CAPILANO
U N I V E R S I T Y

SENATE CURRICULUM COMMITTEE MEETING
Friday, May 15, 2015   12:00   Room – LB321

MINUTES

PRESENT: Jean Bennett (Chair),Deanna Baxter, Susan Bell, Kim Bothen, Julia Denholm, Jerome Genz, Karin Hall, Darcie Hillebrand (for Heather Plume), Debbie Jamison, Nanci Lucas, Aurelea Mahood, Pascal Milelli, Natahsha Prakash, Cheryl Schreader, Michael Thoma, Recording Secretary: Mary Jukich

REGRETS: Karmen Blackwood, Chris Bottrill, Annabella Cant, Sacha Fabry, Rick Gale, Marnie Findlater, Karen McCredie, Heather Plume, Maggie Reagh, Jeff Ross, Michael Victor

GUESTS: Stuart Aikins, Heather Ingram, Sandra Seekins,

The Chair called the meeting to order at 12:00

1.   APPROVAL OF AGENDA

Two items were added to the agenda:

Item #8(2)   Bachelor of Music in Jazz Studies Program Profile and
                     Bachelor of Music in Jazz Studies – Education Stream Program
                     Profile
Item 9.5   Q-Courses Update

Aurelea Mahood moved and Natahsha Prakash seconded:
The amended agenda be approved.   **CARRIED**

2.   MINUTES

Natahsha Prakash moved and Julia Denholm seconded:
The Minutes of the March 20, 2015 meeting be approved.   **CARRIED**

3.   SOCIOLOGY
SOC 330 – Sociology of the City: Issues and Processes of Exclusion
Presented by: Cheryl Schreader

SOC 330 Sociology of the City: Issues and Processes of Exclusion is a new third year course designed for students from across the University.

Julia Denholm moved and Aurelea Mahood seconded:

15/53   The new course, SOC 330 – Sociology of the City: Issues and   **CARRIED**
                  Processes of Exclusion, be recommended for approval to the
                  Senate.

4.   ABE
BENG 043 – ABE Advanced Level English Part 1
BENG 044 – Advanced Level English Part 2
BENG 053 – ABE Provincial Level English Part 1
BENG 054 – ABE Provincial Level English Part 2

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BCMP 053 – ABE Provincial Computer Studies, Online & Current Technology
Presented by: Don Bentley

SCC was requested to approve the new courses, BENG 043 – ABE Advanced Level English Part 1, BENG 044 – Advanced Level English Part 2, BENG 053 – ABE Provincial Level English Part 1, and BENG 054 – ABE Provincial Level English Part 2. The new courses are the result of two prior courses (BENG 041 and BENG 052) being split into two 60-hour components which will better align the courses with the University semester system.

Natahsha Prakash moved and Susan Bell seconded:

15/54   The new courses, BENG 043 – ABE Advanced Level English Part 1, BENG 044 – Advanced Level English Part 2, BENG 053 – ABE Provincial Level English Part 1, and BENG 054 – ABE Provincial Level English Part 2 be recommended for approval to the Senate.   **CARRIED**

BCMP 053 – ABE Provincial Computer Studies, Online & Current Technology is a new course of interest to students seeking a grade 12 equivalent computer course for Adult Dogwood Graduation requirements and students looking for additional computer skills.

Aurelea Mahood moved and Natahsha Prakash seconded:

15/55   The new course, BCMP 053 – ABE Provincial Computer Studies, Online & current Technology, be recommended for approval to the Senate.   **CARRIED**

It was recommended that the department consult other areas of the University in future to ensure that the courses are aligning with the entry requirements for next level courses.

5.   **SCHOOL OF TOURISM MANAGEMENT**
TOUR 356 – Adventure Sport Event Management
Bachelor of Tourism Management Program Profile
Presented by: Susan Bell

SCC was requested to approve the completed new course, TOUR 356 – Adventure Sport Event Management, which was previously listed as "in development" in the Bachelor of Tourism Management Adventure Concentration program profile approved at the March 20th SCC meeting.

Susan Bell moved and Jerome Genz seconded:

15/56   The new course, TOUR 356 – Adventure Sport Event Management, be recommended for approval to the Senate.   **CARRIED**

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The Bachelor of Tourism Management program profile is being revised to indicate the addition of the new course.

Susan Bell moved and Aurelea Mahood seconded:

15/57   The revisions to the Bachelor of Tourism Management Program Profile be recommended for approval to the Senate.   **CARRIED**

6.   **ART HISTORY**
AHIS 425 – Outcasts and Others in Western Art
AHIS 430 – Drawn! The Art of Graphic Novels, Memoirs, Histories
Presented by: Sandra Seekins

SCC was requested to approve two new courses, AHIS 425 – Outcasts and Others in Western Art and AHIS 430 – Drawn! The Art of Graphic Novels, Memoirs, Histories. The new courses are designed to fill a gap in AHIS offerings and anticipate the future needs of existing degrees and degrees in development. The courses will be of interest to students in LSBA and other programs.

Natahsha Prakash moved and Karen Hall seconded:

15/58   The two new courses, AHIS 425 – Outcasts and Others in Western Art and AHIS 430 – Drawn! The Art of Graphic Novels, Memoirs, Histories, be recommended for approval to the Senate.   **CARRIED**

During the discussion, it was noted that the Faculty of Arts and Sciences are using a "New Course – Library Consultation Form" and it was suggested that other areas of the University also use the form.

7.   **OUTDOOR RECREATION MANAGEMENT**
Outdoor Recreation Management Diploma Program Profile
Presented by: Susan Bell

The Outdoor Recreation Management Diploma program profile is being revised to create a clearer pathway for the outdoor recreation students going from the diploma to the degree.

15/59   The revisions to the Outdoor Recreation Management Diploma Program Profile be recommended for approval to the Senate.   **CARRIED**

8.   **CONTINUING STUDIES & EXECUTIVE EDUCATION**
CAYG 223 – Emotional Regulation and Social Skills Training
CAYG 234 – Fun for Preschoolers
AADG 185 – Italian Renaissance & Baroque Masterworks
AMSG 129 – Ukulele 101

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EXED 127 – Design Thinking for Innovation Management
EXED 128 – The Edge
EXED 129 – Leading Minds: Business Writing that Moves People to Action
EXED 130 – Introduction to Risk Management for Managers and Executives
EXED 131 – Personal Effectiveness and Time Management
Presented by: Heather Ingram

SCC was requested to approve a series of new Continuing Studies and Executive Education courses.

- CAYG 223 – Emotional Regulation and Social Skills Training was withdrawn as this item was approved by the exceptional circumstances ad hoc committee.

- CAYG 234 – Fun for Preschoolers was withdrawn as this item requires additional work.

- EXED 128 – The Edge – this course was approved; however, the long course title will be used for better clarity.

During the review of the courses, it was noted that some of the Continuing Studies and Executive Education courses do not follow the principles of standard learning outcomes language.   Accordingly, it was suggested that in going forward, Continuing Studies and Executive Education courses be prepared using more standard language to ensure institution wide consistency for learning outcomes.

Julia Denholm moved and Jerome Genz seconded:

15/60 The new Continuing Studies and Executive Education courses, AADG 185 – Italian Renaissance & Baroque Masterworks, AMSG 129 – Ukulele 101, EXED 127 – Design Thinking for Innovation Management, EXED 128 – The Edge, EXED 129 – Leading Minds: Business Writing that Moves People to Action, EXED 130 – Introduction to Risk Management for Managers and Executives, EXED 131 – Personal Effectiveness and Time Management be recommended for approval to the Senate.

CARRIED

8a   JAZZ
Bachelor of Music in Jazz Studies Program Profile
Bachelor of Music in Jazz Studies - Education Stream Program Profile
Presented by: Stuart Aikins

As a result of delays in the campus visit from the Degree Quality Assessment Board, and the unlikeliness of offering the new Bachelor of Music in Jazz Studies until Fall 2016, SCC was requested to approve revisions to the program profiles to ensure that the profiles can function in the interim.

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Pascal Milelli *moved and Julia Denholm seconded*

15/61   The revisions to the Bachelor of Music in Jazz Studies Program   **CARRIED**
Profile Bachelor of Music in Jazz Studies - Education Stream
Program Profile be recommended for approval to the Senate.

9.   BUSINESS ARISING

9.1   Student Issue
Presented by: Jerome Genz

There was a discussion with regard to an email distributed to students
during the CFA strike in response to a student petition on whether or
not exams could be optional. Members discussed various concerns,
and clarification was provided that course outlines form a contract with
students and that exams need to proceed as indicated on the course
outline. However in exceptional circumstances instructors may opt for
alternative arrangements. Decisions on alternatives must be made in
consultation with department coordinator and the dean.

9.2   Credit Hours
Presented by: Jean Bennett

In response to previous issues raised with regard to credit hours,
members reviewed the current Credit Hours Policy and were reminded
that the credential policy review ad hoc committee is also reviewing this
policy as part of their credential policy review.

Concern was noted with the language in the policy with regard to the
fourth hour activity and clarification was provided that the fourth hour is
student contact hour for faculty and does not require that all students
participate at the same time.

A question was raised on why reference to the fourth hour is indicated
on the course outlines as well as the approval form indicates four
lecture hours per week. This may be confusing and paperwork may not
reflect the policy and what is officially required.

9.3   SCC Mandate and TOR
Presented by: Jean Bennett

Members reviewed the Senate Curriculum Committee Mandate and
Structure Policy and were requested to provide feedback on the role of
SCC, whether the Committee is meeting its mandate, and alignment
with strategic priorities and the academic plan.

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Some of the feedback included:

- Closer review of the third bullet under mandate.

- There was a discussion that the proposed Board Policy on Course and Program Approval may change the Committee's mandate.

- Under the second bullet – closer review of the standards.

- Mission and goals be more in line with the academic plan and be stated in the mandate.

- The opening bullet point indicates the way in which new programs come through.

- An issue was raised with regard to SCC representatives being more involved within their departments during course development or revision.

- Members agreed that SCC review of courses and programs continue to be robust to ensure due diligence is complete prior to SCC providing their recommendations on approval to the Board.

- A suggestion was made for that a review of the calendar date deadline be undertaken and explore other possibilities for determine the calendar deadline.

Members were invited to bring the draft policy back to their areas for discussion and feedback.

This item will be brought to the June SCC meeting.

9.4   Program and Course Approval Policy

Members reviewed the proposed Board Policy on Program and Course Approval with the suggested revisions of the By-law, Policy and Procedure Committee.

The proposed revisions will allow the Board to have final approval of programs and the Board delegating authority for courses to Senate.

SCC will continue to have oversight of new programs; however, final approval will be made by the Board.

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9.5   Q-Courses

Members were requested to inform their areas that a meeting of the Q-course ad hoc committee will be scheduled and any requests for Q-course status be forwarded to the Committee Clerk.

10.   INFORMATION ITEMS

10.1   Practicum Guidelines and Forms Document Posted on Frontlines Link http://frontlines.capilanou.ca/forms-guides-manuals/Faculty/

10.2   CMNS 152 – Course Title Change

There being no further business, the meeting concluded at 1:45 pm.

Next Meeting: June 12, 2015