



SENATE CURRICULUM COMMITTEE MEETING
 Friday, September 19, 2014 12:00 LB321

MINUTES

PRESENT: Jean Bennett (Chair), Deanna Baxter, Annabella Cant, Julia Denholm, Marnie Findlater, Rick Gale, Karin Hall, Debbie Jamison, Karen McCredie, Aurelea Mahood, Heather Plume, Maggie Reagh, Cheryl Schreader, Michael Thoma, Recording Secretary: Mary Jukich

REGRETS: Susan Bell, Karmen Blackwood, Kim Bothen, Chris Bottrill, Cierrah DiCesare-Cawker, Jerome Genz, Nanci Lucas, Pascal Milelli, Natahsha Prakash, Jeff Ross

GUESTS: Jeanne Mikita, Carol Tanner

The Chair called the meeting to order at 12:00

1. APPROVAL OF AGENDA

Majors/Minors was added under New Business.
 SCC Orientation and Mandate was moved to the end of the agenda.

*Cheryl Schreader moved and Michael Thoma seconded:
 The amended agenda be approved.*

CARRIED

2. MINUTES

*On the motion of Michael Thoma and seconded by Michael Thoma:
 The Minutes of the August 19, 2014 meeting be approved.*

CARRIED

3a Quantitative/Analytical Courses

SCC was informed that new Quantitative/Analytical courses were approved at the September 9th Senate meeting and a current list of designated courses is posted on the website.

As a follow up from the August meeting with regard to when a course becomes a Q-course, it was determined that once a course is designated as a Q-course, it applies to whenever the course was taken. As well, there is no icon on the Mobile APP to display the Q-course list; however, the list is accessible via the website.

A suggestion was presented on whether the Q-course list could be linked to the calendar, specifically a note on the timetable component, and the Registrar will develop some language in this regard.



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3b SCC Orientation and Mandate

As a follow to a request for an orientation and review of the Committee mandate, role and responsibility, members were provided with a summary of documents and policies that guide the work of the Committee, as well as an overview of materials on the SCC website.

Members were informed that Chris Bottrill is leading a SCC ad hoc committee in reviewing differentiation of level courses.

On review of the Committee mandate, there was a discussion with regard to the Committee's role in ensuring that programs are consistent with the mission and goals of the University in keeping with the context of the Strategic Plan and that the mandate, specifically bullet #1, may be vague.

The University approval process is currently under review and it was suggested that the draft be forwarded to SCC for review and feedback to determine whether the revisions impact on the Committee's role. Comments should be forwarded to Rick Gale.

There was a discussion with regard to student representatives on the Committee and the role of the CSU in bringing student representatives forward. Members discussed the possibility of increasing student representation to five students, with students being solicited from the entire Capilano student body, specifically one from each Faculty. The CSU will be contacted to look at whether the proposed change to five student representatives is possible.

With regard to the role and responsibility of the Registrar's Office in reviewing course and program documentation submitted by areas, and resulting issues with the documentation, it was suggested that the Registrar's Office submit to the next meeting, a list of all the issues that arise with the submitted documentation.

3c Other Business

Majors and Minors

Feedback with regard to Majors was provided to and reviewed by the By-law, Policy and Procedure Committee. Feedback and further discussion at the By-law, Policy and Procedure Committee indicated a general consensus that Majors remain at 36 credits, with a minimum of 30 credits at the upper level. Work now continues on developing a definition of Majors, and once complete, Majors will be brought to Senate.



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Preliminary review indicated some challenges in creating Minors, and the By-law, Policy and Procedure Committee re-looked at the original language in Concentrations. Work will continue, once Majors are finalized.

The By-law, Policy and Procedure Committee was requested by Senate to review and consider increasing the 25% residency requirement section in the Requirements for Credentials Policy S2009-03 as well as a process for exceptions, and members were requested to provide their feedback to the By-law, Policy and Procedure Committee.

The Requirements for Credentials Policy S2009-03 is scheduled for a review in 2015; however, a request will be brought to the Senate Vice-Chair on whether it would be practical, due to the numerous revisions to the Policy currently underway, to begin the Policy review in the next few months.

SCC was reminded of the calendar deadline that any changes to courses and programs to be implemented in the 2015/2016 year need to be submitted by the March SCC meeting for approval at the April Senate and members were encouraged to take the deadline back to their areas.

Aurelea Mahood, new representative for Humanities, replacing Meike Wernicke-Heinrichs, Marnie Findlater, new representative from Advising, replacing Anna Lee Boulton and Cierrah DiCesare-Cawker, new student representative were introduced and welcomed to SCC.

4. HEALTH CARE ASSISTANT

Health Care Assistant Certificate – Graduation Requirement
 Continuation Requirement

HCA 102 – Interpersonal Communications

HCA 110 – Practice Experience in Multi-level and/or Complex Care

HCA 112 – Practice Experience in Home Support and/or Assisted Living

Presented by: Carol Tanner

In order to maintain consistency with other HCA programs in the Province, SCC was requested to approve a revision to the Health Care Certificate graduation requirement to indicate a minimum grade of B- in all theory courses.

The Health Care Assistant Certificate continuation requirement was also revised so that the program be taught over 2 terms rather than 6 months of continuous study. The change will permit the students to take a break between the terms, and allow the students to be more involved in university life.



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Maggie Reagh moved and Annabella Cant seconded that:

CARRIED

- 14/77** The revisions to the Health Care Assistant Certificate graduation and continuation requirements be recommended for approval to the Senate.

Approval was requested to revise the two courses, HCA 102 to indicate 3 credits and HCA 110 increased to 9 credits to be more representative of the hours and workload during the two courses.

SCC was also requested to approve pre-requisite revisions to indicate that all term 1 courses be pre-requisites for the two clinical practicums, HCA 110 and HCA 112. This will ensure that students have the required skills and knowledge for safe clinical practice.

Debbie Jamieson moved and Maggie Reagh seconded that:

CARRIED

- 14/78** The pre-requisite revisions to HCA 102 Interpersonal Communications, HCA 110 Practice Experience in Multi-level and/or Complex Care and HCA 112 Practice Experience in Home Support and/or Assisted Living be recommended for approval to the Senate.

During the review of the courses, a concern was noted with regard to other possible options for indicating program delivery methods on the Course Approval Form. As the University is currently undertaking a review of the approval process, it was suggested that a review be undertaken to determine whether the revised approval process will impact on the Course Approval Form.

5. GEOGRAPHY

GEOG 360 – The Geography of a Sustainable World
Presented by: Jeanne Mikita

GEOG 360 The Geography of a Sustainable World is new course which has been selected by the LSBA program as part of the Spring 2015 course offerings. This course can serve as a third year follow up to several lower level Geography courses and also as an upper level option for students in other programs.

Karin Hall moved and Kim Bothen seconded that:

- 14/79** The new course, GEOG 360 The Geography of a Sustainable World, be recommended for approval to the Senate.

CARRIED



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Information Items

HCA 100 – Lifestyle and Choices	– Course Title Revision
HCA 101 – Health and Healing: Concepts for Practice	– Course Title & Weeks Revisions
HCA 103 – Caring for Individuals: Common Health Challenges	– Course Title & Weeks Revisions
HCA 104 – Health Care Assistant: Introduction to Practice	– Weeks Revision
HCA 105 – Caring for Individuals: Cognitive or Mental health Challenge	– Course Title & Weeks Revisions
HCA 106 – Personal Care Nursing Skills	– Course title & Weeks Revisions
Health Care Assistant Certificate	– Program Length Revision
EDUC 190 – Observing and Recording: Thinking with the ELF – Grading Profile	

There being no further business, the meeting concluded at 1:30 pm.

Next Meeting: October 17, 2014
