Introductions & Welcome to New Member
The group convened at 2:30pm with general introductions and a welcome to new member: June Francis from the Faculty of Business Administration.

Approval of the Agenda
The agenda was unanimously approved.

Approval of November 29/06 Minutes
The minutes of November 29, 2006 were unanimously approved.

Chair’s Report
a) New Position in Continuing Studies:
John LaBrie informed the committee of the recent appointment of an assistant dean of Continuing Studies. We look forward to welcoming Susan O’Connor on May 7th. Susan will be working closely with the Management Group to implement plans for the realignment of our administration and the centralization of the enrolment management, marketing, human resources, and finance functions within Continuing Studies.
b) **New Course Enrolment Management System:**
As referenced above, Susan O’Connor will be managing the implementation of a new course enrolment management system for our non-credit programs. Recently purchased from Jenzabar, this system will allow us to better manage and measure our enrolments and improve our student support processes.

c) **Seniors Program Endowment:**
John LaBrie announced a recent gift of $1.5 million to our Seniors Program. Provided by an anonymous donor, the gift will be matched by the University to create a $3-million endowment that will be used to finance the salaries of the program's director and program assistant, in perpetuity.

d) **Weekend University:**
Yvonne will give an update when she joins the committee for item 6.

e) **Proposal to the Phase 2 Task Force on Academic Structure:**
John LaBrie gave the committee a brief overview of Continuing Studies' submission to the Phase 2 Task Force on Academic Structure. The submission proposes the amendment of Continuing Studies into a Faculty of Public Engagement and Continuing Studies. We feel this would be a logical structural extension that builds on Continuing Studies’ seasoned practices at successfully incubating interdisciplinary work, excellent pan-university structures, and internationally recognized expertise in areas of effective educational programming for non-traditional learners in adult learning, distance education, and lifelong learning.

Nicole will provide a copy of the proposal via email.

f) **Applied Sciences Programs:**
With a drastic decrease in the market for the programs within this area, the program is unsustainable at this time and has been discontinued as an independent program area. Those credentials, however, that remain viable have been moved to existing programming areas: Management Skills in Advanced Technology (MSAT) and Advanced Project Management and Development to Management and Professional Programs and Rehabilitation Management to Continuing Education in Health Sciences.

Program Reviews: Update
Tom Nesbit, Associate Dean of Continuing Studies, briefed the committee on the status of a self-initiated external review of our non-credit programs over the next 7 years. As of last fall, we have completed reviews of the Integrated Studies Program (ISP) and the Writing and Publishing Program and are close to completing the review our language programs. Reviewers have been asked to evaluate issues such as governance, structures, academic oversight and programming steering committees; the process has proved to be very worthwhile.

For Information: Certificate in Management, Tourism Sector
Susan Burgess, program director, Management and Professional Programs, briefed the committee on a tailored version of the current Certificate in Management (CiM) for the Tourism sector. A hybrid of our current CiM and a model created by the University of Sherbrooke for Transat, the courses mirror undergraduate credit courses in SFU’s Business Administration in terms of hours of instruction and
evaluation.

Unlike the Sherbrooke program, however, we are currently unable to provide an opportunity for students to ladder into credit at SFU; Susan is in negotiations with Thompson Rivers University to accommodate this request, as TRU is better able to assess credentials, transfer credit and prior learning.

The committee discussed the challenges to laddering into credit at SFU and there was general consensus that the situation should be reconsidered. The market is shifting and it will be important for SFU to re-think issues of access and flexibility.

Approval of Continuing Studies Non-credit Certificate & Diploma Graduates
The list of non-credit certificate and diploma graduates were unanimously approved. Nicole will forward the list of graduands and their contact information to Alumni Relations.

Other Business
There was no other business for discussion.

Adjournment and Next Meeting
The meeting adjourned at 4pm; the next meeting of the SCCS will be scheduled for October or November of 2007. Nicole will be in contact with the confirmed date in August.