Senate Committee on Continuing Studies
Monday, October 3, 2016
9:00 – 11:30 am
CODE Boardroom Room 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
Iman Baharmand, Student (Alternate)

Regrets: Mikayla Roberts, Student

Guests:
Larry White, Director, Career and Professional Programs, Lifelong Learning
Peter Walton, Associate Director, Career and Professional Programs
Kon Li, Associate Director, Career and Professional Programs
Wendy Steinberg, Program Director, Interpretation and Translation Program/International Teaching Assistants Program

1. Welcome
The Chair welcomed those in attendance and introduced Iman Baharmand, newly elected student member (Alternate).

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

Moved: Peter Ruben
Seconded: Stephen Spector
Approved

3. Approval of Minutes, May 5, 2016
The document circulated at the May meeting regarding the library course assessment process was considered approved, therefore the word “proposed” would now be removed. The Chair confirmed that a proposal and a revision template would be drafted for future submissions.

The Chair called for a motion to approve the minutes.

Moved: Peter Ruben
Seconded: Stephen Spector
Approved
4. **Chair’s Report**  
The Chair reported that SFU will host the CAUCE May 24 – 26, 2017 Conference.

Continuing Studies launched the following:  
- Social Innovation Certificate this fall with 22 students in the first offering  
- First Responders Trauma Prevention and Recovery Certificate online with 61 students in the first course  
- Plain Language Certificate online in the summer with 90 students in three course sections  
- Visual Analytics is planned for first offering in January 2017

Lifelong Learning’s enrollment system, SERA, is now used for all non-credit registrations at SFU as approved by Jon Driver.

SCCS will be invited to the first CS Alumni Appreciation Event November 1st.

Continuing Studies Goals were circulated. The Lifelong Learning management committee is currently developing unit-wide objectives and a programming strategy. These will be brought forward to the spring meeting.

Gordon Price Program Director, City Program, has announced his retirement September 30th after ten years with Continuing Studies. He plans to stay involved with SFU.

John Whatley, Program Director, Center for Online and Distance Education, will retire October 30th after 21 years of service.

Lifelong Learning has appointed two co-Associate Deans, Judy Smith, Director Community Education Programs, and Larry White, Director, Career and Professional Programs.

The current Lifelong Learning Dean pro tem appointment ends June 30th.

5. **Proposal: Digital and Mobile Marketing Certificate: Course Change**  
Peter Walton, Associate Director, Career and Professional Programs, clarified that the new course introduces students to the concept of cyber security. He is asking approval of a course change.

The Chair called for a motion to approve the proposal.

Moved: Peter Ruben  
Seconded: Stephen Spector  
Approved

6. **Proposal: Public Relations Certificate: Course Change**  
Peter Walton, Associate Director, Career and Professional Programs, presented a proposal to change the name of a course to better reflect relevant public relations tactics.

The Chair called for a motion to approve the proposal with editorial corrections as noted.

Moved: Stephen Spector  
Seconded: Gwen Bird
7. **Proposal: Occupational Health and Safety Diploma: Credential Change**  
   Kon Li, Associate Program Director, Career and Professional Programs, proposed changing the credential of the current program from Diploma to the Certificate in Occupational Health and Safety Certificate.

   The Chair called for a motion to approve the proposal with clarification to the “Amendment Implications” section regarding completion deadlines for the original diploma program and confirmation with current students on the option to complete the diploma or the certificate.

   Moved: Colin Percival  
   Seconded: Peter Ruben  
   Approved

8. **Proposal: Medical Translation and Interpretation Certificate***  
   Wendy Steinberg, Program Director, Interpretation and Translation Program provided an overview of the proposal. She clarified that the on-site training is integral to the program and these are lab hours, which provide close supervision to students win an on-site instructor. The 120 instructional hours were discussed and modifications agreed as follows: the exam time will be removed from the 120 instructional hours, ten additional hours of instruction will be added, and the field work will be renamed as “field instruction.”

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

   Moved: Peter Ruben  
   Seconded: Tracey Leacock  
   Approved

   **Action:** The revised Medical Translation and Interpretation certificate proposal will be sent to SCCS.

9. **Program Advisory Committees**  
   Deferred

10. **Discussion: Programs Nested within Programs**  
    Larry White, Director, Career and Professional Programs, addressed the idea of nesting certificate programs within diploma programs. The committee responded that if instructional hours are to remain the same then there is no need for nesting. The certificate program could simply serve as a prerequisite to the diploma program.

11. **Discontinued SFU Non-credit Certificates and Diplomas**  
    The committee reviewed the list of suspended non-credit certificates and diplomas for formal deletion. SCCS suggested using SFU terminology “suspended” and “deleted” rather than dormant and discontinued.

    The following non-credit certificate and diploma programs were confirmed for deletion:

    - Business Communication and Professional Writing Certificate  
    - Canadian Management Fundamentals (presented in Mandarin) Certificate  
    - Comparative Language and Culture Certificate  
    - Dialogic Language and Culture Teaching Certificate  
    - Dialogue and Negotiation Diploma  
    - Distance Learning Certificate  
    - Dweb Certificate  
    - Employment Communication Skills Certificate  
    - English Language and Canadian Culture Certificate  
    - Executive Management Development Program Certificate  
    - Information Technology Project Management Certificate  
    - Internet Business Analysis Certificate  
    - Leading for Workplace Health Diploma  
    - Management Skills in Advanced Technology Program (MSAT) Diploma
- Object Technology Program Certificate
- Pacific Regional Cross-Cultural Management and Communication Certificate
- Police Studies Certificate
- Professional Coaching Certificate
- Public Policy Analysis Certificate
- Publishing Certificate
- Technical Writing Certificate
- UniGIS – Telelearning Certificate Program in Geographic Information Systems Certificate
- Writing Certificate
- Writing and Publishing Certificate

The Chair called for a motion to formally approve deletion of the above list of suspended admission SFU non-credit certificates and diplomas.

Moved: Peter Ruben
Seconded: Tracey Leacock
Approved

12. **SCCS Annual Report to Senate 2015 - 2016**
   It was noted that the reference to the Surrey Central Library should not have included “SFU.” SCCS agreed that it is an impressive, valuable report. Print copies were provided to each SCCS member.

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

Moved: Stephen Spector
Seconded: Peter Ruben
Approved

13. **Approval of Continuing Studies Non-credit Certificate and Diploma Graduates**
   The Chair called for a motion to approve the list of 224 students who successfully completed the requirements for non-credit certificates and diplomas offered through Continuing Studies.

   Moved: Peter Ruben
   Seconded: Colin Percival
   Approved

14. **Other Business**
   No other business.

15. **Spring 2017 Meeting – Timing of meetings**
   Discussion continues among program directors regarding the timing of SCCS meetings and how changes might impact other areas of Lifelong Learning. It was agreed that the May and October 2017 meetings would be set as usual.

16. **Adjournment**
   Meeting adjourned at 11:30 a.m.