



SENATE CURRICULUM COMMITTEE MEETING
Friday, November 21, 2014 12:00 LB321

MINUTES

PRESENT: Jean Bennett (Chair), Annabella Cant, Deanna Baxter, Susan Bell, Karmen Blackwood, Chris Bottrill, Julia Denholm, Sacha Fabry, Marnie Findlater, Jerome Genz, Karin Hall, Debbie Jamison Aurelea Mahood, Karen McCredie, Heather Plume, Maggie Reagh, Cheryl Schreader, Michael Thoma, Michael Victor, Recording Secretary: Mary Jukich

REGRETS: Kim Bothen, Rick Gale, Nanci Lucas, Pascal Milelli, Natahsha Prakash, Jeff Ross

GUESTS: Nadine Bohna, Jen Lashek, Jennifer Moore, Sharka Stuyt

The Chair called the meeting to order at 12:00

1. APPROVAL OF AGENDA

Item 3.5 should read "Curriculum Documentation – List of Issues"

Sacha Fabry moved and Deanna Baxter seconded that:

The amended agenda be approved.

CARRIED

2. MINUTES

On the motion of Marnie Findlater and seconded by Jerome Genz:

The Minutes of the October 17, 2014 meeting be approved.

CARRIED

3. Business Arising

3.1 Senate Credential Policy Review Committee (Ad-Hoc)

Members reviewed the draft terms of reference, parameters and mandate of the ad hoc committee.

Members were reminded that in volunteering to fill the SCC faculty vacancies on the ad hoc committee, it would be more beneficial to capture representation from different areas and credentials. In this regard, Debbie Jamison and Aurelea Mahood volunteered to serve on the ad hoc committee.

With regard to the staff member vacancy, as the ad hoc committee will be reviewing the whole issue of credentials and requirements for the credentials, it was recommended this position be filled by someone from the Registrar's Office who is familiar with challenges and issues around credentials.

Sacha Fabry will forward a name for the student vacancy.



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3.2 Proposed Program Approval Process

Members reviewed the proposed program approval process documents and the following suggestions were made:

- Concern was noted that in the Program Approval Process, #8, approval by the Registrar was removed.
- There was a disconnect between Frontlines and the main document, and the document does not refer to the Concept Paper.
- It was suggested that on page 3 of the policy, second paragraph, reference be made to the Concept Paper.
- There was no differentiation between credit and non-credit until bullet #10, and clarity should be stated at the beginning.
- It was suggested to add SCC under point #4 after the Executive Committee.
- A request was made for a review of the library resources.

Comments will be forwarded to Rick Gale, and the draft documents forwarded to the Senate By-law, Policy and Procedure Committee for review.

3.3 Attendance and Participation Follow-up

As follow up to last month's discussion around attendance and participation, Jean will send out a memo with information from the policy.

3.4 SCC Ad Hoc Committee – Science Courses

A recommendation from the ad hoc committee will be brought to the December meeting.

3.5 Curriculum Documentation - List of Issues

As follow up, members were presented with a review of the role of the Registrar's Office with regard to curriculum documentation.

The Registrar's Office have commenced revisions to the following forms:



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A Guide to Changing Courses and Course Outlines
 A Guide to Changing Programs and Program Profiles
 A Guide to Writing Course Descriptions
 Course Approval Form (including instructions and definitions, etc.)

A suggestion was made that on the course approval form, the seat max default to 35.

Members requested that the draft forms be circulated, and the Registrar will follow up.

3.6 Other Business

Differentiation of Course Outlines (formerly 100/200/300 Level Courses)

Chris Bottrill reported that some feedback was received on the documents circulated at the October meeting and that research continues on practices at other institutions. It is anticipated that a further document will be brought to the December meeting.

An error on the committee members was noted, and the committee members are:

Chris Bottrill
 Michael Thoma
 Debbie Jamison

Q-Course Language for Course Notes

Sample language for course notes for courses for Q-course designation has been posted on the website.

Members were reminded of the Calendar deadline that any changes to courses and programs to be implemented in the 2015/2016 year need to be submitted by the March SCC meeting for approval at the April Senate meeting.

4. NABU

North American Business Management Post Baccalaureate Diploma
 (NABU) – Admission Requirements

North American Business Management Applied Post Baccalaureate Diploma
 (NABU Applied) – Admission Requirements

North American and International Management Graduate Diploma (NAIM) –
 Admission Requirements

Presented by: Sharka Stuyt



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The admission requirements of the North American Business Management Post Baccalaureate Diploma (NABU), North American Business Management Applied Post Baccalaureate Diploma (NABU Applied) and North American and International Management Graduate Diploma (NAIM) are being revised to remove the requirement for an interview. The program area now has a clearer understanding of academic, language and work experience requirements needed for students to be successful in the program and no longer finds it necessary to conduct in-depth interviews with every candidate. The other required language and academic requirements are unchanged. .

Maggie Reagh moved and Jerome Genz seconded that:

- 14/88** The revision to the admission requirements of the North American Business Management Post Baccalaureate Diploma (NABU), North American Business Management Applied Post Baccalaureate Diploma (NABU Applied) and North American and International Management Graduate Diploma (NAIM) be recommended for approval to the Senate.

CARRIED

5. ENGINEERING

Engineering – First Year – Admission Requirements
 Engineering Transition Diploma – Admission Requirements
 APSC 130 – Technical Drafting and Computer-Aided Design
Presented by: Deanna Baxter

In keeping with the recent BC Math curriculum revisions, the admission requirements of Engineering – First Year and Engineering Transition Diploma, and the pre-requisites of APSC 130 – Technical Drafting and Computer-Aided Design are being revised to remove Principles of Mathematics 12 and leaving Pre-calculus 12.

Deanna Baxter moved and Marnie Findlater seconded that:

- 14/89** The revisions to the admission requirements of Engineering – First Year and Engineering Transition Diploma, and the pre-requisite revision to APSC 130 – Technical Drafting and Computer-Aided Design be recommended for approval to the Senate.

CARRIED

6. ACCOUNTING ASSISTANT

Accounting Assistant Diploma – Admission Requirements
Presented by: Heather Plume

SCC was requested to approve revisions to the admission requirements of the Accounting Assistant Diploma. The revisions will align the admission requirements of the Accounting Assistant Diploma with the Business



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Administration Diploma and the BBA and will allow more flexibility for students who will be able to use a wider variety of Math 11 courses to enter the program.

Heather Plume moved and Deanna Baxter seconded that:

CARRIED

14/90 The revisions to the admission requirements of the Accounting Assistant Diploma be recommended for approval to the Senate.

7. MUSIC

MUS 200 – Theory III

MUS 212 – Ear Training and Sight Singing III

Presented by: Jennifer Moore

As a result of the new grading profile, the letter grade that best captures the intent of the pre-requisite barrier is a “C” and as students see a letter grade on their transcript, the department wishes to continue to use a letter grade as the barrier rather than a numeric grade. As a result, SCC was requested to approve revisions to the pre-requisites of MUS 200 – Theory III and MUS 212 – Ear Training and Sight Singing III to indicate a minimum grade requirement of “C”.

Heather Plume moved and Aurelea Mahood seconded that:

CARRIED

14/91 The pre-requisite revisions to MUS 200 – Theory III and MUS 212 – Ear Training and Sight Singing III be recommended for approval to the Senate.

8. CONTINUING STUDIES & EXECUTIVE EDUCATION

GNLG 185 – Backyard Chickens

CERT 921 – Wilderness Readiness

EXED 125 – Achieving Operational Excellence

EXED 127 – Innovation & Change Management for Operations

EXED 124 – Using Business Analytics to Enhance Decision Making

Presented by: Nadine Bohna

A series of Continuing Studies & Executive Education courses were presented for approval.

The CERT 921 – Wilderness Readiness course was withdrawn from the review.

Karmen Blackwood moved and Michael Thoma seconded that:

CARRIED

14/92 The new Continuing Studies & Executive Education courses, GNLG 185 – Backyard Chickens, EXED 125 – Achieving



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Operational Excellence, EXED 127 – Innovation & Change Management for Operations and EXED 124 – Using Business Analytics to Enhance Decision Making, be recommended for approval to the Senate.

9. INFORMATION ITEMS

None.

There being no further business, the meeting concluded at 1:45 pm.

Next Meeting: December 19, 2014
