



## SENATE CURRICULUM COMMITTEE MEETING

Friday, December 18, 2009 1:00 pm LB195

### MINUTES

**PRESENT:** Jackie Snodgrass (Chair), Anna Lee Boulton, Bahiyyih Campbell, Robert Campbell, Graham Fane, Marion Haythorne, Peter Holden, Rita Isola, Karin Jager, Violet Jessen, Doug Johnstone, Rorri McBlane, Jennifer Moore, Ghazal Tohidi, Sheila Ross, Itidal Sadek, Michael Thoma, Recording Secretary: Mary Jukich

**REGRETS:** Karin Hall, Lynn Jest, Wendy Lynn, Grace McNab, Milton Williams

**GUESTS:** Gillian Barber, Chris Bottrill, Stanley Greenspoon, Susan Hogan, Jen Moses, George Roberts

The Chair called the meeting to order and welcomed Chris Bottrill and Susan Hogan from Tourism and Outdoor Recreation, Gillian Barber from Theatre, Jen Moses from Early Childhood Care and Education and George Roberts from Music. Also, welcomed to the meeting was Stan Greenspoon from Pure and Applied who attended the meeting on behalf of Wendy Lynn.

The Chair reminded the Committee that the next SCC meeting would be on Friday, January 15, 2010 and that there would be no SCC meeting in February.

#### 1. APPROVAL OF AGENDA

*On the motion of Robert Campbell and seconded by Peter Holden  
the Agenda was approved.*

**CARRIED**

#### 2. MINUTES

*On the motion of Rorri McBlane and seconded by Jennifer Moore  
the Minutes of the meeting of November 20, 2009 were approved.*

**CARRIED**

#### 3. TREC

TOUR 225 – Small and Medium Enterprise Entrepreneurship in Tourism  
 Diploma in the Destination Resort Management Co-op Program Profile  
 Diploma in the Outdoor Recreation Management Program Profile  
 Diploma in the Tourism Management Co-op Program Profile  
 Diploma in the Tourism Management for International Students Program Profile

Certificate in Tourism Operations Program Profile  
 Certificate in Tourism Marketing Program Profile  
 TOUR 306 – Directed Study in Tourism and Outdoor Recreation  
 Bachelor of Tourism Management Degree Program Profile  
*Presented by: Susan Hogan*

TOUR 225 Small and Medium Enterprise Entrepreneurship in Tourism is a new tourism course developed to enhance student skills in the tourism program. A minor revision was requested to the course format.

*Peter Holden moved and Marion Haythorne seconded that:*

- 09/85** TOUR 225 Small and Medium Enterprise Entrepreneurship in Tourism with a minor revision to the course format be recommended for approval to the Senate.

**CARRIED**

The Diploma in the Destination Resort Management Co-op program profile, Diploma in the Outdoor Recreation Management program profile, Diploma in the Tourism Management Co-op program profile, Diploma in the Tourism Management for International Students program profile, Certificate in Tourism Operations program profile and Certificate in Tourism Marketing program profile are being revised to indicate the inclusion of the new course, TOUR 225, in the program profiles.

*Anna Lee Boulton moved and Ghazal Tohidi seconded that:*

- 09/86** The revision to the Diploma in the Destination Resort Management Co-op Program Profile, Diploma in the Outdoor Recreation Management Program Profile, Diploma in the Tourism Management Co-op Program Profile, Diploma in the Tourism Management for International Students Program Profile, Certificate in Tourism Operations Program Profile and Certificate in Tourism Marketing Program Profile be recommended for approval to the Senate.

**CARRIED**

TOUR 306 Directed Study in Tourism and Outdoor Recreation is a new upper level course.

*Peter Holden moved and Doug Johnston seconded that:*

- 09/87** TOUR 306 Directed Study in Tourism and Outdoor Recreation be recommended for approval to the Senate.

**CARRIED**

The Bachelor of Tourism Management Degree Program Profile is being revised to indicate the inclusion of the new TOUR 306 course.

*Graham Fane moved and Anna Lee Boulton seconded that:*

- 09/88** The revision to the Bachelor of Tourism Management Degree Program Profile be recommended for approval to the Senate.

**CARRIED**

#### **4. THEATRE**

Acting for Stage and Screen Program Profiles (2007 & 2008)  
*Presented by: Gillian Barber*

The Acting for Stage and Screen program profiles (2007 & 2008) are being revised to indicate the gradual streaming of new courses that have been brought into the program.

*Jennifer Moore moved and Peter Holden seconded that:*

**09/89** The revisions to the Acting for Stage and Screen Program Profiles (2007 & 2008) be recommended for approval to the Senate.

**CARRIED**

**5. ECCE**

Early Childhood Care & Education Diploma & Degree – Admission Requirements

*Presented by: Jen Moses*

To ensure consistency and maintain standards, the department requested SCC to approve the revisions to the admission requirements for the Early Childhood Care & Education Diploma and Degree programs. There was discussion regarding the English 12 or English 12 First Peoples wording and concern was expressed on whether this wording may prevent potential students from applying to the program if they have not fulfilled the English requirement. SCC requested that the wording for the English requirement on both the diploma and degree admission requirements be amended to include “or equivalency at the department’s discretion”.

*Peter Holden moved and Rorri McBlane seconded that:*

**09/90** The revised admission requirements for the Early Childhood Care & Education Diploma and Degree be recommended for approval to the Senate.

**CARRIED**

**6. MUSIC**

PMI 118, 218, 318, 418 – Private Music Instruction Concentration Instrument

*Presented by George Roberts*

The Agenda had indicated that this was a new course; however, it was noted that the Music Department was seeking approval for reactivation of these courses.

*Anna Lee Boulton moved and Jennifer Moore seconded that:*

**09/91** The reactivation of PMI 118, 218, 318, 418 Private Music Instruction Concentration Instrument be recommended for approval to the Senate.

**CARRIED**

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**FOLLOW-UP ITEMS**

Proposed Change of Term for Members of SCC

*Presented by: Jackie Snodgrass*

In order to allow scheduling of faculty, and completion of the scheduling constraint forms in a timely manner, membership start and end dates for members of SCC were revised. Two year terms and the staggered system of half of the members' terms ending in the same year will continue. However, members will now be formally appointed in March, and membership term dates will now begin and end August 15<sup>th</sup> to coincide with the academic year.

*Graham Fane moved and Doug Johnstone seconded that:*

**09/92** The membership terms for Senate Curriculum Committee members be approved.

**CARRIED**

Proposed Course and Program Approval Deadline for Implementation in Following Year

*Presented by: Jackie Snodgrass*

In order to have course and program information approved before the annual calendar is published, a course and program approval deadline is being considered for implementation. This deadline would ensure that students would have accurate and complete information when making decisions about potential courses or programs that they may wish to register in. The proposed approval deadline will apply to all new courses, changes to courses and programs and to all new non-degree programs. It is proposed that approvals would need to be completed at SCC in March to have a calendar published in April. Some concern was expressed regarding the timing and potential difficulties that some departments may experience in meeting this deadline. However, it was believed that this was a workable deadline and the students would benefit from this deadline. It was suggested that a recommendation to implement this deadline be taken to Senate for decision on whether or not to implement the deadline, or if further discussion is required.

*Marion Haythorne moved and Itidal Sadek seconded that:*

**09/93** The recommendation for the proposed course and program approval deadline for implementation in following year be taken to Senate.

**CARRIED**

Proposal to Include Institutional Learning Outcomes on Course Outlines

*Presented by: Jackie Snodgrass*

The proposal of including institutional learning outcomes on course outlines was presented to SCC. This process will enable faculty to demonstrate how their programs address the institutional student learning outcomes and, more importantly, will demonstrate to students that course and program outcomes relate to Capilano's overall institutional values. There was discussion regarding the impact of the CurricUnet software once it is implemented and how the new software will allow instructors to easily identify course learning outcomes related to institutional outcomes through data entry prompts. Further discussion and review of this proposal will be undertaken.

Course Level and Numbering

*Presented by: Jackie Snodgrass*

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The ad-hoc committee presented the proposed schedule on course level and course numbering.

*Rorri McBlane moved and Anna Lee Boulton seconded that:*

**CARRIED**

**09/94** The schedule on course level and course numbering be recommended for approval to the Senate.

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**INFORMATION ONLY**

Information Item #1

Course Re-activation

BGEO 052 – Geography (ABE Provincial Level)

Information Item #2

Course Title Change

WMST 122 – Women in Anthropology to

WMST 122 – Cross-Cultural Perspectives on Women

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There being no further business, the meeting concluded at 2:40 pm.

**Next Meeting: January 15, 2010.**