Simon Fraser University  
Senate Committee on Continuing Studies  
Thursday, October 21, 2010  
9:30 a.m.  
CODE Conference room WMC 1361/BURNABY campus  

MINUTES

In Attendance:  
Helen Wusow, Dean, Continuing Studies (Chair)  
Charles Eckman, Bennett Library  
Robert Gordon, Criminology  
Daniel Laitsch, Education  
Peter Ruben, Biomedical Physiology & Kinesiology  
D’Arcy Warner, Senator, Convocation

Regrets:  
Dolores van der Wey, Education  
Christopher Pavsek, Contemporary Arts  
Benjamin Lee, Senator, Student

Guests:  
Tom Nesbit, Associate Dean, Continuing Studies  
Susan Burgess, Program Director, Management and Professional Programs  
Raveen Sanghera, Program Director, Management and Professional Programs  
Katherine McManus, Program Director, Writing and Publishing Program  
Gary McCarron, Associate Faculty, School of Communication

1. Introductions & Welcome to New Members  
Helen welcomed new committee members Charles Eckman and Daniel Laitsch.

2. Approval of the Agenda  
The agenda was approved as presented.

3. Approval of the April 13, 2010 Minutes  
The minutes of the spring 2010 meeting were approved.

4. Proposal for a Non-credit Certificate in Public Relations  
Katherine McManus, Program Director, Writing and Publishing Program and Gary McCarron, Associate Faculty, School of Communication presented their proposal to the committee. The proposal expands the selection of courses related to the career field of Public Relations to connect students’ learning to a career.

   Motion: to accept the proposal as presented  
   Moved: Rob Gordon  
   Seconded: Darcy Warner  
   Approved

5. Proposal for a Non-credit Certificate in Journalism  
Katherine McManus, Program Director, Writing and Publishing Program presented her proposal and circulated a letter of support from Richard Smith. This course has been offered by WPP for some time but not as a certificate. Currently, the program offers a comprehensive selection of writing courses and this additional certificate would further broaden the ability to serve the writing instruction needs of adults.

   The committee commented that such courses should be laddered into credit. The Dean agreed that the
SCCS should further discuss non-credit to credit laddering and appreciates committee member support. They also suggested that the term “non-credit” should be revised to perhaps professional certificate, or only certificate or diploma, noting that there is no university credit. The vision includes credit and non-credit students in class at the same time.

Motion to accept the proposal as presented:
Moved: Rob Gordon
Seconded: Darcy Warner
Approved

6. **Proposal for a Non-credit Certificate in Human Resources Management**
Susan Burgess, Program Director Management and Professional Programs and Raveen Sanghera, Program Director, Management and Professional Programs presented. This certificate will provide individuals currently working in human resources with a comprehensive overview of the human resources function and give them the knowledge and skills they require to successfully execute their job responsibilities. It was developed by demand and fits in closely with the Certificate in Management Specialization (includes courses that closely mirror undergraduate courses).

Motion to accept the proposal as presented:
Moved: Peter Ruben
Seconded: Daniel Laitsch
Approved.

7. **SCCS Annual Report to Senate for 2009/10**
Motion to approve the SCCS Annual Report to Senate for 2009/10.
Moved: Rob Gordon
Seconded: Peter Ruben
Approved

**Action:** the SCCS Annual report 2009/10 will be submitted to Shelley Gair, Senate Assistant, by November 18th for submission to the December Senate meeting.

8. **Chair’s Report**
The Dean announced that the VPA has requested a change in her title to message the scope of her new portfolio which now includes the Teaching and Learning Centre. Since CS is about lifelong learning, professional learning and extended education, the committee suggested “Dean of Continuing Studies and Online Learning” or, that it should remain as “Dean, CS” or “Dean, CS and TLC”. She noted that she will be sitting on the search committee for the VP, External Relations position.

**TLC**
A search will be done for the Director of the Teaching and Learning Centre. Their staffing needs will be reviewed, educational consultants program established and new mandate developed as they move forward. They will engage faculty in new methods of teaching and the director is meeting with W representatives in the Faculties and others.

**CS**
Continuing Studies has become a diverse unit with two associate deans and, currently, a large management committee. Moving forward, the dean will be restructuring internally with the management committee to be charged with setting high level priorities and strategic planning. The committee will include both the TLC director and the CODE director. The new CS enrollment management system (SERA) will require a manager identified from current staff and a search is underway for the CS Director of Finance position.

**CEP**
The Community Education Program is funded by government grants. Work is in progress on Stepping Stones which is developing an online model for Aboriginal adults and Literacy Lives, a project for improving literacy in the Downtown Eastside. A search is currently in progress for the CEP program director position.
ISP
The Integrated Studies Program has admitted their final cohort (40 students), after which the program will close. The Dean and Associate Dean, Tom Nesbit will meet with FASS to discuss how to address evening and weekend degree completion and credit for prior learning.

CODE
CODE will be looking at strategic online course development to address student needs and degree attainment issues. The mandate of CODE will change, hopefully to include development of graduate courses.

Senior’s Program
Alan Aberbach, Program Director, Senior’s Program passed away recently. As a founding History faculty member he had previously set up a scholarship for students in US history. He has left a legacy to the university to allow for payment of the program director position for the Senior’s Program. The Dean plans to include career transitioning and second careers expansion within the Senior’s program.

9. Approval of Continuing Studies Non-credit Certificate & Diploma Graduates
Motion to approve the list of students who successfully completed the requirements of non-credit Certificates and Diplomas offered through Continuing Studies.

   Moved: Rob Gordon
   Seconded: Daniel Laitsch
   Approved

10. Other Business
Associate Dean, Tom Nesbit congratulated Dr. Wussow, acknowledging how she has undertaken the leadership of such a large and diverse unit in the six months she has been with SFU.

11. Next Meeting (April 2011)
Date and time of the next SCCS meeting to be determined. It will be held at the Vancouver campus.

12. Adjournment
Meeting adjourned at 10:40 a.m.