1. Approval of the Agenda

There was an additional item for discussion under Other Business

2. Approval of the Minutes of June 6, 2019

There was a minor correction on page 4, which should read:

“K. Oldknow added that in engineering there are similar situations where introductory courses show up at the senior undergraduate level.”

The minutes were approved as amended.

3. Open Discussion

Before the Open Discussion began, introductions were made for the benefit of the new committee members.

a. Policies in Progress – Focus of the Next Year Ahead

S. Birnie began the discussion providing a list of issues SCUS or sub-committees will review in the upcoming year:

- Exam Policy – was reviewed by SCUS in 2017; however, changes were held pending changes to the Scheduling policy. Will be considering changes to include midterm examinations.
- Tuition Refund Policy (Course Drop Period) – policy changed in Fall 2015; will be reviewing the data from the past four years to evaluate impacts to enrollment and tuition fee revenue.
- Repeat Policy – work is in progress now have a better data set and will share that information with SCUS within the next year.
Calendar Publication Cycle – in 2011 moved to publishing 3 times/year (by term); will be reviewing the process, and evaluating the successes/challenges.

Enrollment – one-term vs two-term enrollment.

Parchments – review the changes to the parchment implemented in June 2018; investigate other requests for modifications to the parchment.

The Chair added to this list:

- Certificates – reviewing certificate programs.
- New program review – drafting a mechanism for a new program review at the 5-year mark; refining the NOI document to a few pages

Other:

- Revisit the Forgiveness Policy
- Enrollment limits – term unit load.
- Classroom scheduling policy – recrafted and sent out for formal discussion; procedures have been taken out of policy.

With regard to sub-committees, the Chair will bring forward in the Fall for discussion and recruitment due to summer absences and lack of data for review.

4. New Business

COURSE CHANGES (SCUS 19-45)

The following course changes were approved by delegated authority, effective Summer 2020.

a. Faculty of Applied Sciences

1. Mechatronic Systems Engineering (MSE)

   (i) Prerequisite change for MSE 312 (Spring 2020)

b. Beedie School of Business

   (i) Equivalent statement change for BUS 254

c. Faculty of Environment

1. School of Environmental Science (SES)

   (i) W designation for EVSC 490 (Spring 2020)
NEW COURSE PROPOSALS

a. Faculty of Science (SCUS 19-46)

1. Department of Biological Sciences

Motion 1
It was moved by D. Hik and seconded by C. Murray

“that SCUS approved under delegated authority and send to Senate for information the New Course Proposal: BISC 428-3, Cell Anatomy effective Spring 2020.”

CARRIED

PROGRAM CHANGES

a. Beedie School of Business (SCUS 19-47)

Motion 2
It was moved by S. Spector and seconded by A. Parmar

“that SCUS approve under delegated authority and send to Senate for information the:

• Requirement changes to the Mechatronics Systems Engineering and Business Double Degree Program Major
• Requirement changes to the Joint Major in Business, Philosophy and the Law effective Summer 2020.”

CARRIED

b. Faculty of Science (SCUS 19-48)

1. Department of Biomedical Physiology and Kinesiology

Motion 3
It was moved by D. Hik and seconded by K. Oldknow

“that SCUS approve under delegated authority and send to Senate for information the upper division requirement changes to the Biomedical Physiology Major and Honours programs effective Summer 2020.”

CARRIED

The Chair reminded the SCUS members that we review courses that have not been offered for at least two years, for temporary withdrawal/’mothballing’. If a course has not been offered for 4 years, it is then considered for deletion. The Chair proposed a further discussion regarding the continued expansion of SFU’s undergraduate course catalog, considering students’ access to courses and the length of time to degree completion.
NEW PROGRAMS

a. Faculty of Arts and Social Sciences (SCUS 19-49)

1. Department of English

(i) Notice of Intent: Creative Writing Minor (SCUP)

**Motion 4**
It was moved by C. Murray and seconded by S. Poyntz

“that SCUS approve and recommend to SCUP the Notice of Intent for the Creative Writing Minor.”

CARRIED

C. Murray provided a brief overview of this agenda item and introduced Professor David Chariandy who attended today’s meeting as a resource person. D. Chariandy provided the background for this NOI, which received support from the committee members. Discussion ensued, noting that this minor will benefit students from all disciplines. There was a question whether a major in creative writing may be proposed in the future.

5. Other Business

a. Proposed addition to List A/B courses and IB (SCUS 19-50)

1. Student Recruitment and Admissions Office

**Motion 5**
It was moved by S. Birnie and seconded by S. Spector

“that SCUS approve under delegated authority and send to Senate for information the designated authority to the Student Recruitment and Admission Office to add additional Ministry approved, language 11/12 courses to the SFU list A/B course lists effective Spring 2020.”

CARRIED

(ii) BC 12 Course Equivalencies and Transfer Credit for the following new courses: (For Information)

- Analysis and Approaches Higher Level (formerly Math Higher Level)
- Analysis and Approaches Standard Level (formerly Math Standard Level)
- Applications and Interpretation Higher Level (formerly Math Standard Level)
- Applications and Interpretation Standard Level (formerly Math Studies)

S. Birnie provided a brief overview of this agenda item and its intent. There was a question posed regarding mapping of those schools and which courses they provide. S. Birnie will ask K. Verkerk to provide that information at an upcoming SCUS meeting.
b. General Discussion – Micro-credentials

C. Murray provided some background to the survey currently being circulated to higher education in Canada regarding micro-credentials. She began the brief discussion by posing the question to the SCUS group if SFU is subscribing to this and if there were any faculty members interested in exploring micro-credentials. E. Elle commented that she understood that these micro-credentials would not be added to the degree and there were issues reported from institutions that pursued this avenue. S. Spector suggested that C. Murray speak to C. Stevenson in Beedie for more information and discussion.

c. The Chair – closing remarks

The August SCUS meeting was tentatively cancelled.

The Chair extended a heartfelt Thank you to Stephen Spector and Stuart Poyntz for their dedication to the SCUS group and the collegial spirit they bring to the committee at every meeting.

Meeting adjourned at 3:27 pm
Minutes prepared by R. Balletta