



## SENATE MEETING

Tuesday, April 6, 2021 4:00 pm  
VIA ZOOM

### MINUTES

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**Present:** Paul Dangerfield (Chair), Emily Bridge, Pardis Daneshyar, Iana Dokuchaeva, Lara Duke, Ted Gervan, Kyle Guay, Bridget Stringer-Holden, Miranda Huron, Nazmi Kamal, Deb Jamison, Pouyan Mahboubi, Anthea Mallinson, Brad Martin, Lauren Moffatt, Corey Muench, Lesley Nelson, 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, Recorder: Mary Jukich

**Regrets:** Joel Cardinal, Sonny Wong

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#### ***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 Chair recently attended the Skw'chays Canoe Awakening Ceremony and provided a brief history and traditions around the ceremony.

Doreen Manuel, Capilano alumni, was recently recognized by the Indigenous Film Department for 20 years of leadership and stewardship of this program, her contributions to the wider film community, and her advocacy over the many years for advancing the cause of Indigenous People.

As a result of the vacant seat, Robert Thomson assumed voting rights for the Faculty of Business and Professional Studies.

#### **2. Approval of the Agenda**

*Paul Dangerfield moved and Alea Rzeplinski seconded:*  
To adopt the agenda.

**CARRIED**

#### **3. Approval of the Minutes**

*Bridget Stringer-Holden moved and Pardis Daneshyar seconded:*  
To adopt the March 2, 2021 minutes.

**CARRIED**



## SENATE MEETING

Tuesday, April 6, 2021 4:00 pm  
VIAZOOM

### MINUTES

---

#### 4. Correspondence Received

No correspondence was presented.

#### 5. Business Arising

##### 5.1 Academic Continuity

Laureen Styles, VP Academic and Provost, provided an update on academic continuity, which included the following highlights:

- The summer term is moving forward in a continued adapted mode. Enrolments and waitlists are monitored on a daily basis in an effort to look for opportunities to maximize enrolments where possible.
- The campus community was acknowledged for their work as the University moves into the latter part of the term.
- Work continues on evaluation approaches in an adapted environment and the Centre for Teaching Excellence has been working with a number of faculty and programs/departments in this regard. The summary of adaptations of the spring courses, with the majority of adaptations being the evaluation approach, was shared at the March Senate Curriculum Committee.
- Dates have been set for the summer term and it is anticipated that there will be no need to make any changes or adaptations to those dates.

##### 5.2 Senate Election Update

*Presented by: Stephen Williams*

Senate was provided with an update on the Senate elections and remaining vacancies. Senators were invited to reach out to their areas to determine interest in serving on Senate.

#### 6. New Business

##### 6.1 June Convocation Dates – Change to Academic Schedule 2020/21

*Presented by: Stephen Williams*

Senate was informed that the 2020/2021 Academic Schedule was revised so that the Summer 2021 Convocation now takes place from June 7<sup>th</sup> to June 11<sup>th</sup>. The



## SENATE MEETING

Tuesday, April 6, 2021 4:00 pm  
VIA ZOOM

### MINUTES

---

changes were required for the event to take place over an entire week to accommodate for more of a traditional convocation experience and still comply with physical distancing and building capacity requirements.

*Paul Dangerfield moved and Diana Twiss seconded:*

**21/17** Senate accept for information the change of dates to the 2020/21 Academic Schedule.

**CARRIED**

#### **6.2 B.107 Academic Schedule Policy – Board Seeking Senate Advice**

*Presented by: Paul Dangerfield*

As background, Board policies may, in some cases, have an impact on the academic delivery of programming and impact within the academic community and as such, the Board may request advice from Senate on particular policies and procedures.

With respect to B.107 Academic Schedule Policy, this Policy was due for a review and at the request of the Registrar's Office, some recommendations to update the Policy around the academic schedule were made, mainly the timing of the academic schedule. The proposed revisions went to the Board Governance and Planning Subcommittee for review and recommended that the Policy come to Senate. In this regard, the Senate Bylaw, Policy and Procedure Committee was informed that the Policy will be going to the Committee at some point for review and recommendations.

#### **6.3 Cap Core Report / Cap Core Laddering**

*Presented by: Laureen Styles*

##### **Cap Core Report**

As information, Senate was provided with an update with respect to the work accomplished by the Cap Core working group, including the various motions that have come forward to Senate and the work completed around refining the processes and practices of Cap Core. The working group have completed their mandate and will now stand down. The stewardship and operations of Cap Core will continue through the Senate Curriculum Committee.



## SENATE MEETING

Tuesday, April 6, 2021 4:00 pm  
VIA ZOOM

### MINUTES

---

#### Cap Core Laddering Report

Senate was informed that all active laddering certificates and diplomas currently delivered by the University now conform with the November 2019 Senate directive that certificates and diplomas laddering into a baccalaureate degree mirror the Cap Core requirements for baccalaureate degrees.

*Lauren Styles moved and Ted Gervan seconded:*

**21/18** The Senate Curriculum Committee (SCC) with the support of Academic Initiatives & Planning ensure that all new laddering certificates and diplomas comply with the November 2019 Senate directive with respect to Cap Core requirements.

**CARRIED**

*Lauren Styles moved and Bridget Stringer-Holden seconded:*

**21/19** SCC with the support of the Curriculum Office and Academic Initiatives & Planning ensure that any proposed program profile changes to existing laddering certificates and diplomas maintain the certificate or diploma's ability to mirror the Cap Core requirements for baccalaureate degrees.

**CARRIED**

#### 6.4 Fall Academic Planning

Lauren Styles, VP Academic and Provost, provided a report on the fall academic planning, and some highlights were as follows:

- Work on fall resumption planning at the University will recognize the various interdependencies in terms of faculty, academic planning, the relationship with scheduling, key collaborators in support of academic work, Centre for Teaching Excellence, regional campuses, IT, Library, etc.
- Dr. Laura McKay will be working as academic lead across the Faculties and other units, and Dr. Aurelea Mahood as co-lead with Kristen Wilkes for fall back to campus planning.
- There are active conversations underway at the departmental level with respect to modes of delivery and the tone is to maximize in-person delivery as



## SENATE MEETING

Tuesday, April 6, 2021 4:00 pm  
VIA ZOOM

### MINUTES

---

much as possible anticipating that there will be some public health restrictions.

- It is anticipated that the Post-Secondary Go Forward Guidelines will be updated at the end of April which will enable institutions to support their fall planning for return to campuses.
- In terms of academic continuity, Senate previously passed a motion to provide authority to the President's Office to work with the Provost, Faculties and the Emergency Operations Centre (EOC). However, at the end of the summer term, the authority will not be renewed and will be allowed to lapse as events regarding the pandemic will have stabilized.

#### 6.5 Senate Vice Chair Nominating Committee

*Presented by: Paul Dangerfield*

The Vice-Chair Nominating Committee was requested to convene and assist in the process of identifying potential Senate Vice Chair candidates and bring names forward to Senate.

#### 6.6 Senate Self Evaluation Committee

*Presented by: Paul Dangerfield*

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

### 7. Committee Reports

#### 7.1 Academic Planning and Program Review Committee

*Presented by: Lauren Moffatt*

The Committee met on March 9<sup>th</sup> and reviewed the following program reviews which were approved as completed.

- Outdoor Recreation Management Diploma
- Associate of Arts Degree – Global Stewardship
- Health Care Assistant



## SENATE MEETING

Tuesday, April 6, 2021 4:00 pm  
VIA ZOOM

### MINUTES

---

#### 7.2 Bylaw, Policy and Procedure Committee

*Presented by: Corey Muench*

The Committee met on March 23<sup>rd</sup> and reviewed minor revisions to the Faculty of Arts and Sciences Bylaws.

*Corey Muench moved and Dennis Silvestrone seconded:*

**21/20** To approve the Faculty of Arts and Sciences Bylaws as revised.

**CARRIED**

#### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

##### 7.3.1 Resolution Memorandum

The resolutions brought forward from the March 19<sup>th</sup> Senate Curriculum Committee meeting were presented to Senate for approval.

Resolution 21/40 was removed from the Resolution Memorandum.

*Deb Jamison moved and Stephanie Wells seconded:*

**21/21** SCC Resolutions 21/26 to 21/39 be approved.

**CARRIED**

#### 7.4 Teaching and Learning Committee

*Presented by: Diana Twiss*

The Committee met on March 16<sup>th</sup>, and discussion focussed mainly on the issue of digital tools used for course assessment and the impact to students.

#### 7.5 Budget Advisory Committee

*Presented by: Michael Thoma*

The Senate Budget Advisory Committee met on February 11<sup>th</sup> and was provided with a summary of the financial results for the period ending December 31, 2020 and the third quarter forecast. The next Committee meeting will be scheduled to share the final fiscal 2020-21 year end actual results once the auditors have



## SENATE MEETING

Tuesday, April 6, 2021 4:00 pm  
VIA ZOOM

### MINUTES

---

completed the audit and around the same time as the Finance and Audit Committee meeting, which has been set for May 20<sup>th</sup>.

#### 8. Other Reports

##### 8.1 Senate Chair

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

- April is Celebrate Diversity Month and is an opportunity for everyone to reflect on what diversity means both individually and as a community and how it impacts us as a University, and the actions and steps that we need to be taking. As we reflect on the complexities of the pandemic, it is important to recognize how the pandemic is impacting on diverse communities differently. Members were encouraged to think about ways individually and collectively as a University to celebrate diversity to ensure we can all make a difference in the coming years.
- In terms of September, the University will take direction from the Provincial Health Authority.
- There are faculty, students and staff that have been on campus during the pandemic and managed well, acknowledging that there were also some challenges including the closure of the Children's Centre due to exposure.
- In terms of the format for Senate and Senate subcommittee meetings going forward, there will be discussions and consideration of some meetings possibly take place in a hybrid format.

##### 8.2 Senate Vice-Chair

Stephen Williams, Vice-Chair reaffirmed that between his role as Senate liaison on the Board of Governors, and the role of the Board of Governors liaison on Senate, the Board is well informed of the activities of Senate. As well, the Senate committees are working effectively in a remote environment with strong leadership.



## SENATE MEETING

Tuesday, April 6, 2021 4:00 pm  
VIAZOOM

### MINUTES

---

#### 8.3 VP Academic and Provost

Lauren Styles, VP Academic and Provost provided the following updates:

- Work is underway in revising the Prior Learning Assessment Policy and the Policy will be brought forward to Senate.
- It is anticipated that the Minor in Communication Studies and Minor in Business Administration will be on the April 22 Degree Quality Assessment Board agenda.
- The University is scheduled for the 2021/22 year for a Degree Quality Assessment Board process audit, and a presentation and briefing will be provided at the May Senate meeting.
- Communication was received from the Faculty of Arts and Sciences with a request and recommendation to continue to review and refine the operational practices in support of academic integrity at the institution.

#### 8.4 Board Report

On behalf of Sonny Wong, the Chair provided the Board of Governors report:

- The Board received reports from the Board Chair, the Board's Executive and Human Resources Committee, Finance and Audit Committee and Governance and Planning Committee. The Board also received reports on the Senate from the Vice Chair of Senate and the Board's Senate Liaison.
- The Board received a report on the annual review process for legislative polices, including:
  - B.511 – Discrimination, Bullying and Harassment
  - B.401 – Sexual Violence Policy.
- The Board received the Declaration of Related Party Transactions Involving Key Management Personnel forms to be completed by Board members for submission to the Ministry of Advance Educations and Skills Development.
- The Board received a comprehensive report from the President on the University's affairs.





## SENATE MEETING

Tuesday, April 6, 2021 4:00 pm  
VIA ZOOM

### MINUTES

---

- The President also reported on the commendations and recommendations from the recent North West Commission on Colleges and Universities evaluation report on the University.
- The Board received presentations on the University's new Internationalization Plan and the proposed new Child Care Centre.
- The Board received the financial statements for Period 10 ending January 31, 2021 and an updated forecast for fiscal year 2021/22.
- The Board adopted the following Board Policies:
  - B.202 – Tuition and Other Fees Policy
  - B.215 – Spending and Signing Authority Policy.

#### 9. Discussion Items

Capilano University Alumni Awards of Excellence will be held on April 15th at 7:00 pm.  
Winners: David Vertesi, Sean Aiken, Michele Ross, Orene Askew, and Juvarya Veltkamp

#### 10. Other Business

No other business were presented.

#### 11. Information Items

No information items were presented.

#### 12. In Camera Session

The meeting moved to in camera at 5:45 pm.

*Paul Dangerfield moved and Kyle Guay seconded:*  
To move in camera.

**CARRIED**

*Laureen Styles moved and Deb Jamison seconded:*  
To move out of in camera.

**CARRIED**

The meeting was adjourned at 6:00 pm.

**Next Meeting: Tuesday, May 11, 2021**

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