CAPILANO
U N I V E R S I T Y

SENATE CURRICULUM COMMITTEE MEETING
Friday, February 21, 2014   1:00 pm   LB321

MINUTES

PRESENT: Jean Bennett (Chair, Susan Bell, Karmen Blackwood, Kim Bothen, Chris Bottrill, Anna Lee Boulton, Annabella Cant, Karin Hall, Meike Wernicke-Heinrichs, Debbie Jamison, Karen McCredie, Natahsha Prakash, Cheryl Schreader, Maggie Reagh, Michael Thoma, Tammy Towill, Recording Secretary: Mary Jukich

REGRETS: Rick Gale, Jerome Genz, Heather Plume, Jenna Theny, Graham Fane, Devon Gregory, Alison Parry

GUESTS: Jared Burrows, Sue Dritmanis, Marion Haythorne, Heather Ingram, Kathleen Kummen, Don Perro, Doreen Manuel, Jennifer Moore, Jennifer Reilly, Adam Sale, Craig Simmons

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The Chair called the meeting to order at 1:00 p.m.

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1.   APPROVAL OF AGENDA

On the motion Natahsha Prakash and seconded by Susan Bell:
The Agenda was approved.   **CARRIED**

2.   MINUTES

On the motion of Anna Lee Boulton and seconded by Natahsha Prakash:
The Minutes of the January 17, 2014 meeting were approved.   **CARRIED**

3.   2014 Member Terms

The following members will be renewing their terms on SCC:

Debbie Jamison - Applied Business, Legal Studies, Communications
Jerome Genz - Global Stewardship, Public Administration & Human Kinetics
Natahsha Prakash - Student

The remaining members whose terms are ending as of August 15, 2014 were reminded to inform the Chair whether or not they would be renewing their term or to provide the name of a new representative.

Calendar Deadline

Any revisions to courses and programs to be implemented in the 2014/2015 year need to be submitted by the March SCC meeting for approval at the April Senate meeting.

Any changes to course outlines requested at SCC meetings, as well as clean copies of all course outlines, are required to be submitted to the Committee's clerk prior to the pending Senate meeting. Representatives on SCC should communicate to program areas.

Members were reminded that quorum is required to be maintained at the meeting.

Work continues on the possibility of distributing the SCC agenda electronically.

Q-courses, as well as exploring the possibility of designating science courses will be dealt with in May/June.

SCC was informed that the University received the letter from the Ministry with regard to the Bachelor of Design in Visual Arts.

4.   **COMMERCIAL ANIMATION**
     ANIM 116 – Animation: Timing and Principles
     ANIM 117 – Animation: Introduction to Character Drawing
     ANIM 103 – Design Elements in Animation I
     ANIM 104 – Studio: Gesture and Form
     ANIM 105 – Survey of Western Cinema: Animation
     ANIM 106 – Animation: Quadrupeds and Effects
     ANIM 107 – Character Animation I
     ANIM 108 – Design Elements in Animation II
     ANIM 109 – Studio: Advanced Drawing Techniques I
     ANIM 110 – Production Design for Animation
     ANIM 200 – Character Animation II
     ANIM 201 – Visual Storytelling
     ANIM 202 – Studio: Advanced Drawing Techniques II
     ANIM 203 – Digital Production Tools for Animation
     ANIM 204 – Advanced Production Design for Animation
     ANIM 205 – Character Animation III
     ANIM 206 – Studio: Drawing Master Class
     ANIM 207 – Visual Development and Concept Design
     ANIM 208 – Professional Studies in Animation
     ANIM 209 – Animation: Emerging Technologies
     ANIM 210 – Entrepreneurship in the Animation Industry
     2D Animation Diploma
     Presented by; Don Perro

     A series of new courses comprising the 2D Animation Diploma were presented to SCC for approval.

Anna Lee Boulton moved and Debbie Jamison seconded that:

14/05 The new courses, ANIM 116 Animation: Timing and Principles ANIM 117 Animation: Introduction to Character Drawing, ANIM 103 Design Elements in Animation I, ANIM 104 Studio: Gesture and Form, ANIM 105 Survey of Western Cinema: Animation, ANIM 106 Animation: Quadrupeds and Effects, ANIM 107 Character Animation I, ANIM 108 Design Elements in Animation II, ANIM 109 Studio: Advanced Drawing Techniques I, ANIM 110 Production Design for Animation, ANIM 200 Character Animation II, ANIM 201 Visual Storytelling, ANIM 202 Studio: Advanced Drawing Techniques II, ANIM 203 Digital Production Tools for Animation, ANIM 204 Advanced, Production Design for Animation, ANIM 205 Character Animation III, ANIM 206 Studio: Drawing Master Class, ANIM 207 Visual Development and Concept Design, ANIM 208 Professional Studies in Animation, ANIM 209 Animation: Emerging Technologies and ANIM 210 Entrepreneurship in the Animation Industry, as presented, be recommended for approval to the Senate. **CARRIED**

The 2D Animation Diploma is a new program resulting from changes in the technological environment of animation production and will prepare students for careers in the industry. As well, the new diploma will allow graduates to ladder into the Bachelor of Motion Picture Arts program.

Kim Bothen moved and Michael Thoma seconded that:

14/06 Final approval of the 2D Animation Diploma be recommended for approval to the Senate. **CARRIED**

5. **LEGAL ADMINISTRATIVE**
   LGST 119 – Practicum
   LGST 125 – Virtual Legal Office
   LGST 127 – Computer Applications for the Legal Office I
   LGST 128 – Computer Applications for the Legal Office II
   Legal Administrative Assistant Certificate Program Profile
   Legal Administrative Management Diploma Program Profile
   Presented by: Marion Haythorne

As a result of a course and program profile review of the Legal Administrative Assistant program, SCC was requested to approve two new courses, revisions to courses and to the program profiles.

Chris Bottrill moved and Natahsha Prakash seconded that:

14/07 The revisions to LGST 119 Practicum and LGST 125 Virtual Legal Office, and the two new courses, LGST 127 Computer Applications for the Legal Office I and LGST 128 Computer Applications for the Legal Office II be recommended for approval to the Senate. **CARRIED**

Natahsha Prakash moved and Susan Bell seconded that:

14/08 The revisions to the Legal Administrative Assistant Certificate Program Profile and Legal Administrative Management Diploma Program Profile be recommended for approval to the Senate.

6.   JAZZ
JAZZ 116 – Keyboard Skills I
JAZZ 117 – Keyboard Skills II
JAZZ 130 – Theory of Tonal Music and Jazz I
JAZZ 131 – Theory of Tonal Music and Jazz II
JAZZ 174 – Jazz History I
JAZZ 175 – Jazz History II
JAZZ 230 – Theory of Tonal Music and Jazz III
JAZZ 231 – Theory of Tonal Music and Jazz IV
JAZZ 274 – Studies in Music History I
JAZZ 275 – Studies in Music History II
JAZZ 296 – Jazz Performance III
JAZZ 297 – Jazz Performance IV
JAZZ 184 – Ear Training/Sight Singing I
JAZZ 185 – Ear Training/Sight Singing II
JAZZ 196 – Jazz Performance and Improvisation I
JAZZ 197 – Jazz Performance and Improvisation II
JAZZ 282 – Jazz Improvisation III
JAZZ 283 – Jazz Improvisation IV
JAZZ 284 – Ear Training/Sight Singing III
JAZZ 285 – Ear Training/Sight Singing IV
ENSJ 122 – Rhythmic Music Ensemble I
ENSJ 123 – Rhythmic Music Ensemble II
ENSJ 222 – Rhythmic Music Ensemble III
ENSJ 223 – Rhythmic Music Ensemble IV
ENSJ 141 – Large Jazz Ensemble (A Band) I
ENSJ 142 – Large Jazz Ensemble (A Band) II
ENSJ 241 – Large Jazz Ensemble (A Band) III
ENSJ 242 – Large Jazz Ensemble (A Band) IV
ENSJ 143 – Large Jazz Ensemble (B Band) I
ENSJ 144 – Large Jazz Ensemble (B Band) II
ENSJ 243 – Large Jazz Ensemble (B Band) III
ENSJ 244 – Large Jazz Ensemble (B Band) IV
ENSJ 145 – Large Jazz Ensemble (C Band) I
ENSJ 146 – Large Jazz Ensemble (C Band) II
ENSJ 245 – Large Jazz Ensemble (C Band) III
ENSJ 246 – Large Jazz Ensemble (C Band) IV
ENSJ 147 – Percussion Ensemble I
ENSJ 148 – Percussion Ensemble II
ENSJ 247 – Percussion Ensemble III
ENSJ 248 – Percussion Ensemble IV
ENSJ 161 – Jazz Choir (Nitecap) I
ENSJ 162 – Jazz Choir (Nitecap) II
ENSJ 261 – Jazz Choir (Nitecap) III
ENSJ 262 – Jazz Choir (Nitecap) IV
ENSJ 163 – Jazz Choir (Capital Jazz) I
ENSJ 164 – Jazz Choir (Capital Jazz) II

ENSJ 263 – Jazz Choir (Capital Jazz) III
ENSJ 264 – Jazz Choir (Capital Jazz) IV
ENSJ 165 – Vocal Instrumental Ensemble I
ENSJ 166 – Vocal Instrumental Ensemble II
ENSJ 265 – Vocal Instrumental Ensemble III
ENSJ 266 – Vocal Instrumental Ensemble IV
ENSJ 171 – Guitar/Bass Ensemble I
ENSJ 172 – Guitar/Bass Ensemble II
ENSJ 271 – Guitar/Bass Ensemble III
ENSJ 272 – Guitar/Bass Ensemble IV
Jazz Studies Diploma Program Profile
Bachelor of Music in Jazz Studies Program Profile
Bachelor of Music in Jazz Studies – Arranging/Composition Program Profile
Bachelor of Music in Jazz Studies – Education Stream Program Profile
Bachelor of Music in Jazz Studies – Instrumental Performance Program Profile
Bachelor of Music in Jazz Studies – Vocal Performance Program Profile
Presented by: Jared Burrows

SCC was requested to approve revisions to the Diploma in Jazz Studies (Years 1 and 2), Revisions consisted of the addition of new courses, revisions to existing courses, as well as combining the two streams into one which will allow all students to take the same courses throughout the first two years.

Deanna Baxter moved and Cheryl Schreader seconded that:

14/09 The new courses, JAZZ 116 Keyboard Skills I, JAZZ 117 Keyboard Skills II, JAZZ 130 Theory of Tonal Music and Jazz I, JAZZ 131 Theory of Tonal Music and Jazz II, JAZZ 174 Jazz History I, JAZZ 175 Jazz History II, JAZZ 230 Theory of Tonal Music and Jazz III, JAZZ 231 Theory of Tonal Music and Jazz IV, JAZZ 274 Studies in Music History I, JAZZ 275 Studies in Music History II, JAZZ 296 Jazz Performance III and JAZZ 297 Jazz Performance IV, and the revisions to JAZZ 184 Ear Training/Sight Singing I, JAZZ 185 Ear Training/Sight Singing II, JAZZ 196 Jazz Performance and Improvisation I, JAZZ 197 Jazz Performance and Improvisation II, JAZZ 282 Jazz Improvisation III, JAZZ 283 Jazz Improvisation IV, JAZZ 284 Ear Training/Sight Singing III and JAZZ 285 Ear Training/Sight Singing IV be recommended for approval to the Senate. **CARRIED**

Anna Lee Boulton moved and Meike Wernicke-Heinrichs seconded that:

14/10 The new courses, ENSJ 122 – Rhythmic Music Ensemble I ENSJ 123 Rhythmic Music Ensemble II, ENSJ 222 Rhythmic Music Ensemble III, ENSJ 223 Rhythmic Music Ensemble IV, ENSJ 141 Large Jazz Ensemble (A Band) I, ENSJ 142 Large Jazz Ensemble (A Band) II, ENSJ 241 Large Jazz Ensemble (A Band) III, ENSJ 242 Large Jazz Ensemble (A Band) IV, ENSJ 143 Large Jazz Ensemble (B Band) I, ENSJ 144 Large Jazz Ensemble (B Band) II, ENSJ 243 Large Jazz Ensemble (B Band) III, ENSJ 244 Large Jazz Ensemble (B Band) IV, ENSJ 145 Large Jazz Ensemble (C Band) I, ENSJ 146 Large Jazz **CARRIED**

Ensemble (C Band) II, ENSJ 245 Large Jazz Ensemble (C Band) III, ENSJ 246 Large Jazz Ensemble (C Band) IV, ENSJ 147 Percussion Ensemble I, ENSJ 148 Percussion Ensemble II, ENSJ 247 Percussion Ensemble III, ENSJ 248 Percussion Ensemble IV, ENSJ 161 Jazz Choir (Nitecap) I, ENSJ 162 Jazz Choir (Nitecap) II, ENSJ 261 Jazz Choir (Nitecap) III, ENSJ 262 Jazz Choir (Nitecap) IV, ENSJ 163 Jazz Choir (Capital Jazz) I ENSJ 164 Jazz Choir (Capital Jazz) II, ENSJ 263 Jazz Choir (Capital Jazz) III, ENSJ 264 Jazz Choir (Capital Jazz) IV, ENSJ 165 Vocal Instrumental Ensemble I, ENSJ 166 Vocal Instrumental Ensemble II, ENSJ 265 Vocal Instrumental Ensemble III, ENSJ 266 Vocal Instrumental Ensemble IV, ENSJ 171 Guitar/Bass Ensemble I, ENSJ 172 Guitar/Bass Ensemble II, ENSJ 271 Guitar/Bass Ensemble III and ENSJ 272 Guitar/Bass Ensemble IV, be recommended for approval to the Senate.

Debbie Jamison moved and Susan Bell seconded that:

14/11   The revisions to Jazz Studies Diploma Program Profile be recommended to the Senate for approval.   **CARRIED**

SCC was requested to approve an increase of .5 credits to the Bachelor of Music in Jazz Studies program profiles.

Kim Bothen moved and Anna Lee Boulton seconded that:

14/12   The revisions to the Bachelor of Music in Jazz Studies Program Profile, Bachelor of Music in Jazz Studies – Arranging/Composition Program Profile, Bachelor of Music in Jazz Studies – Education Stream Program Profile, Bachelor of Music in Jazz Studies – Instrumental Performance Program Profile and the Bachelor of Music in Jazz Studies – Vocal Performance Program Profile be recommended for approval to the Senate.   **CARRIED**

7. **IIDF**
   IDF 237 – Multi Platform Production
   IDF 219 – Professional Development
   IDF 233 – Screenwriting
   IDF 234 – Indigenous Storytelling Design
   IDF 235 – Indigenous World Cinema
   IDF 236 – Documentary
   IDF 229 – Advanced Production/Post-Production I
   IDF 238 – Entrepreneurship in the Indigenous Motion Picture Industry
   IDF 230 – Advanced Production/Post Production II
   IDF 232 – Advanced Practicum
   IDF 239 – Advanced Technical Foundations
   IDF 240 – Advanced Technical Directing
   Indigenous Independent Digital Filmmaking Diploma
        Admission Requirement and Program Profile
   Indigenous Independent Digital Filmmaking Certificate
        Program Profile and Optional Exit Credential

Presented by: Doreen Manuel

As a result of curriculum review by the IIDF faculty, SCC was requested to approve a series of revisions to the program.

Annabella Cant moved and Cheryl Schreader seconded that:

14/13 The revisions to IDF 237 Multi-Platform Production, IDF 219 Professional Development, IDF 233 Screenwriting, IDF 234 Indigenous Storytelling Design, IDF 235 Indigenous World Cinema, IDF 236 Documentary, IDF 229 Advanced Production/Post-Production I, IDF 238 Entrepreneurship in the Indigenous Motion Picture Industry, IDF 230 Advanced Production/Post Production II, IDF 232 Advanced Practicum, IDF 239 Advanced Technical Foundations and IDF 240 Advanced Technical Directing be recommended for approval to the Senate. **CARRIED**

Natahsha Prakash moved and Susan Bell seconded that:

14/14 The revisions to the Indigenous Independent Digital Filmmaking Diploma Admission Requirement and Program Profile and the Indigenous Independent Digital Filmmaking Certificate Program Profile and Optional Exit Credential be recommended for approval to the Senate. **CARRIED**

8. **COMMUNICATION**
   CMNS 241 – Software for Magazine Publishing
   CMNS 351 – Magazine Editing
   CMNS 400 – Magazine Practicum
   Magazine Publishing Certificate Program Profile
   Presented by: Sue Dritmanis

SCC was requested to approve revisions to CMNS 241 Software for Magazine Publishing and CMNS 351 Magazine Editing and the resulting revisions to the Magazine Publishing Certificate program profile. The revisions will reflect changes in the industry and enhance the learning outcomes of the students.

CMNS 400 Magazine Practicum was presented as an information item.

Chris Bottrill moved and Natahsha Prakash seconded that:

14/15 The revisions to CMNS 241 Software for Magazine Publishing and CMNS 351 Magazine Editing be recommended for approval to the Senate. **CARRIED**

Anna Lee Boulton moved and Kim Bothen seconded that:

14/16 The revisions to the Magazine Publishing Certificate Program Profile be recommended for approval to the Senate. **CARRIED**

9. **DIGITAL ANIMATION**
   DIGI 130 – 3D Animation I
   DIGI 132 – 3D Design for Production I
   DIGI 13 – Technical Direction and Rigging I
   DIGI 136 – Life Drawing for Animators I
   DIGI 140 – 3D Animation II
   DIGI 142 – 3D Design for Production II
   DIGI 144 – Technical Direction and Rigging II
   DIGI 146 – Life Drawing for Animators II
   DIGI 148 – Concept Art and Design I
   DIGI 149 – Animation Action Analysis
   DIGI 230 – 3D Animation III
   DIGI 232 – 3D Design for Production III
   DIGI 234 – Technical Direction and Rigging III
   DIGI 238 – Concept Art and Design II
   DIGI 237 – The Art of Visual Storytelling
   DIGI 245 – Professional Portfolio Development
   DIGI 243 – Look Development and Lighting
   3D Animation for Film and Games Diploma
   Presented by: Craig Simmons/Adam Sale

   The 3D Animation for Film and Games Diploma is a new two year diploma for students to become successful digital artists in film, animation and video game industries.

   Anna Lee Boulton moved and Debbie Jamison seconded that:

   14/17 The new courses, DIGI 130 3D Animation I, DIGI 132 3D Design for Production I, DIGI 13 Technical Direction and Rigging I, DIGI 136 Life Drawing for Animators I, DIGI 140 3D Animation II, DIGI 142 3D Design for Production II, DIGI 144 Technical Direction and Rigging II, DIGI 146 Life Drawing for Animators II, DIGI 148 Concept Art and Design I, DIGI 149 Animation Action Analysis, DIGI 230 3D Animation III, DIGI 232 3D Design for Production III, DIGI 234 Technical Direction and Rigging III, DIGI 238 Concept Art and Design II, DIGI 237 The Art of Visual Storytelling, DIGI 245 Professional Portfolio Development and DIGI 243 Look Development and Lighting   **CARRIED**

   Kim Bothen moved and Deanna Baxter seconded that:

   14/18 Final approval of the 3D Animation for Film and Games Diploma be recommended for approval to the Senate.   **CARRIED**

10. **PADM**
    PADM 308 – The Successful CAO – Local Government Advanced Management
    Local Government Leadership Development Certificate Program Profile
    Local Government Administration Advanced Certificate Program Profile
    Local Government Administration Diploma Program Profile
    Presented by: Chris Bottrill

    PADM 308 The Successful CAO – Local Government Advanced Management

is a new course that will address the needs of new and prospective local government chief administrative officers focusing on practical knowledge and skills. The Local Government Leadership Development Certificate, Local Government Administration Advanced Certificate, and Local Government Administration Diploma program profiles are being revised to indicate the addition of the new elective course.

Natahsha Prakash moved and Chris Bottrill seconded that

14/19 The new course, PADM 308 The Successful CAO Local Government Advanced Management be recommended for approval to the Senate.   **CARRIED**

Anna Lee Boulton moved and Chris Bottrill seconded that:

14/20 The revisions to the Local Government Leadership Development Certificate, Local Government Administration Advanced Certificate and Local Government Administration Diploma Program Profiles be recommended for approval to the Senate.   **CARRIED**

11. TOURISM

TOUR 216 – Financial Planning in Tourism II
TOUR 325 – Financial Management for Tourism
TOUR 250 – Tourism Operations I
TOUR 312 – Tourism Marketing II
Tourism Management Co-operative Education Diploma
    Program Profile
Bachelor of Tourism Management Program Profile
Presented by: Jennifer Reilly

In order to align the courses and program content within the industry, and to prepare the program profile for the inclusion of concentrations in the future, SCC was requested to approve new courses and revisions to courses and the program profiles.

Anna Lee Boulton moved and Natahsha Prakash seconded that:

14/21 The revisions to TOUR 216 Financial Planning in Tourism II and TOUR 325 Financial Management for Tourism and the new courses TOUR 250 Tourism Operations I and TOUR 312 Tourism Marketing II, subject to minor changes, be recommended for approval to the Senate.   **CARRIED**

Annabella Cant moved and Natahsha Prakash seconded that:

14/22 The revisions to the Tourism Management Co-operative Education Diploma Program Profile and the Bachelor of Tourism Management Program Profile be recommended for approval to the Senate.   **CARRIED**

12. **ECCE**
    EDUC 190 – Observing and Recording: Thinking with Early Learning Framework
    Presented by: Kathleen Kummen

    EDUC 190 Observing and Recording: Thinking with Early Learning Framework is being revised from an applied theory course to a theory/lab course combining in class instruction and observation in early learning centres.

    Debbie Jamison moved and Anna Lee Boulton seconded that:

    14/23 The revisions to EDUC 190 Observing and Recording: Thinking with Early Learning Framework be recommended for approval to the Senate.   **CARRIED**

13. **CONTINUING STUDIES & EXECUTIVE EDUCATION**
    EXED 501 – Business Basics
    EXED 502 – Understanding the Supply Chain
    EXED 503 – Transformational Labour Relations
    EXED 504 – Health and Safety Leadership
    EXED 505 – Coaching Employees in the Workplace
    EXED 506 – Developing High-Performance Teams
    EXED 507 – Corporate Social Responsibility
    EXED 508 – Operations Management
    EXED 509 – Creativity and Innovation
    Waterfront Leadership Certificate Program
    Presented by: Heather Ingram

    The Waterfront Leadership Certificate Program is a custom program developed with, and for the British Columbia Marine Employers Association. The program will be offered only to BCMEA with closed enrolment cohorts, all courses will be co-taught by BCMEA and all curricula developed with them.

    The individual project will be developed and implemented solely by BCMEA and although it was included in the program profile, no course outline was provided. On review of the documents, concern was expressed that a course outline is required as the course is listed on the profile. Concern was also raised with regard to the reference to "certificate" in the name of the program as "certificate" implies a certain amount of credits. As a result of the discussion, it was suggested that the name of the program be changed to remove reference to certificate.

    Karen McCredie moved and Kim Bothen seconded that:

    14/24 The new courses, EXED 501 Business Basics, EXED 502 Understanding the Supply Chain, EXED 503 Transformational Labour Relations, EXED 504 Health and Safety Leadership, EXED 505 Coaching Employees in the Workplace, EXED 506 Developing High-Performance Teams, EXED 507 Corporate Social Responsibility, EXED 508 Operations Management and EXED 509 Creativity and Innovation be recommended for approval to the Senate.   **CARRIED**

Debbie Jamison moved and Annabella Cant seconded that:

14/25 Final approval of the Waterfront Leadership Program   **CARRIED**
be recommended for approval to the Senate.

Information Items
Information Item #1 – Outdoor Recreation Management Diploma Program Profile
Correction to program profile approved at the January 2014 Senate meeting.

There being no further business, the meeting concluded at 3:30 p.m.

Next Meeting: March 21, 2014