



SENATE CURRICULUM COMMITTEE MEETING

Friday, March 15, 2019 12:00 pm
 Capilano University – Room LB 321

MINUTES

- PRESENT:** Deb Jamison (Chair), Sean Ashley, Deanna Baxter, Shahnaz Darayan, Caroline Depatie, David Geary, Karin Hall, Darcie Hillebrand, Keith Lam, Pouyan Mahboubi, Aurelea Mahood, Brad Martin, Hassan Merali, Pascal Milelli, Majid Raja, Jennifer Nesselroad, Bana Nourkeyhani, Graeme Sleep, Caroline Soo, Laureen Styles, Halia Valladares, Rachel Yu, Recording Secretary, Mary Jukich
- REGRETS:** Michelle Gunness, Toran Savjord
- GUESTS:** Gillian Barber, Paul McMillan, Cass Picken, Sara El Rayess
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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

The Chair called the meeting to order at 12:00.

2. Approval of the Agenda

“Upcoming Anticipated Degree Proposals” was added as Information Item #13(d).

Laureen Styles moved and Pascal Milelli seconded:
 To adopt the amended agenda.

CARRIED

3. Approval of the Minutes

Halia Valladares moved and Caroline Depatie seconded:
 To adopt the February 15, 2019 minutes.

CARRIED

4. LEGAL STUDIES

Legal Administrative Assistant Certificate – Admission Requirements
Presented by: Sara El Rayess

The admission requirements of the Legal Administrative Assistant Certificate are being revised, as the program is now also being offered online and the current requirements may limit the number of students that may be interested in applying to the program.



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Jennifer Nesselroad moved and Brad Martin seconded:

- 19/11** The revisions to the Legal Administrative Assistant Certificate admission requirements be recommended to Senate for approval. **CARRIED**

5. IDF

IDF 235 – Indigenous World Cinema
Presented by: David Geary

SCC was requested to consider IDF 235 – Indigenous World Cinema for Cap Core designation under the heading of *Self and Society*. Students successfully completing IDF 235 will meet four of the outcomes for *Self and Society*. During the review, the presenter requested a revision to the wording regarding Assignment II to read as follows: “Students will write a Fourth World Cinema film review and do a presentation of this to the class.” As well, some minor capitalization revisions were requested.

Lauren Styles moved and Karin Hall seconded:

- 19/12** IDF 235 – Indigenous World Cinema be recommended to Senate for approval as a Cap Core designated course under the heading of *Self and Society*. **CARRIED**

6. BIOLOGY

BIOL 240 – Pathology
Presented by: Paul McMillan

As background, BIOL 240 was brought to the SCC in February 2019 for a different pre-requisite change. At that meeting, a question was raised about the appropriateness of HKIN 275 as a pre-requisite and, at that meeting, it was suggested that HKIN 191 might be a more appropriate pre-requisite.

The pre-requisites for BIOL 240 will now be “BIOL 113 (C-) or HKIN 191 (C-) or BIOL 111 (A-).”



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Caroline Depatie moved and Aurelea Mahood seconded:

- 19/13** It is recommended that Senate approve the replacement of HKIN 275 with HKIN 191 as an acceptable pre-requisite for BIOL 240 – Pathology. **CARRIED**

7. SCHOOL OF BUSINESS

BADM 106 – Organizational Behavior

BTEC 252 – Organizational Behavior

Presented by: Darcie Hillebrand

SCC was requested to consider course equivalency status between BADM 106 – Organizational Behaviour and BTEC 252 – Organizational Behaviour. As BADM 106 already has Cap Core designation under the heading of *Self and Society*, Cap Core designation under the heading of *Self and Society* was also requested for BTEC 252.

Halia Valladares moved and Keith Lam seconded:

- 19/14** The course equivalency status of BADM 106 and BTEC 252, as well as Cap Core designation under the heading of *Self and Society* for BTEC 252, be recommended to Senate for approval. **CARRIED**

8. ENGLISH

ENGL 260 – Writing Communities

Associate of Arts Degree – English Program Profile

Associate of Arts Degree – Creative Writing Program Profile

Presented by: Cass Picken

ENGL 260 – Writing Communities is a new 2nd year course that will provide a new elective option in both the Associate of Arts Degree – English and the Associate of Arts Degree – Creative Writing programs.

The program profiles of the Associate of Arts Degree – English and Associate of Arts Degree – Creative Writing are being revised as a result of the addition of this new course.

On review of the new course, it was suggested that the wording under “Prerequisites” on the Course Approval Form and under “Course Prerequisites” in



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the Course Outline be changed to read “6 credits of 100-level or higher English courses.”

A further issue was raised regarding the School of Communication not being consulted with respect to this new course and whether this may be setting a precedent of no longer requiring consultation from other areas. On discussion, it was suggested that options be explored to make new courses available for all faculty and coordinators at the University to see (as a form of consultation).

Laureen Styles moved and Caroline Depatie seconded:

19/15 The new course, ENGL 260 – Writing Communities, and the revisions to the Associate of Arts Degree – English and Associate of Arts Degree – Creative Writing program profiles to include the new course, be recommended to Senate for approval.

CARRIED

9. LIBERAL STUDIES

LBST 201 – Refiguring Knowledge: Introduction to Research Methods

LBST 400 – Case Studies in Arts & Sciences

LBST 401 – Case Studies in Contemporary Issues

Presented by: Sean Ashley

The pre-requisites for LBST 201 – Refiguring Knowledge: Introduction to Research Methods, LBST 400 – Case Studies in Arts & Sciences, and LBST 401 – Case Studies in Contemporary Issues are being revised as a result of the high number of pre-requisite overrides that the Liberal Studies program has been providing. The requested revisions were as follows:

- For LBST 201, on the floor, it was requested that the pre-requisite be changed to “LBST 100” (rather than the removal of all pre-requisites), in order to support student success.
- For LBST 400 and 401, which are shell courses, removal of the current pre-requisites and include only “45 credits of 100-level or higher coursework.”



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Deanna Baxter moved and Caroline Soo seconded:

- 19/16** The pre-requisite revisions to LBST 201 – Refiguring Knowledge: Introduction to Research Methods, LBST 400 – Case Studies in Arts & Sciences, and LBST 401 – Case Studies in Contemporary Issues, including the addition of LBST 100 as a pre-requisite for LBST 201, be recommended to Senate for approval. **CARRIED**

10. THEATRE

ASAS 214 – The Screen Actor’s Process II
 ASAS 341 – The Screen Actor’s Process III
 ASAS 370 – The Actor’s Business
 MUTH 210 – Acting for Film and Television I
Presented by: Gillian Barber

ASAS 214 – The Screen Actor’s Process II, ASAS 341 – The Screen Actor’s Process III, ASAS 370 – The Actor’s Business, and MUTH 210 – Acting for Film and Television I are being revised in order to bring them into compliance with the rest of the University’s contact hours. The courses are currently delivering too many face-to-face hours in relation to the section release time and, accordingly, the content of the course has been adjusted in relation to the contact hours.

Jennifer Nesselroad moved and Pascal Milelli seconded:

- 19/17** The revisions to ASAS 214 – The Screen Actor’s Process II, ASAS 341 – The Screen Actor’s Process III, ASAS 370 – The Actor’s Business, and MUTH 210 – Acting for Film and Television I with respect to the decrease in contact hours be recommended to Senate for approval. **CARRIED**

11. ARTS & ENTERTAINMENT MANAGEMENT

Advanced Arts & Entertainment Management Certificate – Admission Requirements
Presented by: Jennifer Nesselroad

The admission requirements of the Advanced Arts & Entertainment Management Certificate are being revised to specify the number of credits needed to gain entrance rather than the number of years (30 credits, rather than 2 years). The



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program is also reducing the number of required credits to 30 to lower entrance barriers to otherwise qualified candidates.

Pascal Milelli moved and Halia Valladares seconded:

- 19/18** The revisions to the admission requirements of the Advanced Arts & Entertainment Management Certificate to 30 credits, rather than 2 years, be recommended to Senate for approval.

CARRIED

12. SCHOOL OF BUSINESS

Bachelor of Business Administration – Program Profile and Residency Requirement

Business Administration Diploma – Program Profile

Presented by: Darcie Hillebrand

SCC was requested to consider the following revisions to the Bachelor of Business Administration Program Profile and Residency Requirement and to the Business Administration Diploma Program Profile:

- A change in the breadth electives list for the BBA and Diploma Program Profiles from a list of options to a list of exclusions;
- The addition of BADM 460 and BADM 470 to the residency requirement for the BBA;
- The addition of BCPT 123 – Business Computing Basics to the BBA and Diploma Program profiles as a required course (and removal of another elective).
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Jennifer Nesselroad moved and Sean Ashley seconded:

- 19/19** The revisions to the breadth electives list for the Bachelor of Business Administration Program and the Business Administration Diploma Program from a list of options to a list of exclusions be recommended to Senate for approval.

CARRIED

On the SCC floor, members were provided with a revised proposed draft of the BBA Residency Note which, among other things, removes the reference to “students transferring more than 60 credits from another institution” and adds BADM 460 and BADM 470. Upon review and discussion, SCC recommended that the wording of the proposed residency requirement be revised to read, “Students must complete the following at Capilano University: BADM 460 and BADM 470, 6



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credits of 400-level core courses and 18 credits of 300 and/or 400-level business electives and/or 300-level core courses.”

Sean Ashley moved and Majid Raja seconded:

- 19/20** The revisions to the BBA residency note to remove the reference to students transferring more than 60 credits from another institution and adding BADM 460 and BADM 470 to read, “Students must complete the following at Capilano University: BADM 460 and BADM 470, 6 credits of 400-level core courses and 18 credits of 300 and/or 400-level business electives and/or 300-level core courses” be recommended to Senate for approval.

CARRIED

Keith Lam moved and Caroline Depatie seconded:

- 19/21** It is recommended that Senate approve the addition of BCPT 123 – Business Computing Basics to the Bachelor of Business Administration Degree and the Business Administration Diploma programs as a required course and the removal of an elective to make room for this requirement.

CARRIED

On the SCC floor, members were provided with a document regarding the removal of “required” for restriction language on BFIN 341. As BFIN is not a specified requirement for the Accounting concentration, the word ‘required’ is being changed to ‘must.’ The proposed language for the BBA is “(students in the Accounting concentration must take BFIN 341)” and the proposed language for the diploma is “(students planning to take the Bachelor of Business Administration Accounting concentration must take BFIN 341).”

Majid Raja moved and Pascal Milelli seconded:

- 19/22** The revisions to the wording for the BBA and Diploma programs so that the word “required” be changed to “must” with respect to the restriction language on BFIN 341 be recommended to Senate for approval.

CARRIED

13. INFORMATION ITEMS

- (a) IBUS Subject Description Change
 - from “International Business” to “Int’l Business & Logistics”



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- (b) TOUR 457 Course Revision (short/long title)
 - from “Adventure Advanced Risk Management & Tourism Law” to “Risk Management & Law in Adventure Tourism”
- (c) MOPA 304, 305, 306 Learning Outcomes Revision

An issue was raised that the course outlines included in this information item were outside of the approved template, and SCC was requested to indicate whether it had any issues with the outlines as submitted. On discussion, members indicated that the course outline template was previously approved to standardize course outlines across the institution, and that it may be timely for an SCC member to visit APC to present on both the standard course outline and syllabus. Caroline Depatie volunteered to visit the various APCs to provide a presentation in this regard.

- (d) **Upcoming Anticipated Degree Proposals**
Presented by: Laureen Styles

Members were informed that there are a number of Concept Papers moving from Stage 1 and Stage 2. It is anticipated that four degrees will be moving through Stage 2 with a timeline of June 2019 for Board approval. As such, curriculum for the degrees will be brought to SCC in late April or May and will result in a high volume of items on the upcoming SCC agenda. On discussion, members indicated that to accommodate the anticipated volume of upcoming SCC agendas, preference would be to schedule additional meetings.

14. BUSINESS ITEMS

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

Members whose terms will be ending as of August 15, 2019 indicated whether or not they were returning, or if a new representative will be serving on SCC. The only remaining outstanding position is from Access and Academic Preparation.

There being no further business, and on a motion duly made and seconded, the meeting was adjourned at 2:00 pm.

Next Meeting: Friday, April 12, 2019 - 12:00 – 2:00 pm
