



LIFELONG LEARNING

MEMO

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ATTENTION Senate	TEL 25138
FROM Helen Wussow, Dean, Lifelong Learning	
RE 2012/13 Senate Committee on Continuing Studies Annual Report to Senate	
DATE October 25, 2013	

Please find enclosed for Senate's information, the Senate Committee on Continuing Studies' Annual Report for 2012/13.

As always, the Committee energetically undertook the review of new noncredit certificate programs and modifications to existing offerings. It rewrote its terms of reference, which were later sent to Senate and approved. Furthermore, the Committee reviewed and crafted a final version of the revised "Criteria and Guidelines for the Establishment of Certificates and Diplomas" which will come to Senate for approval in 2013/14, depending on Senate's agenda.

The Senate Committee on Continuing Studies is a very important Senate committee since its purpose is to review all noncredit certificates and diplomas offered by the University. On behalf of the University, I would like to thank the members of the Committee.

Helen Wussow  
Chair, Senate Committee on Continuing Studies  
Dean, Lifelong Learning



SIMON FRASER UNIVERSITY  
Lifelong LEARNING

SIMON FRASER UNIVERSITY  
SENATE COMMITTEE ON CONTINUING STUDIES  
ANNUAL REPORT TO SENATE FOR 2012/2013

### **Composition and Mandate**

The current membership of the Senate Committee on Continuing Studies (SCCS) is the Dean of Lifelong Learning (chair), Dean of Libraries, four faculty members, two at-large members, one convocation member and one student (see Appendix A). The SCCS meets twice each year (during the fall and spring semesters) 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. Numbers included in this report are based on the fiscal year 2012 – 2013.

### **Actions of the SCCS in 2012-2013**

The Senate Committee on Continuing Studies met on two occasions: October 18, 2012 and May 2, 2013.

#### **At the Fall 2012 meeting the Committee:**

- ratified the Annual Report to Senate for 2011/12
- approved 239 Continuing Studies Non-credit Certificate and Diploma Graduates
- approved a proposal for program changes to the Career Development Practitioner Program
- approved a proposal for the discontinuance of the Certificate in Canadian Business Management Fundamentals
- approved changes to the SCCS Terms of Reference
- drafted changes to the Criteria and Guidelines for the Establishment of Certificates and Diplomas

#### **At the Spring 2013 meeting the Committee:**

- approved 226 Continuing Studies Non-credit Certificate and Diploma Graduates
- approved changes to the Career Development Practitioner Certificate
- approved changes to the Certificate in Management (specialization in General Management and Risk Management)
- approved a proposal for a Certificate in The Next Generation Transportation
- finalized changes to the Criteria and Guidelines for the Establishment of Certificates and Diplomas

Total enrolments in Lifelong Learning's non-credit courses may be reviewed in Appendix B. This appendix also shows enrolments in credit courses (both face-to-face and online) offered through Lifelong Learning.

Please note: a comprehensive version of the 2012-2013 Lifelong Learning Community Report is available at <http://www.sfu.ca/content/dam/sfu/continuing-studies/forms-docs/SFU-Lifelong-Learning-Community-Report-2012-2013.pdf>

## **Appendix A**

### **Senate Committee on Continuing Studies, 2012 -2013 Members**

Helen Wussow, Lifelong Learning (Chair)  
Charles Eckman, Bennett Library  
Robert Gordon, Criminology  
Daniel Laitsch, Education  
David Paterson, Education  
Lynne Quarmby, Molecular Biology & Biochemistry  
Tracey Leacock, Education  
Peter Ruben, Biomedical Physiology & Kinesiology  
D'Arcy Warner, Convocation Senator  
Jens Lundgreen-Neilsen, Student At-large

## Appendix B

### 2012/2013 Enrollment in SFU Lifelong Learning Courses, Programs and Events

Program	Fee-Based Registrations	Free and Sponsored Registrations
<b>FLEXIBLE DEGREE PROGRAMS AND COURSES</b>		
<b>SFU NOW: Nights or Weekends</b>		
Total SFU NOW enrollment	2,470	
NOW student enrollment (703)		
Daytime student enrollment (1,767)		
<b>Integrated Studies</b>	242	
<b>Centre for Online and Distance Education</b>	15,346	
<b>PROFESSIONAL AND PERSONAL DEVELOPMENT</b>		
<b>City Program</b>	683	2,843
<b>Management and Professional Programs</b>		
Justice and Conflict Resolution	66	
Business and Management	2,624	
Career and Life Planning	448	
<b>Liberal Arts and Adults 55+ Programs</b>	3,664	1,796
<b>Writing and Communications Program</b>	2,152	1,595
<b>LANGUAGES AND INTERCULTURAL COMMUNICATION</b>		
<b>English Language and Culture Program</b>	792	
<b>Interpretation and Translation Program</b>	247	
<b>International Teaching Assistants Program</b>	77	
<b>COMMUNITY ENGAGEMENT</b>		
<b>Aboriginal Bridge Programs</b>		
Aboriginal Pre-Health	72	
Aboriginal University Prep	32	
<b>Community Education Program</b>	512	350
<b>Continuing Studies in Science and Environment</b>		1,382
<b>Philosophers' Café</b>		3,549
<b>Total Credit and Non-Credit Enrollment</b>	<b>29,427</b>	<b>11,515</b>