



SENATE CURRICULUM COMMITTEE MEETING

Friday, February 16, 2024 12:00 pm.

VIA MICROSOFT TEAMS

MINUTES

PRESENT: Deb Jamison (Chair), Shahnaz Darayan, Sue Dritmanis, David Geary, Daniel Hersog, Raphael Gasc, Urmila Jangra, Bethany Paul, Cass Picken, Alisha Samnani, Caroline Soo, Natasha Mrkic-Subotic, Kyle Vuorinen, Dominique Walker, Sarah Yercich, Recorder Mary Jukich

REGRETS: Mohna Baichoo, Maggie Reagh, Tracy Penny Light, Amisha Maini, Ramin Shadmehr, Lauren Styles, Rachel Yu

GUESTS: John Brouwer, Eunice Chin, Michelle Deines, Christine Sjolander, Diana Twiss, Tanya Wroblewski

Land Acknowledgement

Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the territories of the Lílwat, xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Saílwata?/Selilwitulh (Tseil-Waututh) Nations.

1. Welcome

The Chair called the meeting to order at 12:00 pm.

2. Approval of the Agenda

Sarah Yercich moved and Dominique Walker seconded:

To adopt the agenda.

CARRIED

3. Approval of the Minutes

Kyle Vuorinen moved and Sarah Yercich seconded:

To adopt the November 17, 2023 minutes.

CARRIED

4. SCHOOL OF BUSINESS

Bookkeeping Certificate Admission Requirements

Presented by: Lydia Watson

When the accounting assistant program was revised to the current bookkeeping certificate, the English language admissions requirement was not updated. Accordingly, SCC was requested to approve removing the SLEP diagnostic exam from the admission requirements.

Natasha Mrkic-Subotic moved and Alisha Samani seconded:



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24/01 The revisions to the Booking Certificate admission requirement be recommended to Senate for approval.

CARRIED

5. SCHOOL OF BUSINESS

BADM 385 – Business and Sustainability

BADM 395 – Business and Society

Presented by: Lydia Watson

In 2021, the School of Business struck a task force with the goal of re-imagining and re-designing the BBA. This was the result of the 2020 Accreditation Council for Business Schools and Programs (ACBSP) report, which identified issues with student retention, DWF rates and program learning outcome scaffolding. The BBA Task force developed planning principles for a revised BBA based on local competitor analyses, literature reviews focused on future skills, employer needs, and business competencies. New BBA PLOs were developed and approved in 2022 by the department. A curriculum mapping project with the new PLOs identified gaps in current required courses and prioritized courses to be revised and new courses to be developed.

A revision to BADM 385 was made on the floor to remove any references to “WIL course” and replace same with “experiential.”

On discussion, a concern was raised that the prerequisites for BADM 395 include “three credits of Cap Core *Self and Society*,” but the specific courses that would fulfill this requirement are not listed. It was suggested that for clarity around prerequisites for the students, consideration be given to listing the specific courses as opposed to listing the courses as “three credits of Cap Core *Self and Society*.” It was decided that the presenter will work with the Registrar’s Office to determine the procedural aspects for ensuring that the students understand which courses would fulfill this prerequisite requirement.

Urmila Jangra moved and Shahnaz Darayan seconded:

24/02 The two new courses, BADM 385 – Business and Sustainability and BADM 395 – Business and Society, be recommended to Senate for approval.

CARRIED



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6. SCHOOL OF BUSINESS

BADM 303 – Labour Relations

BADM 265 – Small Business Management

BADM 365 – Entrepreneurship

Presented by: Lydia Watson

The prerequisites of BADM 303 – Labour Relations are being revised from “45 credits of 100-level or higher coursework, including BADM 106” to “45 credits of 100-level or higher coursework; or 6 NABU credits.”

BADM 265 – Small Business Management is a new course focused on small business management and how small businesses work.

BADM 365 – Entrepreneurship is a new course that has many of the elements of the current BADM 268 (Entrepreneurship) course. By elevating it to a 300-level course, it will provide the opportunity for prerequisites (such as an accounting/finance course and a marketing course) that will help students be successful. It will also enable students in the Business Minor and the NABU program to take the course.

Raphael Gasc moved and Urmila Jangra seconded:

24/03 The prerequisite revisions to BADM 303 – Labour Relations, and the two new courses, BADM 265 – Small Business Management and BADM 365 – Entrepreneurship, be recommended to Senate for approval.

CARRIED

7. BIOLOGY

BIOL 300 – Molecular Genetics

BIOL 312 – Human Physiology I: Brains, Hormones and Guts

BIOL 313 – Human Physiology II: Blood, Gas and Antibodies

Presented by: Eunice Chin

SCC was requested to approve the following prerequisite revisions:

- BIOL 300
 - Current requirement: BIOL 200 (C-)
 - Change to: BIOL 200 (C-); and BIOL 203 (C-) or BIOL 214 (C-)
- Requested effective term: Fall 2024



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- BIOL 312 and BIOL 313
 - Current requirement: BIOL 209 (C-)
 - Change to: BIOL 209 (C-); and one of BIOL 215 (C-) or CHEM 215 (C-)
 Requested effective term: Fall 2024

Urmila Jangra moved and Dominique Walker seconded:

24/04 The prerequisite revisions to BIOL 300 – Molecular Genetics, BIOL 312 – Human Physiology I: Brains, Hormones and Guts and BIOL 313 – Human Physiology II: Blood, Gas and Antibodies be recommended to Senate for approval.

CARRIED

8. HEALTH CARE ASSISTANT

Health Care Assistant Certificate Admission Requirement and Admission Notes
HCA 110 – Practice Experience in Multi-level and/or Complex Care

Presented by: Tanya Wroblewski

The following revisions were presented to SCC for approval:

- Health Care Assistant Certificate Admission Requirements:
 - Under the basic requirements, to include “Be a minimum of 18 years of age with a minimum of Grade 10 English with a minimum C grade.”
- Health Care Assistant Certificate Admission Note
 - Change to Admission note on program website, with updated Registry requirements to indicate that applicants to the HCA program at Capilano University must meet the English Language Competency HCA Program Entry (PDF).
- HCA 110 – Practice Experience in Multi-level and/or Complex Care
 - Change the contact hours to the required 210 hours, as the hours were incorrectly noted as 147.

Kyle Vuorinen moved and Daniel Hersog seconded:

24/05 The revisions to the Health Care Assistant Certificate admission requirement and admission notes, as well as the revisions to HCA 110 – Practice Experience in Multi-level and/or Complex Care, be recommended to Senate for approval.

CARRIED



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9. THEATRE

THTR 130 – Acting: Foundations to Performance

THTR 131 – Improvisation: Foundations to Performance

ACTR 100 – Acting I

ACTR 101 – Acting II

ACTR 200 – Acting III

ASAS 161 – Ensemble Projects for the Stage I

MUTH 208 – Performance Project I

MUTH 210 – Acting for Film & Television I

Presented by: Michelle Deines

THTR 130 – Acting: Foundations to Performance and THTR 131 – Improvisation: Foundations to Performance are two new courses that will be available to all Capilano students and would not require prior training. In addition, the courses fulfill the Cap Core requirements under the designation *Culture and Creative Expression*.

On discussion, it was suggested that for clarity, the course content for THTR 130 be put into a table format.

Caroline Soo moved and Raphael Gasc seconded:

24/06 The new courses, THTR 130 – Acting: Foundations to Performance and THTR 131 – Improvisation: Foundations to Performance, as well as Cap Core designation under the heading *Culture and Creative Expression*, be recommended to Senate for approval.

CARRIED

ACTR 100 – Acting I and ACTR 101 – Acting II require revisions to the course notes to include references to equivalencies to the new courses, THTR 130 and THTR 131.

The prerequisites of the following courses are being updated so that they include the new course THTR 130 as a prerequisite (which has been proposed as an equivalency to ACTR 100):

- ACTR 200:
 - Current Prerequisite: ACTR 100 with a minimum B+ grade and ENGL 100



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- Proposed Prerequisite: ACTR 100 (B+) or THTR 130 (B+); and ENGL 100;
- ASAS 161:
 - Current Prerequisite: ACTR 100 and THTR 160
 - Proposed Prerequisite: ACTR 100 or THTR 130; and THTR 160
- MUTH 208
 - Current Prerequisite: ACTR 100, MUTH 117 and ENGL 100
 - Proposed Prerequisite: ACTR 100 or THTR 130; and MUTH 117; and ENGL 100
- MUTH 210
 - Current prerequisite: ACTR 100 and ENGL 100
 - Proposed Prerequisite: ACTR 100 or THTR 130; and ENGL 100

Caroline Soo moved and Dominique Walker seconded:

24/07 The revisions to ACTR 100 – Acting I, ACTR 101 – Acting II, ACTR 200 – Acting III, ASAS 161 – Ensemble Projects for the Stage I, MUTH 208 – Performance Project I, and MUTH 210 – Acting for Film & Television I be recommended to Senate for approval.

CARRIED

10. NABU

North American Business Management Post Baccalaureate Diploma Program Profile

North American Business Management Applied Post Baccalaureate Diploma Program Profile

Presented by: Christine Sjolander

The North American Business Management Post Baccalaureate Diploma (NABU Applied) is being revised to remove the exclusion of IBUS 434 (Advanced Topics in Cross-Cultural Business) from the International Strategy and Information Concentration, as well as the Electives section. The IBUS 434 course prerequisite has recently been updated to allow NABU students to select it as an elective course.

To address students' challenges in securing practicums, the North American Business Management Applied Post Baccalaureate Diploma program profile is being revised to give students the option to either complete a practicum or take



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three elective courses, with one elective integrating a Work-Integrated Learning (WIL) component to align with the program's learning outcomes. The following addition is being made to the program profile:

- Three elective courses, with one being selected from the following: IBUS 368, BADM 380, 465, or 466.

Shahnaz Darayan moved and Dominique Walker seconded:

24/08 The revisions to the North American Business Management Post Baccalaureate Diploma program profile and the North American Business Management Applied Post Baccalaureate Diploma program profile be recommended to Senate for approval.

CARRIED

11. INFORMATION ITEMS

(a) BADM 303 – Labour Relations

- Fall 2024: Course Revisions (calendar description, learning outcomes, course content, evaluation profile).

(b) BIOL 313 – Human Physiology II: Blood, Gas and Antibodies

- Fall 2024: Course Revisions (learning outcomes, course content).

(c) Health Care Assistant Certificate

- Fall 2024: Program Learning Outcomes.

(d) HCA 100 – Lifestyle and Choices

- Fall 2024: Course Revisions (learning outcomes, course content).

HCA 101 – Health and Healing: Concepts for Practice

- Fall 2024: Course Revisions (short title, long title, learning outcomes, course content).

HCA 102 – Interpersonal Communications

- Fall 2024: Course Revisions (short title, learning outcomes, course content).

HCA 103 – Caring for Individuals: Common Health Challenges

- Fall 2024: Course Revisions (long title, learning outcomes, course content).



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HCA 104 – Health Care Assistant: Introduction to Practice

- Fall 2024: Course Revisions (short title, long title, learning outcomes, course content).

HCA 105 – Caring for Individuals: Cognitive or Mental Health Challenges

- Fall 2024: Course Revisions (short title, long title, calendar description, learning outcomes, course content).

HCA 106 – Personal Care Nursing Skills

- Fall 2024: Course Revisions (short title, long title, learning outcomes, course content).

HCA 110 – Practice Experience in Multi-level and/or Complex Care

- Fall 2024: Course Revisions (learning outcomes, course content).

HCA 112 – Practice Experience in Home Support and/or Assisted Living

- Fall 2024: Course Revisions (long title, calendar description, learning outcomes, course content).

(e) Post-Baccalaureate Certificate in Financial Planning Professional

- Fall 2024 (first term of implementation of new program): revised format of program profile from term-by-term to a list of courses.

12. BUSINESS ITEMS

(a) **2025 Meeting Schedule**

Presented by: Deb Jamison

Committee members were presented with the 2025 proposed meeting schedule, which includes the new deadline for initial submissions to the Registrar's Office. Committee members were also informed that a review was undertaken of possible conflicts between the meeting dates and days of religious observances. On review and discussion, no issues or concerns were raised with the 2025 meeting schedule.

(b) **Membership Terms Ending as of August 15, 2024**

The following members, whose terms will expire as of August 15, 2024, were requested to indicate whether they wished to continue for a further



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term or to provide the name of a new representative (by the March SCC meeting):

Dominique Walker – Design

Deb Jamison – Business, Legal Studies, Communications

Mohna Baichoo – Tourism and Outdoor Recreation Management

Rachel Yu – Education, Health & Human Development

Caroline Soo – Global Stewardship, Public Administration & Kinesiology

Bethany Paul – Library

Adam Vincent – Student Services

Alisha Samnani – Student Representative

(c) Calendar Deadline

Effective for the 2024/2025 University Calendar, only items approved by the April 2024 Senate meeting will be published in the annual calendar.

(e) March Meeting

In anticipation of a large agenda for the March meeting, committee members were requested to consider whether to schedule an additional meeting or extend the length of the March 15 meeting. By a vote in the Chat, committee members indicated that their preference was to extend the March 15 meeting by 1.5 hours, i.e., from 12:00 to 3:30 p.m.

The meeting was adjourned at 1:18 pm.

Next Meeting: Friday, March 15, 2024 – 12:00 p.m.
