



## SENATE CURRICULUM COMMITTEE MEETING

Friday, May 19, 2017 12:00 pm  
Capilano University – Room LB321

### MINUTES

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- PRESENT:** Deb Jamison (Chair), Kim Bothen, Annabella Cant, Julia Denholm, Rick Gale, Michelle Gunness, Darcie Hillebrand, Aurelea Mahood, Seanna McPherson, Karen McCredie, Pascal Milelli, Christina Schulz, Recording Secretary: Mary Jukich
- REGRETS:** Deanna Baxter, Karmen Blackwood, Chris Bottrill, Greig Gjerdalen, Marnie Findlater, Karin Hall, Nanci Lucas, Derek Murray, Jeff Ross, Caroline Soo, Halia Valladares
- GUESTS:** Violet Jessen, Laurie Kocher, Caroline Depatie, Tammy Towill, Lorraine Argatoff, Lauren Moffatt
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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

#### 3. Approval of the Agenda

*Kim Bothen moved and Darcie Hillebrand seconded:*  
To adopt the agenda.

**CARRIED**

#### 4. Approval of the Minutes

*Annabella Cant moved and Michelle Gunness seconded:*  
To adopt the April 21, 2017 minutes.

**CARRIED**

#### 5. ECCE

Early Childhood Care and Education Certificate Program Profile  
*Presented by: Violet Jessen and Laurie Kocher*

The Early Childhood Care and Education Certificate program profile is being revised to align with the revised course numbering in the current ECCE diploma, degree and post-baccalaureate programs.

*Annabella Cant moved and Michelle Gunness seconded:*

**17/50** The revisions to the Early Childhood Care and Education Certificate program profile be recommended to Senate for approval.

**CARRIED**



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#### 6. TREC

TOUR 316 – Financial Management in Tourism

TOUR 325 – Tourism Managerial Accounting

*Presented by: Caroline Depatie*

SCC was requested to approve quantitative/analytical course status for TOUR 316 – Financial Management in Tourism and TOUR 325 – Tourism Managerial Accounting.

*Darcie Hillebrand moved and Julia Denholm seconded:*

**17/51** SCC recommends to Senate that TOUR 316 – Financial Management in Tourism and TOUR 325 – Tourism Managerial Accounting be granted quantitative/analytical status.

**CARRIED**

#### 7. NABU

NABU 366 – Personal and Professional Sales for North America

BADM 305 - Leadership

BADM 306 - Directed Study II

BADM 321 - Special Topics in Business Administration II

BADM 329 - Performance Management

BADM 332 - Managing Not-for-Profit Organizations & Social Enterprises

BADM 382 - Case Analysis and Decision Making in Human Resources Management

BADM 465 - Management Decision Making

BADM 466 - Managing Change

BADM 475 - Negotiation Skills

BCPT 305 - Management of Information Systems

BFIN 353 - International Finance

BFIN 386 - Risk Management and Insurance

BFIN 441 - Investment Strategies

BFIN 486 - Retirement and Estate Planning

BMKT 316 - Branding and Innovation

BMKT 364 - Consumer Behaviour

BMKT - 365 Marketing Strategies and Decisions

BMKT - 369 Digital Marketing

BMKT - 401 Applied Marketing Methods

IBUS - 321 International Business

IBUS - 341 Global Logistics & Supply Chain Management



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IBUS - 357 International Marketing  
 IBUS - 358 Principles of Quality Management  
 IBUS - 368 International Entrepreneurship  
 IBUS - 440 Advanced Topics in International Business  
 NABU - 318 Project Management  
 NABU - 330 Cross Border Issues in Strategic Human Resource Management  
 NABU - 340 North American Financial Management  
 NABU - 480 North American Business Practicum Work Experience I  
 North American Business Management Post Baccalaureate Diploma Program Profile, New Concentration  
 North American Business Management Applied Post Baccalaureate Diploma Program Profile, New Concentration  
 North American and International Management Graduate Diploma Program Profile, New Concentration  
 International Management Graduate Certificate – Admission Requirements  
 International Management Graduate Diploma – Admission Requirements and Program Profile

*Presented by: Tammy Towill*

SCC was requested to approve the new course, NABU 366 – Personal and Professional Sales for North America, as well as approve pre-requisite revisions to several courses in order to increase elective options for NABU, NABU Applied and NAIM students.

The North American Business Management Post Baccalaureate Diploma Program Profile, New Concentration; North American Business Management Applied Post Baccalaureate Diploma Program Profile, New Concentration; and the North American and International Management Graduate Diploma Program Profile, New Concentration are being revised to add various electives and the new course NABU 366. The Concentrations are being updated to include the additional electives and to increase the number of credits for each concentration from 9 to 15 in order to comply with policy.

The admission requirements for International Management Graduate Certificate and International Management Graduate Diploma are being revised by removing the economics degree and adding a Bachelor Tourism Management or a Bachelor of Communication Studies at Capilano University.



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The revisions to the program profiles for NAIM and INMA include the addition of SABA 501, 502 and 503 (instead of 12 credits of SABA 500).

*Darcie Hillebrand moved and Aurelea Mahood seconded:*

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|--------------|--|----------------|
| <b>17/52</b> | <p>The new course, NABU 366 – Personal and Professional Sales for North America, and the revisions to the following courses:</p> <ul style="list-style-type: none"> <li>BADM 305 - Leadership</li> <li>BADM 306 - Directed Study II</li> <li>BADM 321 - Special Topics in Business Administration II</li> <li>BADM 329 - Performance Management</li> <li>BADM 332 - Managing Not-for-Profit Organizations &amp; Social Enterprises</li> <li>BADM 382 - Case Analysis and Decision Making in Human Resources Management</li> <li>BADM 465 - Management Decision Making</li> <li>BADM 466 - Managing Change</li> <li>BADM 475 - Negotiation Skills</li> <li>BCPT 305 - Management of Information Systems</li> <li>BFIN 353 - International Finance</li> <li>BFIN 386 - Risk Management and Insurance</li> <li>BFIN 441 - Investment Strategies</li> <li>BFIN 486 - Retirement and Estate Planning</li> <li>BMKT 316 - Branding and Innovation</li> <li>BMKT 364 - Consumer Behaviour</li> <li>BMKT - 365 Marketing Strategies and Decisions</li> <li>BMKT - 369 Digital Marketing</li> <li>BMKT - 401 Applied Marketing Methods</li> <li>IBUS - 321 International Business</li> <li>IBUS - 341 Global Logistics &amp; Supply Chain Management</li> <li>IBUS - 357 International Marketing</li> <li>IBUS - 358 Principles of Quality Management</li> <li>IBUS - 368 International Entrepreneurship</li> <li>IBUS - 440 Advanced Topics in International Business</li> <li>NABU - 318 Project Management</li> <li>NABU - 330 Cross Border Issues in Strategic Human Resource Management</li> <li>NABU - 340 North American Financial Management</li> </ul> | <b>CARRIED</b> |
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NABU - 480 North American Business Practicum Work  
Experience I  
be recommended to Senate for approval.

*Kim Bothen moved and Pascal Milelli seconded:*

**17/53** SCC recommends to Senate that approval be granted for the revisions to and the addition of the concentration to the North American Business Management Post Baccalaureate Diploma Program Profile, New Concentration; North American Business Management Applied Post Baccalaureate Diploma Program Profile, New Concentration; North American and International Management Graduate Diploma Program Profile, New Concentration; and the revisions to International Management Graduate Certificate – Admission Requirements, International Management Graduate Diploma – Admission Requirements and Program Profile.

**CARRIED**

#### **8. FNT/CUP**

ABST 098 – Foundations in Quantitative Reason  
ABST 099 – Foundations in Critical Reflection  
University One for Aboriginal Learners Certificate  
*Presented: Lorraine Argatoff*

The University One for Aboriginal Learners Certificate is a new program for aboriginal students that will bridge the gap between high school and the requirements of post-secondary learning.

*Michelle Gunness moved and Kim Bothen seconded:*

**17/54** Final Approval of the University One for Aboriginal Learners Certificate be recommended to Senate for approval.

**CARRIED**

ABST 098 – Foundations in Quantitative Reason and ABST 099 – Foundations in Critical Reflection are two new support courses for MATH 123 and ENGL 100 respectively.



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*Michelle Gunness moved and Julia Denholm seconded:*

**CARRIED**

- 17/55** The two new courses, ABST 098 – Foundations in Quantitative Reason and ABST 099 – Foundations in Critical Reflection be recommended to Senate for approval.

On review of the proposed new program, it was noted that the first offering of the program is scheduled for September 2017, and concern was raised that this program was presented after the scheduling deadline for a September 2017 implementation date. However, in order to support the program and as the local band has been consulted and the First Nations are anticipating the program, SCC made an exception to approve the September 2017 implementation date.

*Michelle Gunness moved and Annabella Cant seconded:*

- 17/56** That the University One for Aboriginal Learners Certificate be implemented in September 2017.

**CARRIED**

*Rick Gale moved and Julia Denholm seconded:*

- 17/57** That Senate be informed, and a notation made on the Senate minutes, that final approval for University One for Aboriginal Learners Certificate was granted for a September 2017 implementation date on an exceptional basis only as the program was brought to SCC after the scheduling deadline.

**CARRIED**

#### 9. STEM

SCI 369 – Revolutions and Revolutionary Thinking in Science  
*Presented by: Lauren Moffatt*

SCC was requested to approve the new course, SCI 369 – Revolutions and Revolutionary Thinking in Science and to grant quantitative/analytical status and science status.

*Aurelea Mahood moved and Michelle Gunness seconded:*

- 17/58** SCC recommend to Senate approval of the new course, SCI 369 - Revolutions and Revolutionary Thinking in Science, as well as the granting of quantitative/analytical status and science status.

**CARRIED**



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On review and discussion of the science status, issues were raised regarding whether the course aligns with the current framework of science course designation because the course, as proposed, is a science course only for non-majors. It was accordingly suggested that it may be timely for the science ad hoc committee to reconvene to review the existing list of courses attributed as science courses and to identify science courses for majors and those for non-majors.

#### 10. INFORMATION ITEMS

- (a) Continuing Studies & Executive Education – Report
- (b) TOUR 471: revised start term 201810 to 201730
- (c) New Subject Code: ABST-Aboriginal Studies

#### 11. BUSINESS ITEMS

##### (a) Requests from Student Services SCC Rep

*Presented by: Deb Jamison*

SCC was informed that two requests were received from Student Services: the first is to consider having their representative attend meetings by WebEx and the second is for the representative to consider curriculum with a mental health lens.

With regard to the first request for WebEx participation, members discussed possible implications of implementing non-physical attendance for members at meetings, specifically issues around voting and whether this would set a precedent for regular non-physical attendance of all members. It was noted, however, that the fact that the University does have regional campuses can be prohibitive for employees to participate in committees at the main campus and that technology could open the door for participation from all campuses.

Consensus was not reached on the issue of WebEx participation and it was suggested that Senate be requested to review participation options and provide input regarding how Senate and its sub-committees should conduct its meetings.



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On discussion regarding the representative employing a mental health lens when considering curriculum, members generally agreed that it is up to each specific area to determine a representative for a seat on the committee. However, it was suggested that a conversation be undertaken with the proposed new representative for clarification of how that lens is used when reviewing and considering curriculum.

**(b) SCC Agenda Package**

*Presented by: Deb Jamison*

SCC was requested to consider the possibility of allowing the entire SCC agenda packages, which include course outlines and program profiles, to be posted to the University website and to be made accessible to all stakeholders. The current process allows only for the agenda and the prior meeting minutes to be posted as information.

Several concerns and issues were raised with respect to having all documents posted externally and the possible implications of having courses and program profiles posted prior to approval. Members also raised concerns regarding not having the entire agenda package posted and the perceived inaccessibility of the information to stakeholders.

As consensus was not reached, it was suggested that this item be brought to Senate for further review and discussion.

There being no further business, the meeting adjourned at 2:00 pm.

**Next Meeting: Friday, June 9, 2017 12:00 – 2:00 pm**

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