Simon Fraser University  
Senate Committee on Continuing Studies  
Friday, April 15, 2011  
9:30 a.m.  
3100 3rd floor boardroom/VANCOUVER campus

MINUTES

In Attendance:
   Helen Wussow, Dean, Continuing Studies (Chair)
   Dolores van der Wey, Education
   Christopher Pavsek, Contemporary Arts
   Robert Gordon, Criminology
   Daniel Laitsch, Education
   Peter Ruben, Biomedical Physiology & Kinesiology
   D’Arcy Warner, Senator, Convocation

Regrets:
   Charles Eckman, Bennett Library
   Benjamin Lee, Senator, Student
   Stephanie Chu, Interim Director, Teaching and Learning Centre
   Raveen Sanghera, Program Director, MPP

Guest:
   Susan Burgess, Program Director, Management and Professional Programs

1. **Introductions & Welcome to New Members**
   Helen welcomed committee members. She reiterated and explained the department’s title change to Lifelong Learning, and that TLC is now moved into the portfolio. No questions.

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

3. **Approval of the April 13, 2010 Minutes**
   The minutes of the Fall 2010, October 21st meeting were approved. Please see the attachment for the approved minutes.

4. **Teaching and Learning Centre**
   In September, the Teaching and Learning Centre began reporting to the Dean of Lifelong Learning. Stephanie Chu was invited to speak to the Committee regarding the TLC’s activities, but, due to illness, her presentation has been moved to the Committee’s autumn meeting. Helen provided a brief overview and informed the Committee members that a search is being conducted for the position(s) of Education Consultant(s). A search for the position of Director of the TLC will begin in April. It is anticipated that a successful candidate will be named in late August or early September.

5. **Proposal for Redesign and Renaming the Certificate in Business Analysis Program**
   Susan Burgess presented a proposal for the renaming and redesign of the Senate approved Certificate in Business Analysis. The new name of Certificate in Applied Business Analysis and course modifications were approved by the Committee.
6. **Proposal for Revision and Renaming the Diploma in Rehabilitation Management**
Susan Burgess presented a revision of the Diploma in Rehabilitation Management. The redesign of the Diploma’s curriculum is to broaden its scope in order to make it more useful for a variety of health professionals, such as nurses and occupational therapists. The new name of Diploma in Rehabilitation and Disability Management was approved by the Committee.

7. **Proposal for Revision of the Certificate in Restorative Justice**
Susan Burgess presented a proposal for revision of the Certificate in Restorative Justice which would include a new course, Restorative Justice in School Settings. The Committee approved the new course and the changes to the structure of the Certificate.

8. **SCCS TOR** – Helen introduced the original terms of reference of the Committee as posted on the University Senate’s website (please see attachment). The Committee’s TORs include the review of ALL credit-free programs and certificates as well as continuing education credit offerings across the University. The Committee discussed the TORs wording and suggested that Helen contact the Deans of Education and the Beedie School of Business to discuss the TORs. Helen will also review the TORs with the Vice President, Academic.

9. **Chair’s Report**
The unit’s progress report on its three-year plan was sent to the Committee members for review. Helen announced that the Lifelong Learning website being redesigned.

10. **Approval of Continuing Studies Non-credit Certificate & Diploma Graduates**
The Committee moved to accept the names of the graduates receiving non-credit certificates and diplomas through Continuing Studies.

11. **Next Meeting** – Fall 2011 – a possible date of October 21, 2011 was discussed.