



## SENATE MEETING

Tuesday, December 3, 2013 4:00 pm LB322

### MINUTES

**PRESENT:** Kris Bulcroft (Chair), Carol Aitken, Stephen Atkins, Brittany Barnes, Jean Bennett, Don Bentley, Brent Calvert, Robert Campbell, Leigha Crowe, Graham Fane, Rick Gale, Devon Gregory, Violet Jessen, Tiare Jung, David Kirk, Reini Klein, Nanci Lucas, Grace Makarewicz, Karen McCredie, Paul McMillan, Jennifer Moore, Natahsha Prakash, Emma Russell, Sandra Seekins, Sharka Stuyt, Catherine Vertesi, Daniel Yasinski, Recording Secretary: Mary Jukich

**REGRETS:** Chris Bottrill, Brent Calvert, Darin Feist, Brandon Hofmarks, Cherry Itty, Brent Leigh, Clay Little, Kim McLeod, Joanne Quirk, Tammy Towill, Peter Ufford

Kris Bulcroft called the meeting to order at 4:00 p.m.

#### 1. APPROVAL OF AGENDA

Information Item #2 – Cheating and Plagiarism Policy was added.

*Robert Campbell moved and Jean Bennett seconded that:  
The amended agenda be approved.*

**CARRIED**

#### 2. MINUTES

*Paul McMillan moved and Natahsha Prakash seconded that:  
The minutes of the November 5, 2013 meeting be approved.*

**CARRIED**

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

##### Chair's Report

Meetings and conversations continue with the Ministry and local government officials.

Kris thanked everyone involved with the successful United Way campaign, especially the campaign co-chairs, Carolyn Stern and Eleni Papavasiliou.

Kris attended the Centre for International Experience dedication ceremony on November 20<sup>th</sup>. Sheldon Trainor and Emelda Wong were pleased with the acknowledgement of their gift.

Senate was reminded of the Jazz Breakfast on December 17<sup>th</sup>, from 9:00 – 11:00 a.m. in the lower cafeteria and everyone was encouraged to attend.

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

Emma Russell assumed voting rights as Kim McLeod was absent from the meeting.

Daniel Yasinski was welcomed back to Senate.

On behalf of Senate, Tammy thanked Robert Campbell and Catherine Vertesi for their work on Senate.

Members were informed of remaining vacancies on Senate sub-committees and volunteers were invited to contact Tammy Towill.

#### **4. CURRICULUM COMMITTEE**

*Presented by: Robert Campbell*

##### (a) Resolutions

Robert presented the resolutions brought forward from the November 15<sup>th</sup>, 2013 Senate Curriculum Committee meeting.

*Robert Campbell moved and Jean Bennett seconded that:*

**13/60** SCC resolutions, 13/90, 13/91, 13/92, and 13/93 with a minor typographical revision to resolution 13/90 be endorsed by Senate.

**CARRIED**

##### (b) New SCC Members

Senate was informed that Chris Bottrill and Jean Bennett will replace Jennifer Moore and Robert Campbell on the Senate Curriculum Committee.

#### **5. BY-LAW, POLICY AND PROCEDURE COMMITTEE**

*Presented by: Nanci Lucas*

Jean Bennett will replace Robert Campbell as a resource member on the By-law, Policy and Procedure Committee.

Senate was requested to approve a revision to the By-law, Policy and Procedure Committee mandate and structure to bring the mandate more in line with the Committee work.

*Nanci Lucas moved and Robert Campbell seconded that:*

**13/61** Senate accept the revision to the By-law, Policy and Procedure Committee Mandate and Structure.

**CARRIED**

##### (b) Motion to rescind Service Course Policy – EC1994-01

As EC1994-01 Service Course Policy no longer applies to University practice, approval was requested to rescind this policy.

*Nanci Lucas moved and Graham Fane seconded that:*

**13/62** Senate rescind EC1994-01 Service Course Policy.

**CARRIED**

(c) Motion to rescind Admission Policy for ESL Students – EC2005-01

As information in the EC2005-01 Admission Policy for ESL Students already exists, approval was requested to rescind this policy.

*Nanci Lucas moved and Reini Klein seconded that:*

**13/63** Senate rescind EC2005-01 Admission Policy for ESL Students.

**CARRIED**

Senate was informed that the Committee undertook discussion and research at other institutions with regard to the possibility of creating a policy or procedure on the role and responsibilities of Senators, specifically on electing a Senator. The Committee determined that the Senate by-laws contain elaborate provisions on conflict of interest and make reference to attendance requirements, as well as reference to Senators acting on the best interest of the institution. As a result, the Committee agreed that this issue not be pursued.

Discussions were also undertaken on the possibility of creating a procedure or guideline on getting items on the Senate agenda. Preliminary review of practice at other institutions had indicated existence of some guidelines. A recommendation was made for the Committee to do some further research and report back to Senate.

## **6. BUDGET ADVISORY COMMITTEE**

*Presented by: Nanci Lucas*

The Committee met on November 19<sup>th</sup>, 26<sup>th</sup> and December 3<sup>rd</sup>, and a budget forum held on November 28<sup>th</sup>.

The December 2<sup>nd</sup> forum was cancelled due to low attendance; however, the December 4<sup>th</sup> forum from 11:30 – 1:00 will run irrespective of attendance.

The Committee reported that good suggestions on generating revenue and managing cuts, as well as questions, were received. Information submitted will be reviewed in the next couple of weeks, and all suggestions, comments, questions and answers will be posted on the website.

The website continues to be updated with enhancement of access to 2014-2015 information and members were reminded of the various methods of submitting suggestions to the Committee.

At the recent Committee meeting, members reviewed an initial budget; however, the Committee was reminded that the initial budget contained many unknowns, funding grant from Ministry, tuition increase, hydro rates, etc. As numbers are determined and additional information received, further forums will be held in January and February to update the campus community.

A question was raised with regard to the availability of the budget material submitted last year, and members were reminded that prior year's budget

information was posted on the budget site and that information was categorized as whether or not the suggestion could be dealt with in the short or long term and all suggestions are being reviewed.

**7. ACADEMIC PLANNING & PROGRAM ASSESSMENT COMMITTEE**

*Presented by: Paul McMillan*

The Committee continues defining its mandate and parameters, and three main areas were identified; performance measures, program assessments and academic planning. Work is underway in preparing documents to define work to be undertaken in each of these areas and once finalized, the documents will be posted on the Committee website.

With regard to the Committee's involvement with the academic plan, Senate was informed that an ad hoc committee of SAPPAC was formed consisting of an administrator (Rick Gale), two faculty (Michael Fleming and Kim McLeod), staff (Darin Feist) and student (Natahsha Prakash). The ad hoc committee will serve as the Academic Plan Advisory Committee, assisting with information review and collaborating on the development of the academic plan.

**8. INSTRUCTIONAL TECHNOLOGIES ADVISORY COMMITTEE**

*Presented by: Natahsha Prakash*

Senate was advised that Rajiv Jhangiani was appointed as Chair, and that work is underway on determining Committee objectives.

**9. 2014-2015 ACADEMIC SCHEDULE**

*Presented by: Karen McCredie*

Senate was presented with the 2014-2015 academic schedule.

*Karen McCredie moved and Daniel Yasinski seconded that:*

**13/64** The 2014-2015 academic schedule, as presented, be approved.

**CARRIED**

**10. FACULTY TERMS OF REFERENCE – BUSINESS AND PROFESSIONAL STUDIES**

*Presented by: Graham Fane*

Senate was informed that the Terms of Reference for the Faculty of Business and Professional Studies were revisited during the past term given the development of the academic planning process and that the terms of reference as presented were consistent with other Faculties.

During the review, concern was expressed that there was no indication on the manner in which the chair of the Academic Planning Committee would be chosen. A vote was taken on the terms of reference; however, clarification with respect to the issue of appointing a chair of the Academic Planning Committee will be brought back to Senate.

*Graham Fane moved and Leighan Crowe seconded that:*

**13/65** The Terms of Reference for the Faculty of Business and Professional Studies be approved.

**CARRIED  
(1 Opposed)**

**11. CORE THEMES**

*Presented by: Graham Fane*

Senate was provided with a summary on the background, and NWCCU requirements regarding the proposed core themes.

On review of the core themes, some minor revisions were suggested. Senate was advised that the proposed themes will be revisited and refined as measures associated with the core themes are developed.

*Graham Fane moved and Robert Campbell seconded that:*

**13/66** The core themes as presented be adopted.

**CARRIED  
15 Yes  
4 opposed**

**12. ACADEMIC PLAN PROCESS**

*Presented by: Rick Gale*

Materials in support of the academic plan have been increasing as the deadline approaches, and members are encouraged to look to the Academic Planning areas of the Cap website to see the latest. Members were encouraged to continue to offer thoughts and documents, and reminded that December 15th is the deadline for submissions. As was indicated earlier in the meeting, a subcommittee of SAPPAC has been struck to serve as the Academic Plan Advisory Committee, charged with reviewing materials and contributing to the creation of Capilano University's academic plan.

**13. AD HOC COMMITTEE – SEAT MAXIMUM**

*Presented by: Violet Jessen*

Senate was presented with the ad hoc committee's written report on its findings with respect to investigating seat utilization and rationale for the different seat maxima across different programs. The Committee presented various categories and definitions for the review process and further follow up will be undertaken.

**14. AD HOC COMMITTEE – STATUTORY HOLIDAYS**

*Presented by: Paul McMillan*

Senate was presented with the ad hoc committee's written report on its findings with respect to exploring ways to make up class time that is missed due to statutory holidays. The report indicated that the committee did not recommend action.

**INFORMATION ITEMS:****Item #1 – Senate Sub-Committee Overview**

Senate Instructional Technologies Advisory Committee

On behalf of the Senate Instructional Technologies Advisory Committee, Natahsha Prakash provided a brief summary on the Committee's mandate and structure.

**Item #2 – Cheating and Plagiarism and Academic Appeal Policies**

Senate was informed that the Cheating and Plagiarism and Academic Appeal Committee will be bringing a request to Senate in January for the By-law, Policy and Procedure Committee to undertake a review of the two policies.

There being no further business and on motion duly made by Robert Campbell and Catherine Vertesi, the meeting was adjourned at 5:45 p.m.

**Next Meeting: Tuesday, January 14, 2014**

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