



SENATE MEETING
 Tuesday, June 3, 2014 4:00 pm LB322

MINUTES

- PRESENT:** Kris Bulcroft (Chair), Tammy Towill, Carol Aitken, Stephen Atkins, Jean Bennett, Chris Bottrill, Brent Calvert, Leighan Crowe, Julia Denholm, Sacha Fabry, Graham Fane, Darin Feist, Rick Gale, Violet Jessen, David Kirk, Reini Klein, Nanci Lucas, Grace Makarewicz, Karen McCredie, Paul McMillan, Jennifer Moore, Natahsha Prakash, Sandra Seekins, Sharka Stuyt, Daniel Yasinski, Secretary: Mary Jukich
- REGRETS:** Don Bentley, Devon Gregory, Brandon Hofmarks, Cherry Itty, Brent Leigh, Clay Little, Kim McLeod, Joanne Quirk, Emma Russell, Peter Ufford
- GUESTS:** Tim Acton, Cindy Turner
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The Chair called the meeting to order at 4:00 p.m.

1. APPROVAL OF AGENDA

Item # 7(a) Graduates was added to the agenda.
 Kris Bulcroft will speak to Item #7.

Natahsha Prakash moved and David Kirk seconded that:
The amended agenda be approved.

CARRIED

2. MINUTES

Karen McCredie moved and Grace Makaraweciz seconded that:
The minutes of the Special meeting of May 6, 2014 be approved.

CARRIED

A revision was requested to Item #7 Grading Profile, last sentence to read "Rick Gale will help with areas experiencing difficulties".

Natahsha Prakash moved and Violet Jessen seconded that:
The amended minutes of the Regular meeting of May 13, 2014 be approved.

CARRIED

3. CHAIR AND VICE-CHAIR'S REPORTS

Chair's Report

Kris attended the convocation ceremonies and installation of the new Chancellor, and everyone involved was thanked for a successful event.

Senate was invited to look at the BC's Skills for Jobs Blueprint posted on the President's webpage.



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Kris acknowledged and thanked Peter Ufford for serving as Capilano's first Chancellor.

Tammy Towill was also thanked and acknowledged for her many contributions to the Senate and for serving as Vice-Chair.

A fond farewell was given to Graham Fane on his retirement.

Student Senators, Brandon Hofmarks and Devon Gregory and CSU representative Brittany Barnes were acknowledged and thanked for their contributions to Senate.

Brent Calvert was thanked for his one year term on Senate while Grace McNab was on leave. Brent will be back in the fall as the new CFA representative in place of Joanne Quirk.

Vice-Chair's Report

Sacha Fabry was introduced as the new CSU representative replacing Brittany Barnes.

For this meeting, Tim Action will serve as the CFA representative in place of Joanne Quirk.

Emma Russell assumed voting rights in the absence of Kim McLeod.

Violet Jessen assumed voting rights in the absence of Don Bentley.

4. ALUMNI REPRESENTATIVE

Presented by: Kris Bulcroft

Cheryl Webb was confirmed as the new Senate Alumni representative beginning in August, and a brief biography on Cheryl was presented.

5. ELECTION OF VICE-CHAIR

Presented by: Reini Klein

The Senate Nominating Committee – Vice Chair reported that no nominations for Vice-Chair were received under the current wording of the Senate By-laws and, therefore, Senate was requested to table this item until discussion was undertaken with regard to item #10 of the Agenda.

As a result of approval by Senate to amend the By-laws to now allow alternate non-voting members the right to nominate and hold the position of Vice-Chair, a



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call for nominations was put on the floor.

Leighan Crowe nominated Nanci Lucas for Vice-Chair and the Chair asked Nanci if she would accept the nomination. The Chair then called three times asking for further nominations. On hearing none, Nanci Lucas was elected by acclamation as Vice-Chair of Senate for a one-year term.

6. SENATE SUB-COMMITTEES

Presented by: Tammy Towill

Senators were requested to indicate whether they no longer wished to serve on Senate sub-committees and that a listing of vacancies on sub-committees will be distributed.

7. BOARD POLICY UPDATE

Presented by: Kris Bulcroft

A Special Meeting of the Board was held on Friday, May 30th to review the advice given from Senate at the May 27th Special Meeting of Senate, on the Discontinuance of Programs or Courses Board Policy. The Board accepted Senate's advice and adjustments to the Policy were made in light of Senate's advice. The Board reconfirmed its commitment that this was an interim Policy, with a full review to begin in Fall 2014. It was noted that the Board passed the policy with a unanimous vote.

7a GRADUATES

Presented by: Karen McCredie

The Registrar presented an additional list of 39 graduates who had met the graduation criteria and program requirements to graduate in June 2014.

Karen McCredie moved and Daniel Yasinski seconded that:

14/34 Upon verification by the Registrar's Office that all credential requirements have been met, the Chancellor and the Senate of Capilano University approve the conferring of the credentials.

CARRIED

8. CURRICULUM COMMITTEE

Presented by: Jean Bennett

(a) Resolutions

The resolutions brought forward from the May 23, 2014 Senate Curriculum Committee meeting were presented to Senate.



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Jean Bennett moved and Jennifer Moore seconded that:

14/35 SCC resolutions 14/64 to 14/68 be endorsed by Senate.

CARRIED

9. SENATE SELF-EVALUATION COMMITTEE

Presented by: Grace Makarewicz

Senate was informed that the Committee continues to work on the survey and it is anticipated that the survey will be distributed shortly.

10. BY-LAW, POLICY AND PROCEDURE COMMITTEE

(a) Amendment to the Senate By-laws, - Article 2, Article 3, Article 6.1 and addition of Article 8.5

Presented by: Nanci Lucas

Senate was reminded of the two notices of motions at the May 6th and May 27th meetings to amend the Senate By-laws.

Article 6.1 and Article 8 were revised to better define attendance requirements for Senators at both Senate and Senate sub-committee meetings.

Nanci Lucas moved and Karen McCredie seconded:

14/36 To revise Article 6.1 of the Senate By-laws to read "Voting members are expected to attend all meetings. The seat of any elected member who fails to attend three (3) consecutive meetings or three (3) meetings without notice per appointment year shall be declared vacant.

CARRIED

Nanci Lucas moved and Jean Bennett seconded:

14/37 The addition of Article 8.5 to the Senate By-laws to read "The seat of any elected member who fails to attend three (3) consecutive meetings or three (3) meetings without notice per appointment year shall be declared vacant.

CARRIED

Article 2 and Article 3 were revised to give alternate non-voting members the right to nominate and hold the position of Vice-Chair.

Nanci Lucas moved and Julia Denholm seconded:

14/38 Article 2.2 of the Senate By-laws now becomes Article 2.2.1, and the new Article 2.2.2. reads "If the Vice-Chair is an alternate

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non-voting member, he/she will have the voting rights of the Chair, if the Chair is absent, and only in the instance of breaking a tie vote.

Nanci Lucas moved and Leighan Crowe seconded:

14/39 To revise Article 3.2 of the Senate By-laws to read "All voting members and alternate non-voting members of the Senate are eligible to nominate.

CARRIED

On further review of Article 3, it was suggested to amend Article 3.3 to also include alternate non-voting members.

Nanci Lucas moved and Reini Klein seconded:

14/40 To review Article 3.3 of the Senate By-laws to read "All voting members and alternate non-voting members whose term aligns with the term of the Vice-Chair are eligible to be nominated.

CARRIED

11. BUDGET ADVISORY COMMITTEE

Presented by: Nanci Lucas

Senate was informed that the Committee met on June 3rd to consider two items:

The 2014/15 All-Funds Budget including the proposed programs or courses to be discontinued in accordance with the Board Policy on Discontinuance of Programs or Courses.

The discontinued programs or courses in the 2013/2014 budget in accordance with the Board Policy on Discontinuance of Programs or Courses.

The Committee reported that it will recommend to the Board the 2014/2015 All-Funds budget in light of the Discontinuance of Programs or Courses Policy. The two programs included in the budget that will be affected by the Policy were put forward by faculty through a consultative process, and the areas indicated that the Policy would not have changed their choice.

A concern was raised that some line items on the budget are difficult to understand and that a breakdown of the items would be helpful. It was noted that the CFA have requested an itemized budget breakdown. It was clarified that the level of detail provided was such that it would not impact the privacy and confidentiality of specific individuals. This level of detail was confirmed by both the SBAC and the executive as part of the budget review process.



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Nanci Lucas moved and Jennifer Moore seconded:

- 14/41** The Senate Budget Advisory Committee moves that Senate recommends the 2014/2015 All-Funds budget to the Board in relation to the Policy.

CARRIED
16 Yes
0 No
5
Abstentions

At the June 3rd Committee meeting, members also considered the discontinued programs or courses in the 2013/2014 budget in accordance with the Board Policy on Discontinuance of Programs or Courses and whether the Policy, if in place, would have changed the Committee's recommendation. Senate was reminded that the Committee was requested by the Board to undertake a further review of the 2013/2014 budget, which included numerous meetings, re-looking at analyses and further in-depth questions of the budget. At the Committee meeting, members agreed that with regard to last year's recommended budget, through the lens of the Policy, the Committee would still have come to the same conclusion to accept the 2013/2014 budget and that the recommendation would stand.

Although a vote was not taken, it was agreed that advice regarding the Policy as it related to the 2013/2014 budget not be provided in the form of a motion, but that advice be comprised of the commentary from the Senate floor as was done with the advice given on the draft Policy at the May 27th Special meeting of Senate.

12. ACADEMIC PLANNING & PROGRAM ASSESSMENT COMMITTEE

Presented by: Paul McMillan

The Committee reported that a review and discussion was undertaken of the third draft of the Plan, and the Committee brought to Senate its recommendation to endorse the Academic Plan as presented.

On review of the Plan, some further revisions with regard to incorporating messaging around collegiality, transferability and community were requested. These revisions will be completed before the Plan is brought to the Board for approval.

Paul McMillan moved and Natahsha Prakash seconded that:

- 14/42** SAPPAC endorses the Academic Plan and moves that the Senate recommend to the Board of Governors the 2014/2018 Academic Plan.

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13. ACADEMIC PLAN

Presented by: Rick Gale

Senators, the campus community and especially Darin Feist, Michael Fleming, Kim McLeod and Natahsha Prakash were thanked for all their work and due diligence on the Academic Plan.

INFORMATION ITEMS:

None.

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

Next Meeting: Tuesday, August 19, 2014
