



## SENATE MEETING

Tuesday, October 5, 2010 4:00 pm LB322

## MINUTES

**PRESENT:** Kris Bulcroft (Chair), Marion Haythorne, Jean Bennett, Kim Bothen, Chris Bottrill, Robert Campbell, David Clarkson, Nicholas Collins, Kevin Cripps, Herbert Cruz, Graham Fane, Michael Fleming, Bahiyyih Galloway, Cheryl Helm, Susan Hogan, Karin Jager, Reini Klein, David Lambert, Sonja Lebans, Clay Little, Paul McMillan, Jennifer Moore, Jen Moses, Gordon Rudolph, Tim Schouls, Sandra Seekins, Greg Smith, Jackie Snodgrass, Tammy Towill, Catherine Vertesi, Stephanie Wells, Milton Williams, Recording Secretary: Mary Jukich

**REGRETS:** Patrick Donahoe, Darin Feist, Noah Fine, Ghazal Tohidi, Peter Ufford

**GUESTS:** Craig Simmons, Jane Still

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The meeting was called to order by the Vice-Chair. Marion welcomed Sonja Lebans, the Board representative and Clay Little, the new COPE representative on Senate. Also welcomed to the meeting as guests were Jane Still, Chair, School of Motion Picture Arts and Craig Simmons, Coordinator, Digital Animation.

### 1. APPROVAL OF AGENDA

*Jennifer Moore moved and Tammy Towill seconded that:  
the Agenda be approved.*

**CARRIED**

### 2. MINUTES

*Chris Bottrill moved and Jennifer Moore seconded that:  
the Minutes of the September 7, 2010 meeting be approved.*

**CARRIED**

### 3. CHAIR AND VICE-CHAIR'S REPORTS

Kris announced that the search processes for Registrar and Director of the Teaching and Learning Centre were now complete. Also, Kris noted that discussions have been underway with regard to setting up an advisory committee to assist with the role of the Teaching and Learning Centre.

Members were reminded of the Northwest Commission of Colleges and Universities site visit on November 3 – 5.

Jackie Snodgrass reported that the new core themes are part of the revised accreditation standards. Four core themes at Capilano had been identified and an excerpt explaining the themes was distributed to members. She noted that, as the accreditation team is divided up among core themes, the excerpt will help remind people what the core themes are.

Senate members were encouraged to familiarize themselves further with the final draft of the accreditation report posted on Capilano's website and, in this regard, a hard copy of the report was also distributed to members. In order for everyone to be prepared for the site visit, it was also suggested that members visit the Northwest Commission of Colleges and Universities' website to review the standards and the type of questions that may be asked.

Marion reported that the Academic Governance Council (formerly CoEdCo) would be sending letters to new universities and colleges regarding their decision to either remain or withdraw from this group. A meeting will be held on October 30<sup>th</sup>; however, Capilano's decision to attend the meeting will be based on whether other new universities attend the meeting. Marion will report back regarding this issue.

Senate was asked to encourage more faculty members to volunteer at the graduation ceremony. As well, faculty should be requested to attend the graduation ceremony to accompany their students in the procession and while the students are seated. Notices should be sent to faculty in this regard.

Pacific Arbor is proposing to build a new seniors' facility in West Vancouver and they are working with Capilano University to have Elder College space in this location.

Senate was informed that, as per the Student Union decision, Noah Fine would serve as the interim student representative during Ghazal Tohidi's absence.

#### 4. APPROVALS IN PRINCIPLE

(a) Diploma in Digital Visual Effects

*Presented by: Jane Still/Craig Simmons*

Jane Still presented the Diploma in Digital Visual Effects approval in principle. As Capilano is recognized as a leader in training for film, this program was developed as a result of various discussions with industry representatives who expressed a need for Capilano to implement this program. This will be a two-year program which will train students in the technical and creative environment of the visual effects industry.

*David Lambert moved and Chris Bottrill seconded that:*

**10/51** The Diploma in Digital Visual Effects be given approval in principle.

**CARRIED**

(b) Graduate Diploma in International Business  
*Presented by: Graham Fane/Catherine Vertesi*

This is a new one-year program which was developed as a result of requests from business graduates and alumni that Capilano offer graduate programs. This program will meet the demand for international business studies among BBA graduates who have not studied abroad, or who have not focused their studies on international business but need a fast track education to be able to enter the marketplace.

*Herbert Cruz moved and David Lambert seconded that:*

- 10/52** The Graduate Diploma in International Business be given approval in principle.

**CARRIED**

(c) Graduate Diploma in Leadership & Management in Public Administration  
*Presented by: Graham Fane/Catherine Vertesi*

This is a new two-year program designed to meet the needs of professionals who are currently employed in the local government sector. Students will develop knowledge and understanding of the political and organizational realities of local government in BC. It is expected that students who complete this program will ladder directly into the Masters Degree in Leadership and Management in Public Services from the University of Hertfordshire in the UK through a partnership agreement.

*Nicholas Collins moved and Susan Hogan seconded that:*

- 10/53** The Graduate Diploma in Leadership & Management in Public Administration be given approval in principle.

**CARRIED**

(d) Post Baccalaureate Diploma in North American Business Studies  
*Presented by: Graham Fane/Catherine Vertesi*

This is a new one-year program designed to recruit students with recognized undergraduate degrees in business and related disciplines and who have no prior work experience. The program will provide students with basic management knowledge, skills and decision making tools needed to conduct business in North America.

*Jennifer Moore moved and Jean Bennett seconded that:*

- 10/54** The Post Baccalaureate Diploma in North American Business Studies be given approval in principle.

**CARRIED**

**5. SENATE CURRICULUM COMMITTEE**

*Presented by: Jackie Snodgrass*

(a) Resolutions

Jackie presented the resolutions brought forward from the September 17<sup>th</sup> Senate Curriculum Committee meeting.

*David Lambert moved and Graham Fane seconded that:*

- 10/55** SCC resolutions 10/66, 10/67, 10/68, and 10/69 be received and adopted by Senate. **CARRIED**

(b) Grading Profiles

Jackie presented a recommendation brought forward from SCC to form a sub-committee to review and consider a single University-wide grading profile. Members discussed the impact on students when grading profiles vary significantly from one faculty to another and, ultimately, in the calculation of their GPA and the final credential. It was generally agreed that it was important to strike a committee in an effort to develop a rationale and consistent grading profiles within the University.

Volunteering for the committee were David Clarkson, Graham Fane and Cheryl Helm. The Deans were requested to determine if anyone from their areas would like to serve on this committee.

*David Clarkson moved and Graham Fane seconded that:*

- 10/56** SCC resolution 10/70, Senate approve the recommendation that a committee be struck to consider a single grading profile for the institution. **CARRIED**

## 6. COMMITTEE MEMBERSHIP – VOLUNTEERS

*Presented by: Marion Haythorne*

Marion reported that the Senate sub-committees list had been emailed to each Senate member. They were asked to indicate their willingness to continue or withdraw from committees that they had previously served on. A question was raised regarding the membership on the Planning and Policy Committee and whether it was a requirement that members for this committee be voting Senate members. It was suggested that the wording on the policy be reviewed to determine whether revisions are required to acknowledge the non-Senate members on the committee. A second question was raised on the wording of the Budget Committee policy with respect to the membership wording. These policies will be reviewed and will be brought back.

Jackie Snodgrass no longer wished to remain as chair of the Planning and Policy Committee. It was suggested that Robert Campbell replace Jackie as administrator and chair until a new chair is elected.

*Jackie Snodgrass moved and Tammy Towill seconded that:*

- 10/57** Robert Campbell be appointed as administrator on the Planning and Policy Committee until the committee meets and a chair is elected. **CARRIED**

**7. SENATE SELF-EVALUATION COMMITTEE**

*Presented by: Graham Fane*

Graham thanked members for their positive feedback regarding the Senate orientation breakout session held at the last Senate meeting. Graham presented a summary based on the results of the discussions on what is and should be expected of a senator.

Marion reported that it appeared that members wished to discuss agenda items before Senate meetings. In this regard, it was suggested that a blog be created on the Senate website which would allow discussion among members in advance of Senate meetings. This initiative will be investigated further with Capilano's IT Department.

Marion noted that she will continue to post a Senate summary on the Informer Blog and that further work will continue on the website, including setting up links to Senate sub-committees.

**8. OTHER BUSINESS**

None.

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**INFORMATION ITEMS**

A printed copy of the Comprehensive Self-Evaluation Report was distributed to Senate members in advance of the Northwest Commission on Colleges and Universities interim candidacy evaluation visit on November 3 – 5.

Tammy Towill announced that "Stuff The Bus" would be at Capilano University on Tuesday, October 19<sup>th</sup>. This is a fundraising project undertaken by Kevin Pierce, a past grad of Capilano, and all donations will be going to the St. James Community Service Society and their transitional shelters for the homeless. Senate members were asked to encourage students, and faculty members to bring donations.

There being no further business and on motion duly made and seconded, the meeting was adjourned at 6:00 p.m.

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**Next Meeting: Tuesday, November 2, 2010.**

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