



SENATE MEETING
 Tuesday, September 8, 2015 4:00 pm
 Capilano University – LB322

MINUTES

Present: Kris Bulcroft (Chair), Nanci Lucas (Vice-Chair), Carol Aitken, Jean Bennett, Don Bentley, Brent Calvert, Leighan Crowe, Julia Denholm, Sacha Fabry, Darin Feist, Rick Gale, Benjamin Glassen, Rhita Hassar, Sylvia Kind, David Kirk, Reini Klein, Grace Makarewicz, Karen McCredie, Kim McLeod, Paul McMillan, Grace McNab, Jennifer Moore, Natahsha Prakash, Sandra Seekins, Sharka Stuyt, Cheryl Webb, Daniel Yasinski, Bacel Younan, Recording Secretary: Mary Jukich

Regrets: Chris Bottrill, Brent Leigh, Emma Russell, Michael Thoma, Zachary Thompson, Stephanie Wells

The Chair called the meeting to order at 4:00 pm.

1. Approval of Agenda

David Kirk moved and Jennifer Moore seconded

The agenda be approved

CARRIED

2. Minutes

Rhita Hassar moved and Grace McNab seconded:

The August 18, 2015 minutes be approved

CARRIED

3. Chair and Vice-Chair's Reports

Chair's Report

The campus community was thanked for their work and participation in the welcome back event for the students.

Vice-Chair's Report

In the absence of Stephanie Wells, Emma Russell assumed voting rights for the Faculty of Global and Community Studies.

In the absence of Michael Thoma, Grace McNab assumed voting rights for the Faculty of Fine and Applied Arts.

Reini Klein was introduced as the new COPE representative.

4. Correspondence

**4.1 Submission in support of version 2 of the Approval Procedures:
 Program Discontinuance**

No comments or discussion were presented with regard to the correspondence.



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5. Business Arising

5.1 Procedure for Discontinuing Programs or Courses

Presented by: Kris Bulcroft

Senators were reminded that at the August Senate meeting, a decision was reached to send to the Board two versions of the Procedure. However, the Board has now requested Senate provides only one recommendation.

Paul McMillan moved and Rhita Hassar seconded:

15/61 Senate recommend to the Board Version Two of the Procedures.

CARRIED
 15 yes
 7 no

On further review of the Procedure, a suggestion was presented to add “Capilano Student Union” to item 1.5 on both Version 1 and Version 2.

Rhita Hassar moved and Natahsha Prakash seconded:

15/62 The document shows Capilano Student Union under item 1.5

CARRIED
 19 yes
 1 opposed

5.2 Senate Representative to the Capilano University Alumni Association Board

Presented by: Nanci Lucas

A volunteer was requested to serve a three year term as the Senate representative to the Capilano University Alumni Association Board. As no names were presented, a request will be put out again at the October Senate meeting.

5.3 Senate Representative to the Chancellor Search Committee

Presented by: Nanci Lucas

Bacel Younan volunteered to serve as staff representative on the Chancellor Search Committee.

5.4 Senate Ad Hoc Committee on Faculty Structure

Presented by: Nanci Lucas

The ad hoc committee reported that work continues on reviewing the feedback received to date. The ad hoc committee will look at defining Faculty and reviewing the Faculty structure in terms of the Institute as a whole.



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5.5 Fall Board/Senate Orientation

Presented by: Nanci Lucas

Senators were invited to indicate whether the joint Board and Senate orientation served as sufficient orientation or whether there was a desire for further information. Suggestions presented included an educational session on Roberts' Rules of Order and a workshop on the relationship between Senate and the Board, and increasing communication between the two.

Senators were requested to provide any further ideas to Nanci Lucas.

6. New Business

6.1 Graduates

Presented by: Karen McCredie

The Registrar submitted a list of 297 graduates who have been verified by the Registrar's Office to have met the graduation requirements for their program.

Karen McCredie moved and Natahsha Prakash seconded:

15/63 Senate accept the students as graduates.

CARRIED

6.2 Faculty of Business and Professional Studies By-Election – Replacement for Leighan Crowe

Presented by: Karen McCredie

Senate was informed that a by-election is being called on Wednesday, September 9th for a voting faculty member for the Faculty of Business and Professional Studies. The vacancy is a result of Leighan Crowe's recent appointment to Acting Dean of the Faculty of Business and Professional Studies. Election results will be announced on Friday, October 30th.

6.3 Faculty Terms of Reference – Faculty of Global and Community Studies

Presented by: Kim McLeod

The Faculty of Global and Community Studies terms of reference are being revised to indicate the Registrar as a non-voting member.

Kim McLeod moved and Sandra Seekins seconded:

15/64 Senate accept the revision to the Faculty of Global and Community Studies Terms of Reference.

CARRIED



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6.4 Faculty Terms of Reference – Faculty of Business and Professional Studies

Presented by: Leighan Crowe

The Faculty of Business and Professional Studies terms of reference are being revised to indicate the Registrar as a non-voting member.

Leighan Crowe moved and Daniel Yasinski seconded:

15/65 Senate accept the revision to the Faculty of Business and Professional Studies Terms of Reference.

CARRIED

7. Standing Items

7.1 Academic and Strategic Plan

The following report was provided by Rick Gale:

Academic and Strategic Planning:

- NWCCU Mid-Cycle Report completed and submitted, available on the University website later this week, site visit in October.
- Hiring in process for Manager of Student Affairs and Services and Manager of Career Services.
- Search for AVP Student Success approved and underway.
- Search underway for new hire in aboriginal and community outreach.
- Search underway for new hire in learning and teaching.
- Update on initiatives in process TBA.
- Request for renaming of standing item to Academic Initiatives

Dianne Ashbourne was acknowledged for all her work.

8. Other Business

No other business was presented.

9. Committee Reports

9.1 Academic Planning and Program Assessment Committee

Presented by: Kim McLeod

Work continues on program assessment reports and members of the Committee are working in pairs and providing feedback to programs on program assessment reports. Next year's plans are due October 16th.



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9.2 By-law, Policy and Procedure Committee

9.2.1 Senate Student Appeals Committee Procedure

The Senate Student Appeals Committee Procedure was presented for approval. It was noted that, although the Procedure requires further review at the By-law, Policy and Procedure Committee, the Procedure is required to be put in place as a result of the Senate Student Appeals Policy becoming effective on September 1st. Senate was advised that the Procedure is scheduled for a further review in 2016.

Nanci Lucas moved and Darin Feist seconded:

15/66 Senate adopt the Senate Student Appeals Committee Procedure as presented.

CARRIED

9.2.2 S1999-03 Academic Appeals Policy

Approval was requested to rescind S1999-03 Academic Appeals Policy as this policy has been replaced by the new Senate Student Appeals Policy.

Nanci Lucas moved and Rhita Hassar seconded:

15/67 Senate rescind S1999-03 Academic Appeals Policy.

CARRIED

9.2.3 Faculty Emeritus Procedures

Senate was requested to approve the Faculty Emeritus Procedures. Due to an oversight, the Procedures were not presented at the same time as the Faculty Emeritus Policy.

Nanci Lucas moved and Bacel Younan seconded:

15/68 Senate approve the Faculty Emeritus Procedures.

CARRIED

**9.2.4 Housekeeping – Senate Student Appeals Committee Mandate and Structure Policy
 Housekeeping – Senate Student Appeals Policy**

Senate was requested to approve some minor revisions of a housekeeping nature to the Senate Student Appeals Committee Mandate and Structure Policy and the Senate Student Appeals Policy. The revisions included consistency across the policy with regard to the policies' name and other minor changes for clarity.



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Nanci Lucas moved and Kim McLeod seconded:

- 15/69** Senate adopt the housekeeping revisions, as presented, to the Senate Student Appeals Committee Mandate and Structure Policy and to the Senate Student Appeals Policy. **CARRIED**

9.3 Curriculum Committee

Presented by: Jennifer Moore

Jennifer Moore moved and Kim McLeod seconded:

- 15/70** SCC Resolution 15/65 – 15/68 be endorsed by Senate. **CARRIED**

Jean Bennett moved and Natahsha Prakash seconded:

- 15/71** Senate endorse Caroline Depatie as the new representative from the Faculty of Global and Community Studies. **CARRIED**

Senate was informed of the Special meeting of the Curriculum Committee on Thursday, September 3rd for a presentation by the Senate Credential Policy Review Ad Hoc Committee. At that meeting, the Ad Hoc Committee provided a summary of the proposed recommendations and changes to the Policy. Feedback from the special meeting of SCC will be brought to the By-law, Policy and Procedure Committee.

9.4 Senate Nominating Committee – Election for Chair of Senate Student Appeals Committee

Presented by: Jean Bennett

Senate reviewed statements from two candidates for Chair of the Senate Student Appeals Committee.

A request was presented for further nominations, and after three calls, no further names were presented.

A vote by ballot indicated Violet Jessen elected to serve as the Chair of the Senate Student Appeals Committee.

10. Discussion Items

10.1 Subcommittees

Presented by: Nanci Lucas

Volunteers were requested to serve on the remaining vacancies on the various Senate subcommittees.



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Darin Feist will serve as the Chair of the Senate Nominating Committee for the 2015-2016 academic year.

Kim McLeod will serve as the Chair of the Senate Academic Planning and Program Assessment Committee for the 2015-2016 academic year.

Nanci Lucas will serve as the Chair of the Senate By-law, Policy and Procedure Committee for the 2015-2016 academic year.

11. Information Item

11.1 Honorary Degree and Faculty Emeritus Candidates

Presented by: Nanci Lucas

A call for nominations for Honorary Degree and Faculty Emeritus candidates will be posted on the website and Frontlines on October 1st.

11.2 Truth and Reconciliation Week – Sept. 21 – 25

Presented by: David Kirk

The Truth and Reconciliation event will be held at the University on September 21 – 25th, with Dr. Gwen Point, Chancellor of University of the Fraser Valley as the keynote speaker.

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

Next Meeting: Tuesday, October 6, 2015
