



## SENATE CURRICULUM COMMITTEE MEETING

Friday, December 16, 2011 1:00 pm LB321

### MINUTES

**PRESENT:** Jackie Snodgrass, (Chair), Anna Lee Boulton, Robert Campbell, Graham Fane, Karin Hall, Marion Haythorne, Peter Holden, Rita Isola, Lynn Jest, Vineet Johnson, Rorri McBlane, Karen McCredie, Maggie Reagh, Michael Thoma, Ghazal Tohidi, Recording Secretary: Mary Jukich

**REGRETS:** Karin Jager, Grace McNab, Jennifer Moore, Sheila Ross, Jo Wang

**GUESTS:** Alison McNeil, Jen Reilly, Joanne Quirk

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The meeting was called to order at 1:00 p.m. and guests were introduced and welcomed.

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 2012/2013 year need to be submitted by the March SCC meeting for approval at the April Senate meeting.

The next SCC meeting will be on January 20, 2012.

The Chair informed members that the Registrar's Office had requested that course outlines should no longer contain any handwritten changes. A clean copy of all outlines incorporating both changes requested by the Committee and those indicated prior to the meeting should be submitted to the Committee's Clerk.

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#### 1. APPROVAL OF AGENDA

*On the motion of Graham Fane and seconded by Vineet Johnson:  
the Agenda was approved.*

**CARRIED**

**2. MINUTES**

*On the motion of Robert Campbell and seconded by Vineet Johnson:  
the Minutes of the meeting of November 18, 2011 were approved.*

**CARRIED****3. PADM**

Local Government Administration Advanced Certificate

Local Government Administration Diploma

*Presented by: Alison McNeil*

The Local Government Administration Advanced Certificate is a new program comprised of existing courses. This program will enable students to specialize in the field of local government and offer a cumulative and formal recognition of continuous learning in the program.

The Local Government Administration Diploma is a new program comprised of existing courses. This is a multidisciplinary and applied program which will build on Capilano University Public Administration Department's Certificate and Advanced Certificate.

During the review of the new program, it was suggested that instead of listing only Kinetics as an elective choice, to list both Human Kinetics and Kinesiology.

A member questioned if courses from Fine and Applied Arts should also be listed as electives; however it was noted that the list was not intended to be inclusive. It was agreed to leave the list as is so that students are aware of what is approved and then evaluate other courses on a case by case basis.

A suggestion was made that on both the Certificate and Diploma profiles, under Resources Required, Student Services, that the office providing the services to students be identified.

With regard to the Diploma program profile, a member noted that the three credits in English or Communications was not listed under Required Courses on the profile and this will be revised.

On review of the admission requirements for both the Certificate and Diploma, members discussed that the requirements, as written, may not be clear as to the requirements for the Certificate, the Advanced Certificate and the Diploma. It was suggested that students be allowed to apply directly into the diploma (or the certificate or advanced certificate) and that students' progress through the program be managed through course prerequisites rather than completion of the prior credential.

*Peter Holden moved and Vineet Johnson seconded that:*

**11/76** Final approval of the Local Government Administration Advanced Certificate be recommended for approval to the Senate.

**CARRIED**

*Lynn Jest moved and Peter Holden seconded that:*

- 11/77** Final approval of the Local Government Administration Diploma be recommended for approval to the Senate. **CARRIED**

**4. TOURISM AND OUTDOOR RECREATION**

Wilderness Leadership Certificate Program Profile  
Advanced Wilderness Leadership Certificate Program Profile  
*Presented by: Jen Reilly*

As a result of consultation with industry and students, the Faculty of Tourism and Outdoor Recreation requested approval to restructure the Wilderness Leadership programs, specifically incorporating the Advanced Wilderness Leadership Certificate into the existing Wilderness Leadership Certificate to create a single one year program. During the review, concern was expressed that as a result of the restructuring, the program would now consist of 43 credits and the name would no longer be relevant in describing the program. In this regard, it was recommended that the program be now called “Advanced Wilderness Leadership Certificate Program”.

*Rorri McBlane moved and Lynn Jest seconded that:*

- 11/78** The Advanced Wilderness Leadership Certificate Program (formerly the Wilderness Leadership Certificate Program) be recommended for approval to the Senate. **CARRIED**

As the two programs are being incorporated in a single program, SCC was requested to terminate the Wilderness Leadership Certificate Program.

*Rita Isola moved and Rorri McBlane seconded that:*

- 11/79** The termination of the Wilderness Leadership Certificate Program be recommended for approval to the Senate. **CARRIED**

**5. COMMERCE**

COMM 290 –Quantitative Methods  
*Presented by: Rita Isola*

The pre-requisites of COMM 290 Quantitative Methods are being revised to allow students to register into the course without requiring instructor permission and to make it more consistent with the information on the University’s website.

*Robert Campbell moved and Anna Lee Boulton seconded that:*

- 11/80** The pre-requisite revision to COMM 290 Quantitative Methods be recommended for approval to the Senate. **CARRIED**

**6. CONTINUING EDUCATION**

AADG 155 – From Digital Print to Fine Art Painting  
AADG 158 – Website Metrics and Google Analytics  
AADG 159 – Creating a Personal learning Network with Social Media  
AADG 160 – Information Architecture  
AADG 161 – Web Design Basics

AADG 164 – InDesign for Web Designers  
 AADG 165 – Rethinking Your Website for Mobile Access  
 CERT 122 – Retirement Planning Certificate Course  
 CDVG 120 – Building Operators Training  
 GNLG 156 – Finding Granny in the Archives  
 AMMSG 121 – And All That Jazz  
 Introduction to the Health Care Field and Careers  
*Presented by; Lynn Jest/Joanne Quirk*

A series of new Continuing Education courses were presented for approval.

During the review of the proposed new course, Introduction to the Health Care Field and Careers, it was noted that the course, as presented, was not prepared in consistency with current Continuing Education courses. Although approval was granted to the course, a revised course outline will be prepared.

With regard to Continuing Education course coding, the Registrar requested that a review and consultation be undertaken to ensure consistency of course numbering is maintained.

*Marion Haythorne moved and Ghazal Tohidi seconded that:*

**11/81** The new Continuing Education courses, AADG 155 From Digital Print to Fine Art Painting, AADG 158 Website Metrics and Google Analytics, AADG 159 Creating a Personal learning Network with Social Media, AADG 160 Information Architecture, AADG 161 Web Design Basics, AADG 164 InDesign for Web Designers, AADG 165 Rethinking Your Website for Mobile Access, CERT 122 Retirement Planning Certificate Course, CDVG 120 Building Operators Training, GNLG 156 Finding Granny in the Archives, AMMSG 121 And All That Jazz, with the requested revisions to Introduction to the Health Care Field and Careers, be recommended for approval to the Senate.

**CARRIED**

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#### **FOLLOW-UP ITEMS**

None

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#### **INFORMATION ITEMS**

The Committee was informed that at the December Senate meeting, Senate passed the revised Course Outline and Course Approval Policy and it was now posted on the Senate website. One change of note to the policy was a slightly revised statement of Operational Details.

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

**Next Meeting: January 20, 2012**

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