In Attendance:
2017/18 Senate Committee on Continuing Studies Members
   Judy Smith, Dean, pro tem, Lifelong Learning (Chair)
   Gwen Bird, Librarian
   David MacAlister, Senator
   Lyn Bartram, Senator
   Stephen Spector, Faculty Member
   Tracey Leacock, Convocation Senator
   Mikayla Roberts, Student
   Iman Baharmand, Student (Alternate)

Regrets:
   Peter Ruben, Faculty Member

Guests:
   Mark Roseland, Special Projects Faculty Advisor to the Dean, Faculty of Environment
   Wes Regan, Director, Centre for Sustainable Community Development
   Pat Graca, Manager, Enrollment, Lifelong Learning

1. Welcome
   The Chair welcomed those in attendance and introductions were made.

2. Approval of Agenda
   The Chair called for a motion to approve the agenda.
   Moved: Stephen Spector
   Seconded: David MacAlister
   Approved

3. Approval of Minutes, May 2, 2017
   The Chair called for a motion to approve the minutes amending the end time to 11:40 am.
   Moved: David MacAlister
   Seconded: Tracey Leacock
   Approved

4. Chair’s Report
   The Chair reported that in May 2017 Lifelong Learning, SFU hosted the annual Canadian Association for
   University Continuing Education (CAUCE) conference “Currents of Change”. There were over 200
   delegates attending 40 sessions, including panel presentations and ignite talks.
   The Georgia Strait reported that Continuing Studies won the 2017 Best in Vancouver continuing education
   category.
   Continuing Studies recently launched the Executive Leadership program with 23 students and the Medical
   Translation (mandarin and English) program. Thirty-one certificates and diplomas are being offered this
   year.
5. **Proposal: Certificate Program for Community Economic Development**

The revision proposal was originally brought forward at the May 2017 SCCS meeting with the committee requesting that because of substantive changes a more detailed, full proposal needed to come forward. There was acknowledgement that the program has been running effectively.

After discussion, the Chair called for a motion to approve contingent upon the following changes to the proposal:

- Competitive landscape: add a revised and more detailed competitive landscape and description
- Alternate courses: move alternative courses table to an appendix and change title to Historical Courses, and remove all references to alternative courses in the proposal
- Minimum admission requirements, page 14: strike the first paragraph and change the second to read: Minimum requirement for admission to the program are for individuals who have two years’ professional or volunteer experience in business or community development and an undergraduate degree or equivalent practical experience.
- Learning objectives, page 9: bullet 2 should read: design, implement and evaluate.
- Break-even analysis, Page 16: include number of students needed to break even.

**Action:** The proposal will be amended and circulated via email for SCCS information.

Moved: Stephen Spector  
Seconded: David MacAlister  
Approved

6. **SCCS Annual Report to Senate 2016 – 2017**

The Chair called for a motion to approve the SCCS Annual Report to Senate.

Moved: Tracey Leacock  
Seconded: Gwen Bird  
Approved

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

The Chair called for a motion to approve the list of 313 students who successfully completed the requirements for non-credit certificates and diplomas offered through Continuing Studies.

Moved: Gwen Bird  
Seconded: Stephen Spector  
Approved

SCCS requested that the student list be provided to the committee ahead of the meeting date in order to analyze the data and provide comment. The Chair said that analyzing this data is beyond the purview of SCCS, however in future, the document will be provided prior to the SCCS meeting date.

8. **Other Business**

None

9. **Spring 2018 Meeting**

The May SCCS meeting date will be set as soon as possible.

10. **Adjournment**

Meeting adjourned at 10:55 a.m.