



SENATE MEETING

Tuesday, April 2nd, 2019 4:00 pm
 Capilano University – Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Sean Ashley, Duncan Brown, Brent Calvert, Joel Cardinal, Caroline Depatie, Marnie Findlater, Robin Furby, Kyle Guay, Michelle Gervais, Ted Gervan, Deb Jamison, Brad Martin, Pouyan Mahboubi, Joshua Millard, Lauren Moffatt, Corey Muench, Majid Raja, Jaswinder Singh, Graeme Sleep, Judy Snaydon, Laureen Styles, Michael Thoma, Dina Twiss, Halia Valladares, Mark Vaughan, Stephanie Wells, Stephen Williams, Toran Savjord, Michaela Volpe, Recording Secretary: Mary Jukich

Regrets: Cyndi Banks, David Fung, Aisha Lakhdhir, Debbie Schachter, Ekaterina Sergeeva

Acknowledgement

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

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

1. Welcome

Paul Dangerfield provided a brief summary on work to date in support of Truth and Reconciliation. Last year, a Presidential Steering Committee was established to look at Indigenous affairs. Among other recommendations, the Committee provided advice on the new position for the Director, Indigenous Education and Affairs. Work is currently underway in looking at consistent terminology around Indigenous people which can be incorporated into policy through to curriculum.

Michaela Volpe, new CSU non-voting representative was introduced and welcomed to Senate.

In the absence of Adam Sale, Judy Snaydon assumed voting rights for the Faculty of Fine & Applied Arts.

2. Approval of the Agenda

Item #6.3 Senate Faculty By-election was added to the agenda.

*Paul Dangerfield moved and Joshua Millard seconded:
 To adopt the amended agenda.*

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3. Approval of the Minutes

Joshua Millard moved and Deb Jamison seconded:
 To adopt the March 5, 2019 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Self-Evaluation Committee

Presented by: Michelle Gervais

The Self-Evaluation Committee convened on March 21st to review the 2017 and 2018 survey questions and results, and some minor changes were made in order to strengthen this year's survey. The survey is now open and the link to the survey will be distributed by email. Members were encouraged to complete the survey prior to closing on April 19th. As well, members were reminded when providing their comments to refer to only positions instead of referring to specific names.

5.2 Vice-Chair Nominating Committee

Presented by: Michelle Gervais

The Vice-Chair Nominating Committee met on March 15th to review the mandate and Bylaws for election of Senate Vice-Chair. Nominations for Vice-Chair are now open, and the call will also go out by email. Voting and non-voting Senators are eligible to run for a one year term, August 2019 to June 2020.

6. New Business

6.1 Senate Tributes Committee

Presented by: Paul Dangerfield

The Senate Tributes Committee was requested to convene to begin work in identifying candidates for next year. A meeting of the Committee will be called shortly to begin work and discussion in identifying potential candidates.



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6.2 S2018-02 Student Awards – Appendix A University-Funded Student Awards

Presented by: Laureen Styles

As background, Senate approved the S2018-02 Student Awards Policy on June 6, 2018 and it was intended that any change or amendments to Appendix A would be presented to the Senior Leadership Council (SLC) for approval. SLC is responsible for the day to day management of the University's operations (B.308 Board of Governors Charter), including the President's responsibility for the allocation and supervision of all appropriated and other funds that finance any activities under the jurisdiction of the University (B.502 President – Responsibilities).

Senate was informed that the focus of the revisions to Appendix A was mainly around clarity and the ability to disburse awards so that criteria is not too restrictive.

A suggestion was presented that in going forward, it may be helpful that both a marked-up and clean copy document be included for ease of referencing revisions.

Laureen Styles moved and Halia Valladares seconded:

19/13 That Senate receive as information the revised Appendix A associated with policy S2018-02 Student Awards as approved by Senior Leadership Council.

CARRIED

6.3 Senate Faculty By-Election

Presented by: Toran Savjord

Senate was informed that a by-election will be called for the voting seat from the Faculty of Fine & Applied Arts as a result of Adam Sale's resignation from Senate. The call for nominations will go out on Thursday, April 4 and results announced on Friday, May 3.



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7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

The Committee met on March 12th, and no proposals or program reviews were reviewed. The Committee had a round table discussion on current processes, as well as a check in of the matrixes and memos that are currently being used by the Committee. The discussion resulted in clarification around process, in particular the addition of recommendations to a motion, as well as the language of the rubrics used to evaluate proposals.

The Committee was informed that there is a significant amount of new program development currently underway, and only a certain amount of capacity for the Committee to work through a number of programs proposals and reviews in any given year. As such, a working group was formed to advise the VP Academic & Provost in terms of prioritizing new program development based on some set of criteria.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Stephen Williams

7.2.1 S2015-05 Credential and Course Criteria Policy – Section 2.6

Senate was informed that section 2.6 of the S2015-05 Credential and Course Criteria Policy is being revised to include minimum requirements for Honours programs, Joint Majors, and Double Majors. The revisions are necessary to support the objective of expanding the range of credential options available to students and in support of the credential development currently underway at the University.

On review of the proposed revisions, an issue was raised that within section 2.6, there was an inconsistency with capitalization with the words “major” and “minor”. On discussion, it was suggested that this may be a procedural issue for discussion at the Bylaw, Policy and Procedure Committee to review, and that for the purpose of this policy, to use the current practice of existing policies.



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A question was raised on whether there is a risk that the proposed revisions may affect or impact students or current degrees. In this regard, it was noted that a risk analysis indicated that the proposed revisions would not have any impact as the revisions were directed at program proposals and programs moving toward the Ministry.

Diana Twiss moved and Graeme Sleep seconded:

19/14 That Senate approve S2015-05 Credential and Course Criteria Policy.

CARRIED

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the March 15th, 2019 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Stephanie wells seconded:

19/15 SCC resolutions 19/11 to 19/22 be adopted by Senate.

CARRIED

7.3.2 SCC Membership

A list of new and returning members commencing a new two year term on the Senate Curriculum Committee was presented for approval.

Deb Jamison moved and Laureen Styles seconded:

19/16 Senate endorse the following new and returning members of SCC; Cass Picken, Sean Ashley, Urmila D Jangra, David Geary, and Darcie Hillebrand.

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7.4 Instructional Technologies Advisory Committee

Presented by: Majid Raja

At the last Committee meeting, there was a discussion around faculty representation on the Committee. A general consensus at the Committee was the importance of having multiple representatives from larger faculties with more diverse programs and technological needs, and this matter will be addressed in the revised Terms of Reference. As well, Kristin Wilkes, Chief Information Officer, IT, presented a snapshot of University spending on technological resources on campus.

7.5 Budget Advisory Committee

Presented by: Marnie Findlater

The SBAC members indicated that a thorough review of the budget documents was undertaken and the Committee had accordingly fulfilled its mandate for this year's budget process. The Committee was presented with a comprehensive draft of the three year operating and capital budget for 2019/2020 – 2021/2022.

The proposed budget was presented to the Finance and Audit Committee on April 1st, and also to the Capilano Faculty Association on April 2. The Board will receive the draft budget from the President at its April 16 meeting.

Resource Allocation Principles:

1. Transparency
2. Conservatism in Revenue
3. Resourcing According to Priorities
4. Additional Resourcing Principles
5. Beyond Budgeting
6. Accountability

Enrolment targets include a 5% increase for domestic students and a 4% decrease for international students.

Expanded capacity for areas of high program demand:

1. BPA in spring 2019
2. BDES – additional cohort for 201930
3. 3D Animation – additional cohort for 201930



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4. ASAS – additional cohort for year 2 in 201930

Conversations included a request for on-going University wide communication on the budget and a review of surcharges.

Highlights included a commitment to better housing, student employment, work integrated learning, truth and reconciliation initiatives, and more opportunities for scholarships and funding.

8. Other Reports

8.1 Chair of Senate

Paul Dangerfield, Chair of Senate provided a report with the following key highlights:

- The budget will be presented to the Board on April 16th during the open session of the meeting, and Senators were invited to attend.
- The University undertook an integrated process for this year's budget which began with a review of revenues and enrollment targets. As this was a new process for the University, it required a substantial amount of work from all areas of the University and everyone was acknowledged for their contributions.
- In terms of the budget, the University will be in sound position for this year. The new budget will allow the University to allocate significant resources to additional positions and particular initiatives aligned with University priorities. It is anticipated that the surplus for this year will be used for capital and infrastructure items as well as one-time activities, including expansion of the learning commons and support for labs and infrastructure.
- Once the budget is approved by the Board, the campus community will be provided with opportunities for discussion and question and answer sessions on matters relating to the budget.



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8.2 Vice-Chair Senate

Majid Raja, Vice-Chair of Senate encouraged members to complete the Senate self-evaluation survey as feedback improves and informs practice at Senate.

8.3 VP Academic and Provost

Laureen Styles, VP Academic and Provost provided the following updates:

- Senate was informed that the four programs, the Bachelor of Science, General, Bachelor of Arts with a Major in English, Bachelor of Arts with a Major in Psychology and Bachelor of Human Kinetics are in various stages of approval with the Ministry with the Bachelor of Science, General receiving Ministry approval for Stage One at the end of last week. Work continues with the Ministry and Secretariat to support accelerating timelines whenever possible.
- The Ministry has provided the University with one-time funding for 2019-2020 to support students in adult special education, support for student mental health, community adult literacy programs, and Indigenous students emergency funding.
- The University is working with the City of North Vancouver for future implementation of City Studio, a proven model for experiential/work integrated learning.

8.4 Board Report

Duncan Brown, Board representative provided the following report:

Lonsdale Campus – The University has just announced its plans to open a new Cap Lonsdale campus at the lower Lonsdale Shipyards this September. The Board has approved this project throughout its planning process.

Sechelt Meeting - The Board met on March 19, 2019. The meeting was held at the kálah-ay Sunshine Coast Campus. Prior to the meeting the Board met with representatives of Sechelt, Gibsons, the Sechelt Nation and the Sunshine Coast



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Regional District and the Sunshine Coast Regional Economic Development Office to discuss educational needs and partnership opportunities.

Governance – The Board welcomed new member Ash Amlani.

Administration - The Board received reports from its Executive, Finance and Audit, Governance, Investment Management and Policy and Planning Committees, the President and the Senate.

The Board reviewed the 2019/20 Mandate Letter received from the Minister of Advanced Education, Skills and Training.

Academic – The Board received a report from the Vice President, Academic and Provost on the Sechelt Campus and programming as well as an update on the Universities Canada application.

Finance - The Board approved revisions to its Investment Policy B.201:

- To show a range for the University asset mix of 40% to 60% for Fixed Income and 40% to 60% for Total Equities, with the benchmark at 50% for both.
- To show a range for the Foundation asset mix of 30% to 50% for Fixed Income and 50% to 70% for Total Equities, with the benchmark at 40% and 60% respectively.

Next Meetings – The next meetings are April 9, 2019, which will focus on Envisioning 2030, and April 16, 2019, which will focus on the 2019-20 operating budget.

9. Discussion Items

Nominations are open for the Alumni Association Excellence Awards.

The Cooperative Program in Tourism recently received national accreditation by CEWIL (Cooperative Education Work Integrated Learning).

10. Other Business

No other business was presented.



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11. Information Items

No information items were presented.

There being no further business the meeting was adjourned at 5:30 pm.

Next Meeting: Tuesday, May 14th, 2019
