



## SENATE CURRICULUM COMMITTEE MEETING

Friday, December 16, 2016 12:00 pm

Capilano University – Room LB321

### MINUTES

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- PRESENT:** Deb Jamison (Chair), Deanna Baxter, Kim Bothen, Chris Bottrill, Annabella Cant, Julia Denholm, Caroline Depatie, Marnie Findlater, Rick Gale, Michelle Gunness, Karin Hall, Darcie Hillebrand, Aurelea Mahood, Seanna McPherson, Pascal Milelli, Derek Murray, Halia Valladares, Recording Secretary: Mary Jukich
- REGRETS:** Karmen Blackwood, Ashley Kenney, Elie Lubendo, Nanci Lucas, Karen McCredie, Jeff Ross, Caroline Soo, Carmina Tioseco
- GUESTS:** Jared Burrows, Emma Russell, Chris Morgan, Catherine Gloor, Jennifer Moore, Stephanie Wells, Craig Wright
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#### 1. Acknowledgement

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

#### 2. Welcome

Emma Russell served as the representative from HKIN in the absence of Caroline Soo.

Craig Wright served as the representative from the Registrar's Office in the absence of Karen McCredie.

#### 3. Approval of the Agenda

Halia Valladares moved and Pascal Milelli seconded:  
To approve the agenda.

**CARRIED**

#### 4. Approval of the Minutes

It was noted corrections should be made to the last paragraph on page 3 so that the paragraph reads as follows:

During the discussion, a request was presented to include MATH 097 with a C grade as one of the math options for admission to the Tourism Management Co-operative Education Diploma (it is already a math option for the Bachelor of Tourism Management program), and it was so approved.



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Caroline Depatie moved and Kim Bothen seconded:  
To approve the amended November 18, 2016 minutes.

**CARRIED**

#### 5. TREC

Outdoor Recreation Management Diploma

*Presented by: Caroline Depatie*

In order to streamline and speed up the admissions process for applicants, SCC was requested to approve revisions to the admission requirements for the Outdoor Recreation Management Diploma. The revisions include removing the interview, letter of intent, two letters of reference, and the medical self-declaration form (but keep the résumé). During the discussion, it was suggested that Math 097 with a “C” grade be added as one of the math options for admission to the program, and this was so approved.

*Marnie Findlater moved and Michelle Gunness seconded:*

**16/78** The revisions to the admission requirements for the Outdoor Recreation Management Diploma, with the addition of Math 097 with a “C” grade, be recommended to Senate for approval.

**CARRIED**

#### 6. JAZZ

Jazz Studies Diploma

*Presented by: Jared Burrows*

SCC was requested to approve revisions to the admission requirements and to the program profile for the Jazz Studies Diploma. The admission requirements are being revised to require two academic Grade 12 courses instead of three. The program profile is being revised so that in the second term, student will be required to take 3 credits of English at the 100-level or higher (rather than choosing from ENGL 103, 104, 105 or 106) in order to reflect and accommodate current and future offerings within this area.

*Pascal Milelli moved and Michelle Gunness seconded:*

**16/79** The revisions to the admission requirements and program profile for the Jazz Studies Diploma be recommended to Senate for approval.

**CARRIED**



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#### 7. MATH

MATH 101 – Introduction to Statistics

MATH 190 – Math for Elementary Teachers

*Presented by: Deanna Baxter*

SCC was requested to approve the revisions to the prerequisites for MATH 101 and MATH 190 to include MATH 123 with a minimum “C” grade.

*Aurelea Mahood moved and Marnie Findlater seconded:*

**16/80** The prerequisite revisions to MATH 101 – Introduction to Statistics and MATH 190 – Math for Elementary Teachers be recommended to Senate for approval.

**CARRIED**

#### 8. HKIN

Human Kinetics Diploma – Exercise Science

Human Kinetics Diploma – Physical Education

*Presented by: Emma Russell*

SCC was requested to approve revisions to the admission requirements for Human Kinetics Diploma – Exercise Science and Human Kinetics Diploma – Physical Education. The admission requirements are being revised to require two academic Grade 12 courses instead of three and to require two reference names and contact information instead of two letters of reference.

*Darcie Hillebrand moved and Caroline Depatie seconded:*

**16/81** The revisions to the admission requirements for the Human Kinetics Diploma – Exercise Science and the Human Kinetics Diploma – Physical Education be recommended to Senate for approval.

**CARRIED**

#### 9. ENGINEERING

Engineering Transition Diploma – Continuation Requirement,

Graduation Requirement, Program Profile, Admission Requirements

Engineering – Admission Requirements and Program Profile

*Presented by: Chris Morgan*

SCC was requested to approve revisions to the Engineering Transition Diploma program profile, including continuation, graduation, and admission



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requirements, and revisions to the First-Year Engineering Program admission requirements and program profile.

On review and discussion, some further revisions were requested by the Committee, including:

- The last paragraph of the **new progression language** for the Engineering Transition Program on page 29 of the package is to read, “These requirements must also be met in order to be eligible for graduation. Students not eligible for graduation may continue as Science students or apply to another program.”
- The **comments** section at the top of the **new profile** for the Engineering Transition Diploma on page 32 of the package is to read, “Comments: This diploma program must normally be completed within two consecutive academic years.”

*Julia Denholm moved and Marnie Findlater seconded:*

**16/82** The revisions to the Engineering Transition Diploma program profile, including the addition of the timeline limit for completion, revisions to the description of preparatory course requirements, and the addition of more courses at the second year level be recommended to Senate for approval.

**CARRIED**

*Kim Bothen moved and Michelle Gunness seconded:*

**16/83** The revisions to the admission requirements for the Engineering Transition Diploma and First Year Engineering Program be recommended to Senate for approval.

**CARRIED**

*Julia Denholm moved and Halia Valladares seconded:*

**16/84** The revisions to the **new progression language** for the Engineering Transition Program referenced on page 29 of the package and the **comments** section of the **new profile** for the Engineering Transition Diploma referenced on page 32 of the package be recommended to Senate for approval.

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*Darcie Hillebrand moved and Julia Denholm seconded:*

- 16/85** The revisions to the Engineering program profile with respect to removing the comment, “First year Engineering University Transfer Program for students entering directly from high school,” be recommended to Senate for approval.

**CARRIED**

#### 10. FRENCH

FREN 150 – Progression in French

FREN 204 – Intermediate French I

FREN 205 – Intermediate French II

*Presented by: Catherine Gloor*

FREN 150 – Progression in French is a new course that will assist students in transitioning from beginner level to intermediate level French in one semester. The change will bring language course offerings more in line with similar institutions across the province in terms of the pacing of language acquisition.

*Aurelea Mahood moved and Karin Hall seconded:*

- 16/86** The new course, FREN 150 – Progression in French, be recommended to Senate for approval.

**CARRIED**

SCC was requested to approve the revisions to the prerequisites for FREN 204 – Intermediate French I and FREN 205 – Intermediate French II to include the new course FREN 150 (i.e. FREN 121 or 150 or French 12). French 121 be defined as equivalent to French 150.

*Pascal Milelli moved and Kim Bothen seconded:*

- 16/87** The revisions to the prerequisites for FREN 204 – Intermediate French I and FREN 205 – Intermediate French II be recommended to Senate for approval.

**CARRIED**

#### 11. TOURISM

TOUR 371 – Applied Service Management in North America

TOUR 372 – Tourism and Hospitality Practicum

TOUR 373 – Convention Management Service

TOUR 374 – Hospitality Operations: International Context



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TOUR 470 – Applied Digital Marketing Strategies in Tourism

TOUR 471 – Hotel and Resort, Human Capital Development

TOUR 325 – Tourism Managerial Accounting

Tourism Marketing and Development Post Baccalaureate Diploma

Hotel and Resort Management Post Baccalaureate Diploma

*Presented by: Stephanie Wells*

The Tourism Marketing and Development Post Baccalaureate Diploma and Hotel and Resort Management Post Baccalaureate Diploma were presented for final approval, and new courses that form part of the Diplomas and revisions to TOUR 325 were presented for approval.

The Tourism Marketing and Development Post-Baccalaureate Diploma is a new two-year, 45-credit program that is designed for students who have completed a baccalaureate degree and are seeking to specialize in tourism and hospitality with particular interest in a career in destination, community and/or independent enterprise marketing and development.

The Hotel and Resort Management Post-Baccalaureate Diploma is a new two-year, 45-credit program that is designed for students who have completed a baccalaureate degree and are seeking to specialize in tourism and hospitality with particular interest in a career in hotel and resort management.

During the review, members noted that the wording of the learning outcomes of the proposed new courses do not use measurable verbs and that, in consultation with the area's SCC representative, they should be revised to reflect current accepted language. As well, it was suggested that "Admission to the Hotel and Resort Post-Baccalaureate Diploma or the Tourism Marketing and Development Post-Baccalaureate Diploma" be inserted as prerequisites for the courses in these programs (instead of having no pre-requisites).

*Annabella Cant moved and Marnie Findlater seconded:*

**16/88** SCC recommends that Senate approve of the new courses, TOUR 371 – Applied Service Management in North America; TOUR 372 – Tourism and Hospitality Practicum; TOUR 373 – Convention Management Service; TOUR 374 – Hospitality Operations: International Context; TOUR 470 – Applied Digital Marketing Strategies in Tourism; and TOUR 471 – Hotel and Resort, Human

**CARRIED**



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Capital Development, with the provision that, in consultation with the area's SCC representative, the learning outcomes are revised to reflect current accepted language.

As TOUR 325 – Tourism Managerial Accounting will be part of the Tourism Marketing and Development Post-Baccalaureate Diploma, the prerequisites are being revised to remove TOUR 116 and the course description note.

*Caroline Depatie moved and Halia Valladares seconded:*

- |              |   |                |
|--------------|---|----------------|
| <b>16/89</b> | The revisions to the prerequisite and course description note for TOUR 325 – Tourism Managerial Accounting be recommended to Senate for approval. | <b>CARRIED</b> |
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*Caroline Depatie moved and Chris Bottrill seconded:*

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|--------------|--|----------------|
| <b>16/90</b> | The Tourism Marketing and Development Post-Baccalaureate Diploma and the Hotel and Resort Management Post-Baccalaureate Diploma be recommended to Senate for Final Approval. | <b>CARRIED</b> |
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#### 8. BUSINESS ITEMS

##### (a) Calendar Reminder

The Chair reminded the Committee members that, effective for the 2017/2018 University Calendar, only items approved by the April Senate will be published in the annual calendar.

#### 9. INFORMATION ITEMS

##### (a) None

#### 10. 2016 Orientation

Deb Jamison presented the 2016 SCC orientation (PowerPoint) to members.

There being no further business, the meeting adjourned at 2:20 pm.

**Next Meeting: Friday, January 20<sup>th</sup>, 2017 12:00 – 2:00 pm**

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