In Attendance:
Yvonne Tabin, 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
Tracey Leacock, Senator (at-large)
Peter Ruben, Biomedical Physiology & Kinesiology
Colin Percival, Convocation Senator

Regrets:
Larissa Chen, Student

Absent:
Jenise Boland, Student

Guests:
Judy Smith, Program Director, Community Education Programs, Lifelong Learning
Larry White, Director, Career and Professional Programs, Lifelong Learning
Raveen Sanghera, Associate Director, Career and Professional Programs, Lifelong Learning

1. Welcome
The Chair welcomed those in attendance.

2. Approval of Agenda
Proposals numbered 8 and 9 were withdrawn from the agenda.

The Chair called for a motion to approve the agenda.

Moved: Tracey Leacock
Seconded: Stephen Spector
Approved

3. Approval of Minutes, October 23, 2015
The Chair called for a motion to approve the minutes.

Moved: Stephen Spector
Seconded Peter Ruben
Approved

4. Chair’s Report
No report presented.

5. Dormant SFU Non-credit Certificates and Diplomas
A listing of discontinued non-credit certificates and diplomas was circulated. The committee questioned whether Sustainable Community Development should be listed. It was agreed that a formal SCCS approval
for discontinuation be done which means that if there were interest in bringing forward a dormant program it would need to be presented as a formal proposal for new program to SCCS.

**Action:** The Chair will clarify whether Sustainable Community Development should be on the discontinued list.

**Action:** A listing of all discontinued certificates and diplomas to be formally deleted will be brought forward to the fall SCCS meeting.

**Action:** It was agreed that a listing of approved discontinued SFU Non-credit certificates and diplomas be included in the SCCS annual report.

6. **Library Course Assessment Process**
   A proposed process for library course assessments for CS certificate and diploma proposals to SCCS was circulated. This document was prepared in consultation with Gwen Bird to ensure adequate library resources for students are in place. These guidelines mirror those of credit.

7. **SCCS Proposal Template**
   The Chair reported that the Lifelong Learning Curriculum Quality committee is working on an SCCS proposal template.

   **Action:** A draft SCCS proposal template will be brought forward to the fall SCCS meeting.

8. **Proposal: Occupational Health and Safety Diploma: Name Change**
   Withdrawn from agenda

9. **Proposal: Occupational Health and Safety Diploma**
   Withdrawn from agenda

10. **Proposal: Executive Leadership Certificate**
    Judy Smith, Program Director, Community Education Programs, provided an overview of a proposal for a new non-credit Executive Leadership certificate. It will fill a gap in leadership training in an area that is growing in complexity. Feedback provided included suggestions that a comprehensive environmental scan be added to proposals in future. The committee also made recommendations about admission requirements, admissions process, preparation for non-cohort students and appropriate selections of coaches.

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

    Moved: Peter Ruben
    Seconded: Stephen Spector
    Approved

    Judy Smith, Program Director, Community Education Programs, provided an overview of changes that include converting a three-day course to a two-day to meet student needs and adding a one-day course to improve overall program learning outcomes.

    The chair called for a motion to approve the proposal with recommendations suggested.

    Moved: Tracey Leacock
    Seconded: Peter Ruben
    Approved

12. **Proposal: Visual Analytics Certificate**
    Larry White, Director, Career and Professional Programs, provided an overview of a proposal for a new certificate. Feedback and recommendations discussed included correction to the course outline, adjustment from admission requirements to minimum admission requirements, and the addition of grade 12
The Chair called for a motion to approve the proposal with recommendations suggested.
Moved: Stephen Spector
Seconded: Tracey Leacock
Approved

Raveen Sanghera, Associate Director, Career and Professional Programs, provided an overview of suggested changes. Changes include a name change from “Diploma in Applied Project Management” to “Project Management Certificate”, some course name changes, one course discontinued, an increase from 126 hours to 133 hours, and from 18 days to 19 full days of instruction. These changes will better serve student educational needs and marketability of the certificate.

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

Moved: Tracey Leacock
Seconded: Stephen Spector
Approved

Raveen Sanghera, Associate Director, Career and Professional Programs, provided an overview of suggested changes. Changes include a name change from “Certificate in Applied Business Analysis” to “Business Analysis Certificate”, some course name changes, one existing course discontinued, another added, an increase in hours from 126 to 135 hours, and from 18 days to 19 full days.

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

Moved: Gwen Bird
Seconded: Stephen Spector
Approved

15. **Approval of Continuing Studies Non-credit Certificate and Diploma Graduates**
The Chair called for a motion to approve the list of 379 students who successfully completed the requirements for non-credit certificates and diplomas offered through Continuing Studies.

Moved: Peter Ruben
Seconded: Lyn Bartram
Approved

16. **Other Business**
No other business.

17. **Fall 2016 Meeting – Timing of meetings**
In order to accommodate marketing timelines for Lifelong Learning it was agreed to hold the spring SCCS meetings at the end of April and the fall meetings at the end of September.

18. **Adjournment**
Meeting adjourned at 11:40 am.