

SIMON FRASER UNIVERSITY  
Continuing Studies

Memorandum

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**To:** Senate

**From:** J. Colin Yerbury, Dean, Continuing Studies

**Date:** December 15, 2004

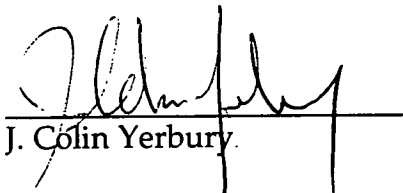
**Re:** **Annual Report to Senate for the Year 2003/2004 of the Senate Committee on Continuing Studies**

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Enclosed for Senate's information is the Senate Committee on Continuing Studies Annual Report for the Year 2003/2004.

This report concerns the continuing studies activities sponsored and offered by University departments and as such is not a report on the Continuing Studies administrative unit.

The statistics on the credit programs are complete and further details can be obtained from the Office of Analytical Studies. Statistics on community and professional (non-credit) programs are based on reports from departments and may not include all courses and public lectures organized and sponsored by departments. However, most of what the University does in non-credit programs, particularly those directed to the broader community, is represented in these statistics.



J. Colin Yerbury

Encl.

**Simon Fraser University  
Senate Committee on Continuing Studies  
Annual Reports to Senate  
For the 2003/2004 Year**

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### **Composition and Mandate**

The current membership of the SCCS is the Dean (chair), Librarian, four faculty members, two at-large members, one lay member and one student (see Appendix A). The SCCS normally meets twice each year, once during the fall semester, and once during the spring.

SCCS is responsible to Senate for policy with respect to the overall development of the University's continuing education credit and non-credit programs. The Committee also reviews at regular intervals existing and proposed non-credit programs; develops procedures for the approval of various categories of credit-free instruction; and receives for consideration and approval programs proposed as suitable for non-credit certificate granting status. The SCCS reports at least once annually to Senate.

### **Actions of the SCCS in 2003-2004**

The SCCS met in November 2003, at which time both the Two-Year Report to Senate and revisions to the "Criteria and Guidelines for the Establishment of Certificates for Successful Completion of Programs of Non-degree courses" were approved. Senate approved the revisions to the "Criteria and Guidelines for the Establishment of Certificates for Successful Completion of Programs of Non-degree courses" on January 5, 2004.

The SCCS met in April 2004, at which time recent non-credit certificate and diploma graduates were approved and the following program names changes from certificate to diploma were approved:

- Management Skills in Advanced Technology Program
- Advanced Interpreter Certificate Program

### **Course Offerings and Enrolments in 2003-2004**

***Credit programs:*** The Centre for Integrated and Credit Studies (CICS) in Continuing Studies is primarily responsible for administering, at Harbour Centre, credit courses that support the efforts of part-time students to

complete a certificate, diploma, or minor program in a number of fields. Courses are planned in coordination with Faculties, schools and departments and funded by special stipends. The CICS is also responsible for the Integrated Studies cohort-based degree completion programs leading to the Bachelor of General Studies, and for the Seniors Program.

There was a slight decrease in the number of courses offered in 2003-2004 (from 221 in 2002-2003 to 212). However, there was an increase in enrollment (10%) and in FTE's (7.39%) due to increases in class sizes. See Appendix B-1 for details.

***Distance education:*** The Centre for Online and Distance Education (previously known as the Centre for Distance Education) is responsible for working in partnership with academic units to develop and deliver courses for students who require or prefer an alternative to on-campus study. Increasingly, this involves the inclusion of online opportunities for teaching and learning. The Centre is committed to the pedagogically sound use of technology and works with faculty members to ensure that their particular approach to teaching is captured in the distance and online mode.

CODE continues to work with academic departments and faculty in the development of online courses. Program areas receiving special attention include Kinesiology, Gerontology, Communication, Criminology, and the non-credit Technical Writing Program. See Appendix B-2 for details including figures for online course components.

***Non-credit certificate and diploma programs:*** The Senate Committee on Continuing Studies routinely reviews the non-credit certificate and diploma programs. Representing a broad variety of disciplines, these programs provide students with opportunities to complete specialized programs and receive certificates in recognition of their work. Developed in association with university faculty members and professional organizations, the quality of the non-credit certificate programs is assured through review by academic program advisory committees and an established evaluative process. 52 students have been approved by the SCCS and graduated from these programs over the past year. In addition, these students have been granted alumni status.

Frequently spawning new, complementary short courses, workshops and seminars, the non-credit certificate programs demonstrate Continuing Studies' commitment to facilitating and fostering academic and community partnerships in the development of new programs. Registrations in non-credit programs represent approximately 48% of Continuing Studies registrations. See Appendix B-3 for details of non-credit registrations.

## **New Initiatives**

Continuing Studies is extending its programming to SFU Surrey. Building on the successes of the credit Integrated Studies Program, CMA FastTrack Program, Heritage Language programs, and the Writing and Publishing program course offerings that have already begun at the Surrey campus, Continuing Studies is developing a plan to expand programming opportunities to meet the needs of the South Fraser community.

## **APPENDIX A**

### **Senate Committee on Continuing Studies, 2003 - 2004 Members**

Colin Yerbury, Chair  
Jan van Aalst, Education  
Jim Budd, SFU Surrey  
Lynn Copeland, Library  
Muneer Esmail, Student  
Rob Gordon, Criminology  
Barry Honda, Molecular Biology/Biochemistry  
Adam Horvath, Faculty of Education  
Gary Mauser, Business Administration  
James McArthur, Lay Senator

Appendix B-1

CENTRE FOR INTEGRATED AND CREDIT STUDIES

	2002/2003		2003/2004			
	Course Offerings	Enrolments	FTE	Course Offerings	Enrolments	FTE
Harbour Centre Programs	165	4,720	562.09	162	4,957	578.44
Integrated Studies Program	49	1,087	120.58	43	1,442	155.97
Seniors Program	7	101	13.47	7	109	13.20
<b>Total</b>	<b>221</b>	<b>5,908</b>	<b>696.14</b>	<b>212</b>	<b>6,508</b>	<b>747.61</b>

Appendix B-2

CENTRE FOR ONLINE AND DISTANCE EDUCATION

	2002/2003					2003/2004				
	Mandatory Online Component	Course Offerings	Enrolments SFU	OLA	FTE	Mandatory Online Component	Course Offerings	Enrolments SFU	OLA	FTE
Applied Sciences	13	48	3,614	230	380.60	19	47	3,423	218	385.63
Arts (not including Criminology)	22	109	5,170	335	595.67	36	113	5,279	310	642.60
Arts - Criminology	10	32	1,394	169	139.40	20	37	1,524	171	169.50
Business Administration	0	0	0	0	0.00	0	0	0	0	0
Education	20	38	2,011	185	245.50	23	39	1,905	188	251.67
Science	9	9	427	58	47.03	10	10	396	97	55.83
<b>Totals for 2001/2002</b>	<b>74</b>	<b>236</b>	<b>12,616</b>	<b>977</b>	<b>1,408.20</b>	<b>108</b>	<b>246</b>	<b>12,527</b>	<b>984</b>	<b>1,505.23</b>
Totals for previous year:	43	237	12,517	1,072	1,389.80	74	236	12,616	977	1,408.20

6.

Appendix B-3

NON-CREDIT CERTIFICATE, DIPLOMA, and PROGRAM STATISTICS

2003/2004

2002/2003

Enrollments

Enrollments

Non-Credit Certificate and Diploma Statistics

Certificate in Web-Based Instruction [formerly Dweb] (LIDC)	81	90
University Teaching and Learning (LIDC)	16	17
English Language and Culture	403	578
Urban Design	136	329
Executive Management Development Program	224	177
Liberal Arts – Seniors Program	627	788
Management Skills in Advanced Technology	382	300
Dialogic Language and Culture Teaching	0	certificate program withdrawn
Comparative Language and Culture	0	certificate program to be withdrawn
Aboriginal Tourism Eco-tourism and Small Business	not offered	13
Certificate in Creative Writing	231	13
Certificate in Editing	394	307
Certificate in Publishing	196	363
Certificate in Technical Communication	311	86
Certificate in Business Writing, Public Relations, and Marketing Communication	483	522
Advanced Interpreter Program	28	33
Basic Interpreter Program	13	18
Object Technology Program	465	cancelled
Certificate in Geographic Information Systems	162	237
Certificate Program for CED Professionals	47	167
Certificate Program in Management	232	400
CMA Executive Program	not offered	184

4,622

4,431

Total Certificate and Diploma Program Registrations

4,622



2003/2004

Enrollments

3,114  
1,897  
4,126  
830  
2,690  
283  
0

2002/2003

Enrollments

926  
1,635  
3,610  
1,462  
2,910  
1,677  
24

Non-Credit Program Statistics

Conference/Symposium  
Dialogue  
Individual Seminar/workshop  
Lecture Series  
Philosophers Café  
Public Lecture  
Online Courses

12,940

12,244

Total Non-Credit Program Statistics

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