

SENATE COMMITTEE ON CONTINUING STUDIES

To: Senate
From: Senate Committee on Continuing Studies
Date: September 3, 2025
Re: 2024/2025 Annual Report

The [Terms of Reference for the Senate Committee on Continuing Studies](#) define its scope and relationship with Senate and other Senate committees. Annually in October, the committee presents a report to Senate on its business and proceedings over the previous academic year.

The Senate Committee on Continuing Studies met five times during the academic year: October 1, 2024, November 1, 2024, December 3, 2024, March 6, 2025 and April 8, 2025. All meetings were held in person with the option to attend remotely. The committee reviewed academic programs and considered other issues over the course of the year, including:

- Review of the Teaching English as a Foreign Language Professional Specialization Certificate, Population Health Data Analysis Professional Specialization Certificate and University101;
- Review new programming including Diploma in Data Analytics and Management Science, Diploma in Digital Marketing, and Certificate in Data Analytics;
- Discussion of approval process for non-credit certificates and diplomas
- Follow-up reporting on Continuing Studies admission requirements and time to completion.

Major Issues considered

Review of the Teaching English as a Foreign Language Professional Specialization Certificate (October 1, 2024)

The committee was asked to approve the discontinuance of this PSC. It was created specifically for an international partner who is no longer interested in taking longer programs and, despite marketing efforts, has not sent students since prior to the COVID-10 pandemic. In general, international partners are looking for shorter, more cost-effective programming. The committee approved the discontinuance of this program.

New Non-credit Diploma in Data Analytics and Management Science (November 1, 2024)

Committee members reviewed a proposal for this new non-credit diploma which was created in response to rising interest in data skills across all sectors. The committee approved the non-credit Diploma in Data Analytics and Management Science and moved it forward to the Senate Committee on Planning for approval.

New Non-credit Diploma in Digital Marketing (December 3, 2024)

The committee approved the non-credit Diploma in Digital marketing and moved it forward to the Senate Committee on Planning for approval.

New Certificate in Data Analytics (March 6, 2025)

This new non-credit Certificate in Data Analytics is a subset of courses from the Diploma in Data Analytics for a domestic professional audience. It follows the Business Administration model, offering micro-certificates which can ladder to the certificate and then the diploma. The committee approved the non-credit Certificate in Data Analytics and moved it forward to the Senate Committee on Planning for approval.

Review of the process for non-credit certificates and diplomas for approval (March 6, 2025)

The Chair presented a draft proposal to update the process for non-credit certificates and diplomas to match the process for micro-credentials as well as other university faculty approval processes. The process would follow [University Policy AC1135](#), which is the Policy for the Establishment of Micro-certificate, Certificate and Diploma Programs. The committee discussed pros and cons of the concept. Further investigation is needed, and a proposal will come forward in the fall 2025.

Review of Population Health Data Analysis Professional Specialization Certificate (April 8, 2025)

Admission requirements for this program have posed significant barriers for learners. Plans are underway to move the outstanding curricula into a number of micro-credential offerings following a period of redesign. The committee approved the discontinuance of the Population Health Data Analysis Professional Specialization Certificate and moved it forward to the Senate Committee on Planning for approval.

Review of University 101 (April 8, 2025)

Although this is not a Senate approved program, University 101 is a non-credit program and, as such, the Senate Committee on Continuing Studies was deemed the most appropriate avenue for this review.

University 101 started in the Faculty of Humanities 20 years ago with support from three founding Deans in Humanities, Continuing Studies and Social Sciences. It grew organically into quite a robust program that provided wrap-around supports for learners to participate. While the program has been impactful for learners experiencing barriers to university education, there have been significant challenges in recent years making it no longer sustainable in its current format. While the committee expressed regret that the program is closing, they endorsed the recommendation of the University 101 Executive Committee to discontinue the program.

Report on Time-to-Completion Guidelines for Non-Credit Programs (March 6, 2025)

The Chair provided an update to the committee following questions about time-to-completion limits for non-credit diploma programs. Currently, international learners studying on a post-graduate work permit are expected to complete the program in two years because they are full-time. Domestic learners have up to six years as they typically take one or two course a term.

Report on Admission Requirements for Non-credit Programs (April 8, 2025)

The Chair provided an update to the committee on a review of admission requirements for non-credit programs. This arose from a SCCS discussion in 2024 about whether current practices may unintentionally create barriers for some learners. A comparative analysis of practices across other continuing education units in Canada and a review of DCs programs was completed. The committee reviewed new standardized language, which will be applied to program updates for 2025.

Respectfully submitted,

2025/2026 Senate Committee on Continuing Studies

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