



SENATE MEETING

Tuesday, May 14th, 2019 4:00 – 6:00 pm
Capilano University – LB 322

AGENDA

Acknowledgement

We respectfully acknowledge the unceded lands of Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of the April 2nd, 2019 Minutes – Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
 - 5.1 Self-Evaluation Committee – *Information* Michelle Gervais
 - 5.2 Vice-Chair Nominating Committee - *Information* Michelle Gervais
 - 5.3 Results of Senate Faculty By-Election – *Information* Toran Savjord
 - 5.4 Results of Senate Student Representatives Election - *Information* Toran Savjord
6. **New Business**
 - 6.1 Graduates – *Decision* Toran Savjord
 - 6.2 Faculty of Arts and Sciences and Academic Planning Committee
Terms of Reference – *Decision - Motion to rescind* Majid Raja
 - 6.3 Election of Senate Subcommittee Chairs – *Decision* Stephen Williams
Schedule 6.3
 - 6.4 Gender Audit Recommendations – Senate Policies and Procedures and
Senate Practices – *Decision* Laureen Styles
Joshua Millard
Schedule 6.4
 - 6.5 Cap Core Ad Hoc Working Group – Transfer Credit Recommendation –
Decision Laureen Styles
Schedule 6.5



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7. Committee Reports

- | | |
|--|-------------------------------|
| 7.1 Academic Planning and Program Review Committee – <i>Information</i> | Michael Thoma
Schedule 7.1 |
| 7.2 Bylaw, Policy and Procedure Committee – <i>Information</i> | Stephen Williams |
| 7.3 Curriculum Committee – <i>Decision</i>
Apr 12, 2019 – Agenda Package / Apr 12, 2019 Draft Minutes | Deb Jamison
Schedule 7.3.1 |
| 7.3.1 Resolution Memorandum | |
| 7.3.2 SCC Membership – <i>Motion: To endorse the following member:</i>
Access and Academic Preparation - Ferdos Jamali | |
| 7.4 Instructional Technologies Advisory Committee – <i>Information</i> | Debbie Schachter |

8. Other Reports

- | | |
|--|------------------|
| 8.1 Chair of Senate – <i>Information</i> | Paul Dangerfield |
| 8.2 Vice Chair of Senate – <i>Information</i> | Majid Raja |
| 8.3 VP Academic and Provost – <i>Information</i> | Laureen Styles |
| 8.4 Board Report – <i>Information</i> | Duncan Brown |

9. Discussion Items

10. Other Business

11. Information Items



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MINUTES

Present: Paul Dangerfield (Chair), Sean Ashley, Duncan Brown, Brent Calvert, Joel Cardinal, Caroline Depatie, Marnie Findlater, Robin Furby, Kyle Guay, Michelle Gervais, Ted Gervan, Deb Jamison, Brad Martin, Pouyan Mahboubi, Joshua Millard, Lauren Moffatt, Corey Muench, Majid Raja, Jaswinder Singh, Graeme Sleep, Judy Snaydon, Laureen Styles, Michael Thoma, Dina Twiss, Halia Valladares, Mark Vaughan, Stephanie Wells, Stephen Williams, Toran Savjord, Michaela Volpe, Recording Secretary: Mary Jukich

Regrets: Cyndi Banks, David Fung, Aisha Lakhdhir, Debbie Schachter, Ekaterina Sergeeva

Acknowledgement

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The Chair called the meeting to order at 4:00 pm.

1. Welcome

Paul Dangerfield provided a brief summary on work to date in support of Truth and Reconciliation. Last year, a Presidential Steering Committee was established to look at Indigenous affairs. Among other recommendations, the Committee provided advice on the new position for the Director, Indigenous Education and Affairs. Work is currently underway in looking at consistent terminology around Indigenous people which can be incorporated into policy through to curriculum.

Michaela Volpe, new CSU non-voting representative was introduced and welcomed to Senate.

In the absence of Adam Sale, Judy Snaydon assumed voting rights for the Faculty of Fine & Applied Arts.

2. Approval of the Agenda

Item #6.3 Senate Faculty By-election was added to the agenda.

Paul Dangerfield moved and Joshua Millard seconded:
 To adopt the amended agenda.

CARRIED



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3. Approval of the Minutes

Joshua Millard moved and Deb Jamison seconded:
 To adopt the March 5, 2019 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Self-Evaluation Committee

Presented by: Michelle Gervais

The Self-Evaluation Committee convened on March 21st to review the 2017 and 2018 survey questions and results, and some minor changes were made in order to strengthen this year's survey. The survey is now open and the link to the survey will be distributed by email. Members were encouraged to complete the survey prior to closing on April 19th. As well, members were reminded when providing their comments to refer to only positions instead of referring to specific names.

5.2 Vice-Chair Nominating Committee

Presented by: Michelle Gervais

The Vice-Chair Nominating Committee met on March 15th to review the mandate and Bylaws for election of Senate Vice-Chair. Nominations for Vice-Chair are now open, and the call will also go out by email. Voting and non-voting Senators are eligible to run for a one year term, August 2019 to June 2020.

6. New Business

6.1 Senate Tributes Committee

Presented by: Paul Dangerfield

The Senate Tributes Committee was requested to convene to begin work in identifying candidates for next year. A meeting of the Committee will be called shortly to begin work and discussion in identifying potential candidates.

6.2 S2018-02 Student Awards – Appendix A University-Funded Student Awards

Presented by: Laureen Styles



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As background, Senate approved the S2018-02 Student Awards Policy on June 6, 2018 and it was intended that any change or amendments to Appendix A would be presented to the Senior Leadership Council (SLC) for approval. SLC is responsible for the day to day management of the University's operations (B.308 Board of Governors Charter), including the President's responsibility for the allocation and supervision of all appropriated and other funds that finance any activities under the jurisdiction of the University (B.502 President – Responsibilities).

Senate was informed that the focus of the revisions to Appendix A was mainly around clarity and the ability to disburse awards so that criteria is not too restrictive.

A suggestion was presented that in going forward, it may be helpful that both a marked-up and clean copy document be included for ease of referencing revisions.

Lauren Styles moved and Halia Valladares seconded:

19/13 That Senate receive as information the revised Appendix A associated with policy S2018-02 Student Awards as approved by Senior Leadership Council.

CARRIED

6.3 Senate Faculty By-Election

Presented by: Toran Savjord

Senate was informed that a by-election will be called for the voting seat from the Faculty of Fine & Applied Arts as a result of Adam Sale's resignation from Senate. The call for nominations will go out on Thursday, April 4 and results announced on Friday, May 3.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma



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The Committee met on March 12th, and no proposals or program reviews were reviewed. The Committee had a round table discussion on current processes, as well as a check in of the matrixes and memos that are currently being used by the Committee. The discussion resulted in clarification around process, in particular the addition of recommendations to a motion, as well as the language of the rubrics used to evaluate proposals.

The Committee was informed that there is a significant amount of new program development currently underway, and only a certain amount of capacity for the Committee to work through a number of programs proposals and reviews in any given year. As such, a working group was formed to advise the VP Academic & Provost in terms of prioritizing new program development based on some set of criteria.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Stephen Williams

7.2.1 S2015-05 Credential and Course Criteria Policy – Section 2.6

Senate was informed that section 2.6 of the S2015-05 Credential and Course Criteria Policy is being revised to include minimum requirements for Honours programs, Joint Majors, and Double Majors. The revisions are necessary to support the objective of expanding the range of credential options available to students and in support of the credential development currently underway at the University.

On review of the proposed revisions, an issue was raised that within section 2.6, there was an inconsistency with capitalization with the words “major” and “minor”. On discussion, it was suggested that this may be a procedural issue for discussion at the Bylaw, Policy and Procedure Committee to review, and that for the purpose of this policy, to use the current practice of existing policies.

A question was raised on whether there is a risk that the proposed revisions may affect or impact students or current degrees. In this regard, it was noted that a risk analysis indicated that the proposed revisions would not have any impact as the revisions were directed at program proposals and programs moving toward the Ministry.



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Diana Twiss moved and Graeme Sleep seconded:

19/14 That Senate approve S2015-05 Credential and Course Criteria Policy.

CARRIED

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the March 15th, 2019 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Stephanie wells seconded:

19/15 SCC resolutions 19/11 to 19/22 be adopted by Senate.

CARRIED

7.3.2 SCC Membership

A list of new and returning members commencing a new two year term on the Senate Curriculum Committee was presented for approval.

Deb Jamison moved and Lauren Styles seconded:

13/16 Senate endorse the following new and returning members of SCC; Cass Picken, Sean Ashley, Urmila D Jangra, David Geary, and Darcie Hillebrand.

CARRIED

7.4 Instructional Technologies Advisory Committee

Presented by: Majid Raja

At the last Committee meeting, there was a discussion around faculty representation on the Committee. A general consensus at the Committee was the importance of having multiple representatives from larger faculties with more diverse programs and technological needs, and this matter will be addressed in the revised Terms of Reference. As well, Kristin Wilkes, Chief Information Officer, IT, presented a snapshot of University spending on technological resources on campus.



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7.5 Budget Advisory Committee

Presented by: Marnie Findlater

The SBAC members indicated that a thorough review of the budget documents was undertaken and the Committee had accordingly fulfilled its mandate for this year's budget process. The Committee was presented with a comprehensive draft of the three year operating and capital budget for 2019/2020 – 2021/2022.

The proposed budget was presented to the Finance and Audit Committee on April 1st, and also to the Capilano Faculty Association on April 2. The Board will receive the draft budget from the President at its April 16 meeting.

Resource Allocation Principles:

1. Transparency
2. Conservatism in Revenue
3. Resourcing According to Priorities
4. Additional Resourcing Principles
5. Beyond Budgeting
6. Accountability

Enrolment targets include a 5% increase for domestic students and a 4% decrease for international students.

Expanded capacity for areas of high program demand:

1. BPA in spring 2019
2. BDES – additional cohort for 201930
3. 3D Animation – additional cohort for 201930
4. ASAS – additional cohort for year 2 in 201930

Conversations included a request for on-going University wide communication on the budget and a review of surcharges.

Highlights included a commitment to better housing, student employment, work integrated learning, truth and reconciliation initiatives, and more opportunities for scholarships and funding.



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8. Other Reports

8.1 Chair of Senate

Paul Dangerfield, Chair of Senate provided a report with the following key highlights:

- The budget will be presented to the Board on April 16th during the open session of the meeting, and Senators were invited to attend.
- The University undertook an integrated process for this year's budget which began with a review of revenues and enrollment targets. As this was a new process for the University, it required a substantial amount of work from all areas of the University and everyone was acknowledged for their contributions.
- In terms of the budget, the University will be in sound position for this year. The new budget will allow the University to allocate significant resources to additional positions and particular initiatives aligned with University priorities. It is anticipated that the surplus for this year will be used for capital and infrastructure items as well as one-time activities, including expansion of the learning commons and support for labs and infrastructure.
- Once the budget is approved by the Board, the campus community will be provided with opportunities for discussion and question and answer sessions on matters relating to the budget.

8.2 Vice-Chair Senate

Majid Raja, Vice-Chair of Senate encouraged members to complete the Senate self-evaluation survey as feedback improves and informs practice at Senate.

8.3 VP Academic and Provost

Laureen Styles, VP Academic and Provost provided the following updates:

- Senate was informed that the four programs, the Bachelor of Science, General, Bachelor of Arts with a Major in English, Bachelor of Arts with a



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Major in Psychology and Bachelor of Human Kinetics are in various stages of approval with the Ministry with the Bachelor of Science, General receiving Ministry approval for Stage One at the end of last week. Work continues with the Ministry and Secretariat to support accelerating timelines whenever possible.

- The Ministry has provided the University with one-time funding for 2019-2020 to support students in adult special education, support for student mental health, community adult literacy programs, and Indigenous students emergency funding.
- The University is working with the City of North Vancouver for future implementation of City Studio, a proven model for experiential/work integrated learning.

8.4 Board Report

Duncan Brown, Board representative provided the following report:

Lonsdale Campus – The University has just announced its plans to open a new Cap Lonsdale campus at the lower Lonsdale Shipyards this September. The Board has approved this project throughout its planning process.

Sechelt Meeting - The Board met on March 19, 2019. The meeting was held at the ká lax-ay Sunshine Coast Campus. Prior to the meeting the Board met with representatives of Sechelt, Gibsons, the Sechelt Nation and the Sunshine Coast Regional District and the Sunshine Coast Regional Economic Development Office to discuss educational needs and partnership opportunities.

Governance – The Board welcomed new member Ash Amlani.

Administration - The Board received reports from its Executive, Finance and Audit, Governance, Investment Management and Policy and Planning Committees, the President and the Senate.

The Board reviewed the 2019/20 Mandate Letter received from the Minister of Advanced Education, Skills and Training.



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Academic – The Board received a report from the Vice President, Academic and Provost on the Sechelt Campus and programming as well as an update on the Universities Canada application.

Finance - The Board approved revisions to its Investment Policy B.201:

- To show a range for the University asset mix of 40% to 60% for Fixed Income and 40% to 60% for Total Equities, with the benchmark at 50% for both.
- To show a range for the Foundation asset mix of 30% to 50% for Fixed Income and 50% to 70% for Total Equities, with the benchmark at 40% and 60% respectively.

Next Meetings – The next meetings are April 9, 2019, which will focus on Envisioning 2030, and April 16, 2019, which will focus on the 2019-20 operating budget.

9. Discussion Items

Nominations are open for the Alumni Association Excellence Awards.

The Cooperative Program in Tourism recently received national accreditation by CEWIL (Cooperative Education Work Integrated Learning).

10. Other Business

No other business was presented.

11. Information Items

No information items were presented.

There being no further business the meeting was adjourned at 5:30 pm.

Next Meeting: Tuesday, May 14th, 2019

SENATE DISCUSSION

AGENDA ITEM:	Election of Senate Subcommittee Chair
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	May 14, 2019
PRESENTER:	Stephen Williams

PURPOSE

To consider a change in the timing of the Senate subcommittee chair elections.

BACKGROUND

Historically, the Senate committees elect their chairs at the first meeting in the new academic year (i.e. August). This timing worked when the chair positions had no release time.

DISCUSSION

Now that some of the committee chair positions have release time, it may be helpful to align the subcommittee elections with the Vice-Chair elections in May along with the regularization workload deadlines. This would allow employees who are interested in the chair positions, who already have full-time workloads, to consider their options closer to the workload deadline and avoid overloads. The downside to this election timing would be that new members who begin their term in August would not be eligible for a chair position until the next election opportunity.

RECOMMENDATION

THAT Senate permit their committees to elect the chair positions in May.

Stephen Williams, Chair
 Senate Bylaw, Policy and Procedure Committee

MEMORANDUM

To: Paul Dangerfield, President and Chair, Senate
From: Laureen Styles, Vice President Academic & Provost and Joshua Millard, Senator
Date: May 14, 2019
Re: Gendered language, positive spaces, and inclusive practices

BACKGROUND

In the Fall of 2018, a joint university and Capilano Students' Union (CSU) project to conduct a gender audit was undertaken with an external consultant (TransFocus Consulting). This project aligns with stated values of the university, and commitment of the Executive, to continue to focus on positive working and learning environments inclusive of a range of diversity considerations. The audit entailed interviews with 11 administrative stakeholders and one student organization, document reviews, and survey results from 30 students, including 10 transgender, non- binary, and Two Spirit (TNB2S) students. The final report included 36 recommendations across a range of themes. And while there is ongoing university work to group, prioritize and action recommendations in a multi-year plan, there are two recommendations that can be considered for action by Senate.

Recommendation 26:

Conduct a comprehensive review of curriculum to identify opportunities to expand and revise materials to reflect the full range of gender identities and experiences.

Recommendation 33:

A global review of existing university policies, agreements, and Terms of Reference to ensure that there is a shift from "he/she" to "they" and other gender-neutral language.

DISCUSSION

The two recommendations above can be acted on by Senate in commitments to: (a) utilize gender-inclusive or gender-neutral language, (b) foster curricular consideration, and (c) consider practices that contribute to more positive spaces where mis-gendering is minimized.

RECOMMENDATIONS

Recommendation One:

That the Vice President Academic & Provost Office and the Privacy and Policy Office undertake a review of all Senate policies and procedures and make revisions to use "student", "students" and when necessary that he/she pronouns be replace with "they". This will be considered a minor change, based on the university policy on Policy Development and Management (B.102).

Recommendation Two:

That a report be provided by the Vice President Academic & Provost, as information, to Senate no later than the September 10, 2019 meeting, noting the specific policies and procedures that have been amended, aligned with the above recommendation.

Recommendation Three:

That the following practices be implemented through Senate sub-committees and Senate operations:

- With annual orientation, include self-identified pronouns with our names and positions;
- With all new Senate members and first annual meetings of Senate sub-committees, include self-identified pronouns with introductions;
- With Senate orientation, include a component on 'how we use gender inclusive language' in our day to day work, and request that Senators 'model the way';
- With Senate sub-committee meetings, include Senators' preferred pronouns at introductions when there are new members; and,
- With Senate sub-committee meetings, where guests are in attendance to present/participate, that a round of introductions be made including each attendees preferred pronouns

Recommendation Four:

That Faculties, through Deans as Chairs of Faculties, consider curriculum review and renewal with relevant courses to ensure relevance, currency of topics and content that reflect the full range of gender identities and experiences.

Recommendation Five:

That SCC and SAPPRC review processes to consider gender neutral language and gender inclusivity in program review processes and curriculum development and revision and a report be brought back to Senate by the December 3, 2019 meeting to update discussions, progress and any changes.

MEMORANDUM

To: Paul Dangerfield, Chair, Senate
From: Laureen Styles, Vice President Academic & Provost
Re: Cap Core requirements and block transfer students
Date: May 14, 2019

Background

As per the memo to Senate dated March 21, 2018, students starting in their baccalaureate degree on or after Fall 2018 and graduating on or after June 2022 must meet Cap Core graduation requirements as part of their program requirements. To ensure that all students are achieving the benefits of the Cap Core curriculum and are equally representing the university to employers and in their graduate programs, all students, whether they transfer in or not, are required to meet Cap Core graduation requirements. A set of recommendations for transferring in students was approved at the April 3, 2018 Senate meeting specifically:

- 1) All lower-level courses articulated at CapU as MATH or STAT credit, including unassigned (e.g. MATH 105), will receive Numeracy designation for Cap Core.
- 2) Subject areas with a large number of established, unassigned credit articulations should complete a review of these agreements and pre-determine if these courses should be designated as meeting Cap Core requirements.
- 3) For other unassigned courses, students can request to have the course reviewed for a Cap Core designation. Once a course has been provided this designation then all future students transferring that course to Capilano would also receive the designation.

Additional information

The current Cap Core Ad-hoc Working Group has had additional discussions about options and opportunities with transferring students, particularly aligned with our institutional priority of more (domestic) students at the university. Several programs are actively working on, or have in place, block transfer agreements to facilitate students transferring into the university, providing a clear pathway that affords a smoother transition into baccalaureate degrees. In order to best support Cap Core requirements, recognize previous learning and achievement of students from other institutions, and provide a welcoming approach to transfer-in students, the following recommendations are proposed for Senate consideration and approval.

Recommendations

THAT students being admitted to the university under a block transfer agreement with another post-secondary institution be partially exempt from Cap Core requirements, being given credit for years 1 and 2 (or as defined by the block transfer agreement), then with determination of Cap Core requirements from their entry point forward through to graduation.

THAT Cap Core requirements be considered when developing block transfer agreements, including determination of courses from the sending institution that qualify as Cap Core courses, noting these on such agreements for enhanced clarity for students.

SENATE REPORT

AGENDA ITEM:	Concept Paper, Bachelor of Health Studies
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	April 9, 2019
PRESENTER:	M.Thoma

PURPOSE

The development of a Bachelor of Health Studies degree will develop the foundational skills of graduates in critical thinking, complex problem solving and working with others in order to prepare them for employment in health leadership roles and for further graduate studies in health professional programs.

BACKGROUND:

The proposed Bachelor of Health Studies builds on the growing industry demand for health care workers and the strong reputation for teaching excellence and experiential opportunities that existing Cap U programs provide, such as Music Therapy, Rehab Assistant and Health Care Assistant.

DISCUSSION

The presentation was followed by an in-depth discussion with Committee members which revolved around the generalities of the proposal, in the title as well as the content, particularly in terms of the differences between health studies and health science, which led to a request for further clarification in terms of demand, alignments with other programs, as well as additional clarification regarding required resources.

The Concept Paper was approved by the Committee to be forwarded to the Vice-President Academic and Provost to move to the next stage of the development process with the following four recommendations:

1. Greater differentiation and clarification is required in the proposal;
2. Clarification of the title;
3. Further and more robust consideration of alignment and resources; and
4. For demand, provide a rationale that offers differentiation and clarification.

RECOMMENDATION

None required.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: April 16, 2019
TO: Paul Dangerfield, Chair, Senate
FROM: Deanna Baxter, Vice-Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on April 12th, 2019. Please acknowledge below that the Senate endorses its approval of the following motions:

- 19/23** To support the amended language under course format for CRIM 490 and SOC 490.
- 19/24** The three new courses, CRIM 304 – Law and Society, CRIM 490 – Directed Studies and SOC 490 – Directed Studies, and the designation of Cap Core under the heading of *Self and Society* to CRIM 304 – Law and Society be recommended to Senate for approval.
- 19/25** The addition of EDUC 473 as a prerequisite for EDUC 475 – Graduating Seminar be recommended to Senate for approval.
- 19/26** “12 credits of 300-level or higher coursework” be added as prerequisites for EDUC 485 – Postqualitative Methodologies.
- 19/27** The two new courses, EDUC 485 – Postqualitative Methodologies and EDUC 505 – Childhoods, be recommended to Senate for approval.
- 19/28** The revisions to the Early Childhood Care and Education Post Baccalaureate Diploma Program Profile and Bachelor of Early Childhood Care and Education Program Profile be recommended to Senate for approval.
- 19/29** The new courses, TOUR 270 – Special Topics in Tourism I and TOUR 370 – Special Topics in Tourism II, be recommended to Senate for approval.
- 19/30** TOUR 344 – International Ecotourism be recommended to Senate for approval as a Cap Core course under the heading *Self and Society*.
- 19/31** The prerequisite revisions to TOUR 206 – Directed Study in Tourism I, TOUR 306 – Directed Study in Tourism II and TOUR 406 – Directed Study in Tourism III be recommended to Senate for approval.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

19/32 The Senate Curriculum Committee approve the changes in course names to directed "study" or "studies" consistently across all approved courses.

DBaxter

Deanna Baxter
Vice-Chair, Senate Curriculum Committee

Date: *4/17/2019*

Paul Dangerfield
Chair, Senate

Date:
