



SENATE CURRICULUM COMMITTEE MEETING

Friday, March 20, 2020 12:00 pm

VIA MICROSOFT TEAMS

MINUTES

PRESENT: Deb Jamison (Chair), Sean Ashley, Mohna Baichoo, Shahnaz Darayan, Lara Duke, Jocelyn Hallman, Darcie Hillebrand, Ferdos Jamali (left at 1:20), Urmila Jangra, Keith Lam, Pouyan Mahboubi, Brad Martin, Pascal Milelli, Jennifer Nesselroad, Cass Picken, Alisha Samnani, Caroline Soo, Laureen Styles, Kyle Vuorinen, Stephen Williams, Recorder, Mary Jukich

REGRETS: Annie Prud'homme-Genereux

GUESTS: Carol Aitken, Colin Gilker, Kent Lewis, Bill Van Luven, Stephanie Wells

Acknowledgement

We respectfully acknowledge the unceded lands of Lil'wat, Musqueam, Sechelt, Squamish, and Tsleil-Waututh people on whose territories our campuses are located.

1. Welcome

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

2. Approval of the Agenda

The following revisions were made to the agenda:

- Item #9: "(INTS 334)" should read "(INTS 335)"
- Item #10: TOUR 111 – remove "Revision"
- Item #17(g) – moved from Information Item to Item #16a

*Laureen Styles moved and Jennifer Nesselroad seconded:
To approve the amended agenda.*

3. Approval of the Minutes

*Cass Picken moved and Sean Ashley seconded:
To approve the February 14, 2020 minutes*

CARRIED

4. ENGLISH DEPARTMENT

EDT Exemption List / English 100-Level Prerequisite

Presented by: Kent Lewis

The English Department requested a revision to the criteria granting exemptions for students writing the English Diagnostic Test (EDT). The current practice is that



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a student will be exempted from the EDT if they achieve “a final grade of 73% or higher in English 12, English 12 First Peoples or English Literature 12.” The Department requested that the requirement be changed to:

“A C grade (60% and above) in any English 11 course (other than Spoken language).”

On discussion, concern was raised regarding the potential impact of lowering the standards, including that some language learners are struggling, the resulting pressure on faculty, and lowering the standards may make this challenge more difficult. Concern was also raised that the proposed change could have a ripple effect on other areas of the University and that this change could impact other programs’ admission requirements and a number of programs that have the EDT specifically written into their admission requirements.

Jennifer Nesselroad moved and Cass Picken seconded:

20/12 The revisions to the EDT list and course prerequisites be recommended to Senate for approval.

CARRIED
3 Opposed
1 Abstention

WOMEN’S AND GENDER STUDIES

WGST 320 – Gender and Social Justice Work

WGST 401 – Queer Intersections

Presented by: Ki Wight

SCC was requested to approve the two new courses, WGST 320 – Gender and Social Justice Work and WGST 401 – Queer Intersections, as well as Cap Core designation under the heading *Self and Society*. On review of the two courses, it was suggested that the mode of delivery be changed to mixed mode.

Jennifer Nesselroad moved and Keith Lam seconded:

20/13 The two new courses, WGST 320 – Gender and Social Justice Work and WGST 401 – Queer Intersections, as well as Cap Core designation for both courses under the heading *Self and Society*, be recommended to Senate for approval.

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6. IDEA

Bachelor of Design in Visual Communication

Presented by: Carol Aitken

SCC was requested to approve revisions to the program-specific entry requirements for the Bachelor of Design in Visual Communications. It was noted that the wording revisions will more accurately reflect the current needs and/or process, and the only substantive change was revising the requirement of “two letters of reference” to “one letter of reference.”

Jennifer Nesselroad moved and Keith Lam seconded:

20/14 The revisions to the Bachelor of Design in Visual Communication admission requirements be recommended to Senate for approval.

CARRIED

7. ADULT BASIC EDUCATION

ABE Program – Admission Requirements

Presented by: Colin Gilker

In order to simplify admission to the program for students, the Department, and the Registrar’s Office, SCC was requested to approve the following revision to the admission requirements, to be effective immediately upon Senate approval:

- Writing and math skills assessment
- Interview

Admission note: It is recommended that applicants have the equivalent of English 10 to facilitate the successful completion of the writing and math skills assessment.

Cass Picken moved and Jennifer Nesselroad seconded:

20/15 The revisions to the ABE Program admission requirements be recommended to Senate for approval.

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8. COMMUNICATIONS

CMNS 405 – Advanced Communication for International Learners

Presented by: Bill Van Luven

CMNS 405 – Advanced Communication for International Learners is a new course that will build on the currently offered CMNS 305 course. On review of the course, it was suggested that the presenter consider revising the delivery mode to lecture, mixed mode, and online.

Laureen Styles moved and Lara Duke seconded:

20/16 The new course, CMNS 405 – Advanced Communication for International Learners, be recommended to Senate for approval.

CARRIED

9. LIBERAL STUDIES

Bachelor of Arts with a Major in Liberal Studies Program Profile

(now Bachelor of Arts with a Major in Interdisciplinary Studies)

Minor in Liberal Studies Program Profile

(now Minor in Interdisciplinary Studies)

LBST 100 (now INTS 210) – Approaching Knowledge

INTS 310 – Interdisciplinary Research

LBST 335 (now INTS 335) – Grand Challenges – An Interdisciplinary Approach

INTS 345 – Reconciliation in Action

LBST 390 – Tutorial I

LBST 391 – Tutorial II

LBST 392 – Tutorial III

LBST 490 – Graduating Project

LBST 495 – Extended Graduating Project – Part 1

LBST 496 – Extended Graduating Project – Part 2

Presented by: Sean Ashley

SCC was requested to approve the following new courses, Cap Core designation, and course equivalency and prerequisite changes:

- LBST 100 (now INTS 210) – Approaching Knowledge: course equivalency;
- INTS 310 – Interdisciplinary Research: new course;
- LBST 335 (now INTS 335) – Grand Challenges – An Interdisciplinary Approach: revisions to prerequisites (“45 credits of 100-level or higher coursework”), as well as Cap Core designation under the heading *Experiential*;



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- INTS 345 – Reconciliation in Action: new course, as well as Cap Core designation under the headings *Experiential* and *Self and Society*;
- LBST 390 – Tutorial I: course equivalency and prerequisites;
- LBST 391 – Tutorial II: course equivalency and prerequisites;
- LBST 392 – Tutorial III: course equivalency and prerequisites;
- LBST 490 – Graduating Project: course equivalency and prerequisites;
- LBST 495 – Extended Graduating Project – Part 1: course equivalency and prerequisites;
- LBST 496 – Extended Graduating Project – Part 2: course equivalency and prerequisites.

Jennifer Nesselroad moved and Pascal Milelli seconded:

20/17 The new courses, INTS 310 – Interdisciplinary Research and INTS 345 – Reconciliation in Action, Cap Core designation under the heading *Experiential* and *Self & Society* for INTS 345 and under the heading *Experiential* for LBST 335 (now INTS 335), and the requested course prerequisite and equivalencies revisions to:

CARRIED

LBST 100 (now INTS 210) – Approaching Knowledge
 LBST 335 (now INTS 335) – Grand Challenges – An
 Interdisciplinary Approach
 LBST 390 – Tutorial I
 LBST 391 – Tutorial II
 LBST 392 – Tutorial III
 LBST 490 – Graduating Project
 LBST 495 – Extended Graduating Project – Part 1
 LBST 496 – Extended Graduating Project – Part 2

be recommended to Senate for approval.

SCC was also requested to approve a series of revisions to the program structure and course content of the Bachelor of Arts with a Major and Minor in Liberal Studies.

Cass Picken moved and Lara Duke seconded:

20/18 The revisions to the Bachelor of Arts with a Major in Liberal Studies Program Profile (now Bachelor of Arts with a Major in Interdisciplinary Studies) and Minor in Liberal Studies Program

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Profile (now Minor in Interdisciplinary Studies) be recommended to Senate for approval.

10. SCHOOL OF TOURISM MANAGEMENT

TOUR 111 – Tourism Introduction: Theory and Practice

TOUR 145 – Tourism Work Practicum Preparation

TOUR 191 – Tourism Destinations

TOUR 234 – Responsible Tourism Management

TOUR 259 – Innovation in Tourism

Tourism Management for International Students Program Profile

Presented by: Stephanie Wells

SCC was requested to approve the following:

TOUR 111 – Tourism Introduction: Theory and Practice

- Cap Core designation under the heading *Self and Society*;

TOUR 145 – Tourism Work Practicum Preparation

- Addition of “15 credits of 100-level or higher course work including TOUR 111” as a prerequisite;
- Revision to the grading profile from credit/no credit to “Letter Grade from A-F to percentage”;

TOUR 191 – Tourism Destinations

TOUR 234 – Responsible Tourism Management

TOUR 259 – Innovation in Tourism

- New courses, as well as Cap Core designation under the heading *Self and Society* for TOUR 234;

Lara Duke moved and Mohna Baichoo seconded:

20/19 The revisions to TOUR 111 – Tourism Introduction: Theory and Practice and TOUR 145 – Tourism Work Practicum Preparation, Cap Core designation under the heading *Self and Society* to TOUR 111, the three new courses, TOUR 191 – Tourism Destinations, TOUR 234 – Responsible Tourism Management, and TOUR 259 – Innovation in Tourism, as well as Cap Core designation under the heading *Self and Society* to TOUR 234, be recommended to Senate for approval.

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SCC was also requested to rescind the prior program profile for the Tourism Management for International Students, which was approved at the January 24, 2020 SCC meeting, and approve the new revised program profile and the name change from Tourism Management Diploma for International Students to Diploma in Tourism Management International.

Caroline Soo moved and Stephen Williams seconded:

20/20 The rescission of the Tourism Management Diploma for International Students program profile approved at the January 24, 2020 SCC meeting be recommended to Senate for approval.

CARRIED

Darcie Hillebrand moved and Caroline Soo seconded:

20/21 The new program profile, as well as the name change from Tourism Management Diploma for International Students to Diploma in Tourism Management International, be recommended to Senate for approval.

CARRIED

11. SCHOOL OF TOURISM MANAGEMENT

Bachelor of Tourism Management Degree
 Tourism Management Co-operative Education Diploma
 Outdoor Recreation Management Diploma
Presented by: Stephanie Wells

The admission requirements of the Bachelor of Tourism Management Degree and the Tourism Management Co-operative Education Diploma are being revised as follows:

- Remove the Language Proficiency Index (LPI) test (as Paragon will stop using it as a measurement of English Language Proficiency as of April 2020);
- Add a direct entry method of admission to year 2 or 3 of the Bachelor of Tourism Management and Tourism Management for Co-operative Education Diploma that includes program completion from a recognized post-secondary institution.



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The admission requirements of the Outdoor Recreation Management Diploma are being revised as follows:

- Remove the Language Proficiency Index (LPI) test (as Paragon will stop using it as a measurement of English Language Proficiency as of April 2020).

Mohna Baichoo moved and Cass Picken seconded:

20/22 The revisions to the admission requirements of the Bachelor of Tourism Management Degree, Tourism Management Co-operative Education Diploma, and the Outdoor Recreation Management Diploma be recommended to Senate for approval.

CARRIED

12. SCHOOL OF BUSINESS

BMKT 401 – Applied Marketing Methods

BMKT 405 – Marketing Projects in Industry

BMKT 408 – Product Development

BADM 225 – Leading with Emotional Intelligence in the Workplace

Presented by: Darcie Hillebrand

The following prerequisite changes were requested:

BMKT 401 – Applied Marketing Methods

- 75 credits of 100-level or higher coursework including BMKT 360 and BMKT 364, ENGL 100, and CMNS 152 or CMNS 220;

BMKT 405 – Marketing Projects in Industry

- 75 credits of 100-level or higher coursework including BMKT 360 and BMKT 364, ENGL 100, and CMNS 152 or CMNS 220;

BMKT 408 – Product Development

- 75 credits of 100-level or higher coursework including BMKT 360 and BMKT 364, ENGL 100, and CMNS 152 or CMNS 220.

Jennifer Nesselroad moved and Caroline Soo seconded:

20/23 The prerequisite revisions to BMKT 401 – Applied Marketing Methods, BMKT 405 – Marketing Projects in Industry, and BMKT

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408 – Product Development be recommended to Senate for approval.

BADM 225 – Leading with Emotional Intelligence in the Workplace is a new 200-level course to be taught starting in Fall 2020.

Keith Lam moved and Jennifer Nesselroad seconded:

20/24 The new course, BADM 225 – Leading with Emotional Intelligence in the Workplace, be recommended to Senate for approval.

CARRIED

13. SCHOOL OF BUSINESS

BCPT 330 – Business Systems Process Modeling, Analysis and Design

BCPT 404 – Advanced Business Analytics

BCPT 420 – Business Information Ethics, Privacy, Security and Sustainability

Business Information Management and Analytics (BIMA) Concentration

Program Profile

Presented by: Susan Romeo-Gilbert / Darcie Hillebrand

The Business Information Management and Analytics (BIMA) Concentration was proposed by the Information Management Unit, School of Business. The goal of the BIMA concentration is to leverage much of the current capacity and develop a compelling new curriculum that meets the needs of business as well as the structure of the current BBA. The proposed Concentration is experiential and project-focused in its third and fourth years.

Once approved by Senate, the BIMA Concentration cannot be implemented until approval is provided by the Ministry for Advanced Education.

The three new courses, BCPT 330 – Business Systems Process Modeling, Analysis and Design, BCPT 404 – Advanced Business Analytics, and BCPT 420 – Business Information Ethics, Privacy, Security and Sustainability are being developed to satisfy 15 credits at the upper level for the new Business Information Management and Analytics (BIMA) Concentration.

Pascal Milelli moved and Sean Ashley seconded:

20/25 The three new courses, BCPT 330 – Business Systems Process Modeling, Analysis and Design, BCPT 404 – Advanced Business

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Analytics, and BCPT 420 – Business Information Ethics, Privacy, Security and Sustainability, as well as Cap Core designation under the heading *Experiential* for BCPT 404, be recommended to Senate for approval.

Jennifer Nesselroad moved and Cass Picken seconded:

- 20/26** The Business Information Management and Analytics (BIMA) Concentration program profile for the BBA be recommended to Senate for approval. **CARRIED**

14. SCHOOL OF BUSINESS

Bachelor of Business Administration Program Profile

Business Administration Diploma Program Profile

Presented by: Darcie Hillebrand

The Bachelor of Business Administration and Business Administration Diploma program profiles are being revised to include the two new concentrations, as well as to update the wording and listing of the program electives.

Stephen Williams moved and Keith Lam seconded:

- 20/27** The revisions to the Bachelor of Business Administration and the Business Administration Diploma Program Profiles be recommended to Senate for approval. **CARRIED**

15. SCHOOL OF BUSINESS

Bachelor of Business Administration

Business Administration Diploma

Accounting Assistant Diploma

Presented by: Darcie Hillebrand

As a result of the discontinuance of the Language Proficiency Index (LPI) testing, the admission requirements for the Bachelor of Business Administration, Business Administration Diploma, and Accounting Assistant Diploma are being revised to include the Canadian Academic English Language (CAEL) test with a minimum score of 70 as an option for the English admission requirements.



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Jennifer Nesselroad moved and Sean Ashley seconded

- 20/28** The revisions to the admission requirements for the Bachelor of Business Administration, Business Administration Diploma, and Accounting Assistant Diploma be recommended to Senate for approval.

CARRIED

16. MUSIC THERAPY

MT 330 – Clinical Skills

Presented by: Stephen Williams

The contact hours for MT 330 are being revised from the current 3 lecture, 1 other to 4 lecture, 0 other.

Stephen Williams moved and Jennifer Nesselroad seconded

- 20/29** The revisions to contact hours for MT 330 – Clinical Studies be recommended to Senate for approval.

CARRIED

16a. Adoption of BC Secondary Curriculum – English Studies 12 for admission requirements, course prerequisites, English Language Requirements

Presented by: Kyle Vuorinen

The Ministry of Education introduced a new secondary school curriculum a few years ago, which took effect in 2018. The main impact of this is that students who are graduating in June of 2020 will no longer have English 12 as their capstone literacy course. English 12 has been replaced by English Studies 12 or English First Peoples 12, which have been adopted by post-secondary institutions in place of English 12. English Studies 12 and English First Peoples 12 do not have a provincial exam, as all of these have been retired by the Ministry. In addition, all students are now required to write literacy and numeracy assessments in order to graduate. The vast majority of post-secondary institutions are recording assessment scores but are not using them in admission decisions or for prerequisite purposes until further studies take place.



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Cass Picken moved and Stephen Williams seconded:

20/30 SCC recommends to Senate that:

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- English Studies 12 be added to Capilano University's list of acceptable courses that will satisfy the University's English Language Requirement in place of English 12;
- English First Peoples 12 be added to Capilano University's list of acceptable course that will satisfy the University's English Language Requirement in place of English 12; and
- English Studies 12 and English First Peoples 12 be used in place of English 12 for all admission requirements and course prerequisites at the University.
- The University will collect and record the new Literacy and Numeracy assessment scores but will not use them in any admission requirements or course prerequisites. This will be reviewed in two years' time to determine what relevance the scores have on the success of students at the University.

17. INFORMATION ITEMS

- (a) New Subject Code Request: INTS – Interdisciplinary Studies
- (b) Ministry Notification regarding Liberal Studies program name change to Interdisciplinary Studies
- (c) TOUR 150, TOUR 250: revisions to course title, calendar description, method of delivery, evaluation profile
- (d) BMKT 360, BMKT 369: revisions to evaluation profiles, learning outcomes, content, method of delivery
- (e) MT 320, 360, 361, 364, 370, 380, 391, 420, 461, 480, 490, 491
- (f) Program Learning Outcome Revisions/Additions - Bachelor of Business Administration, Business Administration Diploma, Accounting Assistant Diploma; Program Profile Note Additions - Accounting Assistant Diploma and the Accounting Assistant Certificate



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(g) Indigenization Memorandum

Members reviewed information with respect to implementing a process to ensure that consideration of indigenous content / indigenization / decolonization practices, as well as consultation with indigenous advisors, is undertaken during the development or revision of courses and programs.

18. BUSINESS ITEMS

(a) **Membership Terms Ending as of August 15, 2020**

The following members' terms will be ending as of August 15, 2020, and the members were requested to indicate in the next few weeks whether or not they wished to serve a further term.

Pascal Milelli	- Design
Jennifer Nesselroad	- Performing Arts
Deb Jamison	- Applied Business, Legal Studies, Communications
Mohna Baichoo	- Tourism and Outdoor Recreation Management
Rachel Yu	- Health and Education
Caroline Soo	- Global Stewardship, Public Administration & Human Kinetics
Jocelyn Hallman	- Library
Keith Lam	- Student Services

There being no further business, the meeting was adjourned at 2:30 pm.

Next Meeting: Friday, April 17th, 2020, at 12:00 PM
