



For Information

**Office of the Dean
Continuing Studies**

Memorandum

To: Senate

From: John G. LaBrie, Dean
Continuing Studies

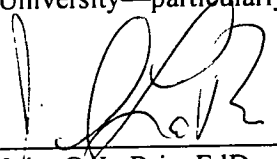
Re: Annual Report to Senate for the Year 2004/05
of the Senate Committee on Continuing Studies

Date: December 5, 2005

Please find enclosed for Senate's information the Senate Committee on Continuing Studies Annual Report for 2004/05.

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 department 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 the 2004/2005 Year

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 during the spring.

The SCCS 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 annually to Senate.

Actions of the SCCS in 2004-2005

The SCCS met in November 2004 and in April 2005. Consistent with its mandate, the Committee approved the requests for diploma status for alumni of the Management Skills in Advanced Technology Program and the Rehabilitation Management Program and reviewed and approved the following non-credit Certificates: Aboriginal Leadership, Management and Communications and Community Capacity Building. The Committee also approved the discontinuance of the Dialogic Language and Culture Teacher Training Program.

The SCCS received several updates from the chair on a number of initiatives in the area of continuing education, including: a new dean's search, continuing studies developments on the Surrey Campus, the Asian Development Bank Project in Sri Lanka, and a number of other program developments. The Committee also reviewed and approved graduates to a number of certificate programs and was briefed on various enrollment statistics having to do with continuing education programs at SFU. In addition, the Committee ratified the Annual Report to Senate for 2003/04 at the November 2004 meeting.

Course Offerings and Enrolments in 2004-2005

Credit Programs that are considered part of continuing education programs include courses taught in 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 enroll 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. The program directors, who usually hold a terminal degree in a related field of specialty, bring to the table current best practices for distance education.

Appendix B-1 includes details of course enrollments for CODE for the past two years. The program has been relatively stable in the number of course offerings and enrollments over the past several years, although FTE allocations are on the rise. The increase in FTE is partially due to an increase in class size averages rather than an increase in course allotments.

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.

Appendix B-2 includes the data on course offerings and enrollments. Of note, the Seniors credit program, the smallest of the three CICS programs, has seen growth in both course offerings, but more important, in course enrollments. (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.) Integrated Studies has seen a marginal decline. As this is a cohort based program, enrollments are driven by the size of the cohorts currently in the program which were marginally smaller in 2004-2005. The extension program at Harbour Centre saw an increase of enrollments and FTE, although it, in fact, offered fewer sections. All three of these credit programs are strong and solid programs that provide for an audience not otherwise served.

Reporting on non-credit certificate and diploma program at SFU is complicated by a number of factors. First, a number of units within SFU offer these non-credit types of programs; those areas include, but are not limited to: Continuing Studies, LIDC, the David Lam Centre, Learning Strategies Group (Faculty of Business) and others. To complicate matters more, unlike the credit side, there is no centralised course management system to manage, track and record this program activity. Each area that offers these programs is responsible for tracking and reporting statistics. Finally, some programs, such as conferences and public lectures, vary a great deal in length, size and type of presentation, which makes year-to-year comparisons of aggregate data difficult to interpret.

Appendix B-3 provides a list of programs and activities reported to Continuing Studies for this report. As in years past, non-credit activity continues to be significant and strong. In 2004-2005, approximately 6,000 additional participants enrolled in non-credit activity at SFU with Dialogue and public lecture programs 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 symposia.

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

New Initiatives

2004-2005 is a transitional year for Continuing Studies as a new dean is scheduled to start in August of 2005. However, movement at SFU Surrey continued to make progress, as well as the implementation of various projects in International Programs: the UPCD Tier 2 project, *Reducing HIV Stigma by Education—Ghana*, the Asian Development Bank-funded Distance Education Modernization project in Sri Lanka and a CIDA-funded Tier 1 project, *Adult Education for Economic Development*, in Thailand, Cambodia and Laos. This university partnership between Simon Fraser University, Chulalongkorn University, the Royal University of Phnom Penh and the National University of Laos introduces an innovative approach to international co-operation and collaboration by drawing on Canadian and Thai expertise to develop and establish continuing education centres in Cambodia and Laos in order to bridge the gap between community human resource development and university resources.

Appendix A

Senate Committee on Continuing Studies, 2004-2005 Members

Colin Yerbury, Chair

Jim Budd, Faculty, SFU Surrey

Lynn Copeland, Librarian

Rob Gordon, Criminology

Titus Gregory, Alternate Student

Barry Honda, Molecular Biology & Biochemistry

Adam Horvath, Faculty of Education

Shawn Hunsdale, Student

Gary Mauser, Business Administration

James McArthur, Lay Member

Jamie Kathleen Scott, Molecular Biology & Biochemistry

Appendix B-1

CENTRE FOR ONLINE AND DISTANCE EDUCATION

	2003/2004						2004-2005					
	Mandatory Online Component	Course Offerings	Enrolments		FTE	Mandatory Online Component	Course Offerings	Enrolments		FTE		
			SFU	OLA				SFU	OLA			
Applied Sciences	19	47	3,423	218	385.63	17	51	3,773	162	429.90		
Arts (not including Criminology)	36	113	5,279	310	642.60	41	105	4,834	289	605.81		
Arts - Criminology	20	37	1,524	171	169.50	28	42	1,853	212	207.03		
Business Administration	0	0	0	0	0							
Education	23	39	1,905	188	251.67	27	40	2,031	172	268.50		
Science	10	10	396	97	55.83	8	8	399	111	60.13		
Totals	108	246	12,527	984	1,505.23	121	246	12,890	946	1,571.37		

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Appendix B-2

CENTRE FOR INTEGRATED AND CREDIT STUDIES

	2003-2004			2004/2005		
	Course Offerings	Enrolments	FTE	Course Offerings	Enrolments	FTE
Harbour Centre Programs	162	4,957	578.44	157	5,112	596.77
Integrated Studies Program	43	1,442	155.97	47	1,249	141.33
Seniors Program	7	109	13.20	9	150	19.43
Total	212	6,508	747.61	213	6,511	757.53

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Appendix B-3

NON-CREDIT CERTIFICATE, DIPLOMA, and PROGRAM STATISTICS

2004/2005

2003/2004

<u>Non-Credit Certificate and Diploma Statistics</u>	<u>Enrollments</u>	<u>Enrollments</u>
Certificate in Web-Based Instruction [formerly Dweb] (LIDC)	90	no data available
University Teaching and Learning (LIDC)	17	no data available
English Language and Culture	578	602
Urban Design	329	389
Executive Management Development Program	177	147
Liberal Arts – Seniors Program	788	1,069
Management Skills in Advanced Technology	300	162
Dialogic Language and Culture Teaching		
Comparative Language and Culture		
Aboriginal Tourism Eco-tourism and Small Business	13	16
Certificate in Creative Writing	307	444
Certificate in Editing	363	449
Certificate in Publishing	86	219
Certificate in Technical Communication	218	293
Certificate in Business Writing, Public Relations, and Marketing Communication	522	634
Advanced Interpreter Program	33	38
Basic Interpreter Program	18	14
Certificate in Geographic Information Systems	237	204
Certificate Program for CED Professionals	167	no data available
Certificate Program in Management	400	450
CMA Executive Program	184	256
Diploma in Rehabilitation Management		224
<u>Total Certificate and Diploma Program Registrations</u>	<u>4,827</u>	<u>5,610</u>

2004/2005

2003/2004

Enrollments

Enrollments

Non-Credit Program Statistics

Conference/Symposium	2,090
Dialogue	5,212
Individual Seminar/workshop	4,579
Lecture Series	523
Philosophers Café	1,544
Public Lecture	2,512

Total Non-Credit Program Statistics 16,460

Contracts

Registration Support for HR Training	1,172
Training Contracts – LCI International Training	233

Total Non-Credit Certificate, Diploma and Program Statistics 23,475