Senate Committee on Continuing Studies  
Friday, October 17, 2014  
9:30 a.m.  
CS Dean’s Conference Room 1361 WMC/BURNABY  
MINUTES

In attendance:  
Helen Wussow, Dean, Lifelong Learning (Chair)  
Gwen Bird, Library  
Lynne Quarmby, Molecular Biology and Biochemistry  
Julian Guttman, Biological Sciences  
Tracey Leacock, Senator (at-large)  
Stephen Spector, Beedie School of Business  
Sylvia Gajdics, Convocation Senator  
Uliana Park, Student (Alternate)

Guests: Mary-Ellen Kelm, Associate Dean, Graduate Studies  
Kon Li, Program Director, Management and Professional Programs, Lifelong Learning  
Zamir Punja, Biological Sciences  
Judy Smith, Program Director, Community Education Programs  
Larry White, Director, Non-credit Programs, Lifelong Learning

Regrets: Peter Ruben, Biomedical Physiology & Kinesiology

Absent: Laura Forsythe, Student

1. Welcome  
The Chair welcomed those in attendance. Stephen Spector, Sylvia Gajdics, and Uliana Park were introduced as new committee members.

2. Approval of the Agenda  
Moved: Lynn Quarmby  
Seconded: Julian Guttman  
Approved

3. Approval of the Minutes, May 16, 2014  
Moved: Tracey Leacock  
Seconded: Lynn Quarmby  
Approved

4. Chair’s Report  
The Chair reminded the committee that for the first time they will be adjudicating existing SFU-wide non-credit certificates and diplomas, not just those of Lifelong Learning. Going forward all new proposals will be reviewed and held to the updated Criteria and Guidelines for the Establishment of Non-credit Certificate and Diploma Programs that was revised in 2013. It was suggested and approved by committee members that as previously existing, but unapproved, noncredit certificates and diplomas come to the committee for information that they should address the requirements set forth in the Criteria and Guidelines, even if they do not currently meet them all. Such a process will ensure that those responsible for the program are aware of the requirements and consider how their program currently does/does not meet them and what steps, if any, should be taken to align the program to the requirements. All future significant changes to grandfathered programs will have to meet the official criteria. This general topic will be further discussed by the committee and the new chair in spring 2015.
5. **Proposal: Apex Certificate Program**
Mary Ellen Kelm, Associate Dean, Graduate Studies brought forward an existing non-credit program for review and adjudication by the SCCS. The Apex Certificate Program was not previously approved by SCCS and does not meet the requirements set forth under the Criteria and Guidelines. Thus, the program will be grandfathered. The program is in its second year and is now fully enrolled. It was suggested that students need a good foundation on how to teach, especially large classes. Mary Ellen will bring this suggestion forward to program administrators.

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

Moved: Stephen Spector  
Seconded: Tracey Leacock  
Approved

6. **Proposal: Proposal: Certificate in Craft Beer and Brewing Essentials**
Larry White, Director, Non-Credit Programs and Zamir Punja, Biological Sciences presented a proposal to launch a new non-credit certificate program related to the craft beer industry. It was agreed that minor changes to the language should include the legal drinking age requirement and that there is a clear statement as to the admission requirements, particularly with reference to courses in chemistry and biology.

The Chair called for a motion to approve the proposal as presented with minor edits forthcoming.

Moved: Tracey Leacock  
Seconded: Julian Guttman  
Approved

7. **Proposal: Practicum Extension for Career Development Practitioner Certificate**
Larry White, Director, Non-Credit Programs and Kon Li, Associate Director Management and Professional programs presented a proposal to extend the practicum for the Career Development Practitioner certificate full-time program from two weeks to three weeks maximizing the practicum value for students.

The Chair called for a motion to approve the proposal as presented with minor edits forthcoming.

Moved: Stephen Spector  
Seconded: Tracey Leacock  
Approved

8. **Proposal: Addition of Electives for Diploma in Occupational Health and Safety Program**
Larry White, Director, Non-Credit Programs Program and Kon Li, Associate Director, Management and Professional programs presented a proposal to add electives specific to occupational health and safety.

The Chair called for a motion to approve the proposal as presented with minor edits forthcoming.

Moved: Stephen Spector  
Seconded: Tracey Leacock  
Approved

9. **Proposal: Non-Profit Management Certificate**
Judy Smith, Program Director, Community Education Programs provided background on this proposal for an online certificate. This program will provide professionals currently working in the non-profit sector and those wishing to build careers in the area with a comprehensive overview. Judy was congratulated on this well-crafted proposal.
The Chair called for a motion to approve the proposal as presented.

Moved: Stephen Spector
Seconded: Sylvia Gajdics
Approved

10. **SCCS Annual Report to Senate 2013 - 2014**
The Chair called for a motion to approve the SCCS Annual Report to Senate 2013 – 2014.

Moved: Tracey Leacock
Seconded: Sylvia Gajdics
Approved

11. **Approval of Continuing Studies Non-credit Certificate and Diploma Graduates**
The Chair called for a motion to approve the list of students (237) who successfully completed the requirements for non-credit certificates and diplomas offered through Lifelong Learning.

Moved: Stephen Spector
Seconded: Julian Guttman
Approved

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

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

13. **SCCS spring Meeting (May 2015)**
A date for the spring meeting will be set at the Burnaby campus.

14. **Adjournment**
Meeting adjourned.