



SENATE CURRICULUM COMMITTEE MEETING

Friday, August 17, 2012 1:00 pm LB321

MINUTES

PRESENT: Robert Campbell (Acting Chair), Susan Bell, Kim Bothen, Anna Lee Boulton, Karin Hall, Debbie Jamison, Lynn Jest, Karen McCredie, Cheryl Schreder, Michael Thoma, Ghazal Tohidi, Recording Secretary: Mary Jukich

REGRETS: Brent Calvert, Graham Fane, Vineet Johnson, Jennifer Moore, Heather Plume, Maggie Reagh, Sheila Ross, Jo Wang, Milton Williams

GUESTS: Leslie Kozak, Debbie Laleune, Lynne Moran

The Chair called the meeting to order at 1:00 p.m.

The Committee was informed that the President had requested that Robert chair the August SCC meeting.

A chair of the Committee will be chosen at the September meeting.

New members and guests were introduced and welcomed to the meeting.

1. APPROVAL OF AGENDA

BCMG 132 – Student Success Strategies was removed from the agenda.

BCMG 136 – Should have read “BCMG 139”

CAIG 127 – Should have read “CAIG 138”

Bar, Wine and Service Industry Program Profile was added to the agenda

*On the motion of Ghazal Tohidi and seconded by Susan Bell:
the amended Agenda was approved.*

CARRIED

2. MINUTES

*On the motion of Karen McCredie and seconded by Michael Thoma:
the Minutes of the meeting of June 8, 2012 were approved.*

CARRIED**3. CONTINUING EDUCATION**

Presented by: Leslie Kozak, Lynne Moran, Debbie Laleune

AADG 147 The Art of Photography

Anna Lee Boulton moved and Cheryl Schreuder seconded that:

12/50 The new Continuing Education course, AADG 147 The Art of Photography, be recommended for approval to the Senate.

CARRIED

AADG 911 Block Printing on Textiles

Susan Bell moved and Michael Thoma seconded that:

12/51 The new Continuing Education course, AADG 911 Block Printing on Textiles, be recommended for approval to the Senate.

CARRIED

AMSG 125 Capilano Swingers

On review of the proposed new course, concern was expressed with regard to the name of the course and possible implications to the reputation of the University. It was suggested that discussion take place with the instructor to revise the name of the course to "Capilano Jazz Swingers".

Karen McCredie moved and Anna Lee Boulton seconded that:

12/52 Upon discussion with the instructor, the new Continuing Education course, AMSG 125 Capilano Swingers, renamed to Capilano Jazz Swingers be recommended for approval to the Senate.

CARRIED

BCMG 130 Effective Job Search

Karen McCredie moved and Anna Lee Boulton seconded that:

12/53 The new Continuing Education course, BCMG 130 Effective Job Search, be recommended for approval to the Senate.

CARRIED

BCMG 132 Student Success Strategies

This course was removed from the agenda.

BCMG 133 Mobile Marketing For Your Business

Michael Thoma moved and Karen McCredie seconded that:

12/54 The new Continuing Education course, BCMG 133 Mobile Marketing for your Business, be recommended for approval to the Senate.

CARRIED

BCMG 139 – Speaking with Confidence
 CDVG 130 – Transition to Employment
 HATG 115 – Bar, Wine Service Industry: Sales and Service
 Bar, Wine and Service Industry Program Profile

SCC was requested to approve revisions to the Bar, Wine and Service Industry program profile. The program will increase from 162 hours over six weeks to 183 hours over seven weeks with the addition of the three new courses, BCMG 139 Speaking with Confidence, CDVG 130 Transition to Employment and HATG 115 Bar, Wine Service Industry: Sales and Service.

Ghazal Tohidi moved and Michael Thoma seconded that:

12/55 The three new Continuing Education courses, BCMG 139 Speaking with Confidence, CDVG 130 Transition to Employment and HATG 115 Bar, Wine Service Industry: Sales and Service, be recommended for approval to the Senate. **CARRIED**

Susan Bell moved and Kim Bothen seconded that:

12/56 The revisions to the Bar, Wine and Service Industry program profile, with the correction of some minor typographical errors, and the associated new courses, BCMG 139 Speaking with Confidence, CDVG 130 Transition to Employment and HATG 115 Bar, Wine Service Industry: Sales and Service, be recommended for approval to the Senate. **CARRIED**

BCMG 138 Introduction to Business Essentials

Kim Bothen moved and Debbie Jamison seconded that:

12/57 The new Continuing Education course, BCMG 138 Introduction to Business Essentials, with some minor typographical revisions, be recommended for approval to the Senate. **CARRIED**

CMSG 117 Basic Theory Rudiments

Anna Lee Boulton moved and Michael Thoma seconded that:

12/58 The new Continuing Education course, CMSG 117 Basic Theory Rudiments, be recommended for approval to the Senate. **CARRIED**

GNLG 167 Local Art Stars and Emerging Artists

Karen McCredie moved and Anna Lee Boulton seconded that:

12/59 The new Continuing Education course, GNLG 167 Local Art Stars and Emerging Artists, be recommended for approval to the Senate. **CARRIED**

LACG 113 – French for Complete Beginners

Anna Lee Boulton moved and Debbie Jamison seconded that:

- 12/60** The new Continuing Education course, LACG 113 French for Complete Beginners, with some minor typographical revisions, be recommended for approval to the Senate. **CARRIED**

WRTG 133 – Clear Writing and Design

Karin Hall moved and Michael Thoma seconded that:

- 12/61** The new Continuing Education course, WRTG 133 Clear Writing and Design, be recommended for approval to the Senate. **CARRIED**

CAIG 138 Basic Computer Skills II
 CDVG 132 Communication in the Workplace
 CDVG 133 Transition & Coaching to Employment
 CERT 128 WorldHost Customers With Disabilities
 CERT 129 WorldHost Service Across Cultures
 OLPG125 Aerial Lift Safety Awareness
 OLPG 126 Lockout/Tagout Safety Awareness
 VOCG 100 General Trades Occupational Skills

SCC was requested to approve the eight new courses, CAIG 138 Basic Computer Skills II, CDVG 132 Communication in the Workplace, CDVG 133 Transition & Coaching to Employment, CERT 128 WorldHost Customers With Disabilities, CERT 129 WorldHost Service Across Cultures, OLPG125 Aerial Lift Safety Awareness, OLPG 126 Lockout/Tagout Safety Awareness and VOCG 100 General Trades Occupational Skills which are being added to the WorkStart Essentials program profile. During the review of the course outlines, it was suggested to remove “interview and acceptance into program.” It should be included only if required.

Kim Bothen moved and Ghazal Tohidi seconded that:

- 12/62** The new Continuing Education courses, CAIG 138 Basic Computer Skills II, CDVG 132 Communication in the Workplace, CDVG 133 Transition & Coaching to Employment, CERT 128 WorldHost Customers With Disabilities, CERT 129 WorldHost Service Across Cultures, OLPG125 Aerial Lift Safety Awareness, OLPG 126 Lockout/Tagout Safety Awareness, VOCG 100 General Trades Occupational Skills, be recommended for approval to the Senate. **CARRIED**

WorkStart Essentials Program Profile

SCC was requested to approve revisions to the WorkStart Essentials program profile to now indicate a cohort based program, focusing on the three industry sector streams with mandatory courses in each stream. During the review of the profile, it was suggested that subtotals of the hours for each stream be included on the profile.

Anna Lee Boulton moved and Debbie Jamison seconded that:

12/63 The revisions to the WorkStart Essentials Program Profile, amended to include subtotals of the hours for each stream, be recommended for approval to the Senate.

CARRIED

DISCUSSION ITEMS

None.

INFORMATION ITEMS**Information Item #1 - 2013 Senate Curriculum Committee Meeting Schedule**

The 2013 Senate Curriculum Committee meeting schedule was presented to members. A suggestion was made that in order to minimize issues with quorum, the August 2013 meeting date be scheduled to August 23. Concern was expressed that this may result in the Registrar's Office not having sufficient time to process items before September. As a result of the discussion, it was recommended that the August meeting date remain as August 16, 2013.

There being no further business, the meeting concluded at 2:30 p.m.

Next Meeting: September 21, 2012
