



SENATE CURRICULUM COMMITTEE MEETING

Friday, January 18, 2019 12:00 pm

Capilano University – Room LB 321

MINUTES

PRESENT: Deb Jamison (Chair), Deanna Baxter, Sean Ashley, Shahnaz Darayan, Caroline Depatie, David Geary, Michelle Gunness, Karin Hall, Darcie Hillebrand, Aurelea Mahood, Brad Martin, Pascal Milelli, Majid Raja, Jennifer Nesselroad, Graeme Sleep, Halia Valladares, Rachel Yu, Recording Secretary, Mary Jukich

REGRETS: Keith Lam, Pouyan Mahboubi, Toran Savjord, Laureen Styles

GUESTS: Stephanie Wells, John Fairlie, Ted Gervan, Luis Villalba

Acknowledgement

We respectfully acknowledge the unceded lands of Lil'wat, Musqueam, Sechelt, Squamish, and Tsleil-Waututh people on whose territories our campuses are located.

1. Welcome

Dr. Pouyan Mahboubi, the new Dean of the Faculty of Arts & Sciences was introduced and welcomed.

Caroline Depatie was welcomed back as the representative from Tourism and Outdoor Recreation Management.

Aurelea Mahood was welcomed back as the representative from Humanities.

2. Approval of the Agenda

*Pascal Milelli moved and Jennifer Nesselroad seconded
To adopt the agenda.*

CARRIED

3. Approval of the Minutes

*Halia Valladares moved and Majid Raja seconded:
To adopt the December 14, 2018 minutes.*

CARRIED

4. FILM

FILM 323 – Queer Cinema
Presented by: David Geary

Students successfully completing FILM 323 – Queer Cinema will meet five of the *Culture and Creative Expression* outcomes of Cap Core.



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Aurelea Mahood moved and Caroline Soo seconded:

19/01 FILM 323 – Queer Cinema be recommended to Senate for approval as a Cap Core designated course under the heading *Culture and Creative Expression*.

CARRIED

5. SCHOOL OF TOURISM MANAGEMENT

TOUR 250 – Tourism Operations I

TOUR 404 – Travel Distribution Management

TOUR 450 – Tourism Operations II

TOUR 422 – People Management – Human Relations in Tourism

TOUR 471 – Human Capital Development in Tourism Management

TOUR 373 – Convention Management and Service

TOUR 400 – Revenue Management and Advanced Sales in Tourism

TOUR 416 – Applied Hotel Financial Management

TOUR 451 – Hotel Operations II

TOUR 457 – Adventure Advanced Risk Management and Tourism Law

TOUR 342 – Environmental Stewardship – Advanced Principles and Applications

Presented by: Stephanie Wells

SCC was requested to approve the following pre-requisite revisions:

- TOUR 250 – retain “15 credits of 100-level or higher coursework” but remove “including TOUR 111”;
- TOUR 404 – change “75 credits of 100-level or higher coursework” to “60 credits of 100-level or higher coursework”;
- TOUR 450 – change “75 credits of 100-level or higher coursework” to “60 credits of 100-level or higher coursework”;
- TOUR 422 – change “60 credits of 100-level or higher coursework including ENGL 100, and TOUR 111 or TOUR 160 or REC 111” to “60 credits of 100-level or higher coursework”; this course is equivalent to TOUR 471; duplicate credit will not be granted for both courses, phase out TOUR 422;
- TOUR 471 – change “none” to “60 credits of 100-level or higher coursework”; this course is equivalent to TOUR 422; duplicate credit will not be granted for both courses;
- TOUR 373 – change “none” to “60 credits of 100-level or higher coursework”;



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- TOUR 400 – change “75 credits of 100-level or higher coursework including TOUR 205, plus one of REC 225 or TOUR 225 or TOUR 125, or TOUR 216” to “60 credits of 100-level or higher coursework”;
- TOUR 416 – change “TOUR 251, TOUR 252 and TOUR 316” to “TOUR 316 or TOUR 325”;
- TOUR 451 – change “75 credits of 100-level or higher coursework including TOUR 251 and TOUR 252” to “60 credits of 100-level or higher coursework”;
- TOUR 457 – retain “75 credits of 100-level or higher coursework” but remove “including TOUR 208”;
- TOUR 342 – retain “60 credits of 100-level or higher coursework” but remove “including REC 152 or REC 252”;

On review of TOUR 250 – Tourism Operations I, it was suggested that the learning outcomes be revised to conform to standard language.

Caroline Depatie moved and Darcie Hillebrand seconded:

19/02 The revisions to TOUR 250 – Tourism Operations I, TOUR 404 – Travel Distribution Management, TOUR 450 – Tourism Operations II, TOUR 422 – People Management – Human Relations in Tourism, TOUR 471 – Human Capital Development in Tourism Management, TOUR 373 – Convention Management and Service, TOUR 400 – Revenue Management and Advanced Sales in Tourism, TOUR 416 – Applied Hotel Financial Management, TOUR 451 – Hotel Operations II, TOUR 457 – Adventure Advanced Risk Management and Tourism Law, and TOUR 342 – Environmental Stewardship – Advanced Principles and Applications be recommended to Senate for approval.

CARRIED

6. SCHOOL OF LEGAL STUDIES

LAW 322 – Animal Law

LAW 355 – Immigration Law

LAW 421 – Civil Litigation

LAW 423 – E-Discovery

LAW 443 – Commercial Real Estate Law

LAW 453 – Financing the Tech Start-Up

Paralegal Certificate Program Profile

Paralegal Certificate (Online) Program Profile



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Bachelor of Legal Studies (Paralegal) Degree Program Profile

Presented by: John Fairlie

SCC was requested to approve the addition of six new 3-credit courses to the legal electives offerings. The Paralegal Certificate Program Profile, Paralegal Certificate (Online) Program Profile and Bachelor of Legal Studies (Paralegal) Degree Program Profile are being revised to incorporate the new courses.

During the review of the course outlines, an issue was raised that there may be too much detail provided regarding the method of delivery of the courses in the “Course Format” sections of the six courses. It was suggested that it may be more appropriate to include such detailed information on the syllabus and that the course outlines include the standard language for method of delivery, i.e. “Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams. This course may also be offered via mixed mode or online.”

On the LAW 322 course outline, it was requested that item 7 be removed from the Course Student Learning Outcomes.

On the LAW 421 course outline, it was requested that “the Moodle” be changed to “Moodle” in the second bullet point under Course Student Learning Outcomes.

On the LAW 443 course outline, it was requested that “Participate in class discussions to” be removed from the beginning of item 4 under Course Student Learning Outcomes and that the hand-in assignments be described more consistently under the Evaluation Profile.

Halia Valladares moved and Sean Ashley seconded:

19/03 The six new elective courses, LAW 322 – Animal Law, LAW 355 – Immigration Law, LAW 421 – Civil Litigation, LAW 423 – E-Discovery, LAW 443 – Commercial Real Estate Law, and LAW 453 – Financing the Tech Start-Up be recommended to Senate for approval, as well as the program profiles for the Paralegal Certificate, the Paralegal Certificate (Online), and the Bachelor of Legal Studies (Paralegal) Degree.

CARRIED



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7. ANIMATION FUNDAMENTALS

Animation Fundamental Citation – Admission Requirements

Presented by: Ted Gervan

SCC was requested to approve revisions to the admissions requirement for the Animation Fundamentals Citation. The current admissions requirement precludes students who are 17 when they graduate and students who may not have completed grade 11 when they apply. It also precludes students that may be 17 when they graduate from grade 12.

On review of the proposed revisions, concern was raised that the proposed revision may not clearly state the intent of making the program more accessible to students. In this regard, it was suggested to revise the language as follows; “BC Secondary School graduation (Grade 12) or equivalent; or Mature Student status; or currently enrolled in Grade 11 or equivalent.”

Pascal Milleli moved and Jennifer Nesselroad seconded:

19/04 The revisions to the Animation Fundamentals Citation admissions requirement be recommended to Senate for approval.

CARRIED

8. CSB GRAD PROGRAMS

INMA 530 – International Business Report

INMA 540 – Finance for International Business

INMA 545 – Research and Project Skills

International Management Graduate Certificate Program Profile

International Management Graduate Diploma Program Profile

North American and International Management Graduate Diploma Program Profile

Presented by: Luis Villalba

Capilano currently has a recognition agreement with the University of Hertfordshire, which allows Capilano students enrolled in the INMA program, who successfully complete the first semester of courses at Capilano and who meet the minimum entry requirements to transfer their Capilano credits and progress through to the MSc International Business program at the University of Hertfordshire. The University of Hertfordshire is changing their program for Fall 2019 and, as a result, Capilano must realign the program to ensure the University



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meets the requirements of the recognition agreement to ensure students continue to have the opportunity to complete both programs.

INMA 530 – International Business Report was presented as an information item as approval is not required by SCC for revisions to the course name and learning outcomes.

Halia Valladares moved and Darcie Hillebrand seconded:

19/05 The new courses, INMA 540 – Finance for International Business and INMA 545 – Research and Project Skills, and the revisions to the International Management Graduate Certificate, International Management Graduate Diploma and North American and International Management Graduate Diploma program profiles be recommended to Senate for approval.

CARRIED

9. INFORMATION ITEMS

- (a) TOUR 255 – Course revision (method of delivery, evaluation profile, course content)
- (b) NABU 318 and NABU 330 – Course revision (learning outcomes, evaluation profile, calendar description)

10. BUSINESS ITEMS

- (a) Membership Terms Ending as of August 15, 2019

The following members' terms will be ending as of August 15, 2019 and members were requested to indicate in the next few weeks, whether or not they wished to serve a further term.

Humanities –	Aurelea Mahood
Social Sciences –	Sean Ashley
Science, Technology, Engineering and Mathematics –	Deanna Baxter
Motion Picture Arts –	David Geary
Business, International Programs, Projects and Partnerships –	Darcie Hillebrand
Access and Academic Preparation –	Michelle Guinness



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There being no further business, and on a motion duly made and seconded, the meeting was adjourned at 1:30 pm.

Next Meeting: Friday, February 15th, 2019 - 12:00 – 2:00 pm
