CAPILANO UNIVERSITY

SENATE CURRICULUM COMMITTEE MEETING
Friday, October 16, 2009   1:00 pm   LB321

MINUTES

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

REGRETS: Karen Jager, Lynn Jest, Marion Haythorne, Grace McNab, Milton Williams

GUESTS: Chris Bottrill

The Chair called the meeting to order and welcomed to the meeting new SCC representatives Wendy Lynn from Arts and Sciences/Pure and Applied Sciences and Sheila Ross from Arts and Sciences/Humanities, as well as Violet Jessen from the Faculty of Health and Education who is returning for a further term. Also welcomed to the meeting was Chris Bottrill from Tourism and Outdoor Recreation.

1.   APPROVAL OF AGENDA

Item #4 – TREC was moved to item #3.

On the motion of Robert Campbell and seconded by Jennifer Moore
the amended Agenda was approved.   **CARRIED**

2.   MINUTES

On the motion of Jennifer Moore and seconded by Doug Johnstone
the Minutes of the meeting of September 18, 2009 were approved.   **CARRIED**

3.   ECCE
Certificate in the Early Childhood Care and Education
   Program Profile
Diploma in the Early Childhood Care and Education
   Program Profile
Bachelor of Early Childhood Care and Education
   Program Profile
Diploma in the Early Childhood Care and Education

Bachelor of Early Childhood Care and Education
EDUC 371 – Family, School and Community
EDUC 475 – Graduating Seminar
Presented by: Violet Jessen

The Certificate in the Early Childhood Care and Education program profile is being revised to indicate that completion of the program will require three terms of four months.

CARRIED

> *Karin Hall moved and Rorri McBlane seconded that:*

> **09/75** The revision to the Certificate in the Early Childhood Care and Education Program Profile be recommended for approval to the Senate.

CARRIED

The Diploma in the Early Childhood Care and Education program profile is being revised to indicate that the duration of the program is 16 months in total.

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

> **09/76** The revision to the Diploma in the Early Childhood Care and Education Program Profile be recommended for approval to the Senate.

CARRIED

The Bachelor of Early Childhood Care and Education program profile is being revised to indicate that the directed electives are now changed to general electives. This revision does not change the number of credits but provides more breadth in the courses that students can take.

> *Anna Lee Boulton moved and Itidal Sadek seconded that:*

> **09/77** The revision to the Bachelor of Early Childhood Care and Education Program Profile be recommended for approval to the Senate.

CARRIED

At the presenter's request, the revision to the admission requirements for the Diploma in the Early Childhood Care and Education and Bachelor of Early Childhood Care and Education was not dealt with and will be brought back to SCC.

The pre-requisites of EDUC 371 Family, School and Community are being amended to "EDUC 176 or permission from the ECCE department" to enable students to complete the required courses in sequence. The pre-requisites of EDUC 475 Graduating Seminar are being revised in order to attach the specific courses which allow students to enter the practicum at this level.

> *Peter Holden moved and Anna Lee Boulton seconded that:*

> **09/78** The pre-requisite revisions to EDUC 371 Family, School and Community and EDUC 475 Graduating Seminar be recommended for approval to the Senate.

CARRIED

4.   **TREC**
Diploma in the Tourism Management Co-op

Program Profile
Diploma in the Tourism Management for International Students
  Program Profile
Diploma in the Destination Resort Management Co-op
  Program Profile
Bachelor of Tourism Management
Presented by: Chris Bottrill

The Diploma in the Tourism Management Co-op program profile is being revised to indicate a change in course sequence in which English 100 will be offered in the third term instead of the fourth term, and Tour 208 offered in the fourth term instead of the third term.

Anna Lee Boulton moved and Graham Fane seconded that:

09/79 The revisions to the Diploma in the Tourism Management Co-op Program Profile be recommended for approval to the Senate.   **CARRIED**

The Diploma in the Tourism Management for International Students program profile is being revised to indicate that the new Entrepreneurship in Tourism course (currently being developed) will not be a required course for the fourth term but instead added as an elective, and Tour 200 Revenue Management for Tourism added as a required course for the fourth term instead of as an elective.

Peter Holden moved and Rita Isola seconded that:

09/80 The revisions to the Diploma in the Tourism Management for International Students Program Profile be recommended for approval to the Senate.   **CARRIED**

Due to a previous typographical error listing Tour 154 on the program profile in both second and fourth terms, the Diploma in the Destination Resort Management Co-op program profile is being revised listing Tour 154 only in the second term.

Jennifer Moore moved and Anna Lee Boulton seconded that:

09/81 The revisions to the Diploma in the Destination Resort Management Co-op Program Profile be recommended for approval to the Senate.   **CARRIED**

As there is an indication that a letter of intent will better demonstrate a potential student's determination to participate in the program, the admission requirements of the Bachelor of Tourism Management are being revised to require only a letter of intent instead of a current resume and two letters of reference.

Peter Holden moved and Itidal Sadek seconded that:

09/82 The revision to the Bachelor of Tourism Management admission requirements be recommended for approval to the Senate.   **CARRIED**

Jackie updated the Committee regarding the curriculum software that is currently being implemented to allow for online program and course approvals.

The issue of course numbering was raised in regard to corresponding with the level of the course. There was discussion on the need to develop guidelines on course level and numbering. A committee was set up to review this issue. Members of this committee are:

Itidal Sadek
Robert Campbell
Rorri McBlane
Rita Isola

Also, Jackie discussed the issue of bringing in an approval deadline for implementation of programs and changes to programs in order to allow sufficient time to have the programs in the calendar thus allowing students to have advance knowledge of the program requirements.   Generally, the Committee agreed that discussion on this issue should initially take place at SCC, with a recommendation then taken to Senate. Jackie Snodgrass will work with the Registrar to bring forward a proposal for the November SCC meeting.

INFORMATION ONLY

Information Item #1
Number Change
  EDUC 167 – Child Development II to:
  EDUC 267 – Child Development II

  EDUC 254 – Theoretical Perspectives to:
  EDUC 144 – Theoretical Perspectives

Information Item #2
Name Change
  CSSF 105 – College Reading, Study and Online Management Skills to:
  USSD 105 – University and College Reading, Study and Online Management Skills

  CSSF 110 – Reading Dynamics to:
  USSD 110 – Reading Dynamics

  CSFF 010 – Family Focus (College Success) to:
  CSFF 010 – Capilano Success Family Focus

Information Item #3
Prefix and Number Change

  IPS 182 – Creditors' Remedies and Procedures to:
  LAW 320 – Creditors' Remedies and Procedures

  IPS 271 – Administrative Law to
  LAW 330 – Administrative Law

  IPS 186 – Aboriginal Law to
  LAW 430 – Aboriginal Law

  IPS 265 – Advanced Insurance Law to
  LAW 401 – Advanced Insurance Law

Revised Paralegal Certificate Program Profile indicating new course prefix and numbers.

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

Next Meeting: November 20, 2009.