



## SENATE MEETING

Tuesday, March 5<sup>th</sup>, 2019 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

**Present:** Majid Raja (Vice-Chair), Sean Ashley, Duncan Brown, Brent Calvert, Joel Cardinal, Caroline Depatie, Marnie Findlater, David Fung, Robin Furby, Kyle Guay, Ted Gervan, Deb Jamison, Brad Martin, Pouyan Mahboubi, Joshua Millard, Lauren Moffatt, Corey Muench, Debbie Schachter, Graeme Sleep, Judy Snaydon, Laureen Styles, Michel Thoma, Diana Twiss, Halia Valladares, Mark Vaughan, Stephanie Wells, Stephen Williams, Recording Secretary: Mary Jukich

**Regrets:** Paul Dangerfield, Cyndi Banks, Michelle Gervais, Aisha Lakhdhir, Adam Sale, Ekaterina Sergeeva, Jaswinder Singh, Toran Savjord

---

#### ***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 Vice-Chair called the meeting to order at 4:00 pm.

#### **1. Welcome**

Joel Cardinal, non-voting MoveUp representative and Joshua Millard, voting student representative were both introduced and welcomed to Senate.

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

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

*Ted Gervan moved and Halia Valladares seconded:*  
To adopt the agenda.

**CARRIED**

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

*Diana Twiss moved and Deb Jamison seconded:*  
To adopt the February 5, 2019 minutes.

**CARRIED**

#### **4. Correspondence Received**

No correspondence was received.



## SENATE MEETING

Tuesday, March 5<sup>th</sup>, 2019 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

#### 5. Business Arising

##### 5.1 Results of Student By-election

*Presented by: Laureen Styles*

Senate was informed the Spring 2019 by-election was now complete. Joshua Millard was elected for Student Senator (voting) with a term concluding July 31, 2019.

#### 6. New Business

##### 6.1 Self-Evaluation Committee

*Presented by: Laureen Styles*

The Self-Evaluation Committee was requested to convene to begin work on the Senate self-evaluation survey and report.

##### 6.2 Vice-Chair Nominating Committee

*Presented by: Laureen Styles*

The Vice-Chair Nominating Committee was requested to convene to determine candidates for the position of Vice-Chair of Senate.

#### 7. Committee Reports

##### 7.1 Academic Planning and Program Review Committee

*Presented by: Michael Thoma*

The Committee met on February 19<sup>th</sup>, and reviewed the Concept Paper for a Bachelor of Arts with a Major in Applied Social Justice (Community Engagement). The Concept Paper provided the broad strokes for this degree, along with numerous options, including a BA Minor, Certificate, Diploma, Honours, Post-Bac Diploma and Post-Bac Certificate. The Concept Paper was approved by the Committee to be forwarded to the Vice-President Academic and Provost.

##### 7.1.1 Program Review – Bachelor of Music Therapy

The Committee also reviewed the Bachelor of Music Therapy Program Review. It was noted that this degree has the distinction of being the first degree offered



## SENATE MEETING

Tuesday, March 5<sup>th</sup>, 2019 4:00 pm  
 Capilano University – Room LB 322

### MINUTES

---

by Capilano College and it remains the only music therapy program in Western Canada.

*Michael Thoma moved and Brad Martin seconded:*

**19/11** Senate accept for information that the Program Review process was completed for the Bachelor of Music Therapy.

**CARRIED**

#### **7.2 Bylaw, Policy and Procedure Committee**

*Presented by: Stephen Williams*

No report was provided as the next meeting of the Committee will be on Tuesday, March 12<sup>th</sup>.

#### **7.3 Curriculum Committee**

*Presented by: Deb Jamison*

##### **7.3.1 Resolution Memorandum**

The resolutions brought forward from the February 15<sup>th</sup>, 2019 Senate Curriculum Committee meeting were presented to Senate for approval.

On review of the Resolution Memorandum, the following two issues were raised with regard to Resolution #19/06:

- The prerequisite sequencing of ENGL 112. ENGL 112 will be added to the list of prerequisites for ENGL 100. However, one other prerequisite non-native speaker students can meet to gain entry to ENGL 100 is an IELTS score of 6.5 with no band score lower than 6.0. This IELTS level is the same as the English Language Requirement for Capilano University. Therefore, students could enter Capilano meeting the 6.5 IELTS requirement for ENGL 100 and take ENGL 100 without taking ENGL 112. Likewise, students could take ENGL 100 before ENGL 112 or take both concurrently. The lack of control over the sequencing seems to go against the seeming purpose of ENGL 112—that it precede ENGL 100 to prepare students for ENGL 100.
- EAP believes that it would better serve the needs of non-native speakers who are beyond the EAP levels to bridge the new ENGL 112 course with a newly-



## SENATE MEETING

Tuesday, March 5<sup>th</sup>, 2019 4:00 pm  
 Capilano University – Room LB 322

### MINUTES

---

created EAP course so that the specific linguistic needs of non-native speakers are better met. It is the hope of the EAP Department to work with the English Department in the coming year to investigate such a bridging model.

On discussion, it was noted that in the coming year, there would be an opportunity for reassessment and to revisit and address issues that may arise.

*Deb Jamison moved and Ted Gervan seconded:*

**19/12** SCC resolutions 19/06 to 19/09 be adopted by Senate.

**CARRIED**

#### **7.4 Instructional Technologies Advisory Committee**

*Presented by: Debbie Schachter*

The Committee met on February 28<sup>th</sup>, and discussed the proposed revisions to the Terms of Reference. The proposed revisions will direct the Committee towards teaching, learning and technology, and also result in revision to the Committee name to “Senate Teaching, Learning and Instructional Technology Advisory Committee”. The revisions also intend to support the Centre for Teaching Excellence and the technology related to teaching and learning, instead of technology at large. The Committee reviewed the proposed draft and approved the document, which will be forwarded to the Bylaw, Policy and Procedure Committee.

#### **7.5 Budget Advisory Committee**

*Presented by: Marnie Findlater*

The Committee met on February 19<sup>th</sup>, and welcomed Ekaterina Sergeeva as the new student representative. At the Committee meeting, the following items were reviewed:

- A summary of requests (informed by the Phase 5 Resource Allocation) received by expense category and the ongoing work reviewing budget requests and the allocation of resources.



## SENATE MEETING

Tuesday, March 5<sup>th</sup>, 2019 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

- A list of principles used to make resource allocations. The principles include, transparency, conservatism in revenue, resourcing according to priorities, additional resourcing principles and beyond budgeting.
- A process ranking initiatives (categorization, prioritization, evaluation, prioritization within the themes and approval based on funding available).
- The Committee was informed that work is underway on identifying a series of finance policies that require revision and a communication piece for the University community to highlight initiatives and to plan future enrolment strategies.
- The key assumptions used to develop the 2019/20 budget include:
  - Operating grant and enrolment target from the provincial government will remain consistent with 2018/19;
  - Estimated increases from the provincial government have been included for the collective bargaining increases and the employer health tax;
  - Tuition and mandatory fees include a 2% increase, consistent with past years, and consistent with direction from the provincial government;
  - Considerable work has been done to understand other revenues such as project and other revenue, sales of goods (bookstore revenues) parking, childcare and theatre, investment and donations.

The Committee was also informed that the date for Board approval of the budget was moved to April and, as such, the next Committee meeting was scheduled for March 12<sup>th</sup>.

#### 8. Other Reports

##### 8.1 Chair of Senate

No report was provided on behalf of the Chair.



## SENATE MEETING

Tuesday, March 5<sup>th</sup>, 2019 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

#### 8.2 Vice-Chair Senate

Majid Raja, Vice-Chair of Senate reported on the following items:

- Consultation is underway for using technology in aiding Senate business and document management. As a pilot exercise, use of Microsoft Teams has been introduced for SITAC work, and the same will be presented for adoption at Senate Bylaw, Policy and Procedure Committee in March 12<sup>th</sup> meeting. The efficiency benefits MS Teams will be weighed and the outcomes of these experiments will be shared with the Senate.
- Members were reminded that the [Policy Development and Management Policy \(B.102\)](#) allows for revisions of a wordsmithing or housekeeping nature to be completed without bringing those changes to Senate. In this regard, when policy is brought to Senate, comments related to grammar or formatting can be forwarded to the presenter in an email and incorporated into the document outside of Senate time.
- There is a vacancy on Senate for the First Nations representative (non-voting, permanent guest) and members were requested to send nominations to the Senate Vice-Chair.
- The CSU will be contacted to request a name to fill the current CSU representative vacancy (non-voting, permanent guest) on Senate.

#### 8.3 VP Academic and Provost

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

- The University has been involved in conversations on how it can continue to work in partnership with other post-secondary institutions and organizations where there are shared interest and activities. These activities and partnerships usually take the form of education pathways, academic scholarly activity, research, etc., and an update of activity will be forthcoming.
- The Universities Canada submission work continues with the Universities Canada submission and everyone involved in the process was acknowledged



## SENATE MEETING

Tuesday, March 5<sup>th</sup>, 2019 4:00 pm  
 Capilano University – Room LB 322

### MINUTES

---

for their work. It is anticipated that the application may go to the April Board meeting.

- Programs, faculty and staff involved in the recent completion of program review and program development were acknowledged for their work and expertise.
- The Student Appeals Committee is in place and as part of the policy and expectation of supporting training for Committee members, a first training session was held in February and a second session will be scheduled in later March.
- The University has partnered with the Capilano Student Union on a gender diversity audit and results were presented at an open meeting. There were 36 recommendations and work has already begun to identifying priorities and moving into action activities over the foreseeable future, including consideration of inclusive language across the University.

#### 8.4 Board Report

Duncan Brown, Board representative reported that the Board met on February 26, 2019. This meeting was the first of several Board meetings dedicated to Envisioning 2030 – the universities strategic planning initiative. A brief summary was also provided of Board work currently underway.

The next Board meeting is on March 19, 2019 and at ká lax-ay Sunshine Coast Campus. The Board will also be meeting with the Sunshine Coast Mayors.

#### 9. Discussion Items

In continuing efforts for the University to engage and build community across the North Shore, members discussed possible opportunities for faculty to collaborate and interface with the West Vancouver Library. Chancellor Dr. David Fung encouraged the Capilano University community to reach out to him with reference to his recent communication with the West Vancouver Library.

#### 10. Other Business

No other business was presented.



## SENATE MEETING

Tuesday, March 5<sup>th</sup>, 2019 4:00 pm  
Capilano University – Room LB 322

### MINUTES

---

#### 11. Information Items

No information items were presented.

There being no further business the meeting was adjourned at 5:10 pm.

**Next Meeting: Tuesday, April 2<sup>nd</sup>, 2019**

---