

Simon Fraser University
Senate Committee on Continuing Studies
November 4, 2003

MINUTES

Present: Stella Atkins, Jim Budd, Todd Rundle (for Lynn Copeland), Adam Horvath, Jan van Aalst, Colin Yerbury.

Regrets: Muneer Esmail, Rob Gordon (proxy provided), Barry Honda, James MacArthur, Gary Mauser,

Guests: Edith Kirkpatrick

1. Approval of Agenda

The Motion to approve the Agenda was made by Jan van Aalst and seconded by Jim Budd. The Motion was approved unanimously.

2. Distribution of Minutes of May 5, 2003 Meeting to Members

A Motion to approve the Minutes of November 5, 2002 was made by Todd Rundle and seconded by Jan van Aalst. The Motion was approved unanimously.

3.

- i) Hong Kong Baptist University Joint Degree Program:
Authority has been received from the Hong Kong government for a January 2003 start. A 2-week recruitment process yielded 14000 hits and 10 applications. The target date has been moved to September 2004 to aid recruitment. The program required enrollment of 50 to break even. We are looking for ways to grant 60 credits for an associate degree.
- ii) First Nations Initiatives:
Colin reported that the sublease for the facility at 639 Hornby Street has been completed. The certificate program in Aboriginal Tourism is currently being offered at the building, with 13 students enrolled.
- iii) ELC/Bridge Programs

Waterloo to service their conditionally admitted students. Bridge does not pay rent; ELC pays rent with no base funding.

4. OTP Report to Senate

A report was sent to senate via SCAR, and was sent back to SCCS for review. New information was added regarding recent cohorts.

A Motion to approve the revised OTP report and to forward the report to senate as an information item was made by Jan van Aalst and seconded by Jim Budd. The Motion was approved unanimously.

5. Criteria and Guidelines for the Establishment of Certificates for Successful Completion of Non-credit Courses

The Committee reviewed revisions made to the Criteria and Guidelines following the previous review at the meeting in November of 2002.

that the Senate Committee on Continuing Studies approve the revised Criteria and Guidelines for forwarding to Senate, with the changes agreed upon by members, at their meeting of November 4th, 2003

Adam Horvath. The Motion was approved unanimously.

6. Two-Year Report to Senate

The two-year report to Senate was discussed by Committee members and the following Motion was made by Jan van Aalst and seconded by Todd Rundle:

-year report for forwarding to Senate once final

The Motion was approved unanimously.

7. Listing of Non-credit Certificate Programs

A history of SCCS approved certificate programs since 1991 was provided to Committee members, with updates regarding the current status of each program. Originators of the programs were consulted regarding the current status and future plans for the programs.

ACTION: Members requested that memos of endorsement be obtained from program sponsors when programs are discontinued.

8. LIDC/CDE/ELinc

A Motion to carry this item forward to the next meeting was made by the Chair, seconded by Jim Budd and approved unanimously.

9. Next Meeting

The next meeting will take place in the spring of 2004. Members will be contacted regarding availability.

10.