



TEL +1 778 782 5100  
 FAX +1 778 782 5098  
 EMAIL [csdean@sfu.ca](mailto:csdean@sfu.ca)  
[sfu.ca/lifelong-learning](http://sfu.ca/lifelong-learning)

Burnaby  
 8888 University Drive  
 Burnaby BC  
 Canada V5A 1S6

Vancouver  
 515 West Hastings Street  
 Vancouver BC  
 Canada V6B 5K3

Surrey  
 250, 13450 102 Avenue  
 Surrey BC  
 Canada V3T 0A3

## MEMO

**Date:** October 12, 2017

**To:** Senate

**From:** Judy Smith, Dean pro tem, Lifelong Learning

**Re:** 2016/17 Senate Committee on Continuing Studies Annual Report to Senate

Please find enclosed for Senate's information, the Senate Committee on Continuing Studies' Annual Report for 2016/17.

This year was a busy one for the Committee, as seen by the number of certificates that were modified and the number of new certificate programs introduced. SFU's Continuing Studies offered over 32 programs and more than 400 courses to 6,000 students this year. Over 20 professional associations accept our course and programs for certification and continuing education. The average age of our learners is over 40. Non-credit education continues to serve students of all ages with flexible learning opportunities on nights and weekends and increasingly online.

The Senate Committee is a very important one since its purpose is to review all non-credit certificates and diplomas offered by the University. On behalf of the University, I would like to thank the members of the Senate Committee on Continuing Studies who provide their valuable time and advice. This guidance allows us to better serve students in the Lower Mainland and around the world.

A handwritten signature in blue ink, appearing to read 'Judy Smith'.

Judy Smith  
 Chair, Senate Committee on Continuing Studies  
 Dean pro tem, Lifelong Learning

**Composition and Mandate**

The current membership of the Senate Committee on Continuing Studies (SCCS) is the Dean of Lifelong Learning (chair), Dean of Libraries, four faculty members, two at-large members, one convocation member and one student (see Appendix A). The SCCS meets twice each year (during the fall and spring semesters) and is responsible to Senate for policy with respect to the overall development of the University's continuing education credit and non-credit programs. The Committee also reviews, at regular intervals, existing and proposed non-credit programs; develops procedures for the approval of various categories of credit-free instruction; and receives, for consideration and approval, programs proposed as suitable for non-credit certificate and diploma granting status. The SCCS reports its activities annually to Senate. Numbers included in this report are based on the fiscal year 2016 – 2017.

**Actions of the SCCS in 2016 - 2017**

The Senate Committee on Continuing Studies met on two occasions: October 3, 2016 and May 2, 2017.

**At the Fall 2016 meeting the Committee:**

- ratified the Annual Report to Senate for 2015/16
- approved 224 Continuing Studies Non-credit Certificate and Diploma Graduates
- approved a course change to the Digital and Mobile Marketing Certificate
- approved a course change to the Public Relations Certificate
- approved a credential change to the Occupational Health and Safety Diploma to Certificate
- approved a Medical Translation and Interpretation Certificate

**At the Spring 2017 meeting the Committee:**

- approved 317 Continuing Studies Non-credit Certificate and Diploma Graduates
- approved the deletion of Aboriginal Leadership, Management and Communications Certificate
- approved the deletion of the Aboriginal Tourism, Ecotourism and Small Business Certificate
- approved a revision to the Business Analysis Certificate
- approved an Advanced Evaluation Certificate

Total enrollments in Lifelong Learning's non-credit courses are provided in Appendix B. This also shows enrollments in credit courses (both face-to-face and online) offered through Lifelong Learning.

## Appendix A

### **Senate Committee on Continuing Studies, 2016 - 2017 Members**

Yvonne Tabin, Lifelong Learning (Chair)  
Gwen Bird, Bennett Library  
David MacAlister, Criminology  
Lyn Bartram, School for Interactive Arts and Technology  
Rebecca Cox, Education  
Tracey Leacock, Education  
Peter Ruben, Biomedical Physiology & Kinesiology  
Stephen Spector, Beedie School of Business  
Colin Percival, Convocation Senator  
Larissa Chen, Student

## Appendix B

# 2016/2017 ENROLLMENT

In cooperation with SFU faculties and departments, we offer part-time degree completion, online and distance education and continuing education programs. We also engage the community through a variety of learning and growth opportunities.

PROGRAM	Fee-Based Registrations	Free and Sponsored Registrations
<b>DEGREE COMPLETION/CREDIT</b>		
Aboriginal University Transition Programs	56	
Centre for Online and Distance Education	17,742	
SFU NOW: Nights or Weekends	2,282	
<b>CONTINUING STUDIES/NON-CREDIT</b>		
Career and Professional Programs	5,440	2,140
City Program	451	4,412
English Language and Culture Program	930	
Interpretation and Translation Program	229	
International Teaching Assistants Program	63	
<b>COMMUNITY ENGAGEMENT</b>		
Creative Writing	782	1,524
Leadership and Community Building Programs	550	727
Liberal Arts and 55+ Programs	4,846	2,040
Philosophers' Café		2,501
<b>Total Credit and Non-Credit Enrollment</b>	<b>33,371</b>	<b>13,344</b>