Senate Committee on Continuing Studies  
Thursday, October 9, 2018  
10:00 am – 11:30 am  
CODE Boardroom 1361 WMC/BURNABY

MINUTES

In Attendance:  
Julia Denholm, Dean, Lifelong Learning (Chair)  
Gwen Bird, Library  
Gaelle Planchenault, Faculty Senator  
Lyn Bartram, Faculty Senator  
Tracey Leacock, Convocation Senator  
Winfield Chen, Student

Guests:  
Judy Smith, Director, Leadership and Community Building Programs, Lifelong Learning  
Jennifer Reddy, Associate Director, Leadership and Community Building Programs, Lifelong Learning  
Shanthi Besso, Acting Director, Career and Professional Programs, Lifelong Learning  
Vesna Maljkovic, Associate Director, Career and Professional Programs, Lifelong Learning  
Jeremy Stone, Director, Community Economic Development, Faculty of Environment  
Andy Yan, Director, City Program, Lifelong Learning

1. **Acknowledgement of traditional territories**  
We respectfully acknowledge that we live and work on the unceded territories of the Coast Salish people, specifically the Musqueam, Squamish, and Tsleil-Waututh Nations.

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

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

   Moved: Tracey Leacock  
   Seconded: Gaelle Planchenault  
   Carried unanimously

4. **Approval of Minutes, May 10, 2018**  
The Chair called for a motion to approve the minutes with agreement that, in future, when an online vote and discussion is required a Canvas or other multi-access site be set up to accommodate necessary discussion.

   Moved: Tracey Leacock  
   Seconded: Gwen Bird  
   Carried unanimously

5. **Chair’s Report**  
Senate informed the Chair that the following two-year Faculty representatives have been elected to the SCCS:  
Lara Campbell, Chair Department of Gender, Sexuality and Women’s Studies  
Suzanne Smythe, Faculty of Education
6. **Approval of Continuing Studies Non-credit Certificate and Diploma Graduates**

The Chair called for a motion to approve the list of 324 students who successfully completed the requirements for non-credit certificates and diplomas offered through Continuing Studies.

Moved: Lyn Bartram
Seconded: Gwen Bird
Carried unanimously

The committee asked why the Dialogue and Civic Engagement program had no graduates this year but had eleven last year. The Chair observed that often students take the individual courses without registering for the certificate. The Chair clarified that the First Responders Trauma Prevention and Recovery Certificate has fewer students than expected because not all of the courses are in place and until the program is complete it is not being actively promoted. Tracy offered her expertise as a first responder if need be.


Judy Smith and Jennifer Reddy provided an overview: This certificate will move from six core courses to a model consisting of two core courses and six electives from which students choose four. This responds to the need to help professionals navigate a changing sector.

Minor edits suggested include updating managing funds and relations (don’t repeat Fund) as it looks like two different groups. Under description: 4. a. End the first sentence after savvy to make it clearer. To propel your non-profit, measure results (clarity working)

add word

Ensure that readings are current (remove reference from 2001).

Lyn mention the word data is only mentioned once and she suggests to add training on how to interpret and how to measure (needed in non-profit sector), add data measure capabilities and content section needed.

Engage funders and volunteers: there is need to be specific on what and how to measure

Under advisory committee identify the agency. Required and optional resources links. Ensure live links to a resource or provide information so students can find it. (in course outlines) full citations.

Consistency of learning outcomes – minor

new technology in fund raising, flexibility of program

The Chair called for a motion to approve the proposed revisions incorporating the changes discussed.

Moved: Tracey Leacock
Seconded: Lyn Bartram
Carried unanimously

8. **Proposal: Editing Certificate Program Revisions**

Vesa Maljkovic and Shanthi Besso provided an overview of the rationale and changes proposed.

The committee thanked the program directors for making the changes in red text and providing a clear, well thought-out proposal. The Chair called for a motion to approve the proposed revisions to the program.

Moved: Gwen Bird
Seconded: Gaelle Planchenault
Carried unanimously
9. **Proposal: Community Economic Development Program Revisions**

Jeremy Stone provided an overview: The program has been evolving since it moved from Sustainable Development into the Faculty of Environment. The proposal was first presented to SCCS at the fall 2017 meeting to formalize program. It has been brought forward to address new rigor and delivery of clean curriculum and an increase in flexibility to deliver (cohort interest).

Discussion: informative proposal, course numbers clarified 100, 200 level – 100 foundation and theory, 200 – 300 how we do this in the field
fixed set of courses – 14 – 15 courses – not provide electives as it is a cohort-based model. Tailoring courses? Keep standardized – case study selection – instructors who bring experience.
Fees – tuition same for all locations, based in Van $10,000, remotely break even? Remote different as CED absorbs travel costs and direct expenses.
Lyn typical tuition then travel the client pays- not fair – cost of delivery – tuition reduced accordingly? Remote work takes resources – run in red, students pay a bit more and there is separate cost of travel (as it will vary) then won’t be in situation where you run in the red. All students pay a bit more to subsidize the travel.
Jeremy said that the certificate and a fulltime person to run it will be $10,000 maintaining the cost of the program. His concern is keeping costs down for remote that is already very expensive. More conversation required around the costing model. Jeremy asked for guidance on costs (in past had one cohort). Costs too low can also be detriment. Lyn cautions not to include expenses that can be found elsewhere (companies and donors) and to remove the instructor travel out of the proposal. Jeremy will look other SFU models and how they handle travel and contact SFU Finance.

Other suggestions:
changing messy courses and different names
make tuition higher for remote?? Trying to meet demand while remaining sensitive to rural resources. In-kind provision of space might be possible to reduce some costs.

The Chair questioned where are the learning outcomes? Course outlines have varied somewhat in the past. Learning outcomes and full course outlines (not answered by the proposal) can be submitted to SCCS. Regarding the budget model Julia will check LL and they will discuss. Jeremy has course overviews and confirmed once the proposal is approved instructors will be asked for course outlines and learning outcomes for the new courses.

It was agreed that this unique program has been running successfully and that SCCS does not want to hold up the approval until next May. Jeremy will incorporate suggested changes regarding the budget and learning outcomes and resubmit to SCCS for email discussion. It was agreed to postpone the vote for one month. A Canvas or other shared-access site will be set up for discussion and an online vote.

10. **Proposal: Community Data Science Certificate**

Andy Yan provided an overview: His proposal for a non-credit certificate that would start in September 2019 focusing on data analysis for mid career students. There are four 4-day online modules and he sees this an initial foundation and building into the credit side of the University. This program will also be of interest to First Responders and may lead to new Public health offerings.

SCCS asked to ensure that with library resources and the difficulty of obtaining computing IDs that students have support and the software they need, both on and off campus. The licensing structure of software are not as flexible as they should be. Andy said team effort to talk to Tableau and that he will focus on software they know will be available (Excel). The goal is exposure to experience modern tools beyond excel (outward facing) and to look into open source alternatives and also teach ethics and data privacy. Julia requested a one-word change on page thirteen “non-academic” to be changed to “non-credit”.

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The Chair called for a motion to approve the certificate with the recommended changes.

Moved: Tracey Leacock
Seconded: Lyn Bartram
Carried unanimously

11. **SCCS Annual Report to Senate 2017 – 2018**
The Chair called for a motion to approve the SCCS Annual Report to Senate.

Moved: Tracey Leacock
Seconded: Lyn Bartram
Carried unanimously

12. **Other Business**
No other business.

13. **Spring 2019 Meeting (May 2, 7, 8, 9 Burnaby campus)**
The committee agreed that the SCCS secretary would provide a doodle poll with suggested meeting dates. A Blue Jeans connection will be set up for those who may not be able to attend in person.

14. **Adjournment**
The Chair called for adjournment 11:50 a.m.