



SENATE CURRICULUM COMMITTEE MEETING

Friday, January 18, 2013 1:00 pm LB321

MINUTES

- PRESENT:** Robert Campbell (Chair), Susan Bell, Deanna Baxter, Anna Lee Boulton, Debbie Jamison, Lynn Jest, Meike Wernicke-Heinrichs, Karen McCredie, Jennifer Moore, Heather Plume, Maggie Reagh, Cheryl Schreder, Michael Thoma, Tammy Towill, Ghazal Tohidi, Recording Secretary: Mary Jukich
- REGRETS:** Carol Aitken, Kim Bothen, Annabella Cant, Graham Fane, Bill Gibson, Karin Hall, Jenna Theny, Milton Williams
- GUESTS:** Stuart Aikins, Erin Crisfield, Leighan Crowe, Margaret Dulat, Jen Lashek, Cara Zaskow

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

Guests were introduced and welcomed.

Deanna Baxter was introduced as the new representative from Pure and Applied Sciences.

The Chair announced that membership terms for some faculty members would be ending, and areas should be notified to determine new representatives or renewal of memberships. The following members have membership terms ending on August 15, 2013:

Meike Wernicke-Heinrichs – Humanities
 Cheryl Schreder – Social Sciences
 Michael Thoma – Motion Picture Arts
 Heather Plume – Business, International Programs, Projects and Partnerships
 Annabella Cant – Health and Education

A name will be forwarded for the new Global Stewardship, Public Administration & Human Kinetics position on SCC and the term end of the representative will be August 2014.

Student representative terms will also be ending, and students will be canvassed.

New and renewed members of the Committee will be formally appointed at the March Senate meeting.

Members were reminded of the calendar deadline in place for approval of changes going into next year's calendar. Changes to courses and programs to be implemented in the 2013/2014 year need to be submitted by the March SCC meeting for approval at the April Senate meeting. Members were encouraged to let Jen Lashek know items that will likely be brought forward. Please submit changes to courses and programs to the Registrar's office as soon as possible, as a backlog is likely to develop.

1. APPROVAL OF AGENDA

An information item, Textile Arts Diploma program profile, was added to the agenda.

*On the motion of Michael Thoma and seconded by Debbie Jamison:
the amended Agenda was approved.*

CARRIED

2. MINUTES

The minutes should have indicated Jen Lashek listed as a guest and Karen McCredie as Present.

The word "Carried" should be noted on page 6 for motions 12/101 and 12/102.

*On the motion of Jennifer Moore and seconded by Heather Plume:
the amended Minutes of the meeting of December 14, 2012 were approved.*

CARRIED

3. ENGINEERING

First Year Engineering Program Admission Requirements
Engineering Transition Diploma Admission Requirements
Presented by: Margaret Dulat

As demand for the First Year Engineering Program increases, SCC was requested to approve revisions to the math admission requirements to indicate that only students who meet all the pre-requisite requirements for the courses in the program be accepted. During the review, and to ensure clarity, it was suggested that in the admission notes, first bullet the word "Calculus" be added in the brackets after MPT and the sentence would read; "Capilano University Math Placement Test (MPT-Calculus)". Also, as concern was expressed with regard to the "c-" English requirement, it was suggested to remove the part of the sentence referring to the "c-" grade.

Anna Lee Boulton moved and Debbie Jamison seconded that:

13/01 The revisions to the First Year Engineering Program admission requirements be recommended to Senate for approval.

CARRIED

As demand for the Engineering Transition Diploma Program increases and the currently stated minimum math requirement may be misleading to students, SCC was requested to approve revisions to the math admission requirements. During the review, and to ensure clarity, it was suggested that in the admission notes, first bullet the word “Pre-Calculus” be added in the brackets after MPT and the sentence would read; “Capilano University Math Placement Test (MPT-Pre-Calculus)”. Also as concern was expressed with regard to the “c-“ English requirement, it was suggested to remove the part of the sentence referring to the “c-“ grade.

Karen McCredie moved and Anna Lee Boulton seconded that:

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| 13/02 | The revisions to the Engineering Transition Diploma admission requirements be recommended to Senate for approval. | CARRIED |
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4. THEATRE

ACTR 304 – Special Skills for the Performer I

ACTR 305 – Special Skills for the Performer II

Musical Theatre Diploma Program Profile

Acting for Stage and Screen Diploma Program Profile

Presented by: Stuart Aikins

ACTR 304 Special Skills for the Performer I and ACTR 305 Special Skills for the Performer II are two new courses replacing ACTR 300 and 301, Master Classes V and VI. The new courses are more indicative of the skills required by the instructors and allocation of workload.

Cheryl Schreader moved and Jennifer Moore seconded that:

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| 13/03 | The new courses, ACTR 304 Special Skills for the Performer I and ACTR 305 Special Skills for the Performer II, be recommended to Senate for approval. | CARRIED |
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The Musical Theatre Diploma program profile and Acting for Stage and Screen Diploma program profiles are being revised as a result of the addition of the two new courses.

Michael Thoma moved and Meike Wernicke-Heinrichs seconded that:

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| 13/04 | The revisions to the Musical Theatre Diploma Program Profile be recommended to Senate for approval. | CARRIED |
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Jennifer Moore moved and Heather Plume seconded that:

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| 13/05 | The revisions to the Acting for Stage and Screen Diploma Program Profile be recommended to Senate for approval. | CARRIED |
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5. CONTINUING EDUCATION

AADG 169 – Creating an E-Portfolio

CAIG 920 – Online Marketing and Social Media 101

CERT 128 – Project Risk Management

HTHG 911 – Holistic Food, Nutrition and Health

WRTG 135 – Introduction to Life Writing, Memoir, Personal Narrative

WRTG 136 – Writing the Script for Musical Theatre

Presented by: Erin Crisfield

A series of new Continuing Education courses were presented for approval. During the review of WRTG 136 Writing the Script for Musical Theatre, it was suggested to change the course title to indicate that this is simply an introductory course and not to be confused with musical theatre credit courses.

Ghazal Tohidi moved and Anna Lee Boulton seconded that:

13/06 The new Continuing Education courses, AADG 169 Creating an E-Portfolio, CAIG 920 Online Marketing and Social Media 101, CERT 128 Project Risk Management, HTHG 911 Holistic Food, Nutrition and Health, WRTG 135 Introduction to Life Writing, Memoir, Personal Narrative and WRTG 136 Writing the Script for Musical Theatre with some minor revisions be recommended to Senate for approval.

CARRIED**6. PSYCHOLOGY**

PSYC 341 – Psychology of Religion and Spirituality

PSYC 342 – History of Psychology: Conceptions of Imagination

PSYC 343 – Psychology of Anomalous Experiences

PSYC 215 – The Psychology of Human Sexuality

PSYC 320 – Applied Psychology

PSYC 325 – Health Psychology

Presented by: Cara Zaskow

SCC was requested to approve revisions to the pre-requisites of PSYC 341 Psychology of Religion and Spirituality, PSYC 342 History of Psychology: Conceptions of Imagination and PSYC 343 Psychology of Anomalous Experiences. As these courses were previously offered without the pre-requisite of PSYC 100 and PSYC 101, instructors found that most students without the psychology background struggled to understand the concepts presented in the course, and it also impacted the learning experience of the students who did have the introductory psychology background.

During the review, it was noted that, in fact, PSYC 100 was already listed as a pre-requisite for the three courses. Members discussed the impact of adding the second pre-requisite, PSYC 101, to the courses and whether it would be beneficial to have further discussion with instructors on the necessity of this pre-requisite for student success. SCC recommended, and the Department agreed, to add PSYC 101 as a recommended pre-requisite. As a result of the discussion, no motion was required.

Previously, PSYC 440 was a shell course to rotate courses of different topic areas in psychology. Problems arose when students wanted to enroll in a course to pursue a specific topic but were unable to do so as they had already

received course credit for PSYC 440. As a result, SCC was requested to approve the three new courses, PSYC 215 The Psychology of Human Sexuality, PSYC 320 Applied Psychology and PSYC 325 Health Psychology as new standalone courses.

As similar concern was expressed with regard to the pre-requisites of the three new courses, it was suggested that further consultation with instructors be undertaken with respect to the necessity of PSYC 101 as a second pre-requisite.

Susan Bell moved and Jennifer Moore seconded that:

- 13/07** The two new courses, PSYC 215 The Psychology of Human Sexuality and PSYC 320 Applied Psychology with PSYC 100 as a pre-requisite and PSYC 101 recommended, be recommended to Senate for approval.

CARRIED

On review of the pre-requisites of the new course, PSYC 325 Health Psychology, it was suggested to leave the pre-requisites as presented.

Lynn Jest moved and Debbie Jamison seconded that:

- 13/08** The new course, PSYC 325 Health Psychology, with the listed pre-requisites, be recommended to Senate for approval.

CARRIED

7. SCHOOL OF APPLIED BUSINESS

MOA 119 – Software Applications

Medical Assistant Certificate Program Profile

Medical Assistant Certificate – Admission Requirements

Accounting Assistant Diploma – Admission Requirements

Presented by: Leighan Crowe

It was noted that the agenda incorrectly stated Medical Office Assistant Certificate, but should have read “Medical Assistant Certificate”.

MOA 119 Software Applications is a new 3 credit course. During the review of the course, concern was expressed with the use of brand names and references to specific versions of software in the course outlines, as past institution practice was to remove those references from course offerings. In this regard, it was suggested that the question of using brand names on course outlines be taken to VP/Deans to determine the origin of this practice, and whether this continues to be current practice at Capilano and/or at other institutions. Consultation will be undertaken and brought back to SCC.

Heather Plume moved and Lynn Jest seconded that:

- 13/09** The new course, MOA 119 Software Applications, with references to the versions of software deleted, be recommended to Senate for approval.

**CARRIED
1 opposition**

The Medical Assistant Certificate program profile is being revised as a result of the deletion of two courses and the addition of the new course in term one.

Lynn Jest moved and Karen McCredie seconded that:

- 13/10** The revisions to the Medical Assistant Certificate Program Profile be recommended to Senate for approval. **CARRIED**

SCC was requested to approve a revision to the Medical Assistant Certificate admission requirements to indicate an increase in English and keyboarding standards and update the first aid certification.

Anna Lee Boulton moved and Debbie Jamison seconded that:

- 13/11** The revision to the admission requirements of the Medical Assistant Certificate be recommended to Senate for approval. **CARRIED**

In an effort to maintain clarity to students, SCC was requested to approve a revision to the Accounting Assistant Diploma admission requirements to apply to only those students who are applying to enter directly into the first year of the Accounting Assistant Diploma. During the review, it was suggested that under the calendar comment, last bullet the word “English” be inserted before “100”.

Ghazal Tohidi moved and Lynn Jest seconded that:

- 13/12** The revision to the admission requirements of the Accounting Assistant Diploma be recommended to Senate for approval. **CARRIED**

8. BPAC

BPAC 400 – Contemporary Cultural Practices
 BPAC 401 – Canadian Cultural Policy and the Performing Arts
 BPAC 402 – Advanced Production Planning I
 BPAC 403 – Studies in Interdisciplinary Creation and Collaboration
 BPAC 404 – Contemporary Performance Practices
 BPAC 405 – Advanced Production Planning II
 BPAC 406 – Strategic Career Planning
 BPAC 407 – Interdisciplinary Performance and Production
 Bachelor of Performing Arts Program Profile
Presented by: Stuart Aikins

As the course outlines had not been updated since inception in 2008, SCC was requested to approve a series of revisions to the BPAC courses. The revisions consisted of the addition of mission statements and program student learning outcomes, course content, as well as contact hour revisions, course name changes and pre-requisite revisions.

Karen McCredie moved and Jennifer Moore seconded that:

- 13/13** The revisions to BPAC 400 Contemporary Cultural Practices BPAC 401 Canadian Cultural Policy and the Performing Arts, BPAC 402 Advanced Production Planning I, BPAC 403 Studies in Interdisciplinary Creation and Collaboration, BPAC 404 Contemporary Performance Practices, BPAC 405 Advanced Production Planning II, BPAC 406 Strategic Career Planning and BPAC 407 Interdisciplinary Performance and Production be recommended to Senate for approval. **CARRIED**

The Bachelor of Performing Arts program profile is being revised as a result of the new course names, revised language to reflect Capilano University's status as no longer a college and the revision to the degree requirement description language in Year 3 to make it clearer.

Jennifer Moore moved and Anna Lee Boulton seconded that:

13/14 The revisions to the Bachelor of Performing Arts Program Profile be recommended to Senate for approval. **CARRIED**

DISCUSSION ITEMS

None

INFORMATION ITEMS

Textile Arts Diploma Program Profile

SCC was informed that there was a typographical error on the recently approved Textile Arts Diploma program profile. The start date on the approved document read "2012" but in fact should have read "2013".

There being no further business, the meeting concluded at 3:00p.m.

Next Meeting: February 15, 2013
