SCC Orientation

September 20, 2024
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.

*The SCC Mandate & Structure will be reviewed this academic year → TORs

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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.

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Current Membership

SENATE CURRICULUM COMMITTEE	MEMBER	APPOINTED	TERM ENDS
DAC Recommends to Senate (2 Year Term)	*(Voting)*		
Humanities	Cass Picken	Aug 15, 2023	Aug 15, 2025
Social Sciences	Sarah Yercich	Aug 15, 2023	Aug 15, 2025
Science, Technology, Engineering and Mathematics	Urmila D Jangra	Aug 15, 2023	Aug 15, 2025
Motion Picture Arts	David Geary	Aug 15, 2023	Aug 15, 2025
Design	Dominique Walker	Aug 15, 2024	Aug 15, 2026
Performing Arts	Daniel Hersog	Aug 15, 2023	Aug 15, 2025
Business, International Programs, Projects and Partnerships	Danielle Wilson	Aug 15, 2024	Aug 15, 2026
Business, Legal Studies, Communications	Deb Jamison	Aug 15, 2024	Aug 15, 2026
Tourism and Outdoor Recreation Management	Mohna Baichoo	Aug 15, 2024	Aug 15, 2026
Education, Health & Human Development	Julia Black	Aug 15, 2024	Aug 15, 2026
Global Stewardship, Public Administration & Kinesiology	Caroline Soo	Aug 15, 2024	Aug 15, 2026
Access and Academic Preparation	Maggie Reagh	Nov 18, 2023	Aug 15, 2025
Library	Bethany Paul	Aug 15, 2024	Aug 15, 2026
Student Services	Chloe Miller	Aug 15, 2024	Aug 15, 2026
Students (1 Year Term)	*(Voting)*		
	Alisha Samnani	Aug 15, 2024	Aug 15, 2025
	Amisha Maini	Aug 15, 2024	Aug 15, 2025
	Laura Padilla	Apr 19, 2024	Aug 15, 2025

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Current Membership continued…

Administrators	(Voting)
VP Academic & Provost (Interim)	Tracy Penny Light
Dean	Graham Cook
Dean	Ramin Shadmehr
Dean	Caroline Depatie
Registrar	Kyle Vuorinen
One Academic Advisor	Shahnaz Darayan
Chair or Vice-Chair of Senate	Paul Dangerfield / Deb Jamison
	(Non-Voting)
Chair	Debbie Jamison

Quorum is 10, including the Chair. In the event of a tie, Chair may vote to break tie.

Terms of Office

▸ <u>Faculty members</u> → two-year terms beginning and ending on Aug. 15 (faculty members may serve consecutive terms)

  ▸ <u>Substitutes for Faculty Members</u> → 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.

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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.

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SCC Website

https://www.capilanou.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).

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SCC Website continued

▶ (c) Members List

▶ (d) 2024 and 2025 Meeting Schedules

▶ (e) Related Policies:
- Course Outlines of Record and Course Syllabi (S2009-6)
- Programs of Study Outcomes (S2024-01)
- Course Numbering and Credit Level (S2020-02)

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▸ <u>Program development</u> information is available on the Academic Initiatives & Planning section of Frontlines.

▸ <u>Curriculum changes and course approval</u> information is also available in the same location.

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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 ⌄

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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	

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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	

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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, Illuminating 2030, 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.

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Program Development continued

How to Develop a New Program

The process for developing and approving a new program 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

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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
    ▸ 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.

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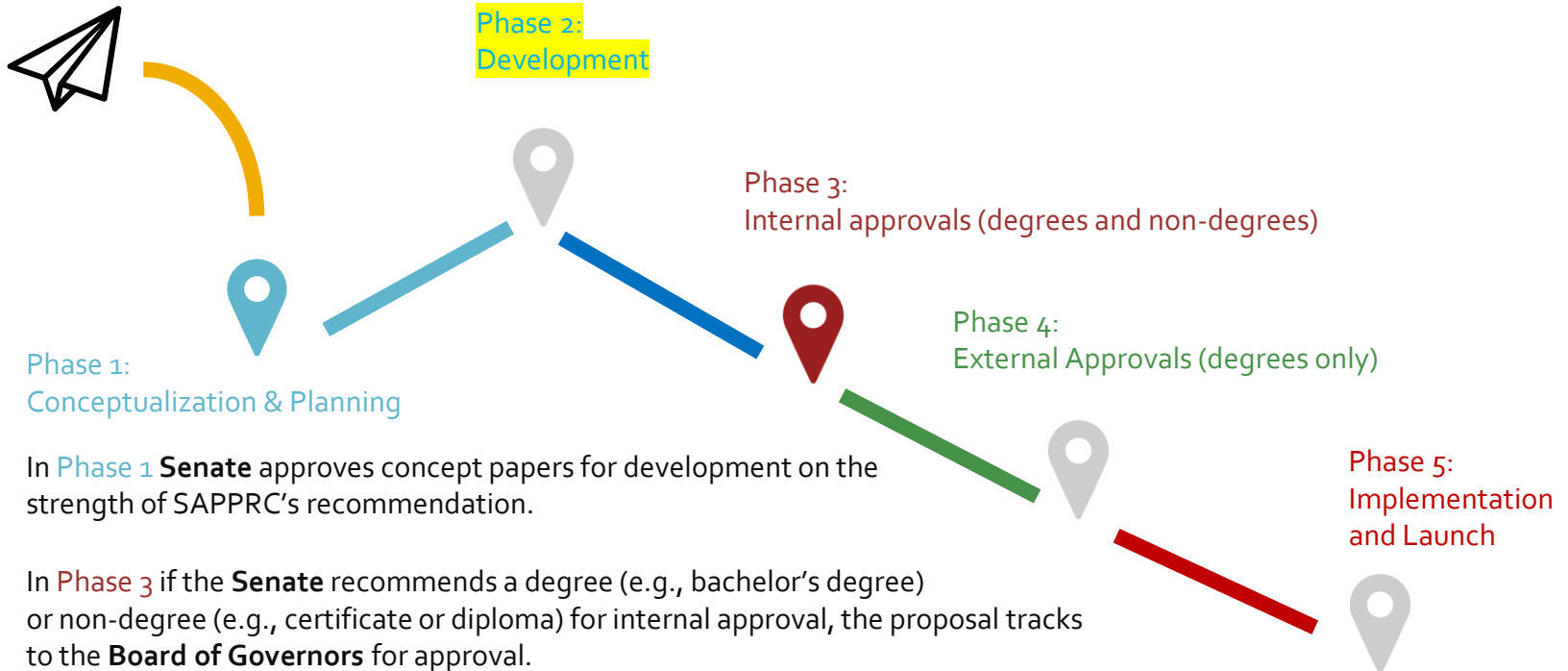UNIVERSITY

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.

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New program

Phase 3:
Internal approvals (degrees and non-degrees)

Phase 4:
External Approvals (degrees only)

Phase 1:
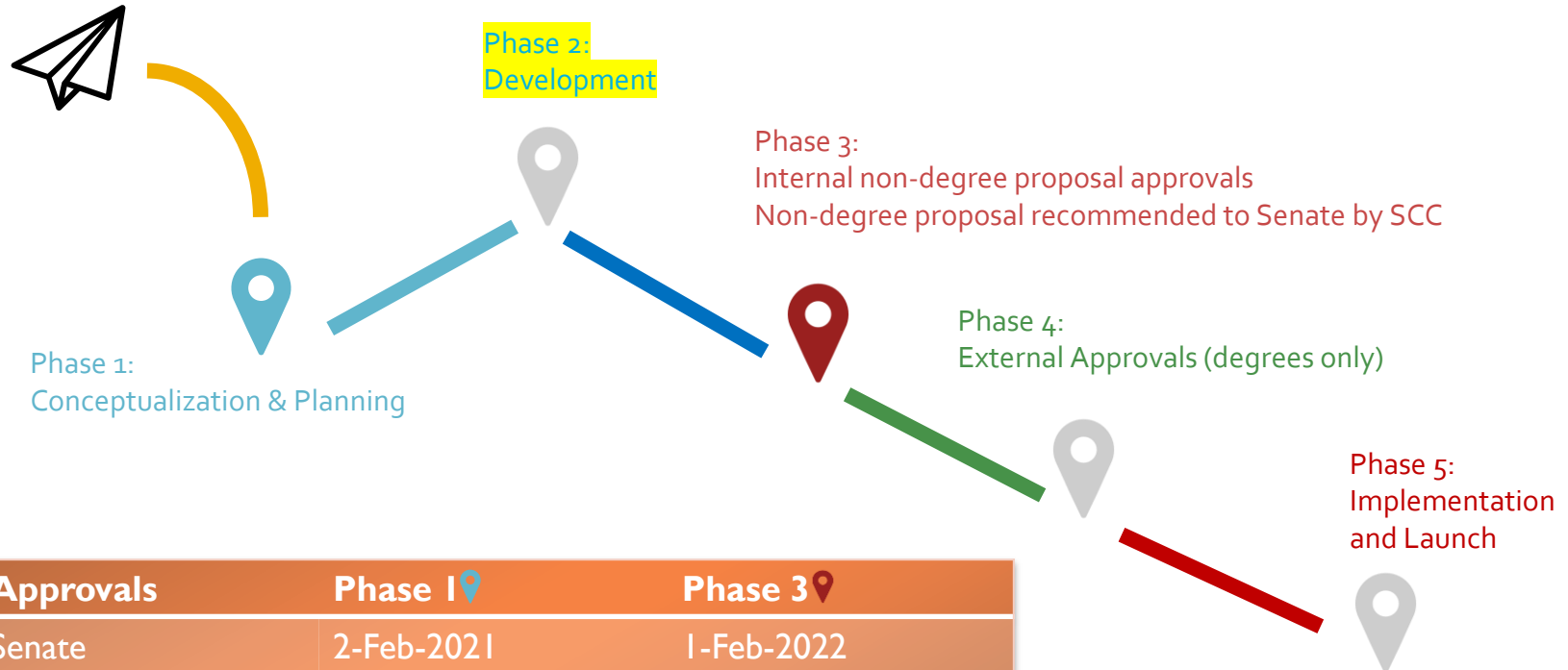Conceptualization & Planning

Phase 5:
Implementation
and Launch

In Phase 1 **Senate** approves concept papers for development on the strength of SAPPRC's recommendation.

In Phase 3 if the **Senate** recommends a degree (e.g., bachelor's degree) or non-degree (e.g., certificate or diploma) for internal approval, the proposal tracks to the **Board of Governors** for approval.

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.

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Sample non-degree: Interaction Design Diploma

Phase 1:
Conceptualization & Planning

Phase 2:
Development

Phase 3:
Internal non-degree proposal approvals
Non-degree proposal recommended to Senate by SCC

Phase 4:
External Approvals (degrees only)

Phase 5:
Implementation
and Launch

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

Phase 2:
Development

Phase 3:
Internal degree proposal approvals
i) Stage 1 Initial Assessment recommended to Senate by SAPPRC
ii) Stage 2 Full Program Proposed recommended to Senate by SCC

Phase 1:
Conceptualization & Planning

Phase 4:
External Approvals (degrees only)

Phase 5:
Implementation
and Launch

Approvals	Phase 1	Phase 3 – Stage 1	Phase 3 – Stage 2
Senate	2-Feb-2021	1-Mar-2022	TBD*
Board		26-Apr-2022	N/A

*awaiting Minister's stage 1 decision

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Program Development continued

▸ **Contact**

　　▸ Have questions?

Lisa Hoover, Program Development Liaison, Academic Initiatives and Planning Birch Building, BR 238 lisahoover@capilanou.ca	Aurelea Mahood, Dphil Acting Director, Academic Initiatives and Planning 604 984 1743, ext. 1743 Birch Building, BR 239B amahood@capilanou.ca	Claire Carolan, Director, Academic Planning & QA 604 986 1911, ext. 3099 Birch Building, BR 242 clairecarolan@capilanou.ca

▸ 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!!!

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[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	

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Cap Core Courses

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).

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.

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

YEAR 1	YEAR 2	YEAR 3	YEAR 4
6 credits	18* credits		6 credits

* Integration courses may be completed during any year of study

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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.

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Quantitative/Analytical Courses

<u>Definition</u>

▸ 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).

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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.

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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 Course List (pdf) – as at Mar 2023

  ▶ Statement to be Added to Course Notes (pdf)

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Quantitative/Analytical Courses, continued

▸ Despite all the Q&A information in the last three slides, please note the new 2024-01-01 Programs of Study Procedure wherein the Quantitative/Analytical requirement will eventually be (or has essentially already been) replaced by Cap Core Numeracy. The university-wide baccalaureate degree requirements stipulate that all baccalaureate degree students must successfully satisfy the Cap Core Numeracy requirement.

I. University CMNS/ENGL requirement: 3.0 credits
3.0 credits of undergraduate-level CMNS or ENGL, coursework excluding ENGL 100

II. Cap Core requirement: 30.0 credits

Foundation: 6.0 credits in the first 30.0 credits
- ○ Literacy: 3.0 credits of ENGL 100
- ○ Numeracy: 3.0 credits from the Senate-approved list of courses[3]

Integration or Minor: 18.0 credits
- ○ Culture and Creative Expression: 3.0 credits
- ○ Science and Technology: 3.0 credits
- ○ Self and Society: 3.0 credits
- ○ Discretionary Integration courses: 9.0

The Integration requirement is waived for a student who earns a minor via a secondary Program of Study that requires at least 18.0 total credits.

Professional Practice: 6.0 credits in the final 90.0 credits
- ○ Experiential: 3.0 credits
- ○ Capstone: 3.0 credits

III. University breadth requirement: 24.0 credits
24.0 credits in disciplines outside of the primary Program of Study's focal discipline(s)

IV. Upper-level requirement: 45.0 credits

[3] The Senate-approved list includes all courses with numeracy, quantitative/analytical or joint numeracy quantitative/analytical designations.

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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.

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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.

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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.

Important/helpful information…

▸ SCC members should prepare ahead for each meeting so that they are engaged with the content and so that the Committee can have fulsome and thorough discussions at the monthly SCC meetings.

Prepare for Success

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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)

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▶ Questions?

▶ Comments?