



## SENATE MEETING

Wednesday, August 15, 2012 4:00 pm LB322

### MINUTES

- PRESENT:** Kris Bulcroft (Chair), Tammy Towill, Carol Aitken, Don Bentley, Chris Bottrill, Robert Campbell, Leighan Crowe, Graham Fane, Brandon Hofmarks, Violet Jessen, David Kirk, Reini Klein, Clay Little, Grace Makarewicz, Karen McCredie, Paul McMillan, Grace McNab, Jennifer Moore, Jared Nash, Erin Robinson, Sharka Stuyt, Jenna Theny, Stephanie Wells, Recording Secretary: Mary Jukich
- REGRETS:** Stephen Atkins, Jean Bennett, David Clarkson, Darin Feist, Vineet Johnson, Nanci Lucas, Saam Nasipour, Sandra Seekins, Peter Ufford, Catherine Vertesi
- GUESTS:** None
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Kris Bulcroft called the meeting to order at 4:00 p.m.

#### 1. APPROVAL OF AGENDA

Item #6(b) – Transfer Credit Policy was added to the agenda.

*Robert Campbell moved and Grace McNab seconded that:  
the amended Agenda be approved.*

**CARRIED**

#### 2. MINUTES

*Brandon Hoffman moved and Grace McNab seconded that:  
the Minutes of the June 5, 2012 meeting be approved.*

**CARRIED**

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

##### Chair's Report

Kris welcomed everyone to the 2012 – 2013 academic year.

Senate was informed that Jackie Snodgrass retired and Dr. Bill Gibson agreed to serve as interim Vice-President, beginning August 27<sup>th</sup> until the position is filled. The search process will begin as soon as possible, and a search firm will be engaged and involvement by the campus community requested.

With regard to accreditation, the final self-study accreditation report was completed and posted on Frontlines. As the accreditation process requires full campus review and participation, everyone was requested to review the report and provide comments and feedback to Marion Haythorne. As well, a public forum will be held on August 21 for further review and discussion on the report.

Senate was advised that in June, the Board of Governors approved the five Faculty structure as recommended by Senate. The new structure will result in changes in Senate structure and this will be addressed further in the agenda.

Kris discussed scheduling a Senate and Board joint dinner again this year and possible dates are being considered.

Kris encouraged everyone to attend Capilano's 2<sup>nd</sup> annual employee and family summer picnic on Saturday, August 25 at Cates Park and to bring a food or cash donation to support the CSU's Capilano Food Bank.

### **Vice-Chair's Report**

In transitioning to her new role of Vice-Chair of Senate, Tammy thanked Marion Haythorne for her assistance.

New faculty members of Senate, Nanci Lucas, Leighan Crowe, Sharka Stuyt, Carol Aitken, Stephen Atkins, Violet Jessen, Vineet Johnson, Don Bentley, David Kirk and students, Jared Nash and Jenna They were introduced and welcomed to Senate.

Members were reminded that voting members on Senate have blue nameplates and non-voting members have white nameplates.

#### **4. APPROVALS IN PRINCIPLE**

None.

#### **SENATE CURRICULUM COMMITTEE**

##### **5. *Presented by: Robert Campbell***

(a) Resolutions

Robert presented the resolutions brought forward from the June 8<sup>th</sup> Senate Curriculum Committee meeting.

*Robert Campbell moved and Brandon Hofmarks seconded that:*

**12/30** SCC resolutions, 12/44, 12/45 and 12/46, be received and adopted by Senate.

**CARRIED**

*Robert Campbell moved and Jennifer Moore seconded that:*

**12/31** SCC resolution 12/47, final approval of the Business & Culture in Canada: Foreign-trained Professionals, be received and adopted by Senate.

**CARRIED**

*Robert Campbell moved and Karen McCredie seconded that:*

- 12/32** SCC resolution 12/48, final approval of the Supply Chair Career Preparation Program, be received and adopted by Senate.

**CARRIED**

*Robert Campbell moved and Chris Bottrill seconded that:*

- 12/33** SCC resolution 12/49, final approval of Bar, Wine & Service Industry Program, be received and adopted by Senate.

**CARRIED**

**6. SENATE BY-LAW, POLICY AND PROCEDURE COMMITTEE**

*Presented by: Robert Campbell*

(a) Capilano University Senate By-laws

Senate was presented with the proposed revisions to the Capilano University Senate By-laws. In revising the By-laws, in-depth review and discussions had been undertaken by the Committee.

- 12/34** The proposed revisions to the Capilano University Senate By-laws as presented be received and adopted by Senate.

**CARRIED**

(b) Transfer Credit Policy

Senate was advised that effective September 2012, Capilano University will be designated as both a sending and receiving University by BCCAT. However, as the University does not have a transfer credit policy currently in place, a new policy to address this change was requested of the By-Law, Policy and Planning Committee.

**7. SENATE BUDGET ADVISORY COMMITTEE**

*Presented by: Reini Klein*

The Committee reported that work will resume once vacancies on the committee are filled. Work will continue on addressing an institution review of seat maximums and having an ad hoc committee undertake this work. During the upcoming budget process, communication and involvement with the campus community will be maintained.

**8. SENATE SELF-EVALUATION COMMITTEE**

*Presented by: Graham Fane*

Senate was informed that the survey conducted at the end of last term was well received by members. As the final report of the results had just been completed, the Committee had not yet had an opportunity to review the results and make recommendations. In this regard, the Committee will report at the September meeting.

**9. NEW FACULTY STRUCTURE AND ELECTIONS**

*Presented by: Karen McCredie*

The new five Faculty structure as approved by the Board in June, will result in changes to the Senate membership and therefore, Senate by-elections will be called for all Faculties with the exception of Fine and Applied Arts as their

structure remains the same. A call for nominations will go out August 28<sup>th</sup>.

#### **10. SENATE SUB-COMMITTEES**

*Presented by: Tammy Towill*

Members reviewed the Senate Sub-Committees list and were asked to inform Tammy if they wished to serve on any of the sub-committees. Volunteers for the Senate Budget Advisory Committee, Senate Naming Opportunities Committee and Senate Tributes Committee are required to be Senate voting (or alternate voting) members.

Volunteers were also requested for the ad hoc committee which will be reviewing the issue of class seat maximums. Volunteers are not required to be Senate members.

#### **11. DEVELOPMENT AND ALUMNI RELATIONS**

*Presented by: Tammy Towill*

##### (a) Chancellor Search Committee

Senate was advised of the Chancellor search process developed by the Alumni Association Board. As the current Chancellor is serving a second term, when required, volunteers will be requested to sit on the Chancellor Search Committee.

##### (b) Senate Representative to Alumni Board

A Senate member was requested to volunteer to sit on the Alumni Association Board for a one year term.

### **INFORMATION ITEMS**

#### **Information Item #1 – 2013 Senate Meeting Schedule**

*Presented by: Tammy Towill*

The 2013 Senate meeting schedule was presented to Senate. Members were requested to send regrets to Mary Jukich, Senate Recording Secretary, when they could not attend a meeting.

#### **Information Item #2 – Senate Photo**

*Presented by: Tammy Towill*

In view of the impending elections, the Senate photo will be tentatively scheduled for later in the term.

There being no further business and on motion duly made and seconded, the meeting was adjourned at 5:00 p.m.

**Next Meeting: Tuesday, September 11, 2012**