CAPILANO UNIVERSITY

SENATE CURRICULUM COMMITTEE MEETING
Friday, June 12, 2009   1:00 pm   LB321

MINUTES

PRESENT: Jackie Snodgrass (Chair), Robert Campbell, Margaret Dulat, Graham Fane, Karin Hall, Marion Haythorne, Meike Wernicke-Heinrichs, Peter Holden, Karin Jager, Dorothy Jantzen, Violet Jessen, Rorri McBlane, Jennifer Moore, Itidal Sadek, Mahak Yaseri, Recording Secretary: Mary Jukich

REGRETS: Aaron Bergner, Anna Lee Boulton, Lynn Jest, Doug Johnstone, Grace McNab, Keith Van, Milt Williams

GUESTS: Rita Isola, Lynne Moran, Jane Still

The Chair called the meeting to order and welcomed Graham Fane, the new Dean of Business, Rita Isola who will be replacing Mahak Yaseri as the representative from Social Sciences, Jane Still from Film Crafts and Lynne Moran from Continuing Education.   The Chair noted this was Dorothy Jantzen's last SCC meeting due to her retirement and Jennifer Moore would be filling in as the Acting Dean of Fine and Applied Arts. A new representative to SCC from Motion Picture Arts will be selected.

1.   APPROVAL OF AGENDA

On the motion of Peter Holden and seconded by Rorri McBlane
the Agenda was approved.

CARRIED

2.   MINUTES

Violet Jessen noted that her name had been misspelled. The correct spelling is "Jessen".

On the motion of Marion Haythorne and seconded by Jennifer Moore
the amended Minutes of the meeting of May 15, 2009 were approved.

CARRIED

3.   CONTINUING EDUCATION

CAIG 12103 – Developing Data Base Driven Websites
BCMG 11203 – Your Invention: From Idea to Patent to Market
PDVG 12303 – Self Hypnosis: A Mind-Body-Spirit Approach
PDVG12703 – 30 Days to a New You: Get What You Want Through Authentic Change
PDVG 12403 – What's Next 4 U?
PDVG 11903 – Ki (Chi) Mind Development
PDVG 12503 – Narrative Therapy: An Alternative for Couples
PDVG 12603 – Narrative Mediation: An Alternative for Divorce
Presented by: Lynne Moran

These are eight new courses being offered by Continuing Education. Some revisions were noted to the course approval forms/outlines and these will be modified.

Itidal Sadek moved and Rorri McBlane seconded that:

09/41   The new Continuing Education courses,   CAIG 12103 Developing Data Base Driven Websites, BCMG 11203 Your Invention: From Idea to Patent to Market, PDVG 12303 Self Hypnosis: A Mind-Body-Spirit Approach, PDVG12703 30 Days to a New You: Get What You Want Through Authentic Change, PDVG 12403 What's Next 4 U?, PDVG 11903 Ki (Chi) Mind Development, PDVG 12503 Narrative Therapy: An Alternative for Couples and PDVG 12603 Narrative Mediation: An Alternative for Divorce with the suggested revisions be recommended for approval to the Senate.   **CARRIED**

4.   **IDEA**
IDEA 190 – Principles of Colour and Design
Presented by: Karin Jager

The contact hours of IDEA 190 Principles of Colour and Design are being revised to indicate 3 lecture and 1 tutorial hour as it was indicated that students did not require additional tutorial hours.

Robert Campbell moved and Dorothy Jantzen seconded that:

09/42   The revision to IDEA 190 Principles of Colour and Design be recommended for approval to the Senate.   **CARRIED**

5.   **DOCUMENTARY**
Documentary Program Profile
Presented by: Jennifer Moore

The previously approved program profile did not reflect that the first course in term two is a one-credit course and will run for five weeks. The new profile now reflects the change.

Peter Holden moved and Karin Jager seconded that:

09/43   The revision to the Documentary program profile be recommended for approval to the Senate.   **CARRIED**

6.   **ABT/MEDICAL OFFICE ASSISTANT ONLINE**
MOAO 120 – Medical Transcription

MOAO 102 – Medical Terminology III Pharmacology and Specialties
MOAO 131 – Clinical Procedures and Practice
MOAO 140 – Medical Billing – Manual
MOAO 141 – Medical Billing – Computerized
Medical Office Assistant Online Program Profile
Presented by: Marion Haythorne

The pre-requisites of MOAO 120 Medical Transcription are being revised to include business English. MOAO 102 Medical Terminology III Pharmacology and Specialties, MOAO 131 Clinical Procedures and Practice, MOAO 140 Medical Billing – Manual and MOAO 141 Medical Billing – Computerized are four new courses that are being added to the program. The Medical Office Assistant Online program profile is being revised to indicate the reduction of credits in the program from 23.5 to 22.5. As this program is offered province wide by different institutions, there was a discussion on whether grading and plagiarism requirements were institution specific.   The Registrar will follow up at the next meeting whether students should follow the policies of their own institutions or if they should abide by the policies of Capilano University.

Graham Fane moved and Rorri McBlane seconded that:

09/44   The pre-requisite change to MOAO 120 Medical Transcription, the four new courses, MOAO 102 Medical Terminology III Pharmacology and Specialties, MOAO 131 Clinical Procedures and Practice, MOAO 140 Medical Billing – Manual and MOAO 141 Medical Billing – Computerized and the revisions to the Medical Office Assistant Online program profile be recommended for approval to the Senate.   **CARRIED**

7.   **ENGINEERING**
APSC 130 – Technical Drafting and Computer-Aided Design
APSC 140 – Engineering Design
Engineering – First Year Program Profile Stream A
Engineering – First Year Program Profile Stream B
Diploma in the Engineering Transition Program Profile
Presented by: Margaret Dulat

The APSC 160 Engineering Design course is being split into two courses to allow students to take a lab component before a lecture component in this program. The resulting two courses, APSC 130 Technical Drafting and Computer-Aided Design is a new course to fulfill the lab component requirement, and APSC 140 Engineering Design is being revised to fulfill the lecture component. The Engineering – First Year Program Profile Stream A, Engineering – First Year Program Profile Stream B, and the Diploma in the Engineering Transition Program Profile are being revised to indicate the placement of the two courses.

Robert Campbell moved and Mahak Yaseri seconded that:

09/45   The new course, APSC 130 Technical Drafting and Computer-Aided Design, the revisions to APSC 140 Engineering Design and the resulting revisions to Engineering – First   Year Program Profile Stream A, Engineering – First Year Program Profile Stream B and the Diploma in the Engineering Transition Program Profile be recommended for approval to the Senate.   **CARRIED**

8.   **FILM CRAFTS**
Admission Requirements to the Cinematography for Film and Video Program
Cinematography for Film and Video Program Profile
Presented by: Jane Still

After a curriculum review and with the advice of an external advisory committee, recommendations for revisions to the Cinematography for Film and Video program were identified.   These recommendations consisted of changing course names to clearly reflect course content and revising the admission requirements of the program. In addition to the existing admissions requirements, the admission requirements should include "Completion of the Motion Picture Production Program Certificate or equivalent, and interview for admission to the Cinematography for Film and Video program".

Robert Campbell moved and Peter Holden seconded that:

09/46   The revision to the admissions requirements to the Cinematography for Film and Video Program be recommended for approval to the Senate.

CARRIED

As the revision to the Cinematography for Film and Video Program Profile consisted only of a course name change, approval of the program profile was not required.

INFORMATION ONLY

Information Item #1 - Title Change
Old Title – CINE 118 – Cinematography for Film and Video
New Title – CINE 118 – Applied Cinematography for Film and Video I

There being no further business, the meeting concluded at 1:50 pm.

Next Meeting: August 21, 2009.