



SENATE MEETING

Tuesday, December 7, 2010 4:00 pm LB322

MINUTES

- PRESENT:** Kris Bulcroft (Chair), Marion Haythorne, Jean Bennett, Chris Bottrill, Robert Campbell, David Clarkson, Nicholas Collins, Herbert Cruz, Kelsey Didlick, Patrick Donahoe, Graham Fane, Darin Feist, Noah Fine, Michael Fleming, Karen McCredie, Susan Hogan, Karin Jager, Reini Klein, Sonja Lebens, Clay Little, Paul McMillan, Jennifer Moore, Jen Moses, Tim Schouls, Sandra Seekins, Jackie Snodgrass, Stephanie Wells, Recording Secretary: Mary Jukich
- REGRETS:** Kim Bothen, Kevin Cripps, Bahiyyih Galloway, David Lambert, Gordon Rudolph, Greg Smith, Ghazal Tohidi, Tammy Towill, Peter Ufford, Catherine Vertesi, Milton Williams
- GUESTS:** None.

Kris Bulcroft called the meeting to order and welcomed Kelsey Didlick, new CSU representative, and Karen McCredie, new Registrar, to the meeting.

1. APPROVAL OF AGENDA

Patrick Donahoe moved and Graham Fane seconded that:
the Agenda be approved.

CARRIED

2. MINUTES

Susan Hogan moved and Nicholas Collins seconded that:
the Minutes of the November 2, 2010 meeting be approved.

CARRIED

3. CHAIR AND VICE-CHAIR'S REPORTS

Members were thanked for their participation in the November Convocation and Installation ceremonies, especially Patrick Donahoe for his work on the script. Kris noted that the performances were well received and positive comments offered on the Ceremony. As members' attendance is important to students and their families, Kris encouraged members to attend future ceremonies.

Kris provided an update on the accreditation team site visit. Some minor revisions had been requested, but to date, the Commission has not provided any comments on the content of the report. The revisions were completed and went back to the Chair of the Commission for presentation at their meeting in

January. Once the report has been approved by the Commission, it will be posted on Capilano's website.

At the request of Kris, Jackie Snodgrass provided an update on the recent DQAB visits. Jackie reported that their review of the Bachelor of Arts in General Studies suggested that Capilano change the name of the degree to more clearly define the program and it was suggested that the name of the program change to "Liberal Studies". The program was put on the DQAB agenda for its next meeting on January 17th and, if approved, the program will be sent to the Ministry for approval. With regard to the Bachelor of Communication Studies, the University has not yet received the report from DQAB, but Capilano is anticipating a positive report.

Kris reported that despite the ongoing changes at the Ministry level, to date, Capilano has received a positive response to meeting requests. Kris will provide updates as the Ministry evolves and issues are resolved.

Senate was informed that Catherine Vertesi had undergone back surgery and doing well.

Kris encouraged Senate to attend the Holiday Jazz Breakfast on December 15th. She thanked Patrick Donahoe for his help in initiating this event.

Marion acknowledged Senate's own Kevin Cripps for his piano accompaniment and the Faculty of Fine and Applied Arts for the musical pieces at the November Convocation ceremony.

Marion has discussed with Ruth Wittenberg, President of the BC Association of Institutes and Universities, about formation of a group representing the Senate Vice-Chairs.

4. APPROVALS IN PRINCIPLE

None.

5. SENATE CURRICULUM COMMITTEE

Presented by: Jackie Snodgrass

(a) Resolutions

Jackie presented the resolutions brought forward from the November 19th Senate Curriculum Committee meeting.

Jackie Snodgrass moved and Jean Bennett seconded that:

10/62 SCC resolutions 10/79 10/80, 10/81 and 10/82 be received and adopted by Senate.

CARRIED

6. GRADING PROFILE COMMITTEE

Presented by: Graham Fane

Graham reported that the Grading Profile Committee had met on November 5th to discuss the existing system of grading profiles at the University. The minutes of the Committee meeting were distributed to Senate for their review. Graham discussed the format of the meeting in addressing the problems with

having various grading profiles and the impact on students and the University as a whole. Graham stated that the University community needs to be open to having only one single grading profile before the particular profile can be developed. In this regard, Graham asked Senate to begin conversations with members' respective departments and faculties on this topic. Members will submit their feedback to Graham and he will report back to Senate.

7. BUDGET AND FINANCE COMMITTEE

Presented by: Marion Haythorne

- (a) S1995-07 Senate Budget and Finance Committee Mandate and Structure Policy

The Budget and Finance Committee brought forward S1995-07 Senate Budget and Finance Committee Mandate and Structure policy. Due to confidentiality issues the Committee had deemed it necessary to limit membership on this Committee to voting members of Senate. As a result, the Committee recommended a revision to the membership wording consisting of the addition of the word "voting" in the first line under "Members", after the words "from the Senate's".

Marion Haythorne moved and Reini Klein seconded that:

The recommendation brought from the Senate Budget and Finance Committee that the policy be changed to read "Eight members (voting) are appointed by Senate from the Senate's voting members" be approved by Senate.

No vote on the motion was taken.

On review of the proposed revision, members expressed concern about the distinction between voting and non-voting members of Senate and the practicality of having only voting members on this Committee. Members also discussed limiting membership on the Committee to only voting members and the consequent decrease in the number of eligible members. Discussion continued with members' desire to be better informed on the reasoning of the requested change to the policy.

As committee structure was going to be discussed late in the agenda and members were requesting that a clear rationale for the change to the policy be provided before the revision could be considered, further discussion on this issue was postponed.

8. PLANNING AND POLICY COMMITTEE

Presented by: Robert Campbell

- (a) S1990-02 Time Limit for Change of Grades Policy

The S1990-02 Time Limit for Change of Grades policy was presented to Senate for approval. The revisions consisted of updating the policy to acknowledge the four-month time limit from the end of a course to request a change of grades, and to allow the Registrar to approve a change of grade beyond the four-month time limit in extenuating circumstances. During the review of the policy, a friendly amendment was recommended to change the title of the policy to "Grade Change Time Limit" for ease of clarification to students.

Robert Campbell moved and David Clarkson seconded that:

10/63 The revisions to S1990-02 Time Limit for Change of Grades policy be approved by Senate.

CARRIED

9. SUB-COMMITTEES

Presented by: Kris Bulcroft

Kris presented preliminary recommendations on restructuring Senate sub-committees. The recommendations included renaming the Senate Budget Committee to Senate Budget Advisory Committee to reflect more clearly the purpose of the committee and to split the Senate Planning and Policy Committee into two committees, the Senate By-law, Policy and Procedure Committee and the Senate Academic Planning and Assessment Committee. Senate was asked for its feedback and whether these recommendations should be pursued. Generally, Senate determined that the recommendations should be considered and, accordingly, terms of reference and committee structure will be developed and brought back for review and further discussion.

10. OTHER BUSINESS

Noah Fine distributed greeting cards directed to the Ministry encouraging it to maintain affordable post-secondary education. Members were asked to sign the cards, which would then be forwarded to the Ministry.

INFORMATION ITEMS

Graduates – Additional five students for November Convocation Ceremony

Presented by: Marion Haythorne

At the request of the Acting Registrar, five extra names of students that were eligible to graduate at the November Convocation was added to the list of graduates presented at the November 2nd Senate meeting.

Faculty Structure Review

Presented by: Marion Haythorne

Marion reported that as per a motion passed in January 2008, indicating a review of the structure of the six Faculties at the two year anniversary of Senate, a committee will be formed at the January Senate meeting to perform this review.

At the conclusion of the meeting, Kris wished Senate a Happy Holiday.

There being no further business and on motion duly made and seconded, the meeting was adjourned at 5:20 p.m.

Next Meeting: Tuesday, January 11, 2011.
