Senate Committee on Continuing Studies  
Tuesday, May 2, 2017  
9:30 – 11:30 am  
CODE Boardroom 1385 WMC/BURNABY

MINUTES

In Attendance:
Yvonne Tabin, Dean, pro tem, Lifelong Learning (Chair)
Gwen Bird, Library
David MacAlister, Senator
Lyn Bartram, Senator
Stephen Spector, Beedie School of Business
Tracey Leacock, Senator (at-large)
Peter Ruben, Biomedical Physiology & Kinesiology
Colin Percival, Convocation Senator
Mikayla Roberts, Student

Regrets: Iman Baharmand, Student (Alternate)

Guests:
Mark Roseland, Director, Centre for Sustainable Community Development
Nicole Chaland, Director, Community Economic Development
Raveen Sanghera, Associate Director, Career and Professional Programs
Shanthi Besso, Associate Director, Leadership and Community Building Programs
Judy Smith, Associate Dean, Lifelong Learning

1. Welcome
The Chair welcomed those in attendance and introduced Mikayla Roberts, Student Member, to her first SCCS meeting.

2. Approval of Agenda
The Chair called for a motion to approve the agenda.

Moved: David MacAlister  
Seconded: Tracey Leacock  
Approved

3. Approval of Minutes, October 3, 2016
The Chair called for a motion to approve the minutes with minor edits.

Moved: Stephen Spector  
Seconded: Tracey Leacock  
Approved

4. Chair’s Report
- January – June 2017 Lifelong Learning Spring Viewbook distributed.  
- Lifelong Learning-hosted CAUCE 2017 conference is in the final stages of preparation.

The Chair is in discussion with Sue Hampton, Coordinator, Post-Doctoral Fellows and Professional Development Programs in Graduate Studies, regarding the SCCS approved APEX certificate. Sue is aware that the approved 120 instructional hours is not being met. Graduate Studies intends to suspend admission to the APEX certificate, withdraw it as certificate, and offer as a series of courses.
A formal proposal to discontinue the certificate will be submitted to SCCS at some point.

Action: The Chair will bring forward to Dean’s Council a yearly reminder that submission for changes to non-credit certificates and diplomas must be sent to SCCS and that the SCCS would appreciate general updates on non-credit activities offered outside of Continuing Studies.

Action: The Chair will also prepare a package of information about the SCCS and its approval process for deans and directors.

5. Proposal Templates for Information
Continuing Studies’ proposal templates for new certificates and diplomas and a revision proposal were circulated for information.

6. Suspended Non-credit Certificates and Diplomas
The list of non-credit certificate and diploma programs that have previously approved by SCCS but have had admissions suspended was circulated.

The Chair called for a motion for the deletion of:

Aboriginal Leadership, Management and Communications Certificate
Aboriginal Tourism, Ecotourism and Small Business Certificate.

Moved: Stephen Spector
Seconded: David MacAlister
Approved

7. Proposal: Community Economic Development Program Changes
Mark Roseland, Director, Centre for Sustainable Community Development and Nicole Chaland, Director, Community Economic Development Certificate presented a proposal for program changes. The original certificate was approved in 2000 but was never brought forward to SCCS for approval of changes. It was agreed that this is an excellent program but that the changes are so comprehensive that a more detailed proposal is required that will represent and go on record as the current state of the program. In the meantime, this program will continue as grandfathered.

The new proposal should include:
- a listing of course name change
- clarification of fieldwork
- detail regarding financial viability and cost recovery
- detail on admission requirements and completion rates
- information on any overlap with related programs
- learning outcomes and overall objectives for the program
- clarification about the home of the program

It was agreed that a formal, full certificate proposal using the new template be submitted for the fall 2017 SCCS meeting.

Action: The Chair will follow-up with Dr. Roseland and Ms. Chaland to move forward with the proposal for changes to Community Economic Development Certificate.

Raveen Sanghera, Associate Director, Career and Professional Programs brought forward a proposal for the discontinuation of the open book final review exam.

The Chair called for a motion to approve the revision proposal.

Moved: Tracey Leacock
Seconded: Colin Percival
Shanthi Besso, Associate Director, Leadership and Community Building Programs, presented a proposal for a new certificate using a blended delivery model. The program will support learners to use evaluation as a transformative learning tool. The program concept has been advertised and is well received. Projected enrolments are expected to be 12-14 students with a cap of 24 with first offering fall 2018.
SCCS suggested that the title be changed to something like “Transformative Evaluation” to reflect the fact that the certificate is not an advanced, as opposed to entry-level, program.

Suggested changes include the following:
- additional information on projected enrollment, break-even numbers, admission requirements
- fieldwork should be part of admission requirements
- replace “no longer adequate” with “no longer sufficient”
- information on any scaffolding necessary for students with little or no evaluation background
- clarification on alignment with continuing education credentials required by professionals
- addition of an expert in data to the advisory committee

The Chair called for a motion to approve the proposal, in principle, with agreement that the title be amended.

Moved: Tracey Leacock
Seconded: Stephen Spector
Approved

10. **Approval of Continuing Studies Non-credit Certificate and Diploma Graduates**
The Chair called for a motion to approve the list of 317 students who successfully completed the requirements for non-credit certificates and diplomas offered through Continuing Studies.

Moved: Tracey Leacock
Seconded: Stephen Spector
Approved

SCCS requested that the fall 2017 graduate list include the year programs were approved and that previous graduate totals are those from the same period for the previous year.

11. **Other Business**
No other business.

12. **Fall 2017 Meeting**
The October fall SCCS meeting will be set.

13. **Adjournment**
Meeting adjourned at 11:40 a.m.