



SENATE CURRICULUM COMMITTEE MEETING

Friday, March 20, 2009 1:00 pm LB321

MINUTES

PRESENT: Jackie Snodgrass (Chair), Anna Lee Boulton, Margaret Dulat, Mary Giovannetti, Marion Haythorne, Peter Holden, Karin Jager, Dorothy Jantzen, Lynn Jest, Rorri McBlane, Grace McNab, Jennifer Moore, Milton Williams, Mahak Yaseri, Recording Secretary: Mary Jukich

REGRETS: Aaron Bergner, Robert Campbell, Karin Hall, Meike Wernicke-Heinrichs, Violet Jessen, Doug Johnstone, Trevor Page, Itidal Sadek

GUESTS: John Fairlie, Diane Koch, Todd Margolis, Carol Schoen

1. APPROVAL OF AGENDA

On the motion of Marion Haythorne and seconded by Jennifer Moore the Agenda was approved.

CARRIED

2. MINUTES

On the motion of Anna Lee Boulton and seconded by Jennifer Moore, the Minutes of the meeting of February 20, 2009 were approved.

CARRIED

The Chair introduced and welcomed to the meeting John Fairlie, Paralegal Studies, Diane Koch, Special Education Assistant, Todd Margolis, Continuing Education and Carol Schoen, Adult Basic Education.

The Chair reminded the Committee that previously, a process had been established wherein a brief memo explaining the rationale and requested changes would be submitted with all course/program approvals and requests for revisions. The Chair will send a reminder to the Deans in order to emphasize and re-establish this process.

3. ADULT BASIC EDUCATION

BENF 001 – ABE Fundamental English 1
 BENF 002 – ABE Fundamental English 2
 BENF 003 – ABE Fundamental English 3
 BENF 004 – ABE Fundamental English 4
 BENF 005 – ABE Fundamental English 5

BENF 006 – ABE Fundamental English 6

Presented by: Carol Schoen

The Ministry of Education requested all fundamental level courses be separated into the new Fundamental English courses. The course objectives and outcomes were agreed upon by the provincial Articulation Committee and are presented here in Capilano University's format.

Rorri McBlane moved and Mahak Yaseri seconded that:

09/10 BENF 001 ABE Fundamental English 1, BENF 002 ABE Fundamental English 2, BENF 003 ABE Fundamental English 3, BENF 004 ABE Fundamental English 4, BENF 005 ABE Fundamental English 5, BENF 006 ABE Fundamental English 6 be recommended for approval to the Senate.

CARRIED

4. **INTERACTIVE DESIGN**

INTE 215 – Advanced Interactive Vector Graphics

INTE 216 – Portfolio & Presentation Skills

Diploma in the Interactive Design Program Profile

Certificate in the Advanced Interactive Design Program Profile

Presented by: Karin Jager

INTE 215 Advanced Interactive Vector Graphics and INTE 216 Portfolio & Presentation Skills are two new courses that were developed in order to keep up with emerging technologies. These two courses replace INTE 210 and INTE 212 on both the Diploma in the Interactive Design Program profile and on the Certificate in the Advanced Interactive Design Program profile. There was discussion regarding the wording used under plagiarism on both course outlines and it was suggested that the words "and maybe illegal" be inserted.

Marion Haythorne moved and Rorri McBlane seconded that:

09/11 INTE 215 Advanced Interactive Vector Graphics, INTE 216 Portfolio & Presentation Skills and the revisions to the Diploma in the Interactive Design Program Profile and Certificate in the Advanced Interactive Design Program Profile be recommended for approval to the Senate.

CARRIED

5. **INSTITUTE OF PARALEGAL STUDIES**

Paralegal/Legal Assistant Diploma Program

Paralegal/Legal Assistant Certificate Program

LAW 139 – Practicum in Criminal Law Practice and Procedure

Criminal Law Practice and Procedure Citation Program Profile

Presented by: John Fairlie

In order to maintain consistency with course names and numbers within the diploma and certificate programs, the Committee was requested to approve revisions indicating new course names and prefixes on the diploma and certificate profiles. As well, the Committee was requested to approve the change to the prefix of LAW 139 Practicum in Criminal Law Practice and Procedure and the resulting revision to the Criminal Law Practice and Procedure Citation Program.

Regarding the request to change the department name, the Chair noted that a request for department name changes is not a SCC decision.

Peter Holden moved and Milt Williams seconded that:

09/12 The revisions to the Paralegal/Legal Assistant Diploma Program, Paralegal/Legal Assistant Certificate Program, LAW 139 Practicum in Criminal Law Practice and Procedure and the Criminal Law Practice and Procedure Citation Program Profile be recommended for approval to the Senate. Changes to the program profiles include name changes from Paralegal/Legal Assistant Diploma Program to Paralegal Diploma Program and Paralegal/Legal Assistant Certificate Program to Paralegal Certificate Program.

CARRIED

6. SPECIAL EDUCATION ASSISTANT

SEA 103 – Supporting Students with Challenging Behaviours
Special Education Assistant Program Profile
Presented by: Diane Koch

The credits of SEA 103 Supporting Students with Challenging Behaviours are being increased to 2.25 and the contact hours increasing to 45. There was discussion regarding the wording used under the “Evaluation” section, “Personal Profile”. This wording will be revised.

Lynn Jest moved and Mary Giovannetti seconded that:

09/13 The revisions to SEA 103 Supporting Students with Challenging Behaviours and the Special Education Assistant Program Profile with the revision to the wording under “Evaluation” be recommended for approval to the Senate.

CARRIED

7. BUSINESS ADMINISTRATION

SABA 300 – Study Abroad Business Administration I
SABA 301 – Study Abroad Business Administration II
SABA 307 – Study Abroad Business Administration VIII
SABA 308 – Study Abroad Business Administration IX
SABA 309 – Study Abroad Business Administration X
Presented by: Peter Holden

These are holding courses which students enroll in before they go study abroad at other institutions. SABA 300 Study Abroad Business Administration I and SABA 301 Study Abroad Business Administration II are being revised from 1.5 to 3 credits and the three new courses, SABA 307 Study Abroad Business Administration VIII, SABA 308 Study Abroad Business Administration IX and SABA 309 Study Abroad Business Administration X are being added because of the high demand of students.

Jennifer Moore moved and Anna Lee Boulton seconded that:

09/14 The revisions to SABA 300 Study Abroad Business Administration I and SABA 301 Study Abroad Business Administration II and the new courses SABA 307 Study Abroad Business Administration VIII, SABA 308 Study Abroad Business Administration IX and SABA 309 Study Abroad Business Administration X be recommended for approval to the Senate.

CARRIED

8. CONTINUING EDUCATION

Self-Employment Program
 BDVG106 – Fundamentals of Starting a Small Business
 BDVG107 – Selected Skills for Small Business Development
 BDVG 108 – Legal Aspects of Business
 BDVM106 – Marketing Essentials for Small Business
 BDVF 102 – Accounting for Small Business
 CMNG 110 – Writing and Communication for Small Business
 CAIG 119 – Computer Skills for Small Business
Presented by: Lynn Jest and Todd Margolis

The Self-Employment Program is a new program being offered by Continuing Education that will assist participants who are unemployed and receiving Employment Insurance in creating and developing a small business.

Marion Haythorne moved and Milt Williams seconded that:

09/15 Final approval of the Self-Employment Program and the associated courses, BDVG106 Fundamentals of Starting a Small Business, BDVG107 Selected Skills for Small Business Development, BDVG 108 Legal Aspects of Business, BDVM106 Marketing Essentials for Small Business, BDVF 102 Accounting for Small Business, CMNG 110 Writing and Communication for Small Business, CAIG 119 Computer Skills for Small Business be recommended for approval to the Senate.

CARRIED

The Chair advised that Keith Van will now replace Trevor Page as one of the student representatives on SCC and it was noted that there is a third student vacancy on SCC.

INFORMATION ONLY

None.

There being no further business, the meeting concluded at 2:00 pm.

Next Meeting: April 17, 2009.