiatives. Most of the initiatives presented aligned with the commitment for student success and support of students through employment, research and practicums. As well, other suggestions included upgrading dated systems and looking at software systems approach.
- It is anticipated that as new degrees are developed the University will see an increase in the number of faculty in the years 2020 and 2021 and, as such the framework of the budget will need to accommodate the potential increases.
- Envisioning 2030 kicked off last week and part of the messaging was that the University is working towards decolonization as it continues to work with Elders, and also creating a future for our descendants. The campus community, including students, staff and external community partners continue to be engaged with opportunities to provide feedback in this process.



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- Work will begin on updating the Policy around naming of facilities. Government has made some recent changes and the University will now need to align with those changes.

8.2 Vice-Chair Senate

Majid Raja reminded members to volunteer to serve on the remaining committee vacancies.

8.3 VP Academic and Provost

Laureen Styles, VP Academic and Provost reported that new programming continues to move through the processes. The proposals for the Bachelor of Human Kinetics and the Bachelor of Arts in English were recently on the DQAB agenda, and the University continues to be on standby for further items reaching the agendas.

The Cap Core working group is meeting regularly. A drop-in session has been scheduled for February 19th to provide an opportunity for questions and answers. Key components of work and focus is on degrees, specifically on the language around Cap Core and degrees.

A search is underway for the position of Dean for the Faculty of Global and Community Studies. Senators will be kept apprised of timing for participation in the selection process.

Paul Dangerfield moved and Michelle Gervais seconded:

To extend the Senate meeting.

CARRIED

8.4 Board Report

The following report was provided by Duncan Brown, Board representative:

The Board met on January 22, 2019.

Governance

The Board welcomed three new members appointed by the Minister of Advanced



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Education, Skills and Training: Ash Amlani, R. Paul Dillon and Patricia Heintzman.

The Board elected Cherian Itty as Vice Chair of the Board and also confirmed his appointment as Vice Chair of the Board's Finance and Audit Committee.

An orientation meeting was held for Board members on January 21, 2019.

Administration

The Board received reports from the Chair and the President, as well as the Board's Executive Committee, Finance and Audit Committee and Investment Management Committee and the Senate.

The Board received a report on Take the Pledge 2018.

The Board received correspondence from the Minister of Advanced Education, Skills and Training regarding the University's 2017-18 Institutional Accountability Plan and Report.

Academic

The Board approved the Bachelor of Arts, Psychology Stage 1 Proposal for Minister of Advanced Education, Skills and Training approval for the following credentials:

- Bachelor of Arts, Major in Psychology
- Bachelor of Arts, Honours in Psychology
- Bachelor of Arts, Minor in Psychology.

The next Board meeting is February 26, 2019.

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

Stephanie Wells reported that faculty attended a recent first year seminar information session wherein information was provided on how to submit expressions of interest.



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Information packages will shortly be distributed on the process and how faculty can get involved.

As part of the Vice President Academic & Provost Speaker Series, the University will be welcoming Bruce Poon Tip on Wednesday, February 6th, 2019 in the Bosa Centre, and everyone was invited to attend.

There being no further business the meeting was adjourned at 6:05 pm.

Next Meeting: Tuesday, March 5th, 2019

DRAFT

SENATE REPORT

AGENDA ITEM: Program Review for Bachelor of Music Therapy

Approval

PURPOSE: Information

Discussion

MEETING DATE: March 5, 2019

PRESENTER: M. Thoma

PURPOSE

The Program Review for the Bachelor of Music Therapy was brought to the Committee for approval that all steps in the program review process are successfully completed.

BACKGROUND

The Committee was provided an overview of the program review for the Bachelor of Music Therapy, including excerpts from the External Review. It should be noted the Committee's role and approach is to approve the process, rather than content, and to ensure that all steps in the Program Review process are 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. In terms of this last point, institutional awareness, this may be summarized as an effort to better understand the common institutional academic challenges and strengths of Program Reviews from a wider perspective, thereby identifying common themes in all Program Reviews.

RECOMMENDATION:

- That Senate accept for information the Program Review process has been completed for the Bachelor of Music Therapy.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: February 19, 2019
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 February 15th, 2019. Please acknowledge below that the Senate endorses its approval of the following motions:

- 19/06** The new course, ENGL 112 – Reading, Writing, Dialogue and the revisions to the EDT List of Exemptions be recommended to Senate for approval.
- 19/07** The pre-requisite revisions of BIOL 200 – Genetics I, BIOL 214 – Cell Biology, and BIOL 240 – Pathology be recommended to Senate for approval.
- 19/08** The revisions to TOUR 149 – Computer Application in Tourism and REC 149 – Computer Applications in Outdoor Recreation and Tourism be recommended to Senate for approval.
- 19/09** The revision to the program title of the Hotel and Resort Management Post Baccalaureate Diploma to Post Baccalaureate Diploma in Global Hospitality and Tourism Management be recommended to Senate for approval.

Deb Jamison
Chair, Senate Curriculum Committee

Date: Feb 22, 2019

Paul Dangerfield
Chair, Senate

Date: