1. Approval of the Agenda

The Secretary added an agenda item regarding the REM Planning Stream and courses under Old Business, which SCUS approved at the April meeting subject to reviewing a sample parchment. Copies were distributed to the members.

The Agenda was approved, as amended.

2. Approval of the Minutes of April 4, 2019

The minutes were approved as presented.

3. Open Discussion

a. Can we streamline the FPP process?

   (i) Notice of Intent (NOI) to Full Program Proposal (FPP) - can we reduce the processing time for a new program/certificate?

The Chair introduced the topic and S. Rhodes began the discussion. She stated that she created templates for the NOI and FPP stages to simplify the process and noted the potential to further improve the process by significantly revising the NOI template, since the Ministry no longer requires lengthy NOI documents.

A suggestion was made that SCUP review the final FPP only, skipping the NOI stage altogether – assuming a SCUS subcommittee would vet the documents beforehand. SCUP members could attend the SCUS meeting, as different sets of questions arise at SCUP that normally do not at SCUS. All agreed that a simple memo to SCUP notifying the committee that an FPP is forthcoming would significantly reduce processing time.

The members provided feedback, comments and suggestions and discussion ensued.
A comment was made that the lengthy approval process is due in part to the many consultations that are required during the NOI stage. The various committees have different approaches to this process, so clear instructions for when Ministry approval is needed/not needed would be helpful.

K. Oldknow commented on how helpful the vetting of documents and the templates are, especially for new faculty members preparing an NOI for the first time. S. Poyntz added that there is valuable learning and training that comes when preparing for an FPP, so the NOI process made the FPP easier and faster to complete. There was a comment that the Labour Market section of the NOI is an area that needs clear direction. S. Rhodes added that the Ministry is requesting information more often about tuition fees, access and cost, which previously were not normally asked.

The Chair closed the discussion, adding that at the Graduate Studies Retreat he discussed SCUS’s proposal to review programs after a 5-year mark, which received wide-spread support. He stated that SCUS is on the right track and he would like to continue the discussion to create a subcommittee to review/improve the NOI/FPP processes.

4. Old Business

a. Faculty of Environment

1. The School of Resource and Environmental Management

**Motion 1**

The following changes were approved under delegated authority, effective Spring 2020:

- change to units for PLAN 302 and 402 (SCUS 19-28)
- revisions to the calendar entry for the REM Planning stream (REM Major)(SCUS 19-30)

**Motion 2**

It was moved by P. Kingsbury and seconded by S. Poyntz

“that SCUS approve under delegated authority and send to Senate for information the revision to the REM Parchment effective Spring 2020.”

CARRIED

P. Kingsbury provided brief background for the REM Management stream and the Planning stream and answered questions posed by the SCUS members.
5. New Business

COURSE MODIFICATIONS (SCUS 19-33)

Motion 3
The following Course Modifications were approved under delegated authority, effective Spring 2020.

S. Rhodes posed the question regarding equivalency for CHEM 109. D. Hik will check with the Department of Chemistry for clarification. The agenda item was approved, under advisement.

a. Faculty of Environment

1. The School of Resource and Environmental Management
   (i) B-Soc designation for PLAN 200
   (ii) Change to the equivalent statement for REM 370 and 375

b. Faculty of Science

1. Department of Biological Sciences
   (i) Prerequisite change for BISC 313
   (ii) Description change for BISC 497W, 498 and 499
   (iii) Prerequisite change for MASC 401, 410, 412, 415, 425, 430, 437, 440 and 470-479
   (iv) Unit change for MASC 410, 412, 430 and 440
   (v) Deletion of MASC 411, 445, 446 and 480

2. Department of Chemistry
   (i) Equivalent statement change for CHEM 109, 110 and 111
   (ii) Prerequisite change for CHEM 120 and 121

NEW COURSE PROPOSALS

a. Faculty of Applied Sciences (SCUS 19-34)

1. The School of Engineering Science

Motion 4
It was moved by K. Oldknow and seconded by C. Murray

“that SCUS approve under delegated authority and send to Senate for information the New Course Proposals: ENS 413-4, Deep Learning Systems in Engineering effective Spring 2020.”

CARRIED
b. Faculty of Science (SCUS 19-35)

1. Department of Biology

Motion 5
It was moved by D. Hik and seconded by K. Oldknow

“That SCUS approve under delegated authority and send to Senate for information the New Course Proposals effective Spring 2010:
MASC 414-3/6, Coastal Biodiversity and Conservation
MASC 416-3/6, Coastal Community Ecology
MASC 417-3, Crustacean Biology
MASC 418-3/6, Behavioural Ecology of Marine Organisms
MASC 419-3, Subtidal Science
MASC 420-3/6, Marine Phycology
MASC 421-3/6, Freshwater and Terrestrial Conservation
MASC 435-3/6, Biological Oceanography
MASC 436-3, Applied Data Analysis in Marine Science”

CARRIED

PROGRAM MODIFICATIONS

a. Faculty of Science (SCUS 19-36)

1. Department of Biological Sciences

Motion 6
It was moved by D. Hik and seconded by K. Oldknow

“That SCUS approve under delegated authority and send to Senate for information the requirement changes to the Biological Sciences Major and Honours programs effective Spring 2020.”

CARRIED

NEW PROGRAMS

a. Faculty of Arts and Social Sciences (SCUS 19-37)

Motion 7
It was moved by C. Murray and seconded by D. Hik

“That SCUS approve and recommend to SCUP the Notice of Intent for the Minor in Social Data Analytics.”

CARRIED

C. Murray spoke to this agenda item and introduced Dr. Steven Weldon from Political Science who was in attendance to answer questions. C. Murray provided the background of this Notice of Intent, which has been several years in development. The intention of the minor is to complement major programs by offering high-level course work. She is grateful for the great support received from faculties at the preliminary consultations and noted that letters of support are still coming in. She will follow up with the Faculty of Applied Sciences (Computing Science) for further discussion regarding next steps, after preliminary consultations with P. Chow-
White and F. Popowich. She was very pleased with her meeting with the Department of Statistics and Actuarial Science. C. Murray introduced S. Weldon and he began his presentation on the proposal.

S. Weldon stated how excited he was about this important and potentially valuable program – both for FASS and for other faculties. He provided additional background information for this NOI, from its developmental stage, which resulted from stories of privacy and big data and how their impact on vulnerable groups, to the creation of the NOI. He noted the value of this new minor as a complement to major degrees and for preparing students for the job market. S. Weldon gave a brief overview of the course structure for this interdisciplinary program, which includes the creation of three new courses and a capstone course that is not yet finalized.

The SCUS members posed questions to C. Murray and S. Weldon:

- Where is home for this NOI? Not sure yet, but there will be a Director and its own advisory committee
- Why does the minor need its own director? Without this level of administration, the proposal would not go anywhere.
- Why a minor and not a certificate? Not impressed of the record of accomplishment of certificates in FASS; they simply do not attract much attention. Certificates are not marketed well; units do not take responsibility for recruiting, sustaining and helping students transition into the labour force.
- With only three new courses why are two new faculty required? To better serve the students in FASS.

D. Hik thanked his colleagues in FASS and commented that their meeting was very productive and Science is very much in support of this NOI. He sees the potential for growth, but noted concern for the campus as a whole and the need for teaching capacity. C. Murray added that the number of students the program would attract is unknown; however, there is reason to believe that this program will attract new students to SFU since other universities offering similar programs are leading institutions. S. Weldon is very optimistic this program will improve SFU’s reputation.

K. Oldknow congratulated C. Murray and S. Weldon on this NOI commenting on its timeliness. He added that this discussion is a perfect example of the opening topic of the NOI/FPP process, showing the importance of vetting and asking the difficult questions before a proposal goes to SCUP.

S. Rhodes suggested adding a small paragraph in Section 3 – Department(s), School(s), Faculty(ies) offering program – to clearly state the intention regarding the structure of administration, in order to avoid any unnecessary delays.

6. Other Business

No other business

Meeting adjourned at 3:50 pm
Minutes prepared by R. Balletta