



**Office of the Dean  
Continuing Studies**

***Memorandum***

**To:** Senate

**From:** John G. LaBrie, Dean  
Continuing Studies

**Re:** Annual Report to Senate for the Year 2005/06  
of the Senate Committee on Continuing Studies

**Date:** December 8, 2006

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Please find enclosed for Senate's information the Senate Committee on Continuing Studies Annual Report for 2005/06.

This report concerns the continuing studies activities sponsored and offered by University departments and, as such, is not a report on the Continuing Studies administrative unit.

The statistics on the credit programs are complete and further details can be obtained from the Office of Analytical Studies. Statistics on community and professional (non-credit) programs are based on reports from departments and may not include all courses and public lectures organised and sponsored by the departments. However, most of the non-credit programming offered by the University—particularly those directed to the broader community—is represented in this report.

John G. LaBrie, EdD

Encl.

**Simon Fraser University  
Senate Committee on Continuing Studies  
Annual Report to Senate  
for 2005/2006**

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**Composition and Mandate**

The current membership of the Senate Committee on Continuing Studies (SCCS) is the Dean of Continuing Studies (chair), Librarian, four faculty members, two at-large members, one lay member and one student (see appendix A). The SCCS meets twice each year: once during the fall semester and once in the spring 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 granting status. The SCCS reports its activities annually to Senate.

**Actions of the SCCS in 2005-2006**

In 2005/06, the SCCS met in November 2005 and April 2006. At the November meeting, the Committee ratified the Annual Report to Senate for 2004/05, and, consistent with its mandate, the Committee considered and approved two new credentials at the April 2006 meeting. The first was a Diploma in Dialogue and Negotiation, and the second was a Diploma in Advanced Project Development and Management: Managing the Project Environment.

**Course Offerings and Enrolments in 2005-2006**

Credit programs that are considered part of continuing education programs include courses offered by the Centre for Online and Distance Education (CODE) and the Centre for Integrated Studies (CICS). Although there are credit courses in other areas of SFU that may be considered by some to be in the same continuing education vein—such as the executive programs in the Faculty of Business and some cohort based programs in the Faculty of Education—they do not appear in this report, but rather are covered in other areas of the University.

CODE is one of Canada's oldest and largest distance education programs and is responsible for working in partnership with academic units to develop and deliver courses for students who wish to enrol in online or distance courses. Through constant updating of the courses, CODE ensures that modern, pedagogically sound theory is put into practice in conjunction with up-to-date technology. CODE employs program directors in various program disciplines to work with SFU faculty to develop courses for the online and distance market. These program directors, who usually hold a terminal degree in a related field of specialty, bring to the table current best practices for distance education.

Table 1

CENTRE FOR ONLINE & DISTANCE EDUCATION											
	Mandatory Online Component	Course Offerings	2004-2005			2005-2006			Enrolments	Enrolments	FTE
			Enrolments			Enrolments					
			SFU	OLA	FTE	SFU	OLA	FTE			
Applied Sciences	17	51	3773	162	429.9	24	52	3335	190	377.73	
Arts (not including Crim)	41	105	4834	289	605.81	56	112	4897	320	611.9	
Arts-Criminology	28	42	1853	212	207.03	37	50	2363	197	259.47	
Business Administration											
Education	27	40	2031	172	268.5	27	37	1961	150	247.4	
Sciences	8	8	399	111	60.13	6	6	261	114	43.63	
<b>TOTALS</b>	<b>121</b>	<b>246</b>	<b>12890</b>	<b>946</b>	<b>1571.37</b>	<b>150</b>	<b>257</b>	<b>12817</b>	<b>971</b>	<b>1540.13</b>	

Table 1 includes details of course enrolments for CODE for the past two years. The program has remained relatively stable in the number of course offerings and enrolments over the past several years, although FTE allocations are on the rise.

CICS has three major components: the extension program at Harbour Centre which offers a variety of courses at SFU Vancouver, the Integrated Studies Program which is a cohort-based bachelor's degree completion program, and the Seniors Program (which also has a non-credit program). These three programs account for the majority of mature students who attend SFU.

Table 2

CENTRE FOR INTEGRATED AND CREDIT STUDIES						
	2004-2005			2005-2006		
	Course Offerings	Enrolments	FTE	Course Offerings	Enrolments	FTE
Harbour Centre Programs	157	5112	596.77	177	5833	676.64
Integrated Studies Program	47	1249	141.33	49	1147	130.64
Seniors Program	9	150	19.43	10	165	20
<b>TOTALS</b>	<b>213</b>	<b>6511</b>	<b>757.53</b>	<b>236</b>	<b>7145</b>	<b>827.28</b>

Table 2 includes the data on course offerings and enrolments in CICS. Of note, the credit Seniors Program, the smallest of the three CICS programs, has seen growth in course offerings and, more important, in course enrolments. (It is important to note that these numbers reflect only students specially registered for "senior" credit courses and not senior students who may have registered as part of the regular SFU program.)

Table 3

## NON-CREDIT CERTIFICATE, DIPLOMA and PROGRAM STATISTICS

	2004-2005	2005-2006
<b>Non-credit Certificate &amp; Diploma Statistics</b>		
	Enrolments	Enrolments
English Language & Culture	602	822
Urban Design	389	475
Executive Management Development Program	147	372
Liberal Arts--Seniors Program	1069	222
Management Skills in Advanced Technology	162	95
Aboriginal Tourism, Eco-tourism & Small Business	16	0
Certificate in Creative Writing	444	318
Certificate in Editing	449	523
Certificate in Publishing	219	246
Certificate in Technical Communication	293	237
Certificate in Business Writing, Public Relations & Marketing Communications	634	512
Advanced Interpreter Program	38	38
Basic Interpreter Program	14	14
Certificate in Geographic Information Systems	204	120
Certificate Program for CED Professionals	no data	no data
Certificate Program in Management	450	372
CMA Executive Program	256	136
Diploma in Rehabilitation Management	224	93
<b>Total Certificate &amp; Diploma Program Registrations</b>	<b>5610</b>	<b>4595</b>
<b>Non-credit Program Statistics</b>		
	Enrolments	Enrolments
Conference/Symposium	2090	1833
Dialogue Forum	5212	1674
Individual Course/Seminar/Workshop	4579	3899
Lecture Series	523	1859
Philosophers' Café	1544	4976
Public Lecture	2512	2217
<b>Total Non-credit Program Enrolments</b>	<b>16460</b>	<b>16458</b>
<b>TOTAL NON-CREDIT CERTIFICATE, DIPLOMA &amp; PROGRAM STATISTICS</b>	<b>22070</b>	<b>21053</b>

Table 3 provides a list of non-credit programs and activities reported to Continuing Studies for this report. As in years past, non-credit activity continues to be significant. In 2005-2006, approximately 6,000 additional participants enrolled in non-credit activities at SFU with the Philosophers' Café and public lectures accounting for the largest part of the increase. Other large areas of increase were in the non-credit Seniors Program, Human Resources supported activities, and training contracts in the Language, Culture and Interpretation Programs. Some areas also saw decreases, such as conferences and symposiums.

Overall, non-credit activity at SFU is very healthy and continues to touch many individuals in our communities.

### **New Initiatives**

2005-2006 was a transitional year for Continuing Studies. As part of the inaugural year of a new dean, the unit underwent a mid-term review of its three-year priorities (2004-2007). As a consequence of the mid-term report and the subsequent mid-term plan for moving the priorities forward, the unit has undergone a process of reorganization, modernization, and refocusing. New initiatives were initiated, including a new program in Health Sciences, Weekend University, Aboriginal University Prep, and an expansion of the Community Outreach and Engagement Program at SFU Surrey. Other non-program issues are also being addressed; these include improved financial systems, student retention plans for our certificate programs, and the investigation of a new student enrolment management system.

## **Appendix A**

### **Senate Committee on Continuing Studies, 2005-2006 Members**

**John LaBrie, Chair**  
**Jim Budd, SFU Surrey**  
**Lynn Copeland, Librarian**  
**Rob Gordon, Criminology**  
**Titus Gregory, Alternate Student**  
**Barry Honda, Molecular Biology and Biochemistry**  
**Shawn Hundsdale, Student**  
**James McArthur, Lay Member**  
**Jamie Kathleen Scott, Molecular Biology and Biochemistry**  
**D'Arcy Warner, Member At-Large**  
**Peter Williams, Resource and Environmental Management**