



## SENATE MEETING

Tuesday, October 1, 2013 4:00 pm LB322

### MINUTES

**PRESENT:** Kris Bulcroft (Chair), Tammy Towill, Carol Aitken, Stephen Atkins, Brittany Barnes, Jean Bennett, Don Bentley, Chris Bottrill, Robert Campbell, Leighan Crowe, Rick Gale, Devon Gregory, Violet Jessen, Tiaré Jung, David Kirk, Reini Klein, Brent Leigh, Grace Makarewicz, Karen McCredie, Kim McLeod, Paul McMillan, Jennifer Moore, Natahsha Prakash, Joanne Quirk, Emma Russell, Sandra Seekins, Sharka Stuyt, Catherine Vertesi, Recording Secretary: Mary Jukich

**REGRETS:** Graham Fane, Darin Feist, Brandon Hofmarks, Clay Little, Nanci Lucas, Peter Ufford

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

#### 1. APPROVAL OF AGENDA

Information Item #2 was moved to the beginning of the Agenda.

*Karen McCredie moved and Leighan Crowe seconded that:*

**The amended agenda be approved.**

**CARRIED**

#### 2. MINUTES

*Jean Bennett moved and Rick Gale seconded that:*

**The minutes of the September 10, 2013 meeting be approved.**

**CARRIED**

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

##### Chair's Report

Work continues with government representatives with regard to understanding Capilano University as an institution, and the challenges with regard to funding.

During one of the discussions with government, the Minister indicated that a visit to the Campus be scheduled, and this will be done shortly.

Kris attended the opening of the "Westerly", a new retirement facility built by Pacific Arbour. The facility will provide classroom space for the Capilano University Elder college courses.

Kris continues to speak at various venues with regard to challenges and opportunities confronted by postsecondary institutions.

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

Kim McLeod and Emma Russell, the two new representatives from the Faculty of Global and Community Studies were welcomed to Senate. An election will be undertaken in this Faculty to determine which representative will attain voting and alternate-voting rights.

Brent Leigh, the new University Board representative was also welcomed to Senate.

Sharka Stuyt and Stephen Atkins have assumed voting rights during Daniel Yasinski's absence and the Fine and Applied Arts bi-election.

As a result of changes in timing, Robert Campbell has agreed to continue at the University until the end of December.

The Capilano students participating in a fundraising campaign for Ronald McDonald House were acknowledged and thanked for their efforts in raising awareness and funds for this very worthy cause.

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

None.

#### **5. CURRICULUM COMMITTEE**

*Presented by: Robert Campbell*

##### (a) Resolutions

Robert presented the resolutions brought forward from the September 20<sup>th</sup>, 2013 Senate Curriculum Committee meeting.

*Robert Campbell moved and Tiaré Jung seconded that:*

**13/57** SCC resolution 13/82 be received and adopted by Senate.

**CARRIED**

##### (b) Report from Analytical/Quantitative Committee

Senate was requested to endorse SCC resolution 13/81 granting analytical/quantitative status to the courses as listed in the minutes of the meeting of the ad hoc committee dated September 9, 2013.

*Robert Campbell moved and Chris Bottrill seconded that:*

**13/58** SCC resolution 13/81 be endorsed by Senate.

**CARRIED**

Senate was informed that Alison Parry will serve as the new representative from Student Services.

*Robert Campbell moved and Don Bentley seconded that:*

**13/59** Senate endorse Alison Parry as the new Student Services representative.

**CARRIED**

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

*Presented by: Karen McCredie*

A review of the Senate and Board Election Procedures was undertaken and some minor revisions required. Revisions were mostly of a housekeeping nature and included; updating language to be consistent with the current structure of the five Faculties, and changes to the guidelines on campaigning. As well, the restriction on campaigning during the voting period was removed due to the increasing use of social media and the challenges in tracking these mediums. The revisions to the Election Procedures will take effect in November 2013 due to the current election process with the Senate bi-elections.

Concern was expressed that current practice does not allow for release of the election results, specifically the number of votes received by each candidate. It was noted that the University Act does not state a requirement to release the specific number of votes received by each candidate, and that discussions and research at other institutions indicated the same practice. The current practice was endorsed by the By-law, Policy and Procedure Committee.

## 7. **BUDGET ADVISORY COMMITTEE**

*Presented by: Leighan Crowe*

Senate was informed that the Committee has met twice and, on going forward, will continue to meet twice per month, as needed.

At this date, no substantial information is available on whether the University will be on target for the current fiscal 2013/14 year, or any projections for the budget for the 2014/15 year.

Senate was reminded that the University is not permitted to run a deficit, and that the Board's request to government for permission to access some of the current reserves of \$12 million was denied.

It has also been confirmed that there will be no new money for Capilano from the Provincial Government in 2014/15. Based on Provincial budget cuts to the operating grant in 2013/14, there is an expectation of additional budget cuts to the 2014/15 operating grant from the government of approximately \$500,000.

The Committee confirmed open communication with the University community through a variety of means and throughout the year.

The Committee committed to provide a series of forums on "Budget Basics", with an initial forum on Thursday, October 17<sup>th</sup> at 11:30 am in the Sportsplex. Additional forums will address the budget process and provide ongoing updates on the budget process.

Members of the Committee have volunteered to attend Faculty, DACs, departmental and staff meetings.

Ongoing soliciting and sharing of suggestions and feedback from the University community on the budget process will continue.

It is anticipated that the Committee will have more information on the financial position for current fiscal year 2013/14, and some feedback on projections for 2014/15 budget at the November Senate meeting.

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

*Presented by: Paul McMillan*

Senate was informed that discussions are underway with regard to the Committee's focus and objectives for the 2013/2014 year with regard to assessment, performance measurement and academic planning. Paul McMillan and Michael Fleming will serve as co-Chairs of the Committee.

**9. ACADEMIC PLAN PROCESS**

*Presented by: Rick Gale*

The FAQ's segment of the website is now live. Questions posted derive from meetings with various stakeholders throughout the University community. Members were invited and encouraged to submit additional questions which will be addressed through the website.

Senate was reminded that every effort will be maintained to separate the academic plan process from the budget process.

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

*Presented by: Violet Jessen*

The Committee reported that the criteria chart and draft recommendations are being reviewed by the Deans, and a report will be brought to the November Senate meeting.

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

*Presented by: Paul McMillan*

This committee was recently formed to review the issue of lost class time due to statutory holidays. The committee is comprised of members from each of the five Faculties and the Registrar's Office. An initial meeting has taken place, and updates to Senate will continue to be provided.

During the discussion, it was suggested that, as decisions with regard to lost class time will affect students, and in order to gain student perspective on decisions, a student serve on the committee. In this regard, Natahsha Prakash volunteered to serve on the committee.

**INFORMATION ITEMS:**

**Item # 1 – Core Themes**

*Presented by: Tammy Towill*

Further input and feedback was collected at the recent University wide forums on September 25 and 26 and, once all the information is compiled, a further report will be presented at Senate.

**Item #2 – Senate Sub-Committee Overview**

Tributes Committee

Naming Opportunities Committee

Catherine Vertesi, as Chair of both the Tributes and Naming Opportunities Committees, provided a brief summary of each committee's function, mandate and membership.

There being no further business and on motion duly made by Karen McCredie and seconded by David Kirk, the meeting was adjourned at 4:45 p.m.

**Next Meeting: Tuesday, November 5, 2013**

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