



CAPILANO
UNIVERSITY

SCC Orientation

September 15, 2023
Deb Jamison

Introduction – SCC Mandate & Structure

- ▶ SCC is a standing Committee of Senate that makes recommendations to Senate. SCC meets on the 3rd Friday of the month (except in June and December).
- ▶ The SCC Mandate is to:
 - ▶ review all course and program proposals and revisions to ensure that programs are consistent with the mission and goals of the University;
 - ▶ ensure that all programs and courses meet acceptable standards;
 - ▶ ensure that courses and programs follow Senate policy.

Membership

- ▶ SCC consists of 25 members including the Chair (and Vice-Chair)
- ▶ Voting members consist of:
 - ▶ 14 faculty members
 - ▶ three students
 - ▶ four administrators appointed by the President (currently three Deans and the VP Academic & Provost)
 - ▶ four resource members *ex officio*:
 - ▶ Registrar
 - ▶ One Academic Advisor
 - ▶ Director of Continuing Studies & Executive Education
 - ▶ Chair or Vice-Chair of Senate

Visitors – meetings are usually open to visitors whom the Chair may recognize to speak to specific issues.

Terms of Office

- ▶ Faculty members → two-year terms beginning and ending on Aug. 15 (faculty members may serve consecutive terms)
 - ▶ Substitutes for Faculty Members → a substitute may attend in place of a faculty member who is unable to attend an SCC meeting. The substitute must be from the same area as the absent faculty member. The substitute will have full voice, but no vote at the meetings.
 - ▶ The absentee member is responsible for providing a copy of the agenda to their substitute and to let the Senate Administrative Assistant know who will be attending on that member's behalf.
- ▶ Student members → one-year terms beginning and ending Aug. 15 (student members may be appointed for subsequent terms)
- ▶ Administrators → serve until the President replaces them with a new appointment
 - ▶ Once a term terminates, areas are required to be notified to determine new representatives or renewal of membership.

Chair and Vice-Chair & Quorum

▶ The Chair and Vice-Chair

▶ The Chair

▶ The Chair will be a member of Senate who is elected by the SCC from among its members for a two-year term. The Chair is normally non-voting but may vote to create or break a tie.

▶ The duties of the Chair are to:

1. chair the monthly meetings of SCC, to prepare agendas, and to ensure that the recommendations of the SCC are taken to Senate;
2. ensure that information about the approval processes are kept up-to-date and distributed.

▶ The Vice-Chair

▶ The Vice-Chair will fulfill the duties of the Chair in their absence and will assist the Chair in their duties.

▶ Quorum

▶ 10 voting members (including the Chair)

▶ Quorum is required to be maintained throughout the entire meeting.

SCC Website

<https://www.capilano.ca/about-capu/governance/senate/sub-committees/curriculum-committee/>

- ▶ (a) SCC Mandate (and Structure)
 - ▶ discussed in previous slides

- ▶ (b) Agendas & Minutes – Current and Archived
 - ▶ Access to the Electronic Agenda
 - ▶ The MS Teams link to the electronic agenda is mailed out via an Outlook invitation, usually one week prior to the meeting date.
 - ▶ The agendas and minutes are available in PDF form on the website (after SCC meetings).

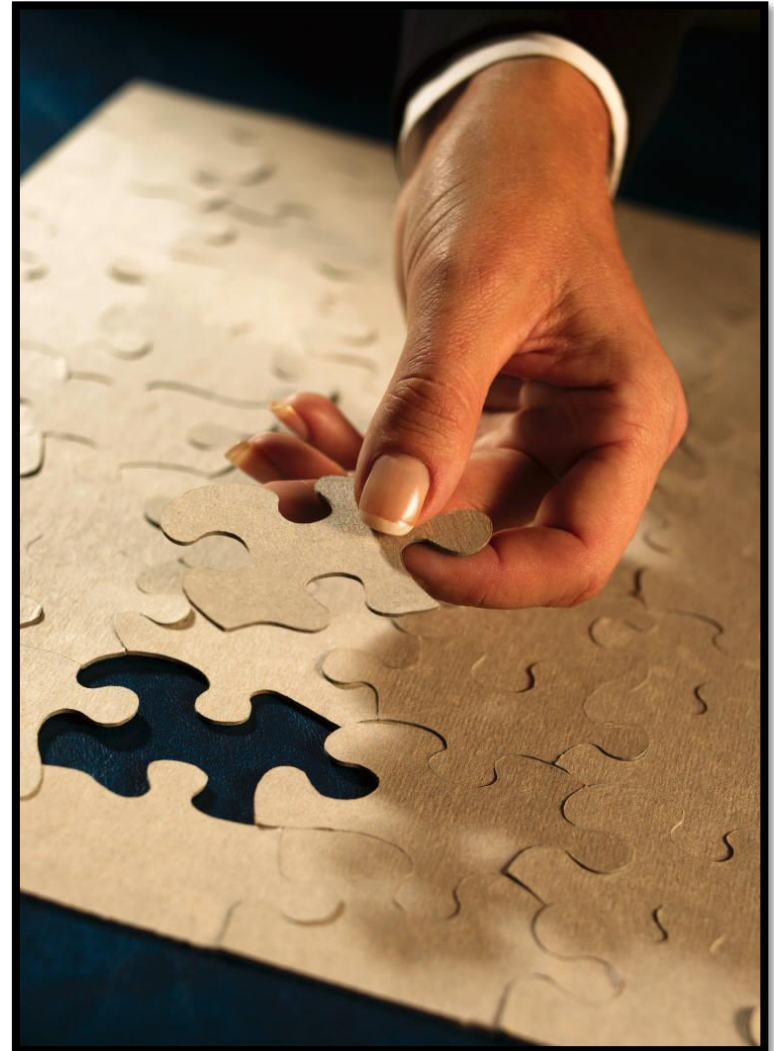
SCC Website continued

- ▶ (c) Membership List

- ▶ (d) 2023 and 2024 Meeting Schedules

- ▶ (e) Policies:
 - Course Outlines of Record and Course Syllabi (S2009-6)
 - Academic Credentials (S2020-01)
 - Course Numbering and Credit Level (S2020-02)

- ▶ Program development information is available on the Academic Initiatives & Planning section of Frontlines.
- ▶ Curriculum changes and course approval information is also available in the same location.



Curriculum Changes and Course Approvals

All new and revised courses must go through the approval process: Departments, APC/DAC, Registrar, SCC, and Senate. Revisions to programs will follow the same process refer to guiding documents for more information.

[Guides for making changes](#)



[Templates for New Courses](#)



[Templates for Course Changes](#)



[Cap Core Designation Process](#)



Curriculum Changes and Course Approvals continued...

Policies that guide development and changes to programs and courses

Policy Name	Number	Procedure Name
Program and Course Review and Approval	B.106	Program Approval Procedure
Academic Credentials	S.2020-01	
Course Numbering and Credit Level	S.2020-02	
Course Outlines of Record and Course Syllabi for Credit Courses	S2009-06	
Repeated Courses	S2003-02	



Curriculum Changes and Course Approvals

continued...

Transfer Credit Policy

S2013-01

Discontinuance of Programs or Courses

B.104

Discontinuance of Programs or Courses - Procedures

Teaching Out of Discontinued Programs

S2013-02

Program Advisory Committees

B.103

Grading Profile

S2017-01

Program Development

Developing a new program? Academic Initiatives & Planning (AIP) supports CapU faculty, staff, and administrators engaged in the development of new academic programs.

New academic programs

New academic programs, aligned with our [mandate letter](#) (.pdf), [Envisioning 2030](#) (.pdf), [Illuminating 2030 Summary Document](#) (.pdf), and the [institutional learning outcomes](#) (.pdf), fall into the following categories:

- ▶ **New Degree Programs:** master, bachelor or major (including honours option), or a new minor in an area of study where a degree program or major does not exist.
- ▶ **New Non-Degree Credit Programs:** graduate diploma, graduate certificate, post-baccalaureate diploma, post-baccalaureate certificate, associate degree, diploma, certificate or citation.
- ▶ **Changes to Existing Credit Programs:** Minor changes to an existing program follow the processes outlined in the [Programs and Courses Guide](#) (.pdf). Major changes to an existing program may qualify as a new program; for example:
 - ▶ Honours program in an area of study where a degree program or major already exists
 - ▶ New minor or concentration in an area of study where a degree program or major already exists.

Program Development continued

How to Develop a New Program

The process for [developing and approving a new program](#) (.pdf) for implementation consists of five key phases (see chart on next slide):

- ▶ [Phase I - Conceptualization & Planning](#)
- ▶ [Phase II – Development](#)
- ▶ [Phase III - Internal Review & Approval](#)
 - ▶ SCC (reviews Stage 2 and non-degree submissions)
- ▶ [Phase IV - External Review & Approval](#)
- ▶ [Phase V - Implementation](#)

Program Development continued

Program Development Reports

- ▶ Programs from conceptualization through implementation at Capilano and from external review and approval across BC institutions can be viewed below.
- ▶ **Capilano programs in development and AIP Program Development Bulletins**
 - ▶ View a list of active [programs in development](#) (.pdf).
 - ▶ View the latest AIP Development Bulletin describing recently approved concept papers, degree and non-degree highlights and determination of new degree updates. View previous Bulletins through the links below.
 - ▶ [Summer 2023 – Program Development Bulletin](#)
- ▶ **Approved programs across all BC institutions**
 - ▶ For examples of approved proposals since November 2003, view [approved programs](#) across all BC institutions.

Program Development continued

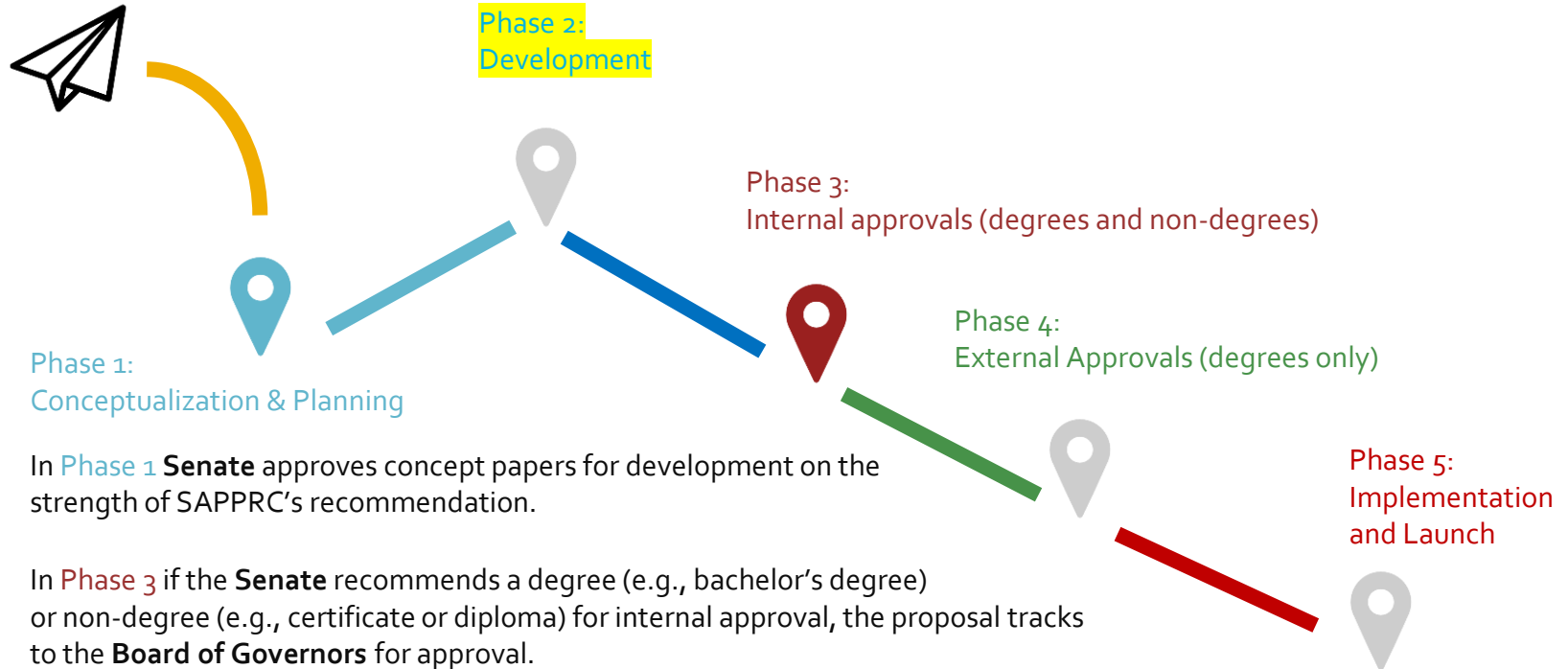
▶ Programs under review across all BC institutions

- ▶ All submissions going through the quality assessment process are posted for public review. Public comments may be submitted to the applicant for **30 days** from the date of posting. View [programs under review](#) across all BC institutions.

▶ Programs withdrawn or denied across all BC institutions

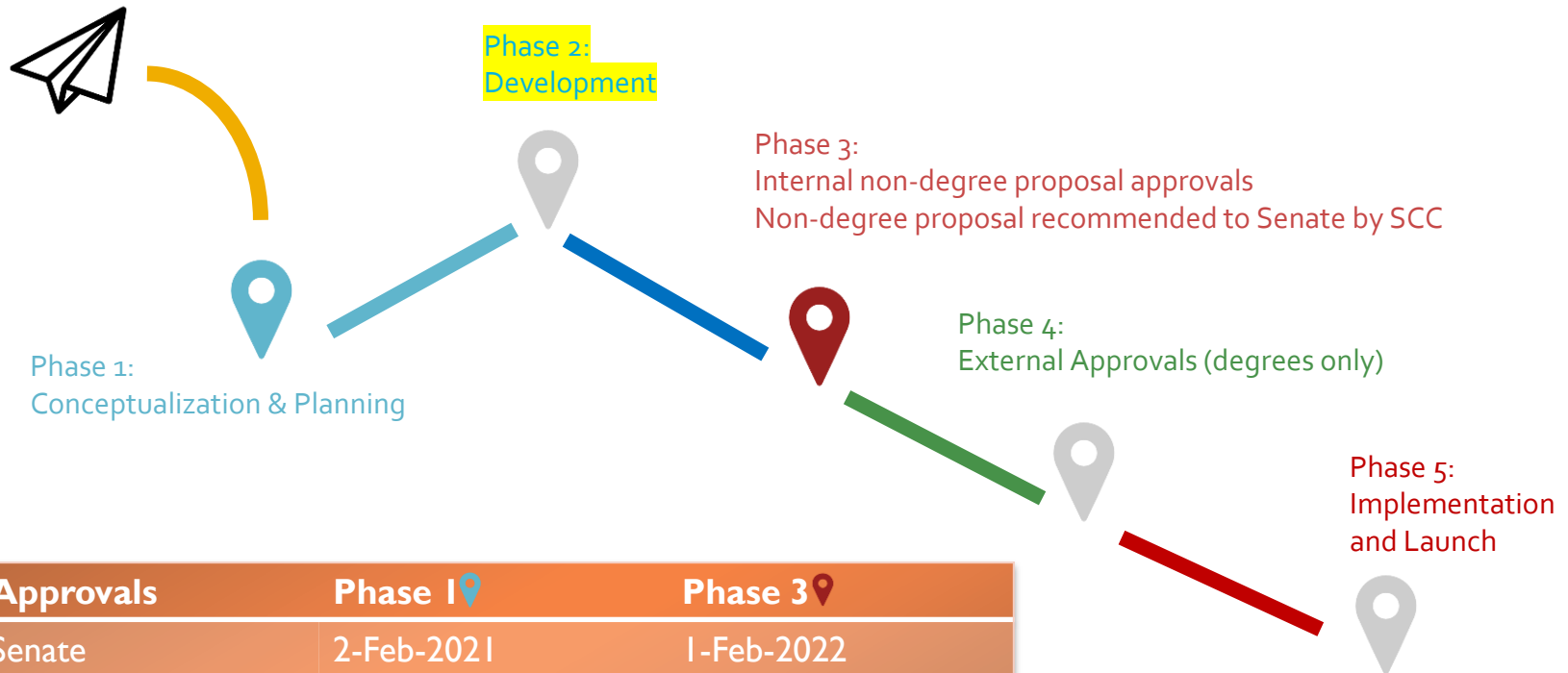
- ▶ Understanding the Ministry rationale for denying a proposal can inform your development. View [programs withdrawn or denied](#) across all BC institutions and contact [AIP](#) for historical details available through a secure Ministry site.

New program



Degree proposals track to **Phase 4** as degrees must also be approved by the Ministry based on the recommendations of Degree Quality Assessment Board. Only with Ministry approval can degrees move Phase 5.

Sample non-degree: Interaction Design Diploma



Approvals	Phase 1	Phase 3
Senate	2-Feb-2021	1-Feb-2022
Board		28-Jun-2022

Degree sample: Bachelor of Arts with a Major in Governance, Policy and Justice



*awaiting Minister's stage 1 decision

Program Development continued

▶ **Contact**

- ▶ Have questions?

Program Development Liaison,
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- ▶ A huge shout out as well to **Emily Kay, Christine Mori, and Eveline Devi**, Curriculum Advisors in the Registrar's Office, whose attention to detail (and knowledge of curriculum) is second to none!!!

Programs and Course Guide: Revisions to Current Curriculum and New Course Proposals

For a comprehensive guide (and chart) regarding changes, required approvals, information, and required documents for COURSE REVISIONS, with links to policies, curriculum, etc., SEE the 11-page [Programs and Courses Guide: Revisions to Current Curriculum and New Course Proposals](#).

CHANGING COURSES – APPROVALS

CHANGES TO:	REQUIRED APPROVALS:	FOR INFORMATION
Content of the Course Learning Outcomes	Department Dean	Registrar SCC
New Subject Creation	Department Dean Registrar	SCC
Title Subject Number (same level)	Department Dean Registrar	SCC
Credits	Department DAC Registrar SCC Senate	
Contact Hours Corequisites Equivalencies Grading Profile Mutual Exclusions Level Change (e.g. 200 to 300) Prerequisites	Department DAC Registrar SCC Senate	
Cap Core Designation Quantitative/Analytical Course Designation Science Course Designation	Department Registrar SCC Senate	
Course Reactivation	Department Dean Registrar	SCC Human Resources
Course Discontinuance	See Policy B.104 and Procedures B.104.1	

Cap Core Courses

WHAT IS CAP CORE?

Cap Core is a framework for selecting courses that helps students become well-rounded graduates. Courses are organized into three themes that are designed to provide the foundational and professional knowledge for career success.

In the 2017–2018 academic year, SCC approved numerous courses for Cap Core designation for degree programs (which came into effect for all students starting baccalaureate degrees in 2018 and onward).

CAP CORE THEMES



Foundation
Literacy
Numeracy



Integration
Self and Society
Science and Technology
Culture and Creative Expression



Professional Practice
Experiential
Capstone

CAP CORE REQUIREMENTS

BACCALAUREATE DEGREE



* Integration courses may be completed during any year of study

Cap Core Courses, continued

- ▶ **Note:** The following motions were approved at the November 2020 Senate meeting:
 - ▶ That as of Fall 2021, **all certificates and diplomas laddering into a baccalaureate degree awarded by Capilano University must mirror the Cap Core requirements for baccalaureate degrees** → this eliminates the need for backtracking, etc.
 - ▶ That as of Fall 2021, certificates and diplomas which do not ladder into a Capilano University baccalaureate degree must incorporate a recognizable core of related instruction with identified program learning outcomes in the areas of communication, computation, and human relations that align with the university's student learning outcomes pertaining to communication skills, quantitative reasoning ability, and community/global consciousness and responsibility.

Quantitative/Analytical Courses

Definition

- ▶ To qualify as a quantitative/analytical course, a course must have either quantitative (numerical, geometric) or formal (deductive, probabilistic) reasoning as part of its primary subject matter, or make substantial use of such reasoning in practical problem-solving critical evaluation, or analysis.
- ▶ A Quantitative/Analytical course is a requirement of all University baccalaureate degrees as per [Academic Credentials](#) (pdf).

Quantitative/Analytical Courses, continued

Process

- ▶ A rationale in the course approval application package is required for courses requested to be considered for Q/A-course status.
- ▶ Course outlines require adequate evidence in the learning outcomes, evaluation and assignments that there is a substantive amount of quantitative/analytical material in the course.

Q/A Courses, continued

- ▶ Courses will maintain Q/A status as long as substantive changes are not made to the course, and normally will not lose Q/A status. It is up to the relevant areas to indicate whether changes to courses going to SCC will affect Q/A course status.
- ▶ New courses presented at SCC that request Q/A status consideration will be reviewed at SCC, and a determination will be made at the SCC meeting regarding whether or not the course qualifies for Q/A status.
- ▶ **Quantitative Analytical Course List**
 - ▶ [Approved Quantitative/Analytical Courses \(Mar 2023\)](#) (pdf)
 - ▶ [Statement to be Added to Course Notes](#) (pdf)

Operating Procedures

- ▶ (a) Attendance

- ▶ Attendance is taken (discreetly) at each meeting. SCC follows the same guidelines as Senate (Article 8.8 of the Senate By-laws):

8.8 The seat of any committee member who fails to attend three (3) meetings per appointment year, with or without notice, will be declared vacant by the Chair of the committee as per the Senate Election Procedures.

Operating Procedures continued...

- ▶ (b) Reminder of the Calendar Deadline – begins in September
 - ▶ New or revised courses and programs should be submitted as early as possible. All curriculum approved by April Senate (March SCC) will be published in the University Calendar for that year. All curriculum approved after that point can be offered in the next term for which it meets the scheduling/Famis deadline.

Operating Procedures continued...

- ▶ (c) Any changes to course outlines requested at SCC meetings, as well as clean copies of all course outlines, are required to be submitted to the Senate Administrative Assistant, Mary Jukich, in electronic form prior to the pending Senate meeting. If items are not received by the Senate agenda deadline, they will not be presented at Senate for final approval.
- ▶ (d) A rationale is required to be included with all requests for new courses or revisions to courses or programs, as well as for information items.
- ▶ (e) Revisions in program profiles should be clearly highlighted in the new proposed program profile.

Some notes...

- ▶ SCC representatives should encourage their areas to run any packages past them before the packages go to Faculty Council(s) and then to Curriculum – to expedite the process (and to make sure operational details have been considered)



▶ Questions?

▶ Comments?

