

Memorandum

To: Senate Committee on Agenda and Rules (SCAR)
From: Colin Yerbury, Chair, Senate Committee on Continuing Studies (SCCS)
Date: October 19, 2000
Re: **Recommendation for Revision of Section 2 – Guidelines for
Non-Credit Certificate Programs S. 89-39**

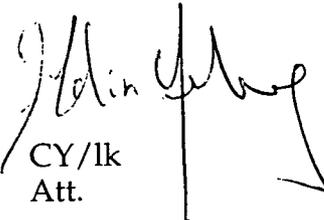
In 1989 the guidelines for the approval process for non-credit, certificate programs were approved by the Senate Committee on Continuing Studies and Senate. In view of the dissolution of SCAP and the general move towards delegation of responsibilities, the Senate Committee on Continuing Studies approved the following Motion on October 18, 2000 and recommended that it be forwarded to SCAR for action:

Motion

That Senate approve the revision of section 2 of the 1989 guidelines for non-credit certificate programs S. 89-39 as follows:

2. 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 existing guidelines are attached for reference.


CY/lk
Att.

Criteria for the Establishment of Certificates for Successful Completion of Program of Non-degree Courses:

1. A program should be initiated only if the subject matter is such that the University appears to be the most appropriate body to offer the instruction.
2. A program must have a clearly defined educational objective and rationale. The rationale should include a statement of required University resources and community needs.
3. A program must be under the direct and ongoing supervision of an academic department of the University.

Proposed Guidelines for Certificate Programs of Non-degree Courses:

1. Each program would be the specific responsibility of a department, school, Faculty, or centre. The department would be responsible for ensuring the academic rigour of the curriculum and the quality of instruction. In cases of interdisciplinary programs, responsibility may be shared.
2. Programs being proposed as suitable for certificate granting status are to be submitted to the Senate Committee on Continuing Studies for consideration and, if accepted, forwarded by that Committee with its recommendations to SCAP and to Senate for approval. A description of the course/s which make up the program must be submitted, including information on: the content and duration of each course; the proposed instructors; and the means of evaluation.
3. Students would be expected to maintain satisfactory performance in each course to remain eligible for a certificate.
4. Programs would consist of courses which may vary in length and format from standard university credit courses but would include a minimum number of 120 contact hours in total (including lectures, labs, seminars, and tutorials).