



SENATE CURRICULUM COMMITTEE MEETING

Friday, March 15, 2024 12:00 pm.

VIA MICROSOFT TEAMS

MINUTES

- PRESENT:** Deb Jamison (Chair), Shahnaz Darayan, Sue Dritmanis, David Geary (late), Daniel Hersog, Urmila Jangra, Amisha Maini, Cass Picken, Maggie Reagh, Alisha Samnani, Ramin Shadmehr, Caroline Soo (part of meeting), Dominique Walker, Lydia Watson, Sarah Yercich, Rachel Yu, Recorder Mary Jukich
- REGRETS:** Raphael Gasc, Bethany Paul, Tracy Penny Light, Laureen Styles, Natasha Mrkic-Subotic, Kyle Vuorinen
- GUESTS:** Julia Black, John Brouwer, Miriam Elfert, Colin Gilker, Krystyna Nowak, Christine Sjolander, Tanya Wroblewski

Land Acknowledgement

Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the territories of the Lílwat, xʷməθkʷəʔəm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

1. Welcome

The Chair called the meeting to order at 12:00 pm.

- Maggie Reagh was welcomed back to the committee.
- John Brouwer attending on behalf of Mohan Baichoo, Tourism and Outdoor Recreation Management.
- Krystyna Nowak attending on behalf of Bethany Paul, Library Representative.

2. Approval of the Agenda

Dominique Walker moved and Sue Dritmanis seconded:
To adopt the agenda.

CARRIED

3. Approval of the Minutes

John Brouwer moved and Urmila Jangra seconded:
To adopt the February 16, 2024 minutes.

CARRIED



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4. Residency Requirement for the Bachelor of Arts Degree (annual reporting)

Presented by: Miriam Elfert

As background, the Bachelor of Arts in Applied Behaviour Analysis (BA-ABA) is a 120-credit degree with multiple entry points. One of the most common pathways is to enter into Year 3 and complete the final two years of the bachelor's degree at Capilano. Thus, a significant portion of students who apply and are accepted are transfer credit students who have completed coursework at other post-secondary institutions. As a result of the recent change in residency requirements from 25% to 50% for degree programs, the distance students who cannot attend classes on campus to meet the requirement of 9 credits of upper-level courses are no longer able to meet the residency requirements at Capilano and are therefore not eligible to graduate from the BA-ABA program.

As such, at the January 24, 2020 SCC meeting, the SCC members approved decreasing the residency requirement from 50% to 25% for the BA-ABA as an interim solution, with the longer term and broader goal of developing more upper-level online courses that could be taken by BA-ABA students (as well as other students) to meet the elective requirements. This approval was extended for a further year at the January 15, 2021, February 18, 2022 and January 20, 2023 meeting.

The presenter requested that SCC approve a further one-year extension of the residency requirement.

Tracy Penny Light moved and Daniel Hersog seconded:

24/09 It be recommended to Senate for approval that the residency requirement for the Bachelor of Arts Degree – Applied Behaviour Analysis (Autism) continue to be reduced from 50% to 25% for distance students on a further interim basis, to be reviewed again in one year.

CARRIED



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5. EDUCATION ASSISTANT PROGRAM

Presented by: Tany Wroblewski

SEA 100 – History Philosophy and Issues in Special Education

(Revisions include subject code change to EA)

SEA 101 – Working in Schools

(Revisions include subject code change to EA)

SEA 102 – Interpersonal Skills for Education Assistants

(Revisions include subject code change to EA)

SEA 103 – Behaviour as Communication

(Revisions include subject code change to EA)

SEA 105 – Exploring Diverse Learners in Schools

(Revisions include subject code change to EA)

SEA 106 – Supporting Students with Technology and AAC Systems

(Revisions include subject code change to EA)

SEA 107 – Strategies to Support Students Requiring Accommodations

(Revisions include subject code change to EA)

SEA 108 – Strategies to Support Students on Individualized Programs

(Revisions include subject code change to EA)

SEA 109 – Practicum/Capstone Project for the Education Assistant

(Revisions include subject code change to EA)

The above-noted nine courses are being revised to change the subject code from “SEA” to “EA”. The terminology “special education” is no longer a term used in this area of practice.

The following prerequisite revisions were requested:

- SEA 100 – History, Philosophy and Issues in Special Education
 - From “SEA 102” to “None”;
- SEA 106 – Supporting Students with Technology and AAC Systems
 - From “None” to “EA 104 as a pre-or corequisite”;
- SEA 107 – Strategies to Support Students Requiring Accommodations
 - From “SEA 103” to “None”;



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- SEA 109 – Practicum/Capstone Project for the Education Assistant
 - From “SEA 100, 101, 102, 103, 105, 106, 107, 108 and 110” to “EA 100, 101, 102, 103, 104, 105, 107 and 108 and EA 106 as a pre- or corequisite”;

The following credit revisions were requested:

- SEA 105 – Exploring Diverse Learners in Schools
 - Credit reduction from 3.0 credits to 1.5 credits;
- SEA 108 – Strategies to Support Students on Individualized Programs
 - Credit increase from 1.5 credits to 3.0 credits.

Dominique Walker moved and Lydia Watson seconded:

24/10 The revisions to the subject code from “SEA” to “EA” of the following courses:

CARRIED

SEA 100 – History, Philosophy and Issues in Special Education

SEA 101 – Working in Schools

SEA 102 – Interpersonal Skills for Education Assistants

SEA 103 – Behaviour as Communication

SEA 105 – Exploring Diverse Learners in Schools

SEA 106 – Supporting Students with Technology and AAC Systems

SEA 107 – Strategies to Support Students Requiring Accommodations

SEA 108 – Strategies to Support Students on Individualized Programs

SEA 109 – Practicum/Capstone Project for the Education Assistant

The prerequisite revisions to:

SEA 100 – History, Philosophy and Issues in Special Education

SEA 106 – Supporting Students with Technology and AAC Systems

SEA 107 – Strategies to Support Students Requiring Accommodations

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And the credit revisions to:

SEA 105 – Exploring Diverse Learners in Schools

SEA 108 – Strategies to Support Students on Individualized Programs

be recommended to Senate for approval

EA 104 – Introduction to Technology

EA 104 – Introduction to Technology is a new course and was developed based on discussions with stakeholders, student feedback and faculty experiences in school settings. The need and demand for education assistants skilled in the appropriate use of technology to foster inclusion, belonging, learning and communication is high. This course will provide the foundational skills related to the creation and use of visual supports, an introduction to Boardmaker, with the opportunity for hands-on application, and an introduction to the foundational principles of inclusion and communication.

John Brouwer moved and Lydia Watson seconded:

24/11 The new course, EA 104 – Introduction to Technology, be recommended to Senate for approval.

CARRIED

Education Assistant Certificate Program Profile

The Education Assistant Certificate program profile is being revised to change the program start date from July to September. The revision is being requested because there have been some challenges with enrollment and a program start in September would allow for an increased opportunity for recruitment. The program is also being changed from an 18-month program to a 16-month program, and SEA 110 will be discontinued.

Dominique Walker moved and Urmila Jangra seconded:

24/12 The revisions to the Education Assistant Certificate program profile be recommended to Senate for approval.

CARRIED



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6. SCHOOL OF BUSINESS

Business Administration Certificate Program Profile

Presented by: Christine Sjolander

The last update to the Business Administration Certificate program was in 2018. Since that time, there have been many changes to other School of Business programs and courses. Additionally, there has been some demand from First Nations communities for a variation of this certificate program for their communities. The proposed revisions will align the BA Certificate more closely with other CSB programs and with the partnership programs that have been established.

Along with some changes to electives, the Business Administration Certificate program profile revisions consist of changing the program from 18 to 15 credits. The Certificate program will continue to transfer into the Diploma program and BBA degree, but will no longer ladder directly into the BBA degree. However, students who choose to take CMNS 100 in the certificate rather than ENGL 100 will need to take ENGL 100 in order to complete the degree.

Lydia Watson moved and Sue Dritmanis seconded:

24/13 The revisions to the Business Administration Certificate program profile be recommended to Senate for approval.

CARRIED

7. SCHOOL OF BUSINESS

Business Administration Diploma Program Profile

Presented by: Christine Sjolander

The revisions to the Business Administration Diploma program profile consist of it transferring to but no longer laddering into the BBA degree, and the following additions and removals of courses:

- Addition of the following courses:
 - USS 100
 - CMNS 100 (as an alternative to ENGL 100)
 - CMNS 185 or BMKT 263
 - BADM 202
 - BADM 265 or RMCP 375 or BFIN 249
 - BADM 340 or BADM 318 or BADM 365



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- BFIN 306
- Removal of the following courses:
 - BADM 201
 - BADM 204
 - BADM 210
 - BADM 241

John Brouwer moved and Lydia Watson seconded:

24/14 The revisions to the Business Administration Diploma program profile be recommended to Senate for approval.

CARRIED
4 Abstentions
1 Opposed

8. SCHOOL OF BUSINESS

Bachelor of Business Administration Program Profile

Presented by: Christine Sjolander

The Bachelor of Business Administration program profile is being revised as follows:

- Addition of the following courses:
 - USS 100
 - CMNS 185 or BADM 263
 - BADM 202
 - BADM 265 or BADM 365 368
 - BADM 305
 - BADM 318
 - BADM 385
 - BADM 395
 - BADM 466
- Removal of the following courses:
 - BADM 204
 - BFIN 244 or BFIN 341
 - BADM 302



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Lydia Watson moved and Urmila Jangra seconded:

- 24/15** The revisions to the Bachelor of Business Administration program profile be recommended to Senate for approval.

CARRIED
1 Abstention

9. SCHOOL OF BUSINESS

BMKT 161 – Introduction to Marketing

Presented by: Lydia Watson

SCC was requested to approve the following revisions to BMKT 161 – Introduction to Marketing:

- Course level change from a 100-level course to a 200-level course (BMKT 203);
- Prerequisite revisions from “None” to “15 credits of 100-level or higher coursework, including BADM 101.”

Lydia Watson moved and Dominique Walker seconded:

- 24/16** The course level and prerequisite revisions to BMKT 161 – Introduction to Marketing be recommended to Senate for approval.

CARRIED

10. ABE

BBIO 043 – ABE Advanced Biology I
 BBIO 044 – ABE Advanced Biology II
 BBIO 053 – ABE Provincial Biology I
 BBIO 054 – ABE Provincial Biology II
 BCHM 043 – ABE Advanced Chemistry I
 BCHM 044 – ABE Advanced Chemistry II
 BCHM 053 – ABE Provincial Chemistry I
 BCHM 054 – ABE Provincial Chemistry II
 BCMP 031 – Interm. Lev-Computer Studies
 BCMP 041 – Adv Level Computer Studies
 BCMP 051 – ABE Prov. Level Comp Studies
 BCMP 052 – ABE Provincial Level Comp Studies
 BENG 043 – ABE Advanced Level English 1
 BENG 044 – ABE Advanced Level English 2



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BENG 052 – Prov. Engl-Critical Rdg & Writing
 BENG 053 – ABE Provincial Level English 1
 BENG 054 – ABE Provincial Level English 2
 BFPS 052 – First Peoples' Culture/History
 BHST 052 – Provincial Level History
 BMAF 001 – ABE Fundamental Mathematics 1
 BMAF 002 – ABE Fundamental Mathematics 2
 BMAF 003 – ABE Fundamental Mathematics 3
 BMAF 004 – ABE Fundamental Mathematics 4
 BMAF 005 – ABE Fundamental Mathematics 5
 BMAF 006 – ABE Fundamental Mathematics 6
 BMTH 021 – Fund Level Mathematics
 BMTH 033 – Introductory Algebra
 BMTH 034 – Interm. Algebra & Geometry
 BMTH 043 – Advanced Algebra I
 BMTH 044 – Adv. Algebra II & Trigonometry
 BMTH 047 – Adv. Foundations Math 1
 BMTH 048 – Adv. Foundations Math 2
 BMTH 053 – Precalculus I
 BMTH 054 – Precalculus II
 BPHY 043 – ABE Advanced Physics I
 BPHY 044 – ABE Advanced Physics II
 BPHY 053 – ABE Provincial Physics I
 BPHY 054 – ABE Provincial Physics II

Presented by: Colin Gilker

As background, ABE registers students manually and the department is moving to online registration to move to a more efficient process for students. However, to move to online registration, consistent prerequisites and test scores are required and, accordingly, SCC was requested to approve the prerequisite revisions to the courses as noted in the March 15, 2024 agenda package, pages 179 and 180.

Dominique Walker moved and John Brouwer seconded:

24/17 The revisions to the prerequisites of the following courses be recommended to Senate for approval:

**CARRIED
1 Abstention**

BBIO 043 – ABE Advanced Biology I



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BBIO 044 – ABE Advanced Biology II
 BBIO 053 – ABE Provincial Biology I
 BBIO 054 – ABE Provincial Biology II
 BCHM 043 – ABE Advanced Chemistry I
 BCHM 044 – ABE Advanced Chemistry II
 BCHM 053 – ABE Provincial Chemistry I
 BCHM 054 – ABE Provincial Chemistry II
 BCMP 031 – Interim. Lev-Computer Studies
 BCMP 041 – Adv Level Computer Studies
 BCMP 051 – ABE Prov. Level Comp Studies
 BCMP 052 – ABE Provincial Level Comp Studies
 BENG 043 – ABE Advanced Level English 1
 BENG 044 – ABE Advanced Level English 2
 BENG 052 – Prov. Engl-Critical Rdg & Writing
 BENG 053 – ABE Provincial Level English 1
 BENG 054 – ABE Provincial Level English 2
 BFPS 052 – First Peoples' Culture/History
 BHST 052 – Provincial Level History
 BMAF 001 – ABE Fundamental Mathematics 1
 BMAF 002 – ABE Fundamental Mathematics 2
 BMAF 003 – ABE Fundamental Mathematics 3
 BMAF 004 – ABE Fundamental Mathematics 4
 BMAF 005 – ABE Fundamental Mathematics 5
 BMAF 006 – ABE Fundamental Mathematics 6
 BMTH 021 – Fund Level Mathematics
 BMTH 033 – Introductory Algebra
 BMTH 034 – Interim. Algebra & Geometry
 BMTH 043 – Advanced Algebra I
 BMTH 044 – Adv. Algebra II & Trigonometry
 BMTH 047 – Adv. Foundations Math 1
 BMTH 048 – Adv. Foundations Math 2
 BMTH 053 – Precalculus I
 BMTH 054 – Precalculus II
 BPHY 043 – ABE Advanced Physics I
 BPHY 044 – ABE Advanced Physics II
 BPHY 053 – ABE Provincial Physics I
 BPHY 054 – ABE Provincial Physics II



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11. SCHOOL OF KINESIOLOGY

KINE 320 – Physiology of Healthy Aging

Presented by: Caroline Soo

SCC was requested to approve removing HKIN/KINE 191 and adding HKIN/KINE 275 as a prerequisite to KINE 320 – Physiology of Healthy Aging. This will enable students to better understand the content and meet the expectations in KINE 320, a third year and required course in the Exercise Science stream of the Kinesiology degree.

Urmila Jangra moved and Dominique Walker seconded:

24/18 The prerequisite revisions to KINE 320 – Physiology of Healthy Aging be recommended to Senate for approval.

CARRIED

12. EARLY CHILDHOOD CARE AND EDUCATION

Early Childhood Care and Education Diploma Program Profile

Bachelor of Early Childhood Care and Education Program Profile

Presented by: Julia Black

The program profiles of the Early Childhood Care and Education Diploma and the Bachelor of Early Childhood Care and Education are being revised so that, in addition to University graduation requirements, students in either the diploma or degree program must achieve a C- or higher in all 100 and 200-level EDUC courses that articulate with the BC ECE Registry for certification as an Early Childhood Educator, Infant and Toddler Educator and Special Needs Educator.

In addition, EDUC 372 is being added to the Bachelor of Early Childhood Care and Education Program Profile.

The proposed amendments will ensure that all ECCE students are held to the same academic standard to be eligible to graduate from either the diploma or degree programs.

Rachel Yu moved and Dominique Walker seconded:

24/19 The revisions to the Early Childhood Care and Education Diploma program profile and Bachelor of Early Childhood Care and

CARRIED



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Education program profile be recommended to Senate for approval.

13. EARLY CHILDHOOD CARE AND EDUCATION

EDUC 372 – Contemporary Issues in Childhood Studies

Presented by: Julia Black

EDUC 372 – Contemporary Issues in Childhood Studies is a new 300-level elective course and will be offered to students in the ECCE degree, as well as students in other degree programs. This course is designed to introduce contemporary issues in the broader field of childhood studies to expose students to current developments in the field.

John Brouwer moved and Dominique Walker seconded:

24/20 The new course, EDUC 372 – Contemporary Issues in Childhood Studies, be recommended to Senate for approval.

CARRIED

14. EARLY CHILDHOOD CARE AND EDUCATION

EDUC 473 – Teacher as Researcher

Presented by: Julia Black

EDUC 473 – Teacher as Researcher is being revised so that EDUC 373 is being removed as a co-requisite course and is instead listed as a pre-requisite. Removing the co-requisite requirement will provide greater flexibility to offer EDUC 373 in both major terms without the concern that a student is admitted into EDUC 473 before having completed the foundation course, EDUC 373.

Lydia Watson moved and Maggie Reagh seconded:

24/21 The prerequisite revisions to EDUC 473 - Teacher as Researcher be recommended to Senate for approval.

CARRIED

Although EDUC 385 – Advanced Curriculum Studies was presented for information, the presenter was requested to consider the use of the word “applying” instead of “thinking” in the calendar description.



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15. TOURISM MANAGEMENT FOR INTERNATIONAL STUDENTS

Diploma in Tourism Management International Program Profile

Presented by: John Brouwer

The Diploma in Tourism Management International program profile is being revised as follows:

- Removal of BADM 102, BADM 210, MATH 123 and STAT 101 (math requirement) and addition of USS 100 – Introduction to University Success Strategies.

Sue Dritmanis moved and John Brouwer seconded:

24/22 The revisions to the Diploma in Tourism Management International program profile be recommended to Senate for approval.

CARRIED

16. SCHOOL OF OUTDOOR RECREATION MANAGEMENT

Outdoor Recreation Management Diploma Program Profile

Presented by: John Brouwer

The Outdoor Recreation Management Diploma program profile is being revised to include the new WLP 224 – Advanced Winter Skills course, as well as to shift some courses from spring to fall to improve sequencing and planning for prerequisites.

Rachel Yu moved and Sue Dritmanis seconded:

24/23 The revisions to the Outdoor Recreation Management Diploma program profile be recommended to Senate for approval.

CARRIED

17. INFORMATION ITEMS

(a) EA Education Assistant

- New Subject Code request; included with EA Diploma proposal

(b) SEA 100 – History, Philosophy and Issues in Special Education

SEA 101 – Working in Schools

SEA 102 – Interpersonal Skills for Education Assistants

SEA 103 – Behaviour as Communication



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SEA 105 – Exploring Diverse Learners in Schools

SEA 107 – Strategies to Support Students Requiring Accommodations

SEA 108 – Strategies to Support Students on Individualized Programs

- Fall 2024: Course Revisions (various – title, learning outcomes, course content, calendar description, evaluation profile, method of delivery, course note, weeks)

SEA 106 – Supporting Students with Technology and AAC Systems

SEA 109 – Practicum Capstone Project for the Education Assistant

- Spring 2025: Course Revisions (various – learning outcomes, course content, calendar description, evaluation profile, method of delivery, course note, weeks).

(c) Business Administration Certificate

- Fall 2024: Program Learning Outcomes

(d) EDUC 385 – Advanced Curriculum Studies

- Fall 2024: Course revisions (calendar description, learning outcomes, evaluation profile)

(e) BMKT 161 – Introduction to Marketing

- Fall 2024: Course revisions (calendar description, required text, learning outcomes, course content)

(f) BUES 305 – Business Essentials

- Fall 2024: Course revisions (title, calendar description, required text, learning outcomes, course content, evaluation profile, weeks, contact hours per week)

18. BUSINESS ITEMS

(a) Membership Terms Ending as of August 15, 2024

The following members, whose terms will expire as of August 15, 2024, were requested to indicate whether they wished to continue for a further term or to provide the name of a new representative (as soon as possible and, in any event, before the April 2, 2024 Senate meeting):

Dominique Walker – Design

Deb Jamison – Business, Legal Studies, Communications



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Mohna Baichoo – Tourism and Outdoor Recreation Management

Rachel Yu – Education, Health & Human Development

Caroline Soo – Global Stewardship, Public Administration & Kinesiology

Bethany Paul – Library

Adam Vincent – Student Services

Alisha Samnani – Student Representative

(b) Calendar Deadline

Effective for the 2024/2025 University Calendar, only items approved by the April 2024 Senate meeting will be published in the annual calendar.

The meeting was adjourned at 2:10 pm.

Next Meeting: Friday, April 19, 2024 – 12:00 p.m.
