CAPILANO
UNIVERSITY

SENATE CURRICULUM COMMITTEE MEETING
Friday, November 15th, 2019   12:00 pm
Capilano University – Room LB 321

MINUTES

PRESENT: Deb Jamison (Chair), Sean Ashley, Mohna Baichoo, Shahnaz Darayan, Lara Duke, David Geary, Ferdos Jamali, Urmila Jangra, Darcie Hillebrand, Brad Martin, Pascal Milelli, Jennifer Nesselroad, Bana Nourkeyhani, Cass Picken, Alisha Samnani, Caroline Soo, Laureen Styles, Stephen Williams, Recording Secretary, Mary Jukich

REGRETS: Jocelyn Hallman, Keith Lam, Pouyan Mahboubi, Graeme Sleep, Kyle Vuorinen

GUESTS: Lorraine Argatoff, Carol Aitken, Aaron Cunningham, Sue Dritmanis, Sandra Ferens, Michael Fleming, Kirsten McIlveen

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**

     Item #6 – PHIL 206 -Professional Ethics should have read "New Course; *Self and Society"*

     > *Darcie Hillebrand moved and Sean Ashley seconded:*
     > To adopt the amended agenda.   **CARRIED**

3.   **Approval of the Minutes**

     > *Pascal Milelli moved and Lara Duke seconded:*
     > To adopt the October 18th, 2019 minutes.   **CARRIED**

4.   **ABE**
     Adult Basic Education – General Upgrading – Admission Requirement
     Presented by: Lorraine Argatoff

     The admission requirement for the Adult Basic Education – General Upgrading is being revised so that the words "and preferably out of the public school system for a minimum of one year" are removed, leaving only the words, "18 years of age."

CAPILANO
UNIVERSITY

SENATE CURRICULUM COMMITTEE MEETING
Friday, November 15th, 2019   12:00 pm
Capilano University – Room LB 321

MINUTES

Upon discussion, concerns were raised with respect to clarity around the wording for the registration and application procedures and that this is one of the only programs that stipulates an age requirement. Accordingly, it was suggested that the department may wish to discuss and reconsider the admission requirements and possibly refine the admission requirements to ensure as much student access as possible.

The motion to approve the revisions was withdrawn to allow an opportunity for further consultation with the ABE department.

5.   **GEOGRAPHY**
GEOG 333 – The Geography of Prisons
Presented by: Kirsten McIlveen

SCC was requested to approve the new course, GEOG 333 – The Geography of Prisons, as well as Cap Core designation under the heading *Self and Society.* This is a new third year elective course that will enhance Geography's upper level course offerings. It is intended for all students and to appeal to anyone interested not only in geography but also in other topics.

During the review of the course, the following suggestions were made:

- Consider online or mixed modes of instruction;
- Include indigenization information in the calendar description.

Jennifer Nesselroad moved and Cass Picken seconded:

19/76   The new course, GEOG 333 – The Geography of Prisons, and Cap Core designation under the heading *Self and Society,* be recommended to Senate for approval.   **CARRIED**

6.   **PHILOSOPHY**
PHIL 206 –Professional Ethics
Presented by: Michael Fleming

SCC was requested to approve the new course, PHIL 206 –Professional Ethics, as well as Cap Core designation under the heading *Self and Society*. This course will provide theoretical and conceptual background, as well as practical skills in the

CAPILANO
UNIVERSITY

SENATE CURRICULUM COMMITTEE MEETING
Friday, November 15th, 2019   12:00 pm
Capilano University – Room LB 321

MINUTES

ethics of professional practice for students in degree programs that will lead graduates to professional and other careers.

Ferdos Jamali moved and Sean Ashley seconded:

19/77   The new course, PHIL 206 –Professional Ethics, as well as Cap Core designation under the heading *Self and Society*, be recommended to Senate for approval.   **CARRIED**

7.   **IDEA**
IDES 211 – Technology Intensive I
IDES 243 – Design Studio I
IDES 244 – Design Studio II
IDES 247 – Survey and Principles of Typography
IDES 249 – Brand Identity
DSGN 325 – Design Thinking and Research
DSGN 440 – Professional Development II
DSGN 441 – Professional Development II: Illustration Concentration
DSGN 442 – Professional Development II: Branding Concentration
DSGN 443 – Professional Development II: Interactive Concentration
Presented by: Carol Aitken

The following revisions were requested:

- Course format for IDES 211 to 20 hours of classroom instruction and 10 hours of supervised studio work over 5 sessions (1 week);
- Removal of IDES 151 as a co- and pre-requisite course for IDES 211;
- Removal of IDES 211 as a co-requisite course for IDES 243 and IDES 247;
- Removal of IDES 211 as a pre-requisite course for IDES 244 and IDES 249.

Jennifer Nesselroad moved and Pascal Milelli seconded:

19/78   The revisions to the co- and pre-requisite requirements for IDES 211 – Technology Intensive I, IDES 243 – Design Studio I, IDES 244 – Design Studio II, IDES 247 – Survey and Principles of Typography, and IDES 249 – Brand Identity be recommended to Senate for approval.   **CARRIED**

CAPILANO UNIVERSITY

SENATE CURRICULUM COMMITTEE MEETING
Friday, November 15th, 2019   12:00 pm
Capilano University – Room LB 321

MINUTES

Cass Picken moved and Mohna Baichoo seconded:

19/79 Cap Core designation to IDES 244 – Design Studio II and DSGN 325 – Design Thinking and Research under the heading *Self and Society* and to DSGN 440 – Professional Development II, DSGN 441 – Professional Development II: Illustration Concentration, DSGN 442 – Professional Development II: Branding Concentration, and DSGN 443 – Professional Development II: Interactive Concentration under the heading *Capstone* be recommended to Senate for approval.   **CARRIED**

8.   **COMMUNICATIONS**
CMNS 360 – Strategic Communication
CMNS 462 – Advanced Communication Research Practice
CMNS 498 – Communication Practicum
CMNS 499 – Communication Research Project
Presented by: Sue Dritmanis

SCC was requested to approve revisions to pre-requisites and contact hours, as well as Cap Core designation under the headings *Experiential* and *Capstone,* to the above-noted courses.

Curriculum requested a discussion regarding non-standard (practicum) courses, such as CMNS 498, and course wording for contact hours, weeks and method of delivery. However, as this is more of a process item, it was suggested that a working group be formed at a later date to look at developing consistent language.

Laureen Styles moved and Darcie Hillebrand seconded:

19/80 The revisions to the pre-requisites and contact hours for CMNS 360 – Strategic Communication, CMNS 462 – Advanced Communication Research Practice, CMNS 498 – Communication Practicum, and CMNS 499 – Communication Research Project, as well as Cap Core designation under the heading *Experiential* to CMNS 360, CMNS 462 and CMNS 498, and the heading *Capstone* to CMNS 498 and CMNS 499, be recommended to Senate for approval.   **CARRIED**

CAPILANO
UNIVERSITY

SENATE CURRICULUM COMMITTEE MEETING
Friday, November 15th, 2019   12:00 pm
Capilano University – Room LB 321

MINUTES

9. **BACHELOR OF PERFORMING ARTS**
BPAC 403 – Studies in Interdisciplinary Creation and Collaboration
Presented by: Sandra Ferens

The Bachelor of Performing Arts is a credential offered in partnership with Douglas College, where it has been offered for the past four years and is currently transitioning back to Capilano University. Protocols differ considerably around course format/contact hours between the two institutions and, over time at Douglas College, the course format/contact hours of BPAC 403 have been amended in ways that do to not fall within the requirements of Capilano University.

Pascal Milelli moved and Jennifer Nesselroad seconded:

19/81 The revisions to the course format/contact hours for BPAC 403 – Studies in Interdisciplinary Creation and Collaboration be recommended to Senate for approval.   **CARRIED**

10. **INFORMATION ITEMS**
(a) **Withdrawal Dates**

Aaron Cunningham, Associate Registrar, Registration & SISO, presented a chart comparing Capilano University's withdrawal deadline dates to dates of other institutions. Aaron indicated that at this time he was requesting only feedback on the possibility of making a change. During a roundtable discussion, the following comments were provided:

- It could be challenging for students to make fully informed decisions about dropping a course if there is no midterm exam.

- Students need enough feedback to make an informed decision about withdrawing from courses and the course outlines prescribe 4 or 5 evaluation components, which makes it difficult for students to receive any meaningful feedback on how they are doing in the course.

- In some areas, there are only weekly labs, and these may not be good indicators of progress in a course for students to ultimately decide whether to withdraw.

CAPILANO UNIVERSITY

SENATE CURRICULUM COMMITTEE MEETING

Friday, November 15th, 2019   12:00 pm
Capilano University – Room LB 321

MINUTES

- A suggestion was presented to consider November 1st the withdrawal deadline as the date is in the middle of the term and by then students would have had an opportunity for sufficient indicators on whether or not they will be successful in the course.

- Clarity was requested regarding whether, from the Registrar's Office perspective, changing the withdrawal date would result in any drawbacks or pose any administrative problems. Information was provided that problems that could initially be foreseen would be confusion among students about deadlines, but that further work would need to be done to explore further potential problems.

- In deciding about whether or not to change the withdraw date, focus should be placed on the psychology of a student decision to withdraw, which may hinge on courses that have midterm exams and whether midterm exam results would be sufficient.

- One of the benefits of an early withdrawal date would be that students who withdraw from one course would have the opportunity to enroll in a different course.

- It was suggested that further research be undertaken regarding practices at other institutions.

- A rationale was requested with respect to the reasoning and potential advantages of a later withdrawal date.

- A change in the withdrawal date could be advantageous as it could empower students to make sound decisions regarding whether or not to withdraw from a course, as they would have more time to receive instructor feedback.

- Members were reminded that not every course has a midterm exam. but there should be enough time for students to get sufficient feedback regarding how they are doing in a course. There are factors that may affect decision making, i.e., if taking a course with a new instructor, it may take a while for students to familiarize themselves with the new instructor's marking style and a student may need further assignments

CAPILANO
UNIVERSITY

SENATE CURRICULUM COMMITTEE MEETING
Friday, November 15th, 2019   12:00 pm
Capilano University – Room LB 321

MINUTES

to be able to adequately gauge whether or not they may be successful in a particular course.

- An issue was raised that extending the withdrawal date could have implications on student loans and could have a further ripple effect.

- The perception of a "W" on a transcript may vary from instructor to instructor and "W's" may not always be viewed as neutral (despite a "W" having a neutral impact on a student's GPA).

SCC members were requested to take this item back to their departments and to provide further feedback and input to Aaron (and Kyle).

(b)   Continuing Education Report
As background, a decision was previously made that Continuing Education courses no longer require approval at SCC, but that CEE should provide SCC with monthly memoranda regarding courses being offered. In this regard, members were directed to a report provided by Continuing Education regarding some courses that are currently being developed.

11.   BUSINESS ITEMS
None

There being no further business, the meeting was adjourned at 1:10 pm.

Next Meeting: Friday, December 13th, 2019