



## SENATE MEETING

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

### MINUTES

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**Present:** Paul Dangerfield (Chair), Ash Amlani, Sean Ashley, Christopher Ballard, Oscar Blue, Joel Cardinal, Lara Duke, Marnie Findlater, David Fung, Ted Gervan, Kyle Guay, Bridget Stringer- Holden, Deb Jamison, Nazmi Kamal, Anthea Mallinson, Brad Martin, Lauren Moffatt, John Molendyk, Corey Muench, Majid Raja, Debbie Schachter, Jaswinder Singh, Judy Snaydon, Laureen Styles, Michael Thoma, Diana Twiss, Mark Vaughan, Kyle Vuorinen, Stephanie Wells, Stephen Williams, Recording Secretary: Mary Jukich

**Regrets:** Cyndi Banks, Brent Calvert, Pouyan Mahboubi, Alea Rzeplinski, Nandini Sharda

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#### ***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**

Ash Amlani, new Board of Governors representative, was introduced and welcomed to Senate.

Senate was informed that Majid Raja was resigning from Senate and was acknowledged and thanked for his work and contributions.

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

*Paul Dangerfield moved and Ted Gervan seconded:  
 To adopt the agenda.*

**CARRIED**

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

*Paul Dangerfield moved and Kyle Guay seconded:  
 To adopt the October 1<sup>st</sup>, 2019 minutes.*

**CARRIED**

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

No correspondence was received.

#### **5. Business Arising**

No business arising was presented.



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#### 6. New Business

##### 6.1 Program Review Schedule

*Presented by: Laureen Styles*

Senate was provided with the updated 5-Year Program Review Schedule. As background, the first Program Review Schedule was approved by Senate in December 2017 and since that time, minor annual changes to the schedule have occurred. The Schedule was previously shared and discussed with all five Faculties to identify and address any concerns with the program groupings and 5-year cycle of reviews.

On review of the Schedule, the following issues were raised:

- The BSc General degree had been omitted from the program review schedule; however, it was noted that it would align with the reviews for the BAs in English and Psychology.
- Although the general studies diploma is offered, it was not listed in the Schedule. Information was provided that work will be undertaken to determine if and where this is placed on the Schedule, and a process may need to be adapted for the unique group of credentials offered.
- A question was raised that the ABE Certificate was not listed. It was noted that the Schedule is looking at credit activity, and non-credit would require a revision in terms of existing process.

As a result of the input provided, the Schedule will be brought back to the December Senate meeting as an information item.

*Laureen Styles moved and Lara Duke seconded:*

**19/42** Senate approve the 5-Year Program Review Schedule, as presented.

**CARRIED**

##### 6.2 Cap Core Requirements for Certificates and Diplomas

*Presented by: Laureen Styles*



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As background in 2018/2019 the Cap Core Working Group reviewed Cap Core requirements for Certificate and Diploma students with the objective of better understanding the challenges associated with implementing the current Cap Core requirements. In June 2019 an update was provided at Senate, and additional consultation took place, including the Cap Core Working Group's faculty members consulting with their respective Senators and chairs, coordinators, conveners and Open Houses held in August 2019. Accordingly, Senate was presented and requested to approve the following motions.

*Laureen Styles moved and Debbie Schachter seconded:*

**19/43** That as of Fall 2021 all certificates and diplomas laddering into a baccalaureate degree awarded by Capilano University must mirror the Cap Core requirements for baccalaureate degrees.

**CARRIED**

*Laureen Styles moved and Brad Martin seconded:*

**19/44** That as of Fall 2021 certificates and diplomas which do not ladder into a Capilano University baccalaureate degree must incorporate a recognizable core of related instruction with identified program learning outcomes in the areas of communication, computation, and human relations that align with the university's student learning outcomes pertaining to communication skills, quantitative reasoning ability, and community/global consciousness and responsibility.

**CARRIED**

The following members of the Cap Core Working Group were acknowledged and thanked for their work and contributions:

- Alea Rzeplinski
- Aurelea Mahood
- Jessica Alcorso
- Mark Lawrence
- Marnie Findlater
- Mary Giovannetti
- Miriam Elfert
- Tania Loken
- Tracy Dignum



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#### 6.3 Universities Canada Update

*Presented by: Laureen Styles*

Laureen Styles reported that Capilano's membership application was submitted to Universities Canada in February 2019 and the University continues to move forward in the application process. Communication was recently circulated to the campus community indicating that the next step is a site visit, scheduled for January 16 to 17, 2020 and work is underway in sorting out the details. The University is expecting there will be interaction with faculty and staff, students, the CSU and alumni, the executive team, Senior Leadership Council, Board of Governors, Senators, Elders and librarians.

#### 6.4 Chancellor Search Process

*Presented by: Paul Dangerfield*

Senate was informed that Dr. Fung is reaching the end of his term as the University Chancellor. Scott Blythe, Director, Alumni & Development has formalized a search process which has been taken to the Alumni Association for approval, and involves members from the Alumni, Senate, administration and students. The search process is still in the early stage and updates will be provided to Senate.

#### 6.5 Senate Bylaws

*Presented by: Paul Dangerfield*

This item was addressed during the Bylaw, Policy and Procedure Committee report.

### 7. Committee Reports

#### 7.1 Academic Planning and Program Review Committee

*Presented by: Michael Thoma*

The Committee met on October 8<sup>th</sup>, at which time there were no new Program Proposals or Reviews presented. At the meeting, the Committee continued a broader discussion regarding Terms of Reference, rubrics and templates for Concept Papers and Stage 1 proposals, as well as the 'institutional' view of the



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Program Reviews received to date. With regard to the ‘institutional’ view, the Committee was provided with an overview of key points from reviews and discussions over the last year, including selected notes from the Committee’s comments and recommendations for the three Program Reviews to date: 1) Bachelor of Arts with a Major in Liberal Studies (January 2019), 2) Bachelor of Music Therapy (February 2019), and 3) Bachelor of Business Administration, Diploma in Business Administration, Certificate in Business Administration, and Advanced Certificate in Business Administration (August 2019). In going forward, the Committee wished to clarify its role, particularly in terms of Program Reviews, and consequently formed a subcommittee, which presented a report on the results of research into program development and program review practices at Kwantlen Polytechnic University (KPU), University of the Fraser Valley (UFV) and Vancouver Island University (VIU). The Committee elected to consider updating the policy regarding its mandate and Terms of Reference in order to clarify the scope of SAPPRC’s role, particularly in terms of quality assurance, whereby academic goals and actions are prioritized and designed to align academic programming initiatives with the University vision, purpose, values and strategic goals.

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

*Presented by: Marnie Findlater*

Senate was provided with a notice of motion of proposed revisions to the Senate Bylaws and that the document will be presented at the December Senate meeting for approval. The revised Bylaws incorporate the revisions as suggested by Senate earlier in the year.

On discussion, concern was raised that a clean and track changes version of the Bylaws should have accompanied the notice of motion in order to provide an opportunity to fully engage Faculties for additional input prior to presentation for approval. As well, members indicated that as the Senate agenda package is distributed one week prior to the meeting date, that amount of time was too short for adequate consultation and feedback. It was noted that items previously red-flagged on the document would have already been communicated back to Faculties by faculty members serving on the Committee. However, concern remained, and members indicated their preference that the draft Bylaws be circulated prior to the distribution of the Senate agenda package.



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#### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

##### 7.3.1 Resolution Memo

The resolutions brought forward from the September 20 and October 18, 2019 Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Michelle Gervais seconded:*

**19/45** SCC resolutions, 19/58, 19/67 to 19/75 be adopted by Senate.

**CARRIED**

##### 7.3.2 Bachelor of Arts with a Major in Psychology Bachelor of Arts with a Major in Psychology (Hon.) Concentration in Applied Psychology Minor in Psychology

The proposed Psychology Major will be an important degree for the University providing an essential opportunity to meet Capilano University's regional mandate. This degree will expand the number of credential options at the University and offer a flexible and sought-after credential for students entering the workforce or continuing into graduate studies.

*Brad Martin moved and Kyle Guay seconded:*

**19/46** To approve the Bachelor of Arts with a Major in Psychology  
 Bachelor of Arts with a Major in Psychology (Hon.)  
 Concentration in Applied Psychology  
 Minor in Psychology

**CARRIED**

#### 7.4 Instructional Technologies Advisory Committee

*Presented by: Debbie Schachter*

A report was not provided as the Committee did not meet.

#### 7.5 Budget Advisory Committee

*Presented by: Oscar Blue*



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The Committee met on October 7<sup>th</sup> and undertook a review of its mandate and structure to ensure alignment with the *University Act*. The Committee was also provided with an overview of the legislative framework for the adoption of the University budget, as well as an update on the 2019 financials.

#### 7.6 Tributes Committee

*Presented by: Kyle Guay*

At the meeting on October 24<sup>th</sup>, members reviewed and evaluated the relevant weights for the HDR candidate scoring matrix and agreed that, due to the confidential nature, ratings of the candidates not be visible in the minutes, but that the categories and sub-categories be included.

The Committee also discussed the two graduation ceremonies and the call for nominations timeline. The Committee decided to maintain the current timeline as this will allow more time to foster relationships as well as options as to timing of the awards.

### 8. Other Reports

#### 8.1 Chair of Senate

Paul Dangerfield, Chair of Senate, provided the following report:

- In terms of the financial position, the University is heading into the third quarter and an update was recently provided to the campus community. The University is tracking a surplus which will allow a reinvestment into priorities and investing into new degrees, services and infrastructure. Also, the University is well into the integrated process for 2020/2021.
- Work continues on the last of consultation and the final stages of Envisioning 2030. Envisioning 2030 talks about a University that is imaginative, exceptional experience connected with the community including Indigenous and First Nations, sustainability and relevant programming. Work is almost complete in determining a method of messaging the vision statement and values, and the reveal will be shared at the President's Perspective in early February.



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- The City Studio project was launched with the City of North Vancouver this past summer with immediate uptake from both the City and faculty. Currently there are four projects running with the City, four classes and four faculty participating in important projects with the City and with students. It is anticipated that by January, there will be at least 8 classes and approximately 300 students participating in this project.

#### 8.2 Vice-Chair Senate

Stephen Williams, Vice-Chair of Senate, did not provide a report.

#### 8.3 VP Academic and Provost

Laureen Styles, VP Academic and Provost, reported that the Director, Indigenous Education and Affairs, has been hired and will be joining the University on January 6, 2020. The portfolio will be under the Vice President Academic & Provost, and have responsibility for strategic leadership and the First Nations Student Services unit.

As well, the Regional Director, ká lax-ay, the Sunshine Coast Campus has started in the position. The Regional Director will provide oversight and leadership for all aspects of the campus operations and facilities on the Sunshine Coast, in collaboration with other University departments.

#### 8.4 Board Report

Ash Amlani, Board of Governors representative, reported that the Board met on October 22<sup>nd</sup> and focus of the meeting was Envisioning 2030.

### 10. Discussion Items

- An update on Envisioning 2030 will be provided at the December Senate meeting, including information on possible connections with Senate.
- Information was requested on whether communication would be distributed to the campus community with respect to the transit strike. It was noted that an update would be provided shortly.





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**11. Other Business**

No other business items were presented.

**12. Information Items**

No information items were presented.

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

**Next Meeting: Tuesday, December 3<sup>rd</sup>, 2019**

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