



CONTINUING STUDIES

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<b>ATTENTION Senate</b>		TEL 25138
FROM	Joan Collinge, Dean pro tem, Continuing Studies	
RE	2007/08 Senate Committee on Continuing Studies Annual Report to Senate.	
DATE	October 27, 2008	TIME

Please find enclosed for Senate's information the Senate Committee on Continuing Studies Annual Report for 2007/08.

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 Institutional Research and Planning. 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 the departments. However, most of the non-credit programming offered by the University – particularly those directed to the broader community – is represented in this report.

Joan Collinge  
Chair, Senate Committee on Continuing Studies  
Dean pro tem, Continuing Studies

Cc: CS Management Group

**SIMON FRASER UNIVERSITY  
SENATE COMMITTEE ON CONTINUING STUDIES ANNUAL  
REPORT TO SENATE FOR 2007/2008****Composition and Mandate**

The current membership of the Senate Committee on Continuing Studies (SCCS) is the Dean of Continuing Studies (chair), Librarian, three faculty members, two at-large members, one convocation member and two students (see Appendix A). The SCCS meets twice each year (once during the fall semester and once in the spring) and 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 its activities annually to Senate.

**Actions of the SCCS in 2007-2008**

**The Senate Committee on Continuing Studies met on two occasions: October 26, 2007 and April 30, 2008.**

At the Fall 2007 meeting the Committee:

- ratified the Annual Report to Senate for 2006/07.
- approved three proposals:
  - Certificate in Police Studies – The intent of this non-credit certificate is to provide an opportunity for those without baccalaureate degrees to pursue Senate-approved courses at the Surrey Campus.
  - Certificate in Sustainable Community Development – This is a non-credit certificate that is jointly sponsored by the Centre for Sustainable Community Development and Continuing Studies' City Program.
  - Certificate in Business Analysis – This program equips participants with the analytical skills required for gathering, validating, communicating, documenting, and testing business requirements. These skills prepare participants for the successful development and implementation of business processes.
- approved a request from Susan Burgess to change the name of the "Diploma in Advanced Project Development and Management" to the "Diploma in Applied Project Management".

At the Spring 2008 meeting, Susan Burgess (Program Director), Yvonne Tabin (Program Director), and Susan O'Connor (Assistant Dean) gave a presentation on credit/non-credit laddering opportunities. The purpose of this initiative is to enable non-traditional learners to receive credit, where appropriate, for non-credit study. Members of the Senate Committee encouraged further development of this initiative.

For enrolment information, refer to Appendix B.

### **New Initiatives**

The Management and Professional Programs offered a new Certificate in Business Analysis at the Vancouver campus and expanded its programming initiatives at the SFU Surrey campus. MPP also created a new Career and Life Planning area, which includes foundational training and continuing education for professionals in career services and related fields.

In the summer of 2007, Continuing Health Education presented the Summer Health Institute, a public education series on healthy living. Eight evening sessions attracted over 400 attendees.

Partnering with Kwantlen Polytechnic University and with funding from Health Canada, Continuing Health Education completed the first phase in the development of an educational program aimed at preparing Aboriginal students for entry into post-secondary health career programs.

The first cohort of 18 students graduated from the Diploma in Dialogue and Negotiation program. This new initiative teaches participants to design and implement collaborative decision-making processes.

The English Language and Culture program expanded its market and welcomed an initial enrollment of 25 Saudi Arabian students.

In August 2007, the Office of International Development became the support quarters of the China Council for International Cooperation on Environment and Development, a high-level advisory body of international and Chinese experts who provide policy advice to China's State Council.

In fall 2007, 7<sup>th</sup> Floor Media launched the Safe Water Challenge website. Water safety is a critical issue for rural and remote First Nations communities and the website encourages people to become water monitors.

**Please note: a more comprehensive version of the 2007-2008 Continuing Studies Annual Report is available at <http://www.sfu.ca/cstudies/CSAnnualReport2007-08.pdf>.**

## **Course Offerings and Enrolments in 2007-2008**

Credit programs that are considered part of continuing education include courses offered by the Centre for Online and Distance Education (CODE) and the Centre for Integrated Credit Studies (CICS). CODE's mandate is to provide increased access to undergraduate students by providing undergraduate courses and programs in conjunction with the various academic faculties.

Participants in the program are the Faculty of Arts and Social Science, the Faculty of Science, the Faculty of Education, and the Faculty of Applied Science. Courses are offered to SFU degree students and a limited number of seats in courses are offered to students as part of SFU's participation in the B.C. Open University Consortium. CICS courses are drawn from the same faculties and are offered through the extension credit program offered at Harbour Centre, the Seniors Program, and the Integrated Studies Program.

During the 2007-2008 year CODE enrolments tallied approximately 1500 FTEs. Two hundred sixty-five courses were offered over three terms. Of these courses, 209 included a mandatory online component. Many of those without mandatory online components provided optional online components such as, for example, the opportunity to submit assignments electronically or to communicate with the tutor online. CODE has 165 courses available and ready for delivery at any time, across four faculties. Of these 12 are writing intensive courses.

This past year the academic units with which CODE collaborates increasingly called upon the Centre to assist them in managing FTEs, either by increasing enrolments in specific courses or by offering more of the unit's course offerings during a particular term. At the same time, a second and seemingly contradictory trend has emerged: the maximum number of FTEs in some courses has declined. In writing-intensive courses the workload is heavier for tutors and it is managed, in part, through reduced enrolments. In addition, the integration of educational technologies in courses, particularly those in which the new technologies are used to support communication, also places a heavier demand on tutors, both because of the technology itself and also the time required to participate in and monitor communication. While maximum enrolments for distance courses offered for the first time are often lower, the tendency for technology and communication-rich courses to have lower maximum enrollments over time has remained, usually at the request of the participating departments.

The 2007-2008 year has been notable for CODE also in that it has seen the successful completion of the first offering of the first CODE-supported online graduate program, and the anticipated debut of another. The Master of Education (MEd) degree in Curriculum and Instruction (with a focus on imagination in education) launched in fall 2006 and the first cohort completed the program this year. In addition, work continued on the development of the second CODE-supported online graduate program, the MA in Applied Legal Studies (MA ALS). This program, which is the result of the coordinated efforts of the School for Criminology, the BC Society of Notaries, and CODE, is to launch in September 2008 to an initial cohort of 23 students. Like the MEd, it combines the benefits of studying online with face-to-face interaction.

Overall, there were increases in both course offerings and FTE within CICS, however, the increase in Extension Credit enrollments (45.09 FTE) was offset by slight decreases in both the Integrated Studies Program (1.58 FTE) and the Seniors Program (.54 FTE) courses. The Integrated Studies Program's decline in enrollment is caused by the graduation of larger cohorts, which are being replaced by smaller ones. Larger average class size along with an increase in course offerings has led to the increases in Extension Credit enrollments.

## Appendix A

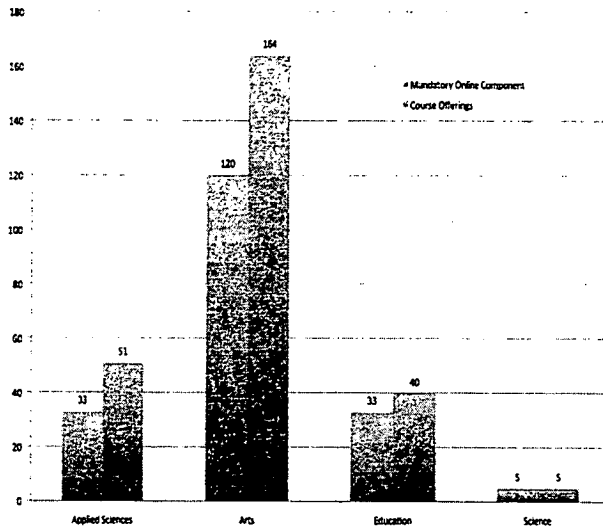
### Senate Committee on Continuing Studies, 2007-2008 Members

John LaBrie, Continuing Studies (Chair)  
Stella Atkins, Computing Science  
Lynn Copeland, Bennett Library (ex-officio)  
Rob Gordon, Criminology  
Alex Hemingway, Student  
Martin Laba, Communication  
D'Arcy Warner, At-large Member  
Peter Williams, Resource & Environmental Management  
Gillian Judson, Student  
Paul Li, Chemistry

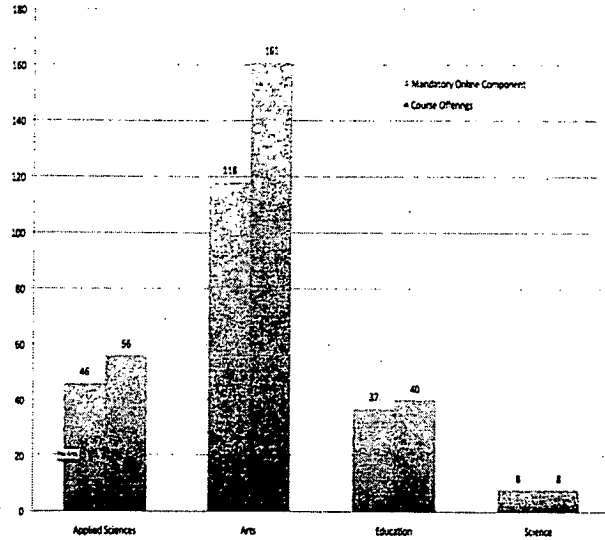
## Appendix B

### Enrolments

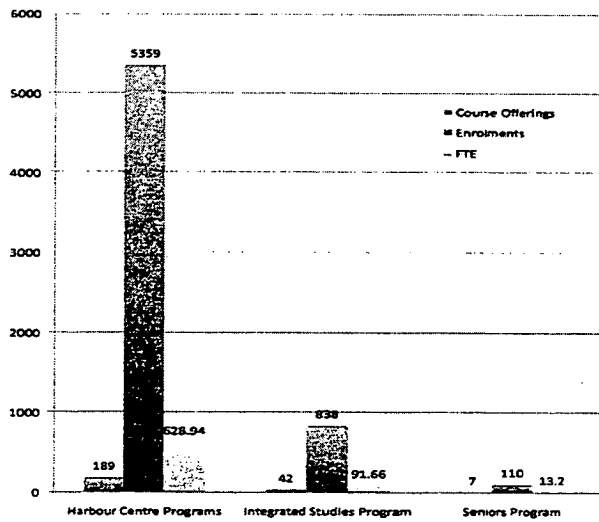
By Faculty 2006/07



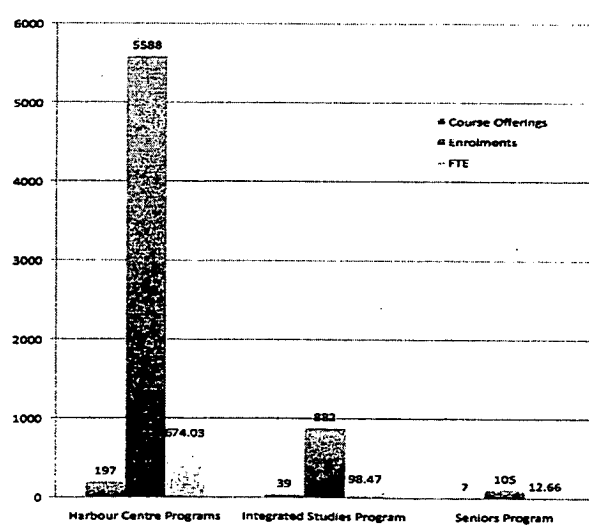
By Faculty 2007/08



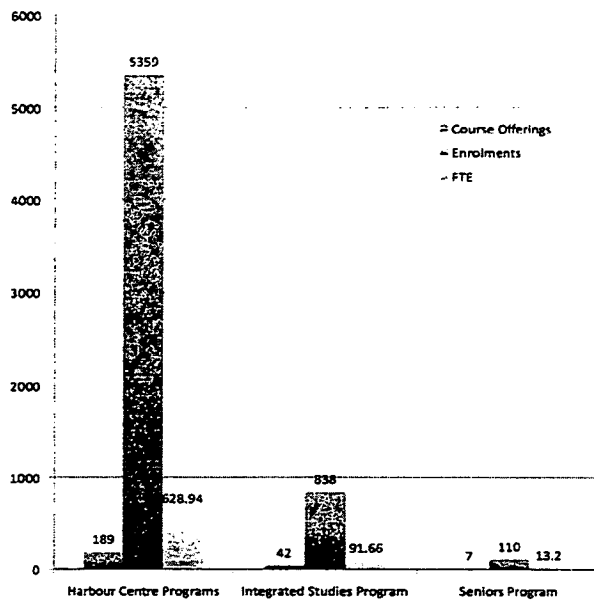
H.C. – I.S.P. – Seniors 2006/07



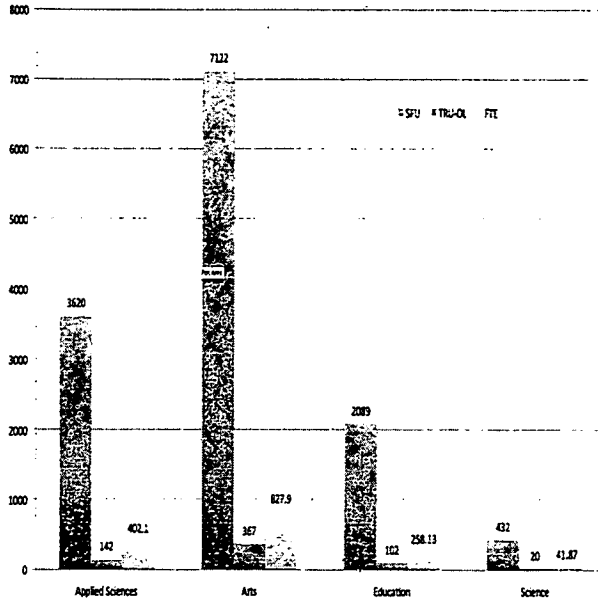
H.C. – I.S.P. – Seniors 2007/08



### Enrolments 2006/07



### Enrolments 2007/08



## NON-CREDIT CERTIFICATE, DIPLOMA and PROGRAM STATISTICS

	2006-2007	2007-2008
<b>Non-credit Certificate &amp; Diploma Statistics</b>		
	Enrolments	Enrolments
English Language & Culture (3)	686	680
Urban Design	340	457
Executive Management Development Program	304	284
Liberal Arts--Seniors Program	391	390
Diploma in Dialogue & Negotiation	18	18
Management Skills in Advanced Technology	104	52
Aboriginal Tourism, Eco-tourism & Small Business	not offered	not offered
Certificate in Creative Writing	539	271
Certificate in Editing	443	443
Certificate in Publishing	177	133
Certificate in Technical Communication	189	110
Certificate in Business Writing, Public Relations & Marketing Communication	491	391
Advanced Interpreter Program	35	34
Basic Interpreter Program	17	15
Certificate in Geographic Information Systems (program phased out)	16	0
Certificate Program for CED Professionals	no data	no data
Certificate in Management	692	690
Diploma in Advanced Project Management and Development	70	50
CMA Executive Program	not offered	not offered
Diploma in Rehabilitation Management	117	115
<b>Total Certificate &amp; Diploma Program Registrations</b>	<b>4629</b>	<b>4133</b>
<b>Non-credit Program Statistics</b>		
	Enrolments	Enrolments
Conference/Symposium	757	415
Dialogue Forum	6078	3296
Individual Course/Seminar/Workshop	2875	2520
Lecture Series	1640	1950
Philosophers' Café	3384	2543
Public Lecture	4555	4655
<b>Total Non-credit Program Enrolments</b>	<b>19289</b>	<b>15379</b>
<b>TOTAL NON-CREDIT CERTIFICATE, DIPLOMA &amp; PROGRAM STATISTICS</b>	<b>23918</b>	<b>19512</b>