



## SENATE CURRICULUM COMMITTEE MEETING

Friday, February 14<sup>th</sup>, 2020 12:00 pm

Capilano University – Room LB 321

### MINUTES

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**PRESENT:** Deb Jamison (Chair), Sean Ashley, Mohna Baichoo, Lara Duke, David Geary, Jocelyn Hallman, Darcie Hillebrand, Ferdos Jamali, Urmila Jangra, Keith Lam, Pouyan Mahboubi, Brad Martin, Pascal Milelli, Jennifer Nesselroad, Cass Picken, Alisha Samnani, Caroline Soo, Stephen Williams, Recorder, Mary Jukich

**REGRETS:** Shahnaz Darayan, Annie Prud'homme-Genereux, Laureen Styles, Kyle Vuorinen

**GUESTS:** Hiten Amin, Morna Fraser, Wendy Grant, Enrique Gonzales, Majid Raja, Tammy Towill

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#### **Acknowledgement**

*We respectfully acknowledge the unceded lands of Li'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 p.m.

#### **2. Approval of the Agenda**

The following two revisions were made to the agenda:

- Item #4 – BFIN 286 should indicate that Cap Core designation under the heading of *Numeracy* and Quantitative/Analytical status are being requested.
- Addition of Item #10(c) – Extra Meeting in March.

*Jennifer Nesselroad moved and Lara Duke seconded:*  
To approve the amended agenda.

**CARRIED**

#### **3. Approval of the Minutes**

*Jocelyn Hallman moved and Caroline Soo seconded:*  
To approve the January 24, 2020 minutes

**CARRIED**

#### **4. SCHOOL OF BUSINESS**

BFIN 286 – Personal Financial Planning  
BFIN 386 – Risk Management and Insurance  
BFIN 441 – Investment Strategies



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BFIN 486 – Retirement and Estate Planning

*Presented by: Darcie Hillebrand/Morna Fraser*

In order to continue adherence to the Financial Planning Canada (FP Canada) requirements for the Certified Financial Planner (CFP) designation and provide better progression of learning for students, as well as to improve student success, the following revisions were requested:

BFIN 286:

- Revision to prerequisites to “30 credits of 100-level or higher coursework”;
- Revision to contact hours to 4 lecture, 0 lab, 0 other;
- Cap Core designation under the heading *Numeracy*;
- Quantitative/Analytical designation.

BFIN 386:

- Revision to prerequisites to “45 credits of 100-level or higher coursework including BFIN 286 or BFIN 351; OR NABU 320 or NABU 340”.

BFIN 486:

- Revision to prerequisites to “75 credits of 100-level or higher coursework including BFIN 286 and BFIN 351; or BFIN 386.”

BFIN 441 (321):

- Revision of prerequisites to “45 credits of 100-level or higher coursework including BFIN 241; OR NABU 320 or NABU 340”;
- Change BFIN 441 Investment Strategies to a 300-level course (BFIN 321).

*Jennifer Nesselroad moved and Mohna Baichoo seconded:*

**20/05** The prerequisite and contact hour revisions for BFIN 286 – Personal Financial; the prerequisite revisions for Planning, BFIN 386 – Risk Management and Insurance, BFIN 441 – Investment Strategies and BFIN 486 – Retirement and Estate Planning; and the course level change, Cap Core designation under the heading *Numeracy*, and Quantitative/Analytical designation to BFIN 441 – Investment Strategies be recommended to Senate for approval.

**CARRIED**



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#### NABU

North American Business Management Post

Baccalaureate Diploma Program Profile

North American Business Management Applied

Post Baccalaureate Diploma Program Profile

North American and International Management

Graduate Diploma Program Profile

*Presented by: Tammy Towill / Majid Raja / Enrique Gonzales*

As background, at the December 13<sup>th</sup> SCC meeting, the NABU program brought forward several changes for the 202030 term. In the proposal, there was a request that BFIN 286 – Personal Financial Planning, which was to be added as an elective, also be included in the list of options for the Finance Concentration. A request from Curriculum was received to remove BFIN 286 as part of the concentration in order to comply with policy S2015-05, wherein it is stated that “concentrations must include a minimum of 12 upper-level credits (3XX or 4XX).” As a result, BFIN 286 was removed as part of the Finance Concentration from the program profiles for NABU, NABU Applied, and NAIM. However, it was determined that there was some confusion with the application of policy S2015-05 as it relates to concentrations because the policy does not provide guidance for what should be included in concentrations for post-baccalaureate programs. As such, although BFIN 286 was previously approved as an elective, SCC was requested to approve BFIN 286 being listed as an option as part of the Finance Concentration for NABU, NABU Applied, and NAIM starting 202030.

Members discussed that policy 2015-05 is currently being revised and the resulting revisions may affect the Finance Concentration. Concern was also raised with respect to having a 200-level course being part of a concentration.

*Jennifer Nesselroad moved and Darcie Hillebrand seconded:*

**20/06** In the absence of any references to the number of credits in Concentrations in the Post Baccalaureate Diplomas and Graduate Diplomas in the current policy S2015-05, the Finance Concentration with a 200-level course be recommended to Senate for approval, as well as the revisions to the North American Business Management Post Baccalaureate Diploma, North American Business Management Applied Post

**CARRIED**



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Baccalaureate Diploma, and North American and International Management Graduate Diploma Program Profiles.

#### 6. MUSIC THERAPY

MT 350 – The Influence of Music

MT 460 – Music Therapy III

MT 462 – Principles of Research

MT 511 – Pre-Professional Practicum

Bachelor of Music Therapy Program Profile

*Presented by: Stephen Williams*

SCC was requested to approve the following:

- MT 350 designation as a Cap Core course under the heading *Culture and Creative Expression*;
- MT 460 designation as a Cap Core course under the heading *Self and Society*;
- MT 462 designation as a Cap Core course under the heading *Numeracy* and removing Cap Core designation under the heading *Capstone*;
- MT 511 designation as a Cap Core course under the heading *Capstone*.

On review of the courses, there was a question raised as to whether indigenous content had been considered in MT 350 and MT 460. It was noted that work is underway in preparing a memo to DACs requesting that indigenization and decolonization be considered during review of curriculum.

*Pascal Milelli moved and Cass Picken seconded:*

**20/07** It be recommended to Senate for approval that MT 350 – The Influence of Music be designated as a Cap Core course under the heading *Culture and Creative Expression*, MT 460 – Music Therapy III as a Cap Core course under the heading *Self and Society*, MT 462 – Principles of Research as a Cap Core course under the heading *Numeracy* (and that it be removed from the heading *Capstone*), and MT 511 – Pre-Professional Practicum as a Cap Core course under the heading *Capstone*.

**CARRIED**



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*Jennifer Nesselroad moved and Brad Martin seconded:*

- 20/08** The revisions to the Bachelor of Music Therapy Program Profile be recommended to Senate for approval. **CARRIED**

#### 7. MUSIC DIPLOMA

MUS 100 – Theory 1

*Presented by: Wendy Grant*

The prerequisites for MUS 100 – Theory 1 are being revised as follows to reflect changes in the Royal Conservatory of Music examination structure, as well as including successful completion of MUS 109 as a possible way to satisfy the prerequisite if theory placement test scores are too low:

Royal Conservatory Theory Level 8; or

A score of 60/85 on the Capilano Music Department's Theory Placement test; or

A minimum grade of C+ in MUS 109.

*Cas Picken moved and Keith Lam seconded:*

- 20/09** The prerequisite revisions to MUS 100 – Theory 1 be recommended to Senate for approval. **CARRIED**

#### 8. BACHELOR OF PERFORMING ARTS

BPA 407 – Interdisciplinary Performance and Production

*Presented by: Jennifer Nesselroad*

SCC was requested to approve revisions to the contact hours for BPA 407 – Interdisciplinary Performance and Production as follows:

240 hours of instruction distributed as follows:

- a. 6 hours of class time per week for a 15-week semester (90 hours) followed by;
- b. 6 hours of class time per day, 5 days per week, for 3 weeks as rehearsal period (90 hours) followed by;
- c. 12 hours of class time per day for 2 days for technical rehearsal (24 hours) followed by;



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- d. 36 remaining hours to be utilized for performance, strike, equipment return and inventory, and debrief.

The change will adhere to the workload and instructional hours required for a 4-section 12-credit course; allow the course to be timetabled effectively within a suitable space; facilitate the articulation of credit hours by receiving institutions, and better support the teaching and learning needs of students.

*Pascal Milelli moved and Jocelyn Hallman seconded:*

- 20/10** The revisions to the contact hours for f BPA 407 – Interdisciplinary Performance and Production be recommended to Senate for approval.

**CARRIED**

#### 9. INFORMATION ITEMS

- (a) BMKT 161 – Course revisions (evaluation profile, learning outcomes and course content)

#### 10. BUSINESS ITEMS

- (a) **2021 Senate Curriculum Committee Meeting Schedule**

Members reviewed the draft 2021 SCC meeting schedule, and no issues were raised with respect to the proposed dates.

*Jennifer Nesselroad moved and Lara Duke seconded:*

- 20/11** To approve the 2021 meeting schedule.

**CARRIED**

- (b) **Membership Terms Ending as of August 15, 2020**

The following members' terms will be ending as of August 15, 2020, and the members were requested to indicate in the next few weeks whether or not they wished to serve a further term (by the March SCC meeting, if possible):

Pascal Milelli	- Design
Jennifer Nesselroad	- Performing Arts
Deb Jamison	- Applied Business, Legal Studies, Communications
Mohna Baichoo	- Tourism and Outdoor Recreation Management
Rachel Yu	- Health and Education



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Caroline Soo	- Global Stewardship, Public Administration & Human Kinetics
Jocelyn Hallman	- Library
Keith Lam	- Student Services

#### (c) Additional Meeting Date

Members were informed that in addition to the regularly scheduled meeting in March, a second meeting may be required, as it is expected that that there may be quite a lot of items coming through SCC in March in order to meet the calendar deadline. In this regard, Friday, March 27<sup>th</sup> was scheduled as an additional meeting.

Prior to the adjournment of the meeting, SCC was requested to consider whether it may be timely to request information on the functioning of Cap Core and whether some sort of process for evaluation has been determined. It was suggested that Deb Jamison reach out to the Vice President Academic and Provost and to the Director of Academic Initiatives in this regard.

There being no further business, the meeting was adjourned at 1:45 pm.

**Next Meeting: Friday, March 20<sup>th</sup>, 2020**

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