



## SENATE CURRICULUM COMMITTEE MEETING

Friday, October 20, 2017 12:00 pm

Capilano University – Room LB321

### MINUTES

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**PRESENT:** Deanna Baxter, Sean Ashley, Chris Bottrill, Annabella Cant, Caroline Depatie, Karin Hall, Darcie Hillebrand, Samantha Loren, Aurelea Mahood, Pascal Milelli, Christina Schulz, Caroline Soo, Halia Valladares, Recording Secretary: Mary Jukich

**REGRETS:** Debbie Jamison, Kim Bothen, Julia Denholm, Marnie Findlater, Michelle Gunness, Megan Jones, Seanna McPherson, Karen McCredie, Jeff Ross, Sandra Seekins

**GUESTS:** Bernadette Andrade, Maggie Reagh, Bruno Tomberli

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#### ***Acknowledgement***

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

#### **1. Welcome**

The Vice-Chair called the meeting to order at 12:15 pm.

In the absence of Michelle Gunness, Maggie Reagh served as the non-voting representative from Access and Academic Preparation.

#### **2. Approval of the Agenda**

*Pascal Milelli moved and Christina Schulz seconded:  
To adopt the agenda.*

**CARRIED**

#### **3. Approval of the Minutes**

Clarification was provided for item #4, second page, that the item presented was the admission requirements for the Music Diploma and not the program profile. A clean copy of the program profile was requested in error.

*Halia Valladares moved and Caroline Depatie seconded:  
To adopt the September 15, 2017 minutes.*

**CARRIED**

#### **4. PHYSICS**

PHYS 203 – Fluid Mechanics I- The Physics of Flow  
*Presented by: Bruno Tomberli*



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SCC was requested to approve the new course, PHYS 203 – Fluid Mechanics I – The Physics of Flow, and Q/A, Science Course and Cap Core designations.

It was noted that this was the first course coming through SCC requesting Cap Core designation.

Members were reminded that there is a Cap Core committee currently working on developing a process for Cap Core designation, but that the process has not yet been released. Accordingly, members indicated that they may not be adequately informed to determine whether the course, as presented, will meet the requirements. On discussion, a suggestion was presented that the new course be approved, but that the request for cap core designation be removed at this time.

*Halia Valladares moved and Caroline Depatie seconded:*

**17/65** To approve the new course, PHYS 203 – Fluid Mechanics I – the Physics of Flow, with Q/A and Science designations, but without the Cap Core designation.

**CARRIED**

#### 5. INFORMATION ITEMS

- (a) Continuing Studies & Executive Education
- (b) Calendar Deadline

Effective for the 2018/2019 University Calendar, only items approved by the April Senate will be published in the annual calendar.

#### 11. BUSINESS ITEMS

- (a) Course Outline and Syllabus Templates

As background, an ad hoc committee was created to review operational details included in course outlines to ensure programs are meeting the needs of the University and departments, and for consistency. The ad hoc committee determined that a review of the course outline and syllabus was also required as these are two distinct documents and serve distinct functions. During the work of the ad hoc committee reviewing operational details, Cap Core was being integrated with the requirement to articulate



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Cap Core outcomes in the course outlines, as well as the University being mandated from government to communicate to students the policy on sexual violence and misconduct.

SCC was requested to provide guidance on a recommendation to Senate in regard to the proposed templates, and the following revisions were requested:

#### Page 1

- The wording of the Acknowledgement be revised to begin with “Capilano University acknowledges with respect the Lil’wat, Musqueam, .....”
- Move the “Course Website” section to the first page for better accessibility.
- Add the words “if applicable” to the Course Website section.

#### Page 2

- A suggestion was presented to revise Required Texts to “Required Texts and/or Resources” to better align with current practice.
- Clarity was requested on what items were specifically required to be included on the template, and what items were there for only guidance. In this regard, a suggestion was presented that a preamble document be developed to provide guidance on how to use the course outline and syllabus. As well, it was suggested that required items and items for guidance be differentiated on the template.
- It was suggested that the footers be removed as this was unnecessary since the Acknowledgement was clearly highlighted on the first page.
- Under Evaluation Profile, it was suggested to add “if applicable”.

#### Page 3

- Under Grading System explanation, add “if applicable” to ensure that individuals do not present their courses in different ways.



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- Under Incomplete Grades, add the word “only” in the first sentence beginning “Grades of Incomplete “I” are assigned only in .....”, to reflect policy.

Page 4

- Under Tools for Success, members indicated that although this was useful, there seemed to be a lot of information listed, and whether this information was important to have on the course outline or be put on an informational document. After discussion, it was suggested that under Tools for Success, the bullet list be deleted, and the information put on a link based format. As well, the first sentence be revised to read “Many student services are available to support ....”.
- Under Capilano University Security, it was also suggested to remove the four bullets, so that there is only the link to the CapU Mobile Safety App.
- Under Academic Integrity, add the following sentence “See policy S1999-01 for more information”, and include a link to the policy.

As the review was not completed by the scheduled end time of the meeting, a motion was presented to extend the meeting.

*Chris Bottrill moved and Samantha Loren seconded:*

**17/66** To extend the meeting to 2:30 pm.

**CARRIED**

Page 5

- No revisions were requested.

Page 6

- Delete the section starting with the sentence, “Potential remedies for a first instance of academic dishonesty are the following”.
- A suggestion was presented to provide a link to information on sexual violence and misconduct instead of having all the information on the course outline. However, on discussion members felt that it may be more prudent to have the information listed and more visual on the



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outline as mandated by government to have the information available to students.

- Move the Attendance section to page 3 above English usage, and revise the title to read “Attendance”.
- It was suggested to prioritize the section groupings and move the section Department or Program Operational Details before the University Operational Details on page 4.

Page 7

- No revisions were requested.

During the discussion, concern was raised that the proposed templates and the further revisions may not align with Senate policy. A request was presented that Senate consider a review of Policy be undertaken to ensure alignment with the templates.

*Chris Bottrill moved and Aurelea Mahood seconded:*

**17/67** SCC recommends the revised version of the course outline (as discussed at the October 20<sup>th</sup> SCC meeting) go forward to Senate for approval, and that Senate revisit Policy S2009-6 as soon as possible to ensure alignment.

**CARRIED**

**Action: Deanna will make the revisions as discussed, and email to SCC with a deadline for Thursday, October 26 for further comments.**

**Action: Deanna will also prepare a preamble to serve as the cover for the document.**

- (b) Orientation  
This item will be brought to the November meeting.

There being no further business, and on a motion duly made and seconded, the meeting was adjourned at 2:45 pm.

**Next Meeting: Friday, November 17, 2017 12:00 – 2:00 pm**

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