



## SENATE MEETING

Wednesday, June 6, 2018 4:00 pm  
Capilano University – Room LB 322

### MINUTES

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**Present:** Paul Dangerfield (Chair), Sean Ashley, Don Bentley, Kim Bothen, Chris Bottrill, Julia Denholm, Dilnavaz Dhillon, Duncan Brown, Caroline Depatie, Darin Feist, Megan Fretz, David Fung, Michelle Gervais, Deb Jamison, Sylvia Kind, David Kirk, Brad Martin, Joshua Millard, Karen McCredie, Paul McMillan, Majid Raja, Emma Russell, Adam Sale, Sandra Seekins, Debbie Schachter, Michael Thoma, Recording Secretary: Mary Jukich

**Regrets:** Imroz Ali, Cyndi Banks, Brent Calvert, Marnie Findlater, Joshua Larsen, Jorge Ocegüera, Carleen Thomas, Halia Valladares, Stephanie Wells

**Guests:** Nanci Lucas

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#### ***Acknowledgement***

*We respectfully acknowledge the Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.*

The Chair called the meeting to order at 4:10 pm.

#### **1. Welcome**

On behalf of Senate, the Chair thanked the outgoing Senators for their work and contributions to Senate.

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

#### **2. Approval of the Agenda**

*Moved by Adam Sale and seconded by Caroline Depatie:  
To adopt the agenda.*

**CARRIED**

#### **3. Approval of the Minutes**

Some minor typographical errors were noted.

*Moved by Michelle Gervais and seconded by Brad Martin:  
To adopt the amended May 8, 2018 minutes.*

**CARRIED**



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#### 4. Correspondence Received

No correspondence was received.

#### 5. Business Arising

##### 5.1 Senate Cap Core Implementation Ad Hoc Committee

*Presented by: Paul McMillan*

The ad hoc committee continues to work on edits for the new website on Cap Core. As well, the ad hoc committee reviewed and provided recommendations on exceptions to Cap Core for MOPA and the Bachelor of Design. Work is also underway in preparing communication around Cap Core requirements for certificates and diplomas. The ad hoc committee will have one further meeting prior to the conclusion of its mandate.

##### 5.2 Research Task Force

*Presented by: Debbie Schachter*

The Research Task Force held its final meeting on May 24<sup>th</sup>. At this meeting the Task Force discussed the outstanding items, including: a form for collecting information on faculty research; a Research Q&A for faculty and staff; and policy development, including the need to incorporate language related to qualitative research into the revised research policy. The committee returned to the Task Force's Terms of Reference for confirmation that the mandate was completed. The next steps involve transitioning the recommendations, information and action items to the new VP Academic & Provost, and that Task Force members look forward to providing the VPA with background information related to the recommendations.

##### 5.3 Self-Evaluation Committee

*Presented by: Sandra Seekins*

Senate was provided with a summary of this year's Senate Self-Evaluation Survey. The results indicated that there was an 11% decrease in respondents over last year (66% in 2017, 55% in 2018). Overall, there has been improvement in responses regarding Senate functioning, particularly noticeable regarding Senate being clear about its roles and responsibilities with respect to academic governance, the level of comfort in speaking at Senate, and Senators being prepared at meetings.



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#### 5.4 Release Sections for Senate Subcommittee Chairs

*Presented by: Sandra Seekins*

As background, the motion to approve release sections for Senate subcommittee chairs was approved at the March 6, 2018 Senate meeting. However, the By-law, Policy and Procedure Committee is still in process of incorporating the language of section release into the By-laws and this will not be completed by the time the chairs of the subcommittees are appointed. In this regard, Senate was requested to approve that the Senate subcommittee chairs of the By-law, Policy and Procedure Committee, Academic Planning and Program Review Committee and Curriculum Committee receive release time.

*Sandra Seekins moved and Caroline Depatie seconded:*

**18/26** Be it moved, that since the By-Law Policy and Procedure Committee is currently revising the Senate By-Laws and terms of reference to include release time for the Senate subcommittee chairs of BPPC, SAPPRC, and SCC, and, since this work will not be completed in time for the start of the 2018-19 academic year, Senate approve that these Senate subcommittee chairs receive their release.

**CARRIED**

#### 5.5 Nominating Committee

*Presented by: Darin Feist*

The Chair of the Senate Nominating Committee reported that two nominations, Dilnavaz Dhillon and Majid Raja, were received for the position of Senate Vice-Chair. Each candidate was invited to address Senate with a brief nomination statement. The Chair then called three times for further nominations, and on hearing none, Senators were requested to vote, by ballot, for one of the candidates.

Karen McCredie and Mary Jukich served as scrutineers of the ballots.

The results of the vote indicated that Majid Raja was elected as Vice-Chair of Senate for a one-year term.



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*David Fung moved and Caroline Depatie seconded:*

**18/27** To destroy the ballots.

**CARRIED**

#### 5.6 Election Update

*Presented by: Karen McCredie*

Senate was informed that Judy Snaydon was acclaimed for the Faculty of Fine and Applied Arts non-voting seat for a term of August 2018 – July 2021.

#### 5.7 By-Election

*Presented by: Karen McCredie*

The Registrar reported that a by-election will be called for the voting seat from the Faculty of Global and Community Studies as a result of Caroline Depatie taking a leave for the term of August to December 2018. The call for nominations will go out on Thursday, August 23 and results announced on Friday, September 21.

#### 5.8 Graduates

*Presented by: Karen McCredie*

The Registrar submitted an additional list of 48 graduates, verified by the Registrar's Office, to have met the graduation requirements of their program.

*Karen McCredie moved and Michelle Gervais seconded:*

**18/28** Senate accept the students as graduates.

**CARRIED**

### 6. New Business

#### 6.1 Discontinued Courses

*Presented by: Paul Dangerfield*

Senate previously reviewed and recommended to the Board the discontinuance list of courses presented by the Faculty of Arts & Science, the Faculty of Business and Professional Studies and the Faculty of Education, Health and Human Development. However, three courses that are currently offered were listed in



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error, and accordingly Senate was requested to provide a recommendation to the Board that the courses be reactivated.

*Paul Dangerfield moved and Paul McMillan seconded:*

**18/29** As per Procedure B.104.1, Senate recommends to the Board that SOSC 320, SOSC 349 and SOSC 401 be reinstated.

**CARRIED**

#### 6.2 Senate Orientation

*Presented by: Sandra Seekins*

There was a discussion on organization of this year's Senate Orientation in August. Members discussed the possibility of an ad hoc committee to take the lead in the preparation of the presentation. In this regard, Debbie Schachter volunteered to serve in this role.

### 7. Committee Reports

#### 7.1 Academic Planning and Program Review Committee

*Presented by: Michael Thoma*

At the Committee meeting on May 15<sup>th</sup>, Bernadette Andrade, Manager, Academic Initiatives and Planning provided an overview on the current program development approval process, particularly focussing on the new requirement that the Minister of Advanced Education now requires Board approval prior to posting Stage 1 proposals on PSIPs (Post-Secondary Institution Proposal System).

Senate was informed that the Committee reviewed the Stage 1 proposal for a Bachelor of Science, General. The committee raised a number of questions and concerns, which were addressed through discussion.

##### 7.1.1 Stage 1 – Bachelor of Science - General

*Presented by: Paul McMillan*

Senate was presented with the Stage 1 – Bachelor of Science – General. The presenter reported that based on feedback received after the proposal was reviewed by SAPPRC, the proposal be revised so that it clearly proposes to develop a stand-alone credential with its own specific requirement. Members



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were reminded that the proposal is at Stage 1, and there will be a Stage 2 and site visit which will continue to define the program. In this regard, Senate was requested to consider moving the Stage 1 forward to the Board.

*Michael Thoma moved and Sandra Seekins seconded:*

**18/30** That Senate recommends to the Board approval of the Stage 1 proposal for the Bachelor of Science, General.

**CARRIED**

#### 7.2 By-law, Policy and Procedure Committee

*Presented by: Nanci Lucas*

##### 7.2.1 S2009-06 Course Outlines of Record and Course Syllabi for Credit Courses Policy

Senate was presented with S2009-06 Course Outlines of Record and Course Syllabi for Credit Courses Policy. The key revisions to the policy include, defining course outline of record and course syllabus; creating consistency with a course outline of record template; creating consistency in multi-section offerings and removing the sections that are in conflict with the *University Act*.

*Kim Bothen moved and David Kirk seconded:*

**18/31** That Senate approve the revisions to S2009-06 Course Outlines of Record and Course Syllabi for Credit Courses Policy as presented.

**CARRIED**

##### 7.2.2 S2003-02 Repeated Courses Policy

Senate was presented with S2003-02 Repeated Courses Policy. It was noted that the policy as presented did not have any major substantive revisions, but that it clarified and updated the current version of the policy.

On review and discussion, concern was expressed with section 3.5 and whether to state in policy that students may not register for a particular course more than three times. Concern was raised around the potential effect to ABE students, as well as other circumstances that may prevent a student from completing a



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course, and subsequently impacting completion of their credential. It was suggested that section 3.5 be removed, and that section 3.4 be revised as follows:

"A student may register for a particular course three or more times with the permission of the instructor or of the program coordinator and/or program chair. The grades for all attempts will be recorded, and the higher grade of the last two grades will be used in the calculation of the CGPA."

*Kim Bothen moved and Michelle Gervais seconded:*

**18/32** That Senate approve the revisions to S2003-02 Repeated Courses Policy as presented, with the additional revision of removing section 3.5, and further edits to section 3.4.

**CARRIED**

*Moved by Paul Dangerfield and seconded by Sandra Seekins:*  
To extend the meeting to 6:30 pm.

**CARRIED**

#### 7.2.3 S2018-02 Student Awards Policy

Senate was presented with the new S2018-02 Student Awards Policy. The new Policy aligns with the *University Act*, and establishes the criteria for awards, as well as includes all other awards given to students for transparency and consistency at the University.

On review and discussion, some further minor formatting revisions were requested.

*Kim Bothen moved and Julia Denholm seconded:*

**18/33** That Senate approve S2018-02 Student Awards Policy.

**CARRIED**

#### 7.2.3 EC2008-01 Scholarships, Bursaries and Awards Definitions/Criteria

Senate was requested to approve that EC2008-01 Scholarships, Bursaries and Awards Definitions/Criteria be rescinded as this will be replaced by a new policy.



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*Kim Bothen moved and Deb Jamison seconded:*

**18/34** That Senate rescind EC2008-01 Scholarships, Bursaries and Awards Definitions/Criteria. **CARRIED**

#### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

##### 7.3.1 Resolution Memorandum

The resolutions brought forward from the May 18<sup>th</sup>, 2018 Senate Curriculum Committee meetings were presented to Senate for approval.

*Deb Jamison moved and Caroline Depatie seconded:*

**18/35** SCC resolutions 18/76 through 18/83 be adopted by Senate. **CARRIED**

##### 7.3.2 Hyphenation and Ampersand

Communications & Marketing provided a presentation at the May 18<sup>th</sup> SCC meeting with respect to issues being encountered as a result of inconsistent use of hyphenation and ampersand in the naming of programs, and the possible impact to students. On discussion, it was noted that there may be a disconnect as a result of spacing issues when inputting the credential name into the system. In this regard, it was suggested that Paul Dangerfield, Karen McCredie follow up with Communications & Marketing to develop possible recommendations.

#### 7.4 Instructional Technologies Advisory Committee

*Presented by: Don Bentley*

Senate was presented with the report from the Instructional Technologies Advisory Committee proposing a revision to the terms of reference for the committee. On preliminary review and discussion of the report, concern was raised that the library pedagogy was not reflected in the proposed structure, and that a notation be made to ensure that the library is represented as opposed to being specified as a resource.





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As per process the Committee will be required to direct the report to the By-law, Policy and Procedure Committee for their review.

#### 8. Other Reports

##### 8.1 Chair of Senate

Paul Dangerfield acknowledged and thanked everyone involved with this year's successful convocation. Positive feedback was received from participants on the University's calibre and commitment to students.

The 2018/2019 Operational Plan will be brought as information to the Board at the meeting on June 19<sup>th</sup> and then circulated. The Plan is a new way forward in continuous improvement, goal setting and performance measures.

##### 8.2 Vice Chair Senate

Sandra Seekins reported that she attended the Joint Planning Session with representatives from Administration, and the CFA, CSU, and Move-Up Executives. The session was successful and identified areas where intellectual resources can be pooled and there are opportunities to move forward collaboratively.

As this was Sandra's last meeting as Senate Vice-Chair, she acknowledged and thanked Senators for their support.

##### 8.3 VP Academic and Provost

No report was provided.

##### 8.4 Board Report

A report was not provided as the Board did not meet. The next Board meeting is scheduled for Tuesday, June 19<sup>th</sup>.

#### 9. Discussion Items

No discussion items were presented.



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**10. Other Business**

No other business was presented.

**11. Information Items**

No information items were presented.

There being no further business, and on motion duly made and seconded, the meeting was adjourned at 6:30 pm.

**Next Meeting: Tuesday, August 21<sup>st</sup> 2018**

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