



## SENATE MEETING

Tuesday, September 10<sup>th</sup>, 2019 4:00 pm  
Capilano University – Room LB 322

### MINUTES

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**Present:** Paul Dangerfield (Chair), Sean Ashley, Christopher Ballard, Oscar Blue, Brent Calvert, Joel Cardinal, Lara Duke, Marnie Findlater, Michelle Gervais, Ted Gervan, Kyle Guay, Bridget Stringer-Holden, Deb Jamison, Pouyan Mahboubi, Anthea Mallinson, Brad Martin, Lauren Moffatt, Corey Muench, Alea Rzeplinski, Toran Savjord, Debbie Schachter, Judy Snaydon, Laureen Styles, Michael Thoma, Diana Twiss, Mark Vaughan, Stephanie Wells, Stephen Williams, Recording Secretary: Mary Jukich

**Regrets:** Cyndi Banks, Duncan Brown, David Fung, Majid Raja, Nandini Sharda, Jaswinder Singh

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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**

Senate was informed that, during the faculty by-election period, Kyle Guay will assume voting rights for the Faculty of Global and Community Studies and Majid Raja (absent) voting rights for the Faculty of Business and Professional Studies.

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

*Paul Dangerfield moved and Kyle Guay seconded:*  
To adopt the agenda.

**CARRIED**

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

*Paul Dangerfield moved and Marnie Findlater seconded:*  
To adopt the August 20<sup>th</sup>, 2019 minutes.

**CARRIED**

#### **4. Senate Orientation**

The Senate orientation was presented, including a review of the Senate composition, bylaws, subcommittees, University Act, Robert's Rules, and the recently implemented inclusion of self-identified pronouns.



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The orientation document is posted on the [Senate website](#).

#### 5. Correspondence Received

No correspondence was received.

#### 6. Business Arising

##### 6.1 Graduates

*Presented by: Toran Savjord*

Toran Savjord submitted a list of 17 additional June graduates, verified by the Registrar's Office, to have met the graduation requirements of their program.

*Michelle Gervais moved and Laureen Styles seconded:*

**19/38** Senate accept the students as graduates.

**CARRIED**

Toran Savjord submitted a list of 367 graduates verified by the Registrar's Office to have met the graduation requirements of their programs.

*Debbie Schachter moved and Deb Jamison seconded:*

**19/39** Senate accept the students as graduates.

**CARRIED**

#### 7. New Business

##### 7.1 Call for Honorary Degree and Faculty Emeritus Candidates

*Presented by: Kyle Guay*

As information, the Senate Tributes Committee will be calling for nominations for Honorary Degrees and Faculty Emeritus, on or about October 1st via Frontlines. Nominations must be submitted in writing no later than December 1st to the Office of the President, Attention: Honorary Degrees / Faculty Emeritus.

##### 7.2 Volunteers for Senate Subcommittees

*Presented by: Paul Dangerfield*

Members were requested to review the Senate subcommittee listing and volunteer for vacant positions.



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#### 8. Committee Reports

##### 8.1 Academic Planning and Program Review Committee

*Presented by: Michael Thoma*

The Committee met on Tuesday, August 27, at which time the Program Review for the Bachelor of Business Administration, Diploma in Business Administration, Certificate in Business Administration, and Advanced Certificate in Business Administration was brought to the Committee for approval that all steps in the program review process were successfully completed.

The Committee was provided an overview of the program review for the credentials in Business Administration, including excerpts from the External Review. The Committee's role and approach was to approve the process, rather than content, and to ensure that all steps in the Program Review process were successfully completed, foster institutional accountability for the implementation of action plans, and enhance institutional awareness of planned changes to programs and an understanding of common challenges and strengths. During the Committee's review of the program review, questions arose regarding the number of doctorates in faculty, references to alumni in the review, which may contribute to the acknowledged need for a robust differentiation strategy, and clarification for resources necessary to implement changes.

Recommendation:

- That Senate accept for information the Program Review process has been completed for the Bachelor of Business Administration, Diploma in Business Administration, Certificate in Business Administration, and Advanced Certificate in Business Administration.

Also at the Committee meeting, the following items were discussed:

- The Terms of Reference for SAPPRC, rubrics and templates for Concept Papers and Stage 1 proposals, including the use of pronouns, the formation of a working group to prioritize program development proposals, as well as consideration for a future discussion of the institutional view of all the Program Reviews received to date.



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- A review of process is currently underway with Aurelea Mahood as the new Director, Academic Initiatives and Planning.
- A request for nominations for the Chair position was presented; however, there were no volunteers and as such, this will be revisited at the next meeting.

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

*Presented by: Marnie Findlater*

The Committee continues its work in reviewing policy and procedures, and recently reviewed the Admissions Procedure.

A question was raised with respect to prioritization of Committee work and it was noted that direction comes for the President, Vice-Presidents, and from the Policy, Privacy & Governance Office, in setting priorities.

#### **8.3 Curriculum Committee**

As the August 16<sup>th</sup>, 2019 Curriculum Committee meeting was cancelled, a report was not provided.

#### **8.4 Instructional Technologies Advisory Committee**

*Presented by: Debbie Schachter*

No report was provided as the working group has not yet met.

#### **8.5 Budget Advisory Committee**

*Presented by: Marnie Findlater*

The Committee met on August 27<sup>th</sup>, and there was discussion around setting a meeting schedule based on financial timelines, as well as reviewing the terms of reference to establish better clarity on the objective and mandate of the Committee.

The Committee was also presented with an overview of the Integrated Planning 2020/21 to 2022/23: Themes and High Level Process. This year's themes were



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highlighted, focussing on the main theme of increasing domestic enrolment at the University.

#### 9. Other Reports

##### 9.1 Chair of Senate

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

- Focus continues on ensuring more domestic students on campus. Work includes admissions review, recruiting and looking at the approach for international and indigenous student recruitment and how this can be applied to domestic students.
- Activities continue around the appropriate use of pronouns and taking this to a higher level around positive workspace and supporting diversity and integrating University processes.
- Staff in service areas were acknowledged for participating in the positive space workshops and faculty who have not yet attended, were also encouraged to participate.

##### 9.2 Vice-Chair Senate

Stephen Williams, Vice-Chair of Senate, was pleased to note that carrying the Mace at both the student orientation and at graduation was part of the Senate Vice-Chair role.

##### 9.3 VP Academic and Provost

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

- Senators were acknowledged for their work in terms of quality programs and programming and the important role they serve on standing committees.
- A Regional Director was hired for Sechelt and will be working with deans and others in evolving the next Academic Plan, serving the regional need in the Sunshine Coast and working with the Sechelt Nation.



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- Continuing conversations with the First Nations and how the University can adapt from an indigenous perspective and meeting the needs of the local community in informing the University priorities.
- The University has 19 new credentials in various stages of development and the work of the Academic Planning and Program Review Committee will continue to evolve on how priorities are set especially in alignment with University priorities.
- Appreciation was expressed for the important academic service and work that members do as Senators.

#### 9.4 Board Report

On behalf of the Board representative Duncan Brown, Paul Dangerfield provided the following report:

- The Board elected Cherian Itty as Chair and Duncan Brown as Vice Chair.
- Four new members joined the Board: Barbara Joe and Roger So were appointed by the Minister of Advanced Education, Skills and Training and Grace Dupasquier and Layne North were elected as student representatives. As well, there is currently a vacancy on the Board at the faculty level.
- The Board approved three new proposed Degrees (Stage 2):
  - Bachelor of Science, General
  - Bachelor of Science in Human Kinetics
  - Bachelor of Arts, with a Major in English
    - Bachelor of Arts with a Major in English
    - Bachelor of Arts with a Major in English (Honours)
    - Minor in English
    - Minor in Creative Writing
    - Bachelor of Arts with a Major in English, Creative Writing Concentration
- As information, at Capilano University Foundation AGM on June 25<sup>th</sup>, 2019, the Foundation reviewed a report on better integrating the management



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structure of the Foundation with the University, and enhancing the focus on fund raising activities.

- The Board has already commenced its new year with orientation and planning meetings for all of the Board Committees. A full-day Board orientation meeting is scheduled for September 19 and the Board's first business meeting is scheduled for September 24.

#### 10. Discussion Items

Kyle Guay encouraged everyone to participate in the "Back to Cap Run/Walk" event on Thursday, September 19<sup>th</sup>.

Toran Savjord provided a follow-up with respect to the discrepancy noted at the August meeting with respect to the Senate faculty by-election process. In going forward, and in aligning with other institutions, the posting period after the call for elections will be four weeks.

#### 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, October 1<sup>st</sup>, 2019**

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