Senate Committee on Continuing Studies  
Friday, May 16, 2014  
10:30 a.m.  
CS Dean’s Conference Room 1361 WMC/BURNABY  

MINUTES  

In attendance:  
Helen Wussow, Dean, Lifelong Learning (Chair)  
Elaine Fairey, Library  
David Paterson, Education  
Lynne Quarmby, Molecular Biology and Biochemistry  
Julian Guttman, Biological Sciences  
Tracey Leacock, Education  
Peter Ruben, Biomedical Physiology & Kinesiology  
D’Arcy Warner, Convocation Senator  
Laura Forsythe, Student  

Regrets:  
Daniel Laitsch, Education  
Amy Tang, Student (Alternate)  

1. **Welcome**  
The Chair welcomed those in attendance. Julian Guttman and Laura Forsythe were introduced as new committee members. D’Arcy Warner was thanked for nine years of service on SCCS. He will be retiring this fall.  

2. **Approval of the Agenda**  
Agenda approved.  

3. **Approval of Minutes, October 24, 2013**  
Moved: Tracey Leacock  
Seconded: David Paterson  
Approved  

4. **Business Arising**  
a. Review action items from October 24, 2013 meeting  
Action items were completed.  

5. **Chair’s Report**  
The Chair noted that the fall SCCS 2014 meeting will be a lengthy one as many proposals for changes and new certificate and diploma proposals are expected. We may require two fall meetings.  

The Chair will speak with Jon Driver, VPA regarding all new SFU-wide non-credit proposals being brought forward to SCCS as per the SCCS Terms of Reference.  

The Chair announced that she will not be seeking a second term as Dean of Lifelong Learning. A new Chair is expected for spring 2015.
6. **Proposal: Course name change to Current Issues in Civic Engagement**

The proposed change calls for the replacement of an existing one-day course with a new course and a name change to better reflect the course content.

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

Moved: Peter Ruben  
Seconded: Lynn Quarmby  
Approved

7. **Proposal: Revision to Elective Requirements for Sustainable Community Development Certificate and Urban Design Certificate**

The proposed change calls for the use of one course from the new Next Generation Transportation Certificate to satisfy one elective requirement in each program.

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

Moved: David Paterson  
Seconded: Lynn Quarmby  
Approved

8. **Approval of Continuing Studies Non-credit Certificate and Diploma Graduates**

The Chair called for a motion to approve the list of students (348) who successfully completed the requirements of non-credit certificates and diplomas offered through Continuing Studies.

Moved: D’Arcy Warner  
Seconded: Peter Ruben  
Approved

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

9. **Other Business**

There was no other business for the committee.

10. **Fall Meeting (October 2014)**

A date for the fall meeting will be set at the Burnaby campus.

11. **Adjournment**

Meeting adjourned.