

SIMON FRASER UNIVERSITY  
Continuing Studies

## Memorandum

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**To:** Senate

**From:** J. Colin Yerbury, Dean, Continuing Studies

**Date:** June 10, 2002

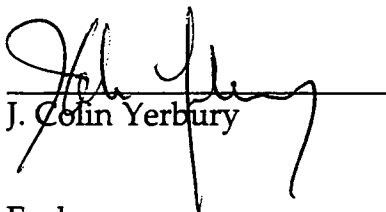
**Re:** Annual Report of the Senate Committee on Continuing Studies

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Enclosed for Senate's information is the SCCS Report for 2000 - 2001. 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 organized and sponsored by departments. However, most of what the University does in non-credit programs, particularly those directed to the broader community, is represented in these statistics.

  
J. Colin Yerbury

Encl.

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Simon Fraser University  
Senate Committee on Continuing Studies  
Annual Report to Senate  
April 1, 2000 through March 31, 2001

Submitted by the  
Senate Committee on Continuing Studies

### **Composition and Mandate**

The current membership of the SCCS is the Dean (chair), Librarian, four faculty members, two at-large members, one lay member and one student (see Appendix A). The SCCS normally meets twice each year, once during the fall semester, and once during the spring.

SCCS is responsible to Senate for policy with respect to the overall development of the University's continuing education credit and credit-free 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 at least once annually to Senate.

### **Actions of the SCCS**

On October 18, 2000, the Senate Committee on Continuing Studies put forward a motion that Senate approve the revision of section 2 of the 1989 guidelines for non-credit certificate programs S. 89-39 as follows:

Programs being proposed as suitable for non-credit certificate granting status are to be submitted to the Senate Committee on Continuing Studies for consideration and approval. The program description will contain information on the content and duration of each course, the potential instructors and the evaluation methods. The Senate Committee on Continuing Studies will also be responsible for approving changes to programs and for approving the discontinuance of programs. The Committee will report program approvals and discontinuances to Senate annually.

The motion was approved by Senate on November 6, 2000.

Subsequently, the SCCS approved the non-credit certificate program in Creative Writing.

At a meeting on May 9, 2001 (a month after the period covered by this report) the Committee reviewed the Continuing Studies Self-Study Report 2001, in preparation for their meeting with the external reviewers of Continuing Studies.

## Course Offerings and Enrolments

*Credit programs:* The Centre for Integrated and Credit Studies (CICS) in Continuing Studies is primarily responsible for administering, at Harbour Centre, credit courses that support the efforts of part-time students to complete a certificate, diploma, or minor program in a number of fields. Courses are planned in coordination with the Faculties/schools/departments and funded by special stipends. The CICS is also responsible for the Integrated Studies cohort-based degree completion programs leading to the BGS, and for the Seniors Program.

There was a slight decrease (2.4%) in the number of courses offered (from 211 in 1999-2000 to 206 in 2000-2001). This caused a slight decrease in the number of enrollees (down 5.9%) and the total FTEs (also down 5.9%). See Appendix B for details.

*Distance education:* The Centre for Distance Education is responsible for working in partnership with academic units to develop and deliver courses for students who require or prefer an alternative to on-campus study. Increasingly, this involves the inclusion of online opportunities for teaching and learning. The Centre is committed to the pedagogically sound use of technology and works with faculty members to ensure that their particular approach to teaching is captured in the distance and online mode.

There was a decrease of 6.4% in course offerings (from 251 in 1999-2000 to 235 in 2000-2001); an increase of 5.2% in enrolments (from 11,945 to 12,569); an increase of 4% in FTEs (from 1,336.43 to 1,389.80); and a slight increase of .8% in OLA enrolments (from 1041 to 1049). Distance Education FTE targets are established by the University each year, along with the budget allocation. See Appendix B for details.

*Non-credit programs:* A total of 19,845 participants took advantage of the 785 non-credit continuing education activities in 2000-2001. This is a 28% increase in course offerings (from 613 in 1998-1999) and a 6% decrease in registrations (from 21,123.) Non-credit enrolments vary from year to year for several reasons. Continuing Studies collects enrolment data from as many units on campus as possible, but not all units provide data each year. As well, the mix of courses, conferences and lectures varies widely from year to year and thus it is difficult to make comparisons on summative data alone. These figures include activities offered through Continuing Studies, as well as those by the Morris J. Wosk Centre for Dialogue, the Applied Sciences Continuing Education program, Field Programs of the Faculty of Education, the David Lam Centre for International Communication, and the English Bridge Program of the Faculty of Arts. See Appendix B for details.

## Selected New Non-Credit Programming Initiatives

- The Community Education Program in Continuing Studies was awarded a Tier 2 CIDA grant for a project on *Women, Poverty and Education* in Mexico.
- A joint pilot project with the Open Learning Agency was initiated to provide prior learning assessment for the Home Instruction Program for Pre-School Youngsters (HIPPY) home visitors followed by several cohort-based courses.
- A new Certificate Program for Community Economic Development Professionals was launched. The program was developed with the Community Economic Development Centre in response to industry needs and has received "rave reviews" from the participants.
- In January 2001, the Writing and Publishing Program launched a new certificate program in creative writing. It is the Program's first cohort-based certificate and is composed of part-time sequential courses. It meets the needs of emerging writers to develop a writing community and includes a sustained, in-depth working relationship with a professional mentor.
- Continuing Studies provides leadership in the development of SFU's programs presented at the Morris J. Wosk Centre for Dialogue. In addition, program development assistance is available to clients of the Centre through Continuing Studies. Since the Centre opened in September 2000, many clients and university faculty members have consulted with the program director and key initiatives have been undertaken.
- In May 2000, SFU, Brandon University, and Hickling Inc. signed a contract with CIDA to provide services for a five-year bilateral secondary school teacher education project in Malawi. SFU is responsible for editing and content verification of 132 instructional modules.
- The Applied Sciences Continuing Education Program prepared for the launch, in September 2000, of the new InfoTech Project Management Program. The program is co-sponsored by the Faculties of Applied Sciences and Business Administration.
- The English Bridge Program, co-sponsored by the Faculty of Arts and International and Exchange Student Services, offered a new "short term program" for intermediate level international student groups.

## APPENDIX A

### Senate Committee on Continuing Studies, 2001 Members

Colin Yerbury, Chair  
Stella Atkins, Computing Science  
Lynn Copeland, Library  
Muneer Esmail, Molecular Biology  
Margaret Jackson, Criminology  
Sarah Klymson, Student  
Gary Mauser, Business Administration  
James McArthur, Lay Member  
Jan Van Aalst, Education  
Larry Weldon, Mathematics and Statistics

APPENDIX B

CENTRE FOR DISTANCE EDUCATION

	2000/2001			
	Courses Offerings	Enrolments	OLA Enrolments	FTE
Applied Sciences	55	3,762	246	390.10
Arts (not including Criminology)	107	5,035	375	569.97
Arts - Criminology	32	1,253	229	125.30
Business Administration	1	51	4	6.80
Education	34	2,218	176	272.63
Science	6	250	19	25.00
<b>Totals for 2000/2001</b>	<b>235</b>	<b>12,569</b>	<b>1,049</b>	<b>1,389.80</b>
Totals for 1999/2000	251	11,945	1041	1,336.43

CENTRE FOR INTEGRATED AND CREDIT STUDIES

	1999/2000			2000/2001		
	Course Offerings	Enrolments	FTE	Course Offerings	Enrolments	FTE
Harbour Centre Programs	180	5,093	572.56	163	4,538	511.80
Integrated Studies Program	27	632	69.90	37	817	89.70
Seniors Program	4	65	7.60	6	92	10.40
<b>Totals</b>	<b>211</b>	<b>5,790</b>	<b>650.06</b>	<b>206</b>	<b>5,447</b>	<b>611.90</b>

NON-CREDIT PROGRAM STATISTICS, 2000/2001

Program Type	Course Offerings	Enrollments
Conference/Symposium	38	2,267
Individual Course	211	3,442
Lecture Series	14	602
Program of Courses	336	6,558
Philosophers Café	168	4,525
Public Lecture	14	2,183
Seminar (Dialogue Centre)	4	268
<b>Totals for 2000/2001</b>	<b>785</b>	<b>19,845</b>
Totals for 1998/1999	613	21,123