CAPILANO
U N I V E R S I T Y

SENATE CURRICULUM COMMITTEE MEETING
Friday, November 18, 2011   1:00 pm   LB321

MINUTES

PRESENT: Jackie Snodgrass, (Chair), Anna Lee Boulton, Robert Campbell, Graham Fane, Peter Holden, Rita Isola, Lynn Jest (late), Vineet Johnson, Rorri McBlane, Karen McCredie, Sheila Ross, Michael Thoma, Ghazal Tohidi, Jo Wang, Milton Williams, Recording Secretary: Mary Jukich

REGRETS: Karin Hall, Marion Haythorne, Karin Jager, Grace McNab, Jennifer Moore, Maggie Reagh

GUESTS: Don Bentley, Erin Crisfield, Susan Hogan, Anne Stone

The meeting was called to order at 1:00 p.m. and guests Don Bentley, Erin Crisfield, Susan Hogan, and Anne Stone were introduced and welcomed.

The Committee was reminded of the calendar deadline in place for approval of changes going into next year's calendar. Changes to courses and programs to be implemented in the 2012/2013 year need to be submitted by the March SCC meeting for approval at the April Senate meeting.

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1.   APPROVAL OF AGENDA

> *On the motion of Peter Holden and seconded by Robert Campbell:*
> ***the Agenda was approved.***

CARRIED

2.   MINUTES

One correction was noted. On page 2, item 4, the last line should state that the start time of the EDT time requirements will take place in the summer of 2012.

> *On the motion of Anna Lee Boulton and seconded by Peter Holden:*
> ***the amended Minutes of the meeting of October 21, 2011 were approved.***

CARRIED

3.   **APPLIED BUSINESS TECHNOLOGY**
      Applied Business Technology Online Program Profile
      Accounting Fundamentals Online Program Profile
      Administrative Assistant Online Program Profile
      Administrative Fundamentals Program Profile
      Computer Fundamentals Online Program Profile
      Medical Office Assistant Online Program Profile
      ABTO 117 – Outlook
      ABTO 118 – Desktop Publishing
      MOAO 140 – Medical Billing Manual
      ABTO 142 – Integrated Projects Administrative
      Presented by: Graham Fane

The program profiles for Applied Business Technology Online, Accounting Fundamentals Online, Administrative Assistant Online, Administrative Fundamentals, Computer Fundamentals Online and Medical Office Assistant Online are being revised to allow the length of completion of the programs from two years to three years.

Graham Fane moved and Rorri McBlane seconded that:

11/65	The revisions to the Applied Business Technology Online, Accounting Fundamentals Online, Administrative Assistant Online, Administrative Fundamentals, Computer Fundamentals Online and Medical Office Assistant Online program profiles be recommended for approval to the Senate.	**CARRIED**

In order to be consistent with other online courses, the pre-requisites of ABTO 117 Outlook, ABTO 118 Desktop Publishing, MOAO 140 Medical Billing Manual and ABTO 142 Integrated Projects Administrative are being revised to allow ABTO 100 as either a pre-requisite or a co-requisite.

During the review of the courses, it was noted that the older version of the wording under University Policies was used and the new wording will be included. Also, the correct implementation date of the courses is summer 2012.

Anna Lee Boulton moved and Michael Thoma seconded that:

11/66	The pre-requisite revisions to ABTO 117 Outlook, ABTO 118 Desktop Publishing, MOAO 140 Medical Billing Manual and ABTO 142 Integrated Projects Administrative be recommended for approval to the Senate.	**CARRIED**

4.   **PERFORMING ARTS**
      Bachelor of Performing Arts Degree Program Profile
      Presented by: Jackie Snodgrass

SCC was requested to revise the Bachelor of Performing Arts Degree program profile. The new profile designates in what term courses are offered in and will result in students to better understand what is required to receive the degree.

Robert Campbell moved and Sheila Ross seconded that:

11/67	The revision to the Bachelor of Performing Arts Degree Program Profile be recommended for approval to the Senate.	**CARRIED**

5. **APPLIED BEHAVIOUR ANALYSIS**
ABA 313 – Supporting Individuals with ASD and Their Families Across the Lifespan
ABA 426 – Assessment and Intervention Planning for Young Children with ASD
ABA 443 – Advanced Topics in Applied Behaviour Analysis
Bachelor of Arts in Applied Behaviour Analysis – Autism Program Profile
Presented by: Robert Campbell

SCC was requested to approve three new courses, ABA 313 Supporting Individuals with ASD and Their Families Across the Lifespan, ABA 426 Assessment and Intervention Planning for Young Children with ASD and ABA 443 Advanced Topics in Applied Behaviour Analysis. The new courses can be taken as electives and will add further depth to the current curriculum.

Milton Williams moved and Anna Lee Boulton seconded that:

11/68	The three new courses, ABA 313 Supporting Individuals with ASD and Their Families Across the Lifespan, ABA 426 Assessment and Intervention Planning for Young Children with ASD and ABA 443 Advanced Topics in Applied Behaviour Analysis, be recommended for approval to the Senate.	**CARRIED**

The Bachelor of Arts in Applied Behaviour Analysis – Autism program profile is being revised to indicate that the three new courses will be placed as electives in year three and four of the program profile.

Rorri McBlane moved and Peter Holden seconded that:

11/69	The revision to the Bachelor of Arts in Applied Behaviour Analysis – Autism Program Profile be recommended for approval to the Senate.	**CARRIED**

6. **SCHOOL OF BUSINESS**
RMCP 173 – Retail Finance/Store Management II
Presented by: Peter Holden

The pre-requisite of RMCP 173 Retail Finance/Store Management II is being revised to remove RMCP 172. This will also streamline the acceptance and registration process and eliminate the current practice of re-requisite overrides during the Spring registration.

Graham Fane moved and Ghazal Tohidi seconded that:

11/70	The pre-requisite revision to RMCP 173 Retail Finance/Store Management II be recommended for approval to the Senate.	**CARRIED**

7. **TOURISM AND OUTDOOR RECREATION MANAGEMENT**
TOUR 133 – Tourism Career Management
TOUR 140 – Tourism Co-op Work Experience
Presented by: Susan Hogan

The pre-requisites of TOUR 133 Tourism Career Management and TOUR 140 Tourism Co-op Work Experience are being revised to ensure that students entering the workplace as part of their co-op work experience have a higher standard of skills and knowledge.

Sheila Ross moved and Vineet Johnson seconded that:

11/71	The pre-requisite revision to TOUR 133 Tourism Career Management and TOUR 140 Tourism Co-op Work Experience be recommended for approval to the Senate.	**CARRIED**

8. **DEVELOPMENTAL STUDIES**
College and University Preparation Program Profile
Presented by: Don Bentley

The College and University Preparation program profile is being revised to indicate the addition of higher level courses.

Lynn Jest moved and Karen McCredie seconded that:

11/72	The revision to the College and University Preparation Program Profile be recommended for approval to the Senate.	**CARRIED**

9. **CONTINUING EDUCATION**
BCMG 124 – The Social Musician: Thriving in the Age of Social Media
CAYG 187 – Nature Detectives
CAYG 186 – Oceans and Potions
AADG 15701 – Website Creation for Visual and Performing Artists
AADG 14401 – Financing Your Art Practice
BCMG 12601 – Website Management for Small Business
BCMG 112501 – Online Marketing for Small Business
FATG 12001 – Layers Upon Layers
FATG 11801 – Fedoras to Fascinators
FATG 11901 – Ruffs and Queens
GNLG 157 – Renovations: How, Why and What?
AADG 16201 – From Form to Function: Stepping Stones
AADG 10301 – Drawing Fundamentals
CAYG 16701 – Kids' Art Studio
AADG 15401 – Metallica: For Painting, Collage and Assemblage
AADG 15601 – Introductory Printmaking
FATG 117 – Introduction to Pro Tools for Film Sound
GNLG 13901 – A Year in Your Garden
BCMG 123 – Introductory Taxation for Entrepreneurs
AADG 15701 – Feltmaking: An ancient Medium for Contemporary Creators
AADG 15301 – Photographing People and Places
AADG 15201 – Cityscape/Landscape Photography

WRTG 12801 – Print and e-Book Self-Publishing
WRTG 13201 – Speculative Fiction: World Building
WRTG 11001 – Children's Fiction – Exploring the Genres, Finding Your Voice
CAIG 131 – Wordpress Fundamentals: Blogs and Websites
FATG 12101 – Backstage With the Costume Department
Presented by: Erin Crisfield

A series of Continuing Education courses were presented for approval. During review of the courses, it was noted that some courses had been erroneously coded with five digits and these will be corrected by the Department.

Peter Holden moved and Vineet Johnson seconded that:

11/73   The new Continuing Education courses, BCMG 124 The Social Musician: Thriving in the Age of Social Media, CAYG 187 Nature Detectives, CAYG 186 Oceans and Potions, AADG 15701 Website Creation for Visual and Performing Artists, AADG 14401 Financing Your Art Practice, BCMG 12601 Website Management for Small Business, BCMG 112501 Online Marketing for Small Business, FATG 12001 Layers Upon Layers, FATG 11801 Fedoras to Fascinators, FATG 11901 Ruffs and Queens, GNLG 157 Renovations: How, Why and What?, AADG 16201 From Form to Function: Stepping Stones, AADG 10301 Drawing Fundamentals, CAYG 16701 Kids' Art Studio, AADG 15401 Metallica: For Painting, Collage and Assemblage, AADG 15601 Introductory Printmaking, FATG 117 Introduction to Pro Tools for Film Sound, GNLG 13901 A Year in Your Garden, BCMG 123 Introductory Taxation for Entrepreneurs, AADG 15701 Feltmaking: An ancient Medium for Contemporary Creators, AADG 15301 Photographing People and Places, AADG 15201 Cityscape/Landscape Photography, WRTG 12801 Print and e-Book Self-Publishing, WRTG 13201 Speculative Fiction: World Building, WRTG 11001 Children's Fiction – Exploring the Genres, Finding Your Voice, CAIG 131 Wordpress Fundamentals: Blogs and Websites, FATG 12101 Backstage With the Costume Department, be recommended for approval to the Senate.   **CARRIED**

10.   **ENGLISH**
ENGL 296 – Creative Writing: Writing for the Stage
Presented by: Anne Stone

To correct a typographical error on the course pre-requisites in which THTR 100 should have read "ACTR 100", SCC was requested to approve a revision to ENGL 296.

Robert Campbell moved and Sheila Ross seconded that:

11/74   The revision to ENGL 296 Creative Writing: Writing for the Stage, be recommended for approval to the Senate.   **CARRIED**

11.   TEXTILE ARTS
Textile Arts Diploma Program Profile
Presented by: Jackie Snodgrass

The Textile Arts Diploma program profile is being revised to indicate that Communications 120 will no longer be offered as an elective for the English 100 requirement.

> *Lynn Jest moved and Anna Lee Boulton seconded that:*

> **11/75**   The revision to the Textile Arts Diploma Program Profile be recommended for approval to the Senate.   **CARRIED**

FOLLOW-UP ITEMS
None.

INFORMATION ITEMS
None.

There being no further business, the meeting concluded at 1:40 p.m.

Next Meeting: December 16, 2011