



**SENATE MEETING**  
 Tuesday, October 7, 2014 4:00 pm LB322

**MINUTES**

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**PRESENT:** Kris Bulcroft (Chair), Nanci Lucas (Vice-Chair), Carol Aitken, Jean Bennett, Don Bentley, Chris Bottrill, Brent Calvert, Cierrah DiCesare-Cawker, Leighan Crowe, Calvin DeGroot, Julia Denholm, Sacha Fabry, Darin Feist, Rick Gale, Violet Jessen, David Kirk, Reini Klein, Karen McCredie, Kim McLeod, Paul McMillan, Grace McNab, Natahsha Prakash, Emma Russell, Sandra Seekins, Murray Stiller, Sharka Stuyt, Michael Victor, Cheryl Webb, Stephanie Wells, Daniel Yasinski, Recording Secretary: Mary Jukich

**REGRETS:** Ken Haycock, Brent Leigh, Grace Makarewicz, Jennifer Moore

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

**1. Approval of Agenda**

Other Business Items - Discontinuance of Programs and Courses  
 - Definition/Guidelines of a 3, 4 or 5 credit course

*Daniel Yasinski moved and Grace McNab seconded that:*  
**The amended agenda be approved.**

**CARRIED**

**2. Minutes**

*Leighan Crowe moved and Stephanie Wells seconded that:*  
**The minutes of the September 9, 2014 meeting be approved.**

**CARRIED**

**3. Chair and Vice-Chair's Reports**

**Chair's Report**

Members were informed that the new Senate room layout was as a result of concerns expressed on the recent self-evaluation survey, and members were invited to submit their comments with regard to the functionality of the new layout to Nanci Lucas.

Everyone was encouraged to attend the grand opening of the Witness Blanket exhibit on October 9<sup>th</sup>. The Witness Blanket will be at the University for approximately two to three months.

Kris attended the Truth and Reconciliation closing ceremony, and the campus community was thanked for a very successful event.

The Board Retreat was held on Friday, October 3<sup>rd</sup> and the Board continues to work on strategic planning.



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**Vice-Chair's Report**

Murray Stiller, new representative from Faculty of Fine and Applied Arts was introduced and welcomed to Senate.

Except for SITAC, Chairs have been appointed for all Senate sub-committees.

A meeting of all the Chairs of the Senate sub-committees will be tentatively scheduled for the end of October. The purpose of the meeting will be to provide an opportunity for information sharing and maintaining communication among the various Senate sub-committees.

The faculty vacancy on SAPPAC was filled by Christian Stickler.

Some sub-committees continue to require student representation, and student Senators were encouraged to contact Nanci Lucas.

Trevor Smith, new Technical Librarian will replace Jocelyn Hallman on SITAC.

**4. Business Arising**

None.

**5. New Business**

**5.1 By-Election Results**

*Presented by: Karen McCredie*

Murray Stiller was elected as the non-voting alternate faculty member for the Faculty of Fine and Applied Arts for the fall term.

**5.2 CUAA Board and Senate Representative**

*Presented by: Nanci Lucas*

Senate was reminded that Sharka Stuyt previously served, on a trial basis, as the Senate representative on the Capilano University Alumni Association Board. As this was beneficial in maintaining communication between Senate and the Association Board, Sharka agreed to continue in this role.

**6. Standing Items**

**6.1 Strategic Planning**

*Presented by: Rick Gale*

The working draft and feedback from the October 6<sup>th</sup> forum are posted on the website, and definitions will be posted shortly.

The next forum is scheduled for October 21<sup>st</sup>.



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The Strategic Planning Advisory Committee continues to meet on Wednesdays, and it is anticipated that there will be a further draft next week once all the feedback is reviewed.

**7. Other Business**

**Discontinuance of Programs or Courses Board Policy**

*Presented by: Nanci Lucas*

Senate was advised that the Board previously requested that Senate provide advice on the revisions to the Board's Discontinuance of Programs or Courses Policy.

Members discussed the possible format for the advice from Senate. During the discussion, concerns were raised on how member feedback would be consolidated to form advice, and how the advice would be brought to the Board.

The Policy will be sent by email to Senators, and Senators were asked to review the Policy and provide their feedback, and be prepared to present their feedback at the November Senate meeting.

Prior to the November Senate, the Chair and Vice-Chair will have a discussion to determine the format of the advice from Senate to the Board.

**Definition/Guidelines of a 3, 4 or 5 Credit Course**

*Presented by: Nanci Lucas*

Senate was presented with a request to form an ad hoc committee to determine a University wide definition and set of guidelines for 3, 4 or 5 credit courses. As this may impact the current review of Senate Policy S2009-03 Requirements for Credentials as a result of the Strategic Plan, it was suggested that the ad hoc committee also review the Policy, including the possible addition of majors and minors and degree requirements in light of general education. As the issues will impact both committees, it was suggested that the ad hoc committee be formed from members of the By-law, Policy and Procedure Committee and Curriculum Committee.

*Natahsha Prakash moved and Julia Denholm seconded that:*

**14/50** An ad hoc committee be created from members of the By-law, Policy and Procedure Committee and the Curriculum Committee to look at the 3, 4 and 5 credit courses, as well as review of S2009-03 Requirements for Credentials Policy, residency requirements and degree requirements in light of general education.

**CARRIED**



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**8. Curriculum Committee**

8.1 Resolutions

*Presented by: Jean Bennett*

The resolutions brought forward from the September 19, 2014 Senate Curriculum Committee were presented to Senate.

**14/51** SCC resolutions 14/77, 14/78 and 14/79 be endorsed by Senate.

**CARRIED**

**9. Self-Evaluation Committee**

*Presented by: Daniel Yasinski*

Senate was informed that recommendations from the self-evaluation survey indicated a desire for Senate to become more communal, for improved communication among members, exploring opportunities for more team building and to raise a greater profile of Senate on campus. Initiatives to address the recommendations include the new meeting room set-up, the possibility of having a 15 minute social prior to Senate meetings, and creating a YouTube clip on the role of Senate.

Clarification was provided that the Committee mandate does not require the Committee to make recommendations and, in this regard, it was suggested that the Committee undertake a review of the mandate.

**10. By-Law, Policy and Procedure Committee**

*Presented by: Nanci Lucas*

10.1 Policy to Rescind – EC1999-05 PLA from Other Institutions

EC1999-05 PLA from Other Institutions is no longer relevant as the University does not accept PLA from other institutions.

*Nanci Lucas moved and Daniel Yasinski seconded that:*

**14/52** Senate rescind EC1999-05 PLA from Other Institutions.

**CARRIED**

10.2 Academic Agreements Policy  
 (formerly Partnerships and Contracts S2009-07)

Senate was presented with the Academic Agreements Policy (formerly Partnerships and Contracts S2009-07 Policy). The policy was revised to be more in line with academic agreements and Senate policy.



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On review of the Policy, concern was expressed on why Senate approval was removed from the Policy and consequently, the role of Senate was questioned with regard to the Policy. Clarification was requested with regard to the academic agreement process, and when agreements are put in place whether there is a reporting process in place.

As numerous concerns were presented with regard to the Policy, it was suggested that the Policy be brought back to the Committee for further revision and clarity, and to include a yearly process for reporting back to Senate.

**11. Budget Advisory Committee**

*Presented by: Violet Jessen*

The Committee had its first meeting on September 16<sup>th</sup> and the recommendations from May 6<sup>th</sup>, 2014 were reviewed and discussed. The Committee expects another year of decreased funding and that the Strategic Plan will identify budget priorities.

The web page will be updated continuously and information posted as it becomes available.

Dates for forums will be scheduled shortly.

**12. Academic Planning and Program Assessment Committee**

*Presented by: Kim McLeod*

Senate was informed that all program areas have completed their program assessments and feedback provided to program areas.

Discussions continue with regard to the Committee's role in the assessment process and academic planning.

With regard to the role of SAPPAC in the non-academic unit assessment process, as this does not fall under academic planning or program assessment, and as the information is required to be reported for the Accountability Plan, it was recommended that the process be overseen by the President's Office. Non-academic units could request to be part of the academic assessment process where reason exists. The Library is an example of such a unit, as they do have academic learning outcomes associated with their assessment, and would like to be included in the process.

The Committee will continue to meet on the second Tuesday of every month to more effectively respond to Senate.



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**13. Instructional Technologies Advisory Committee**

*Presented by Nanci Lucas*

The Committee did not have quorum for the scheduled meeting and a further meeting will be rescheduled.

**14. Discussion Items**

**14.1 Strategic Plan Draft**

In small groups, members were given a specific priority from the Strategic Plan (student success, pedagogy, programming, university experience), and invited to answer the question "what is the compelling vision that is emerging in that priority in the Strategic Plan?"

The handwritten comments were provided to Rick Gale for review.

**15. Information Items**

**15.1 Academic Schedule**

This item was not addressed.

There being no further business, and on motion duly made, the meeting was adjourned at 5:30 p.m.

**Next Meeting: Tuesday, November 4, 2014**

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