In attendance:

Joanne Curry, Dean, pro tem, Lifelong Learning (Chair)
Gwen Bird, Library
David MacAlistar, Senator
Lyn Bartram, Senator
Stephen Spector, Beedie School of Business
Rebecca Cox, Faculty of Education
Peter Ruben, Biomedical Physiology & Kinesiology
Colin Percival, Convocation Senator
Larissa Chen, Student

Regrets:

Tracey Leacock, Senator (at-large)

Guests:

Judy Smith, Program Director, Community Education Programs
Larry White, Director, Career and Professional Programs, Lifelong Learning
Peter Walton, Associate Director, Career and Professional Programs

1. Welcome
The Chair welcomed those in attendance. Tracey Leacock was unable to attend but her comments were provided to the chair.

2. Approval of Agenda
Agenda approved.

3. Approval of Minutes, May 7, 2015
Minutes approved. It was agreed that, in future, the draft minutes would be circulated to the committee directly after each meeting.

4. Chair’s Report
The 2014 – 2015 Lifelong Learning Highlights package was provided to each committee member. The Chair noted 27 certificates and diplomas within Lifelong Learning and increasing student enrolment. The Lifelong Learning registration system, SERA will be used across the university for all non-credit registration. As SCCS is responsible for approving all non-credit SFU certificates and diplomas this will help with tracking. The committee agreed that the LL Highlights should be included in the SCCS Annual Report.

5. SFU Non-credit Certificates and Diplomas approved by SCCS
The chair reported that there are only two known active SFU non-credit programs Sustainable Community Development and Apex. Over the years dozens have been approved but they are now dormant. SCCS has not seen graduate numbers submitted for these two programs nor any changes to the programs. The chair has been in communication with both program areas and will bring forward their changes.

Action: The dormant Continuing Studies certificates and diplomas will be removed from the list at the spring 2016 SCCS meeting.
Judy Smith, Program Director, Community Education Programs provided an overview of a proposal for a certificate intended to fill a critical gap in training for professionals working in the non-profit, public and private sectors. Joy Johnson, VP Research will help promote this program under the SFU Innovates umbrella. Other advisors include Sean Smith, Sarah Lubik and Blaize Reich, Dean Beedie School of Business. The committee agreed that this well-presented proposal is in concert with the innovation focus of SFU. They found it very detailed and comprehensive and suggested that it be used as a template for future submissions.

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

Moved: Stephen Spector  
Seconded: Lynn Bartram  
Approved

7. **Proposal: First Responders Trauma Prevention and Recovery Certificate**
Larry White, Director, Career and Professional Programs provided an overview of the certificate to provide better support to first responders for mental health support/suicide, and Post Traumatic Stress Disorder (PTSD). The audience will be both first responders and individuals interested in a self-help personal development program, providing a toolkit of skills and techniques to help mitigate and/or offset the onset of these challenges. It does not offer clinical treatment and provides access to supports for any students that might find themselves in distress. There has been good response to this new program and it aligns programatically with SFU’s community engagement mission. David Paterson, Associate Dean, Education will join the advisory committee.

**Action:** Gwen Bird will provide the Chair with a process for assessing Library collections support for Continuing Studies programs.

The Chair called for a motion to approve the proposal with edits as suggested.

Moved: Peter Ruben  
Seconded: David MacAlistar  
Approved

8. **Proposal: Visual Analytics Certificate**
Larry White, Director, Career and Professional Programs said that he was approached to build this collaborative program. It is an important certificate that will position us in this field. While SCCS felt the program concept was excellent they asked for consideration of the level of the courses being included in the program and the level at which learners will be in the program and customize accordingly. The admission criteria and the potential of adding in one or two additional courses could better serve learners who do not have a background in statistics or data management. It was agreed that online support for students would be added. It was suggested that Larry White determine how software is managed for the virtual lab and is made available to students and provide this information to the SFU Library. Full course outlines will be provided.

**Action:** Larry White will take all SCCS recommendations into consideration and revise the proposal for the spring 2016 SCCS meeting.

9. **Proposal: Plain Language Certificate**
Larry White, Director, Career and Professional Programs presented the proposal to launch a new certificate to provide learners skills in writing and designing graphic information for a variety of audiences at an advanced level. The committee agreed that this is an excellent edition to the portfolio.

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

Moved: Stephen Spector

Peter Walton, Associate Director, Career and Professional Programs requested approval on changes to this decades old program. The program has been online for more than five years and the external advisory committee is requesting adding two prerequisites, converting one elective course for technical writers to a core course, creating a new core course, reducing TCOM320 by .5 hours to make it a 12 hour course, and the extension of the assignment deadline for TCOM410 to allow students 6 weeks to complete a self guided program at the end.

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

Moved: Lyn Bartram
Seconded: Peter Ruben
Approved

11. **SCCS Annual Report to Senate 2014 – 2015**

The Chair called for a motion to approve the SCCS Annual Report to Senate 2014 – 2015. It was agreed to include a pdf of the 2014 – 2015 Lifelong Learning Highlights to Senate.

Moved: Colin Percival
Seconded: Gwen Bird
Approved

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

The Chair called for a motion to approve the list of 179 students who successfully completed the requirements for non-credit certificates and diplomas offered through Continuing Studies.

Moved: Stephen Spector
Seconded: Peter Ruben
Approved

13. **Other Business**

No other business presented.

14. **Spring Meeting (May 2016)**

It was agreed that in November the committee secretary would schedule the spring 2016 SCCS meeting.

15. **Adjournment**

Meeting adjourned.