



## SENATE CURRICULUM COMMITTEE MEETING

Friday, June 10, 2016 12:00 pm  
Capilano University – Room LB321

### MINUTES

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**PRESENT:** Deb Jamison (Chair), Deanna Baxter, Karmen Blackwood, Kim Bothen, Chris Bottrill, Leighan Crowe, Julia Denholm, Caroline Depatie, Jerome Genz, Karin Hall, Michelle Gunness, Darcie Hillebrand, Nanci Lucas, Aurelea Mahood, Karen McCredie, Pascal Milelli, Recording Secretary: Mary Jukich

**REGRETS:** Annabella Cant, Marnie Findlater, Sacha Fabry, Rick Gale, Seanna McPherson, Derek Murray, Natahsha Prakash, Jeff Ross

**GUESTS:** Michael Kiraly, Jennifer Moore, Corey Muench

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

#### 1. Approval of the Agenda

Item #5.3 Credit Hour was added to the agenda.

*Deanna Baxter moved and Kim Bothen seconded*  
The agenda be approved.

**CARRIED**

#### 2. Approval of the Minutes

*Michelle Gunness moved and Nanci Lucas seconded:*  
The May 20, 2016 minutes be approved

**CARRIED**

#### 3. BIOLOGY

BIOL 200 – Genetics I

BIOL 214 – Cell Biology

*Presented by: Michael Kiraly*

SCC was requested to approve revisions to the pre-requisites of BIOL 200 – Genetics I and BIOL 214 – Cell Biology as well as a change to the course notes for BIO 200. The pre-requisite revisions are required to eliminate redundancy in the pre-requisites and will allow students enrolled in a health educational pathway to enroll and complete additional courses while at Capilano.

*Nanci Lucas moved and Michelle Gunness seconded:*

**16/62** The pre-requisite revisions to BIOL 200 – Genetics I and BIOL 214 – Cell Biology and the change to the course notes for BIO 200 be recommended to Senate for approval.

**CARRIED**



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**4. ENGLISH FOR ACADEMIC PURPOSES**

EAP 090 – English Academic Purposes 3

EAP 100 – English Academic Purposes 4A

EAP 101 – English Academic Purposes 4B

English for Academic Purposes/Arts and Sciences Combined –  
 Admission Requirement

English for Academic Purposes/Business Administration Combined –  
 Admission Requirement

*Presented by: Corey Muench*

The pre-requisites of EAP 090 – English Academic Purposes 3, EAP 100 – English Academic Purposes 4A and EAP 101 – English Academic Purposes 4B are being revised to allow direct entry into the courses. The revisions consist of revising two of the external Language Requirement test scores used by the Registrar's Office and the CIE for placing students at these levels, which will allow international students to gain direct entry into the programming.

The English for Academic Purposes/Arts and Sciences Combined and English for Academic Purposes/Business Administration Combined admission requirements are being revised to reflect the pre-requisite revisions to the courses.

*Michelle Gunness moved and Leighan Crowe seconded:*

**16/63** The pre-requisite revisions to EAP 090 – English Academic Purposes 3, EAP 100 – English Academic Purposes 4A and EAP 101 – English Academic Purposes 4B and the resulting changes to English for Academic Purposes/Arts and Sciences Combined and English for Academic Purposes/Business Administration Combined admission requirements be recommended to Senate for approval.

**CARRIED**

**5. BUSINESS ITEMS**

**5.1 Member substitutions**

*Presented by: Deb Jamison*

There was a discussion with regard to past practice at SCC meetings whereby a member can request a substitute from their department to attend on the member's behalf and whether this practice is in compliance with the Committee mandate and structure.

Concern was expressed with transferring a vote to a substitute member who may not have the same knowledge base and who has not been endorsed by Senate. Members discussed various scenarios in having a



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substitute attend on behalf of a member, including the possibility of proxy votes.

*Deanna Baxter moved and Caroline Depatie seconded:*

- 16/64** SCC allow members to send a substitute in the event that they cannot attend and the substitute will have full voice, but no voting rights.

**CARRIED**  
**1 abstention**

A suggestion was presented that at the August meeting, a review of the Senate Curriculum Committee Mandate and Structure be undertaken to consider whether the motion should be incorporated into the Policy and to discuss the possibility of proxy votes.

During the discussion, it was noted that beginning with the August 2016 meeting, formal attendance of members will be taken. The Committee will follow the same guidelines of Senate in that after three absences, a member may be removed from the Committee.

**5.2 Split Level Task Force**

*Presented by: Nanci Lucas*

The Split Level Task Force Recommendation Report dated June 2016 was presented for review and discussion. As background, a task force was created to develop guidelines to aid instructors who wish to create split-level courses at the University.

On review of the report, numerous concerns were presented with the Task Force's guidelines and that they would likely impact on current split-level courses. As well, the guidelines would inform the forthcoming Course Approval Policy and Course Approval Procedures.

*Karen McCredie moved and Nanci Lucas seconded:*

- 16/65** SCC not accept the recommendations as defined and strike a new task force to discuss and revise this document, and bring it back for discussion by the October SCC meeting.

**CARRIED**  
**1 abstention**

The members of the new task force are:

Julia Denholm  
 Rick Gale  
 Kim Bothen  
 Darcie Hillebrand



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**5.3 Credit Hours**

*Presented by: Deanna Baxter*

As a follow up to the credit hour discussion from the May 20<sup>th</sup> meeting, Senate policy S2015-05 Credential and Course Criteria Policy states that “normally, a credit hour is defined as one (1) hour of instruction per week over a 15-week period. It was agreed that the word “normally” allows for some flexibility in special cases, such as the private music courses.

**6. INFORMATION ITEMS**

- 6.1** Early Childhood Care and Education Pathway – Program Profile Revision  
Updating for a previously approved course number change only
- 6.2** HCA 110 – Course Revision  
Number of weeks (from 10 to 7)

Jerome Genz was thanked for serving on SCC. Caroline Soo will serve as the representative from Global Stewardship, Public Administration & Human Kinetics beginning in August.

There being no further business, the meeting adjourned at 1:50 pm.

**Next Meeting: Friday, August 19<sup>th</sup>, 12:00 – 2:00 pm**

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