In attendance:
Helen Wussow, Dean, Lifelong Learning (Chair)
Lynne Quarmby, Molecular Biology and Biochemistry
Tracey Leacock, Education
Peter Ruben, Biomedical Physiology & Kinesiology
D’Arcy Warner, Convocation Senator
Jens Lundgreen-Nielsen, Student Senator

Regrets:
Charles Eckman, Library
Robert Gordon, Criminology
Daniel Laitsch, Education

Guests:
Kon Li, Program Director, Management and Professional Programs
Raveen Sanghera, Program Director, Management and Professional Programs

1. Welcome
Helen welcomed those in attendance and introduced new members, Lynne Quarmby and Jens Lundgreen-Nielsen.

2. Approval of the Agenda
Agenda approved.

3. Approval of Minutes, April 13, 2012
Minutes approved.

4. Business Arising
4.1 Action Items, April 13, 2012 – all actions items were completed.

5. Proposal: Program Changes to the Career Development Practitioner Program
Kon Li presented a proposal for program changes to the Career Development Practitioner Program. Three courses will be reduced from 40 hours to 30 hours; one course will be reduced from 60 hours to 42. In some course topics, instructors will introduce the online resources for students to review. The certificate will have two streams. The Employment Services Stream will have a practicum, but this practicum is being reduced from 140 to 72 hours, which better utilizes the limited resources of the employment agencies under the new service delivery model implemented by the province. The Career Management Stream will not have a practicum; rather, three new courses have been added. This stream is for those students who are already employed in a career development field, such as human resources.

Discussion ensued as to how the quality and relevance of the online resources would be ensured. The Chair commented that since this certificate is designed to meet several associations’ requirements for professional designation, it is the responsibility of the program director to ensure that course materials and instruction are of high quality so that the recognition provided by the associations is not lost.
Moved to Approve: Tracey Leacock
Seconded: Peter Ruben
Approved

Raveen Sanghera presented a proposal for the discontinuance of the Certificate in Canadian Business Management Fundamentals (in Mandarin). She pointed out that the program is no longer sustainable in its current format and Sing Tao Daily newspapers have indicated that they are no longer interested in promoting the program due to low enrolment and, thus, low revenue. The expense of offering this program (due to room and audio/visual rental) also presents a revenue challenge. The majority of students taking this program were immigrants.

Moved to Approve: Tracey Leacock
Seconded: D’Arcy Warner
Approved

7. **Review SCCS Terms of Reference**
The current SCCS TOR doesn’t distinguish between non-credit Lifelong Learning and non-credit within SFU. Changes to the TOR were discussed and passed at the previous April 13, 2012 SCCS meeting and presented to SCAR. SCAR decided not to move the changes to Senate and asked why SCCS is not changing its name to the Senate Committee on Lifelong Learning. The Chair’s reply to SCAR that the committee is a university Senate committee and not a Lifelong Learning committee. SCAR accepted this response. SCAR did suggest changes to the membership because it is difficult to find Faculty Senators to sit on committees and recommended that the requirement for Faculty Senators be changed to faculty representatives. The Chair wrote to Kate Ross, Registrar and Executive Director Enrolment, who said that faculty representatives may be nominated and then Senate members vote to approve. The Chair reminded committee members that if Senate approves the changed TOR this will mean that SCCS provides oversight for all non-credit certificate and diploma programs at SFU.

In recognition of SCAR’s request that the membership of SCCS change to accommodate the difficulties of finding enough Faculty Senators to serve on committees, a proposal was made to change SCCS membership to: Chair, Dean of Lifelong Learning; Dean of Library or designate; two Faculty Senators; two Faculty members; one Senator-at-Large; one member of the University community (APSA or CUPE); one Convocation Senator and one student representative (and alternate). The Chair will ask to attend SCAR when the changed TOR and Committee membership come to SCAR for discussion. The Chair will also seek clarity from SCAR as to when the membership will change if the new Committee membership structure is approved by Senate.

Moved: Lynne Quarmby
Seconded: Jens Lundgreen-Neilsen
Approved

*Action: The Chair will send copies of both the old and the proposed TOR to SCAR as well as the proposed changes to Committee membership. She will ask to attend the meeting of SCAR when these documents are discussed.*

8. **Chair’s Report**
The Chair distributed copies of the SFU Lifelong Learning 2011/12 Community Report.

The Chair circulated copies of the SCCS Annual Report to Senate outlining all of the committee’s activities during that time period. The report will be sent to Shelley Gair, Senate Secretary for presentation at Senate.
10.  **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: D’Arcy Warner  
Seconded: Peter Ruben  
Approved

11.  **Nomination of Faculty Senator to SCCS**
Tabled in light of the proposed changes to Committee membership.

12.  **Review Criteria and Guidelines for the Establishment of Certificates and Diplomas**
The committee suggested changes to the current Criteria and Guidelines and discussed the need to determine the difference in instructional hours between a non-credit certificates and diplomas. It was agreed that the draft TOR and Committee membership changes and the draft Criteria not be addressed together at the same SCAR meeting.

*Action: The Chair will draft an updated version of the Criteria which will be emailed to SCCS for review and final approval.*

13.  **Other Business**
None

14.  **Next Meeting (Spring 2013)**
The SCCS Secretary will set a meeting for late April at the Vancouver campus. The Chair noted that if the proposed changes to the TOR are approved, additional meetings may be set as needed at the call of the Chair.

15.  **Adjournment**
Meeting adjourned at 11:45 a.m.