Senate Committee on Continuing Studies  
Thursday, October 24, 2013  
9:30 a.m.  
CS Dean’s Conference Room/BURNABY  

MINUTES

In attendance:
Helen Wussow, Dean, Lifelong Learning (Chair)  
Daniel Laitsch, Education  
Tracey Leacock, Education  
David Paterson, Education  
Peter Ruben, Biomedical Physiology & Kinesiology  
D’Arcy Warner, Convocation Senator

Regrets:  
Charles Eckman, Library  
Lynne Quarmby, Molecular Biology and Biochemistry

 Guests:
Gordon Price, Program Director, City Program  
Judy Smith, Program Director, Community Education Programs, Lifelong Learning  
Wendy Steinberg, Program Director, Interpretation and Translation Program, Lifelong Learning  
Peter Walton, Associate Director, Writing and Communications Program, Lifelong Learning  
Kon Li, Program Director, Management and Professional Programs, Lifelong Learning

1. Welcome
The Chair welcomed those in attendance.

2. Approval of the Agenda
Moved: Peter Ruben  
Seconded: D’Arcy Warner  
Approved

3. Approval of Minutes, May 2, 2013
Moved: Peter Ruben  
Seconded: D’Arcy Warner  
Approved

4. SCCS documents on the Senate website
A portal is being developed on the pass-word protected SFU Senate website for SCCS documents. The Senate Secretary has indicated that all previously approved and future SCCS minutes can be posted to the website. The Chair suggested that SCCS may also wish to post approved noncredit certificate and diploma proposals so that historical documents are kept in one place. These postings would be accessible to members of the University community.

The Chair called for a motion to approve the posting of SCCS minutes and approved noncredit certificate and diploma proposals on the SFU Senate website.

Moved: Tracey Leacock  
Seconded: David Paterson  
Vote called; unanimously approved

5. Business Arising
The Chair called for a motion to approve changes to the Criteria and Guidelines for the Establishment of Non-credit Certificate and Diploma Programs that were drafted at the May 2, 2013 SCCS meeting.
Moved: Peter Ruben  
Seconded: Tracey Leacock  
Vote called; unanimously approved

**Action:** The Chair will send the revised Criteria with cover memo to SCAR for review and presentation to Senate for approval.

6. **Chair’s Report**  
The Chair distributed copies of the SFU Lifelong Learning 2012/13 Community Report.

Conversations are taking place with the owner of the Surrey Central City Brew pub, Darryl Frost, Lifelong Learning and the Faculty of Science regarding a collaborative effort to engage in research and development around the science of brewing along with the creation of a Master Brewers’ certificate offered through Lifelong Learning. The existing pub remains in place at Surrey Central but the brewing operation has moved to a larger location. The old brewery will remain in place, and it is this facility which will be rented, with equipment, and leased to SFU.

7. **Proposals: Revisions to Requirements for Certificate in Dialogue and Civic Engagement and Revisions to Requirements for the Certificate in Urban Design and Certificate in Sustainable Community Development**  
Both proposals addressed the need for more transferability between these certificates. There being no questions, Judy Smith and Gordon Price where thanked for their proposals.

The Chair called for a motion to approve both proposals as presented.

Moved: Tracey Leacock  
Seconded: Daniel Laitch  
Vote called; unanimously approved

8. **Proposal: Changes to Course Requirements for the Certificate in Sustainable Community Development**  
The proposed change calls for the elimination of one core course, SUST914, and replacing it with an elective requirement. The certificate would then consist of five core courses and three electives. Gordon Price gave credit to his colleagues Frank Pacella, City Program Coordinator and Shanthi Besso, Community Engagement Program Coordinator for their assistance in the preparation of the proposal.

The Chair called for a motion to accept the proposal as presented.

Moved: Daniel Laitch  
Seconded: D’Arcy Warner  
Vote called; unanimously approved

9. **Proposal: Certificate in Legal Interpretation and Translation**  
This proposed certificate will provide individuals currently working in legal interpretation and translation and others who wish to work in this field with background knowledge and practical training. The curriculum has been developed for a Mandarin pilot that will be run first before the certificate is offered for other languages. It was suggested that reference to a specific language be removed from the proposal so that the curriculum does not have to be presented to SCCS for approval each time a new language is added. In order not to misrepresent the program, it should be made clear that the students will not be professionally certified until the take and pass the certification exams offered by the Society of Translators and Interpreters of British Columbia (STIBC). A letter in support of the certificate from STIBC was circulated.

**Action:** Tracey Leacock will provide editorial changes to the proposal and forward to the SCCS secretary.

**Action:** Wendy Steinberg will update the proposal to add “in Mandarin” and forward to the SCCS secretary.
The Chair called for a motion to approve the proposal with suggested edits.

Moved: David Paterson
Seconded: Peter Ruben
Vote called; unanimously approved

10. **Proposal: Certificate in Business to Business Communications**
   This proposal focuses on sales and would teach students required skills and techniques using social networking tools and digital technologies to advance information sharing between companies. It is aimed at those already working in the field of communications and social media. It was agreed that the executive summary should include more detail as to the subject and outcomes of the certificate. A letter of support from Richard Smith, Professor, School of Communication and Director, Master of Digital Media, SFU was circulated. Also shared was a brochure describing Writing and Communications 2014 Programs and Courses. Members of SCCS commented on the flexible course of student the program offers. A Committee member voiced concern over the number of typographical and other errors in the document.

*Action:* Peter Walton will forward the proposal to in-house editor, Pat Graca, for review and correction.

The Chair called for a motion to approve the proposal with the understanding the document would be reviewed and editorial changes made.

Moved: D’Arcy Warner
Seconded: David Paterson
Vote called; five in favour, one opposed; approved

11. **Proposal: Diploma in Occupational Health and Safety**
   This new part-time diploma is a collaborative effort between SFU and the University of Alberta in that SFU will license the curricula and material for the four core courses from the University of Alberta. The diploma will assist students to develop the understanding and skills to become safety professionals in government and various industrial settings. It was agreed that there is a very strong audience for this interesting program.

The Chair called for a motion to approve the proposal as presented.

Moved: Peter Ruben
Seconded: Tracey Leacock
Vote called; unanimously approved

12. **SCCS Annual Report to Senate 2012 – 2013**
   The Chair distributed copies of the SCCS Annual Report to Senate for review and approval. The report outlines all of the committee’s activities for 2012/13. The yearly total of CS non-credit graduates was added to the report at the suggestion of Dr. Kate Ross. The report will be sent to the Senate Secretary for presentation to Senate. A committee member asked if a Continuing Studies student could serve on SCCS.

*Action:* The Chair will consult with the SFU Senate Secretary concerning the possibility of nominating a Continuing Studies student to SCCS.

The Chair called for a motion to approve the SCCS Annual Report 2012 - 2013.

Moved: Daniel Laitsch
Seconded: David Paterson
Vote called; unanimously approved
13. **Approval of Continuing Studies Non-credit Certificate and Diploma Graduates**
The Chair called for a motion to approve the list of students (241) who successfully completed the requirements of non-credit certificates and diplomas offered through Continuing Studies.

Moved: D’Arcy Warner
Seconded: David Paterson
Vote called; unanimously approved

The list of graduates and their contact information will be forwarded to Alumni Relations.

14. **Other Business**
There was no other business for the committee.

15. **Next Meeting (Spring 2014)**
SCCS agreed to set the spring meeting for May 8, 2014 at the Vancouver campus.

16. **Adjournment**
Meeting adjourned.