



SENATE MEETING

Tuesday, November 2, 2010 4:00 pm LB322

MINUTES

PRESENT: Kris Bulcroft (Chair), Marion Haythorne, Jean Bennett, Chris Bottrill (late), Robert Campbell, David Clarkson, Nicholas Collins, Kevin Cripps, Patrick Donahoe, Graham Fane, Darin Feist, Noah Fine, Michael Fleming, Bahiyyih Galloway, Cheryl Helm, Susan Hogan, Karen Jager, Reini Klein, David Lambert, Clay Little, Paul McMillan, Gordon Rudolph, Tim Schouls, Greg Smith, Jackie Snodgrass, Tammy Towill, Catherine Vertesi, Milton Williams, Recording Secretary: Mary Jukich

REGRETS: Kim Bothen, Herbert Cruz, Sonja Lebens, Jennifer Moore, Jen Moses, Sandra Seekins, Ghazal Tohidi, Peter Ufford, Stephanie Wells

GUESTS: Ashley Jukich

Kris Bulcroft called the meeting to order.

1. APPROVAL OF AGENDA

Robert Campbell moved and Tammy Towill seconded that:
the Agenda be approved as circulated and amended in advance.

CARRIED

2. MINUTES

Two corrections were noted on the minutes. In item 5(b) Grading Profile, the motion should have read "David Clarkson moved" instead of David Lambert. Kevin Cripps was also omitted as a volunteer for the Grading Profile committee.

Jean Bennett moved and Patrick Donahoe seconded that:
the amended Minutes of the October 5, 2010 meeting be approved.

CARRIED

3. CHAIR AND VICE-CHAIR'S REPORTS

Kris reminded members of the accreditation team site visit scheduled to begin on Wednesday, November 3rd. Open forums will take place on Wednesday, November 3rd from 11:30 – 12:30 for faculty; 1:00 – 2:00 for students; and on Thursday, November 4th from 11:30 – 12:30 for staff. As well, an exit meeting is scheduled for Friday, November 5th from 9:45 – 10:15. All members were encouraged to attend the appropriate forums.

During the Chair's report, the students expressed their concern that, as the student union does not have the capability of reaching the entire student body, Capilano students may be unaware of the student open forum. The students requested that an email be sent to the entire student body notifying them of the open forum. The students also suggested posting the information on the University's website and the closed circuit TV's in the cafeteria. Kris noted that she and Jackie Snodgrass would meet to determine the best possible way to advise all students.

Kris welcomed Ashley Jukich to the Senate meeting. Ashley was attending Senate as part of the "Take Your Kids to Work Day", a national incentive where grade nine students accompany a parent to work. Kris noted that Capilano University has registered as a family friendly workplace and she invited and encouraged members who have grade nine students to bring their kids to work.

Marion reported that a meeting had been held with Mike Teigen with regard to creating a blog on Capilano's website which will allow members to review and discuss Senate agenda items prior to meetings. Work will continue on this initiative.

Senate was informed of the recent Budget Committee meeting, where discussion had taken place regarding the committee's role. Further discussion on sub-committees was addressed later in the Senate meeting.

Marion attended the Board meeting in Squamish, where David Demuyck presented the new Viewbook.

The grading profile committee will be meeting on Friday to begin the process of reviewing Capilano's grading profiles.

CoEdCo was advised of Capilano's decision to withdraw its membership. Capilano will be looking into the formation of a new group with other new universities.

4. APPROVALS IN PRINCIPLE

None

5. SENATE CURRICULUM COMMITTEE

Presented by: Robert Campbell

(a) Resolutions

Robert presented the resolutions brought forward from the October 15th Senate Curriculum Committee meeting. During the review of the resolutions, a question was raised with regard to the procedures in place to ensure the fulfilment of outstanding issues where indicated on some resolutions. Robert informed Senate that procedures were in place to ensure that outstanding issues were taken care of before the course or program was offered.

Robert Campbell moved and Jackie Snodgrass seconded that:

10/58 SCC resolutions 10/71, 10/72, 10/73, 10/74, 10/75, 10/76, 10/77 and 10/78 be received and adopted by Senate.

CARRIED

6. SUB-COMMITTEES

Presented by: Marion Haythorne

Marion announced the following changes and vacancy to Senate sub-committees:

- Bahiyyih Galloway - new student representative on the Nominating Committee – Vice Chair.
- Clay Little – new staff representative who will replace Nadine Bruce on the Planning and Policy Committee.
- Sandra Seekins – new faculty representative who will replace Kim Bothen on the Planning and Policy Committee.
- Vacancy on the Self-Evaluation Committee as a result of Herbert Cruz no longer wishing to serve on this committee. A request for a volunteer was put forth and will be followed up.

As a result of the changes, the Senate sub-committees list will be updated and subsequently maintained on Capilano's website. Further discussion regarding committees will take place at the December Senate meeting.

7. PLANNING AND POLICY COMMITTEE

Presented by: Robert Campbell

(a) S1995-09 First Nations Student Information Release Policy

The S1995-09 First Nations Student Information Release Policy was presented to Senate for approval. It was noted that the revisions to the policy had been minor and were mainly of a housekeeping nature. During the review of the policy, two friendly amendments were suggested which consisted of replacing the "/" with the word "and" and replacing the word "is" with "are" in the first sentence of the policy.

Robert Campbell moved and Patrick Donahoe seconded that:

10/59 The revisions to S1995-09 First Nations Student Information Release policy be approved by Senate.

CARRIED

8. ORIENTATION DAY TIMING

Presented by: Michael Fleming

Michael Fleming discussed concerns brought forward from faculty regarding the timing of Capilano's Orientation Day. Faculty were concerned with the loss of a teaching day, especially those who had three hour classes and in effect lost a week's worth of classes as a result of cancelling classes in order for students to participate in Orientation Day. In addition, faculty who taught multiple sections were having difficulty keeping their classes synchronized across the week as a result of losing the one day. As well, some faculty had been questioned by second-year students as to why their classes had been cancelled. Senate was then requested to consider whether Orientation Day

could be re-scheduled. It was noted that some institutions currently schedule their Orientation Day one week prior to the class start date, and members discussed the viability of this option. Discussion continued regarding the value and benefits to students of attending orientation; however, concern was expressed that by scheduling Orientation Day on the first day of classes, students perceive that they are losing one day of classes that they have paid for.

Because the result of this discussion would ultimately affect the academic schedule, members decided to continue the discussion during the presentation of the 2011/2012 academic schedule item.

9. GRADUATES

Presented by: Cheryl Helm

The Acting Registrar presented a list of approximately 421 Capilano students and 75 students from our partner institution in Harbin who had applied to graduate in the Fall of 2010.

Cheryl Helm moved and David Smith seconded that:

10/60 Upon verification by the Registrar's Office that all credential requirements had been met, the Chancellor and the Senate of Capilano University approve the conferring of the credentials.

CARRIED

10. 2011/2012 ACADEMIC SCHEDULE

Presented by: Cheryl Helm

The Acting Registrar presented the 2011/2012 academic schedule for approval.

The discussion regarding orientation day timing was continued from item #8. Members discussed the possibility of adding an additional day to the term in order to make up the lost teaching hours if the orientation day continued to take place on the first day of classes. As well, members considered whether the language in the academic schedule should be revised to indicate that classes would not be cancelled on orientation day but that classes would start at 5:00 p.m. on the day after Labour Day. Students continued to express concern regarding the perceived difference between what students have paid for and the number of classes that they actually receive. It was suggested that members vote on the academic schedule as presented and that the wording of the document be reviewed.

Graham Fane moved and Tim Schouls seconded that:

10/61 The 2011/2012 academic schedule as presented be approved by Senate.

CARRIED

11. OTHER BUSINESS

None.

At the conclusion of the meeting, the students requested confirmation that steps would be taken to ensure that all Capilano students were informed of the Northwest Commission on Colleges and Universities all-student forum on Wednesday, November 3rd. Kris assured the students that a meeting would take place immediately after Senate to determine and implement appropriate means to ensure that all students were notified of the open forum.

INFORMATION ITEMS

There being no further business and on motion duly made and seconded, the meeting was adjourned at 5:15 p.m.

Next Meeting: Tuesday, December 7, 2010.
