



SENATE MEETING

Tuesday, June 7, 2011 4:00 pm LB322

MINUTES

- PRESENT:** Kris Bulcroft (Chair), Marion Haythorne, Jean Bennett, Kim Bothen, Chris Bottrill, Robert Campbell, David Clarkson, Herbert Cruz, Graham Fane, Darin Feist, Michael Fleming, Bahiyyih Galloway, Susan Hogan, Karin Jager, Reini Klein, David Lambert, Clay Little, Karen McCredie, Paul McMillan, Grace McNab, Jennifer Moore, Caitlin Rockers, Tim Schouls, Sandra Seekins, Jackie Snodgrass, Ghazal Tohidi, Tammy Towill, Catherine Vertesi, Stephanie Wells, Milton Williams, Recording Secretary: Mary Jukich
- REGRETS:** Nicholas Collins, Kelsey Didlick, Sonja Lebens, Jen Moses, Gordon Rudolph, Greg Smith, Peter Ufford
- GUESTS:** None

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

1. APPROVAL OF AGENDA

Two items were added to the agenda.

Item #14 – **Capilano University Continuing Professional Education**
Information Item #3 – **Self-Evaluation Committee**

Robert Campbell moved and Karen McCredie seconded that:
the amended Agenda be approved.

CARRIED

2. MINUTES

The Vice-Chair advised that the four CFA motions presented at the May Senate meeting would be placed into the minute binder.

The students questioned why Greg Smith was listed under regrets even though he had not attended several meetings.

On page 5, the paragraph that begins with “Members discussed the amendment to the motion ...”, the line should read “Members discussed the amendment to the motion and determined that if the budget process began in the fall, the process might be constrained by a 0% tuition increase. . . .”.

*Tim Schouls moved and Ghazal Tohidi seconded that:
the amended Minutes of the May 3, 2011 meeting be approved.*

CARRIED

3. CHAIR AND VICE-CHAIR'S REPORTS

Chair's Report

Kris reported that she had attended many award ceremonies where she enjoyed seeing the accomplishments of students, staff and faculty.

Capilano University's new coat of arms was unveiled at a ceremony attended by the Right Honourable David Johnston, Canada's Governor General. It is now on display in the Information Centre.

Kris attended the NAFSA Education conference and noted that Capilano University had figured very prominently during the week-long event.

Kris thanked everyone who had attended convocation ceremonies and noted that attendance by faculty demonstrates a very positive statement to all the students who were present.

Vice-Chair's Report

As this was the last meeting for Jen Moses, representative from Health and Education, and students, Bahiyyih Galloway, Ghazal Tohidi and Greg Smith, Marion thanked them for serving on Senate.

4. CORRESPONDENCE

Presented by: Kris Bulcroft

On presentation of Schedule 4, a member questioned whether the content of the correspondence might become part of the debate when the grading profile agenda item was presented. In this regard, the member expressed exception to particular statements included in the correspondence, as they related to the voting mandate of the Grading Profile Committee. The member informed Senate that the mandate of the committee was clear to examine the possibility of a single grading profile and that the responsibility of the committee was carried out according to the mandate as set out when the committee was formed.

The correspondence was accepted by Senate.

5. APPROVALS IN PRINCIPLE

None.

6. SENATE CURRICULUM COMMITTEE

Presented by: Jackie Snodgrass

(a) Resolutions

Jackie presented the resolutions brought forward from the May 20th Senate Curriculum Committee meeting.

Jackie Snodgrass moved and David Clarkson seconded that:

11/24 SCC resolutions, 11/49, 11/50, 11/51, 11/52 and 11/53 be received and adopted by Senate.

CARRIED

7. GRADING PROFILE COMMITTEE

Presented by: Kris Bulcroft

Kris reminded members that at the April meeting a motion had been made.

"11/17 Capilano University have one grading profile that is in equal intervals with 5% intervals starting at 100."

The motion was postponed because it was felt that senators should ask their respective Faculties for feedback. The motion was further postponed to this meeting, as it had been determined that there would be insufficient time to adequately discuss the motion during discussion of the annual operating budget.

Senate discussed the grading profile issues, and the Social Sciences Department reported that it had passed the following motion:

"Since the single grading profile that Senate has sent out for consultation would specifically disadvantage our most successful students, Social Sciences opposes the adoption of this grading profile. Social Sciences strongly supports the adoption of the two profiles on which we were previously consulted and which were previously recommended to Senate by the Grading Profiles Committee."

It was suggested that in order to ensure clear direction, and Senate's expectations of the Committee, terms of reference and a defined structure of the committee be created. Accordingly, the motion on the floor will be referred to a committee and Kris Bulcroft and Marion Haythorne will develop terms of reference for the committee.

Robert Campbell moved and Karen McCredie seconded to:

11/25 Refer the postponed motion to a sub-committee and Kris Bulcroft and Marion Haythorne will bring draft terms of reference back to the August meeting at which time a committee will be staffed.

CARRIED

8. FACULTY STRUCTURE REVIEW COMMITTEE

Presented by: Chris Bottrill

Prior to the Committee report, Jackie Snodgrass reported that discussions had taken place with the Faculty of Student Services and Development with regard to hiring a new dean. An interim solution had been developed in which Jean Bennett would act as interim dean in addition to continuing in her current role as Dean of Health and Education. Jackie noted that review and discussions with respect to the Faculty will continue.

Kris Bulcroft clarified the role of Jean Bennett and Joe Iacobellis.

Chris Bottrill presented the recommendations of the Faculty Structure Review Committee to Senate. The Committee developed a recommendation, which is a consultative process around Faculty structure, governance issues at Senate, non-voting members and faculty representation.

Feedback was requested by September 15th; however, on review of the recommendations presented by the Committee, members expressed concern around the tight deadline. Members generally felt that an October deadline was more realistic. Chris indicated that the scope of feedback would not be limited and ways of getting the questions to everyone would be developed.

Senate was reminded that the structure of Senate was controlled by legislation and the Committee was asked whether an update from the Ministry on the structure had been received. Senate was informed that the Ministry would not be revisiting university Senate structure.

9. SENATE ACADEMIC PLANNING AND PROGRAM ASSESSMENT COMMITTEE

Presented by: Marion Haythorne

As this committee's workload is anticipated to be substantial, Senate was asked to approve a revision to the members' section of the mandate for the Senate Academic Planning and Assessment Committee, which will increase the number of members on the committee.

An amendment was suggested and agreed to by the mover and seconder of the motion. The words "and that we change quorum from four to seven" will be added to the motion after the word "administrator".

David Clarkson moved and Tammy Towill seconded that:

11/26 The Members section of mandate for the Senate Academic Planning and Assessment Committee be revised to read: The voting members consist of fourteen members appointed by Senate as follows: Chair of Senate, Vice-Chair of Senate; 12 additional members such that the committee membership, excluding the Chair of Senate, includes 8 faculty members, two staff members, two students and one administrator and that we change quorum from four to seven.

CARRIED

10. SENATE PLANNING AND POLICY COMMITTEE

Presented by: Robert Campbell

- (a) EC2002-04 Definition of a Full-Time Student
- (b) Changes to the S2009-06 Course Outlines and Course Approval Policy and merged with EC2004-01 Professional Behaviour in Career Programs
- (c) Motion to rescind EC1995-10 Creation of an Institute
- (d) EC2006-02 Education Qualifications for Instructors

In consideration of time and as there was no urgency for approval of the policies, it was determined that this item would be postponed to the August Senate meeting.

The Registrar indicated that she had some suggested changes to the S2009-06 Course Outlines and Course Approval policy and, in this regard, the Planning and Policy Committee will reconvene to address the Registrar's concerns. This policy will also be brought to the August SCC meeting for review.

11. FALL GRAD – ACADEMIC SCHEDULE CHANGE

Presented by: Karen McCredie

Karen informed Senate that due to unforeseen circumstances, the fall convocation could no longer be held in the Sportsplex. As a result of the unexpected change of venue, the only available date in the Performing Arts Theatre was November 28th and, accordingly, Senate was requested to change the Academic Schedule to indicate the fall convocation date as November 28th.

Karen McCredie moved and David Clarkson seconded that:

11/27 The date of the fall convocation be changed from December 2 to November 28.

CARRIED

12. GRADUATES

Presented by: Karen McCredie

As anticipated at the May Senate meeting, Karen presented a list of 66 additional graduates who had met the graduation criteria and program requirements to graduate in June 2011.

Karen McCredie moved and David Lambert seconded that:

11/28 Upon verification by the Registrar's Office that all credential requirements had been met, the Chancellor and the Senate of Capilano University approve the conferring of the credentials.

CARRIED

13. SENATE SUB-COMMITTEES

Presented by: Marion Haythorne

Members reviewed the Senate Sub-Committees list and were asked to indicate if they wished to serve on any of them. It was noted that an extra faculty member for each committee had been included in the event that, in future, a faculty member was not elected as Vice-Chair. However, in the current circumstances, as Marion serves both as faculty and Vice-Chair, the extra faculty member can be omitted for each committee. Elections where necessary will take place in August. A member requested clarification as to why there was no student representation on the Self-Evaluation Committee and in this regard, it was noted that student representation was not required as this was not a standing committee.

14. CAPILANO UNIVERSITY CONTINUING PROFESSIONAL EDUCATION

Presented by: Catherine Vertesi

Continuing Education presented a proposal to Senate in which learning provided by Continuing Education containing an evaluative component would be recognized. Continuing Education Units (CEUs) were developed in response to requests from our BC employer community that the University recognize content driven, applied knowledge delivered in segments and includes an evaluative component. CEUs would be used for programming that is focused on specific professional or employment related outcomes.

Chris Bottrill moved and Ghazal Tohidi seconded that:

11/29 Senate accept the Capilano University Continuing Professional Education proposal.

CARRIED

INFORMATION ITEMS

Information Items**Item #1 – International Report**

Presented by: Catherine Vertesi

Catherine presented Senate with a progress report on international academic activities to date. A special acknowledgement was given to Susan Watson for all her efforts in working with Capilano's international partners.

Item #2 – Election Update

Presented by: Karen McCredie

Karen announced that Cristina Delgado Vintimila had been elected by acclamation as the new Health and Education Senate representative.

Item #3 – Self Evaluation Committee

Presented by: Graham Fane

Senate was informed that the Self-Evaluation Committee had reviewed the questions used in last year's survey. Based on the review, the Committee had developed a similar survey; however, this year's survey will be conducted electronically and members will shortly be receiving an invitation to participate in the survey. Members were encouraged to complete the survey as soon as possible, as the system will continue to remind them until the survey is completed. It is expected that data will be collected over the summer and results reported at the September Senate meeting.

There being no further business and on motion duly made and seconded, the meeting was adjourned at 6:20 p.m.

Next Meeting: Tuesday, August 16, 2011.
