

**SIMON FRASER UNIVERSITY**

S75-124

**MEMORANDUM**

To SENATE

From SENATE UNDERGRADUATE ADMISSIONS BOARD

Subject REPORT ON COMMITTEE ACTIVITIES  
- 1970-75 - FOR INFORMATION

Date AUGUST 20, 1975

# SIMON FRASER UNIVERSITY

## MEMORANDUM

To S E N A T E

From SENATE UNDERGRADUATE ADMISSIONS BOARD

Subject REPORT ON COMMITTEE ACTIVITIES -  
1970-75

Date 20th August, 1975

### 1. Introduction

During the Spring and Summer of 1974, Senate laid down requirements for the annual reports of its Committees. At that time, Senate Undergraduate Admissions Board did not submit a report to Senate. Thus, in keeping with the practice then established of reporting on a Committee's activities from its inception to the time of the report, the following report covers the period from the establishment of the Committee to the present.

### 2. Establishment, Terms of Reference and Operating Procedures of the Committee.

#### A. Establishment of the Senate Undergraduate Admissions Board.

The Senate Undergraduate Admissions Board was established by Senate when it acted, at its meeting of 6th July, 1970, on Senate paper S.381. A copy of this paper is appended as attachment I.

#### B. Terms of Reference.

The terms of reference for the Board were also set out in Senate paper S.381 and have not been changed since the establishment of the Committee.

#### C. Operating Procedures.

At the Committee's first meeting, the following operating procedures were established and have been followed since that time.

- i. A quorum will be five voting members. Decisions of the Committee will be based on a majority vote of those members present.
- ii. The Director of Admissions, who will act as Secretary of the Board, will be responsible for preparing the agenda of meetings, informing members of meetings and preparing and distributing minutes of each meeting to members of the Board.
- iii. Alternates will have the right to attend any meeting and will be granted debating privileges at the discretion of the Chairman. Alternates may only vote in the absence of the member they replace.
- iv. The Board shall operate under Senate rules.

/.....

- v. The Board is a policy Committee; and individual student cases or appeals will not be considered. The Registrar's Office may, however, seek policy clarification to enable it to deal with particular cases.

### 3. Membership.

Membership of the Committee was laid down in Senate paper S. 381; and, with one exception, has remained the same since that time. S. 381 provided that the Senate appointees to the Academic Board should be members of the Committee, one serving as the prime member and one as his alternate. The Board was, however, abolished in the Spring, 1975; and Committee membership was therefore reduced by the removal of Senate appointees to the Board. In addition, at its meeting of 6th March, 1975, the Board agreed to invite the Director of the Academic Advice Centre to participate in its meetings as a non-voting member.

S. 381 provides that the Chairman of the Committee shall be the Academic Vice-President or his designate. Initially, the Vice-President, Academic chaired the Committee; but, following the establishment of an Academic Advice Centre and the appointment of Dr. Peter Belton as Director, the latter took over the Chairmanship of the Board. Dr. Belton continued as Chairman until after his resignation as Director of the Academic Advice Centre; and, since the beginning of the Fall semester, 1974, the Committee has been chaired by the Assistant Vice-President, Academic, Dr. I. Mugridge.

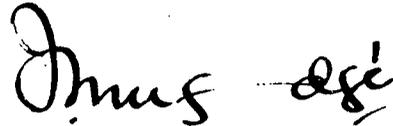
### 4. Actions taken under the Terms of Reference.

The first meeting of the Senate Undergraduate Admissions Board was held on 7th October, 1970 and, since that time, the Board has met on 36 occasions and dealt with over sixty formal papers and proposals, of which the majority have dealt with admission and admission related questions, particularly transfer credit, as well as a number of other problems. Almost forty of these papers and proposals have been forwarded to Senate for its consideration, while the remainder have either been defeated or treated as information to the Board, the Senate Appeal's Board or the Director of Admissions.

The other major activity of the Committee has been to meet at the end of each semester to review the transcripts of those students enrolled during the semester in question. Thus, the Board has made decisions concerning academic warning, academic probation and required to withdraw and permanent withdrawal status. At a recent meeting, however, the Board agreed to delegate this responsibility, which was not specifically required by its terms of reference, to the Director of Admissions and the Director of the Academic Advice Centre. This action, which will take effect from the current semester, was taken because the Board felt that the two officials designated would have a much more intimate and continuous knowledge of the kind of student problems involved in this review, because the speed with which the

.....3

review had to be prepared and undertaken meant that it was a very cursory and largely meaningless exercise, and because the Board felt that the system being proposed would ensure greater uniformity and fairness of decision in the situations being dealt with. It was also indicated that, if any appeals arose, the two officials could more easily change their decisions in the light of extenuating circumstances and that, in any case, the normal appeals procedure involving the Senate Appeals Board would still be followed.



I. Mugridge

:ams

att.

A PROPOSAL FOR THE ESTABLISHMENT OF THE  
SENATE UNDERGRADUATE ADMISSIONS BOARD AND  
THE SENATE APPEALS BOARD

ATTACHMENT

by

#1

Dr. Robert C. Brown

History of the Problem

At the March meeting of Senate, Paper S.329 was presented as a summation of the several previous attempts to establish a Senate Undergraduate Admissions Board and a Senate Appeals Board. After considerable debate, during which some sections of the paper were approved, Senate referred the matter to the Academic Vice-President for reassessment - "with a view to making sure there are appropriate appeal mechanisms ... that it not be so complex and that the bodies be not so separate (so that) more problems are likely to occur."

With these instructions of Senate in mind, lengthy interviews were conducted with Admissions personnel, members of the present Ad Hoc committees, Senators and administrators. These discussions indicated the need for a complete re-thinking of the problem. Thus, since Senate did not approve Paper S.329 in total and thus none of its parts are yet accepted policy, I have chosen to completely re-define and restructure its proposals. Those wishing to review past debate on this matter are referred to Papers S.305, S.293, S.308 and S.329, plus the minutes of the meetings of December 1 and December 8, 1969 and January 12, January 26 and March 2, 1970.

Re-Statement of the Problem

At a special meeting of Senate in November 1968, two Ad Hoc Committees were struck in response to strong student-faculty criticism of existing admission and transfer policy. The first, the Senate Undergraduate Admissions Board (SUAB), was charged with directing the admissions, standing and credit procedures of the University; and the second, the Senate Appeals Board (SAB), was charged with hearing student appeals.

The Registrar was instructed by Senate to direct to these committees all cases for which a definite policy had not yet been established or which would require individual interpretation. The cases were to go to SUAB for interpretation and decision. In cases where the request of the applicant was denied, he was informed of his right to appeal either in person, via representation, or both, to the Appeals Committee. The decision of the Appeals Committee was final and binding.

While there is merit in some of the aspects of this Ad Hoc system (students were provided with an appeals mechanism allowing them personal representation, and some Senators did become familiar with the complex problems of admissions, transfer and standings policy) there were also several negative results. They are too

numerous to list them all here, but perhaps the most serious were the lack of confidence which developed between the committees that resulted from the frequent reversal of SUAB decisions by the Appeals Committee; the general lack of confidence among admissions personnel in the consistency of the committees; and the general malaise generated within the Registrar's Office in having Senate Committees doing their jobs for them. The general problem facing Senate now then is to reconstruct these committees within the spirit of the Ellis Report so that the problems encountered within the previous system are minimized or eliminated. The ultimate goal is to provide a mechanism for the establishment and review of policy, a mechanism which provides students with rights of appeal, and which, at the same time, will allow the Registrar's Office to perform in a confident, efficient manner.

#### Justification of the Two Committee System

While the Ellis Report, as accepted by Senate, calls for the formation of the SUAB and the SAB, a few qualifying comments are in order here. As seen in the previous paragraphs, these committees were generated as a result of alleged inadequacies in admissions procedures within the Registrar's Office. This, it seems to me, has been a misinterpretation of facts. If there was a problem, and it has never been clearly demonstrated that there was, it was that Senate had not provided sufficient guidance in the form of University policy so that the admissions personnel could adequately screen applicants, particularly student transfers. Thus what is required is a body, like SUAB, which can generate new policy and review existing policy; not committees which review hundreds of individual cases. That is the job of the admissions personnel. So while there is a clear need for the two committee system at present, Senate may want to reconsider the situation within two or three years when we have generated needed policy and procedures. At that time "exceptional" cases should be rare, and could easily be handled within the Registrar's Office as they are in most Universities.

#### The Motions

It is moved that Senate accept the following:

(1) The Registrar's Office is charged with the administration and application of policy emanating from the Senate. If a need is felt for interpretation of such policy, the Registrar shall seek the guidance of the Senate Undergraduate Admissions Board (SUAB). It should be clearly understood that the decision to apply a policy of Senate (interpreted if necessary by the Senate Undergraduate Admissions Board (SUAB)) is the responsibility of the Registrar. It follows that if such a decision is appealed, only the propriety of applying a policy in a particular case can be disputed. In other words, appeal does not involve questioning the advisability of the policies of

Senate. This does not mean that the rules of Senate are immutable, but simply points out that there is a difference between policy reform and appeals of specific cases. Where policy reform is deemed necessary, it shall be conducted by Senate acting either on its own initiative or upon a recommendation from the SUAB.

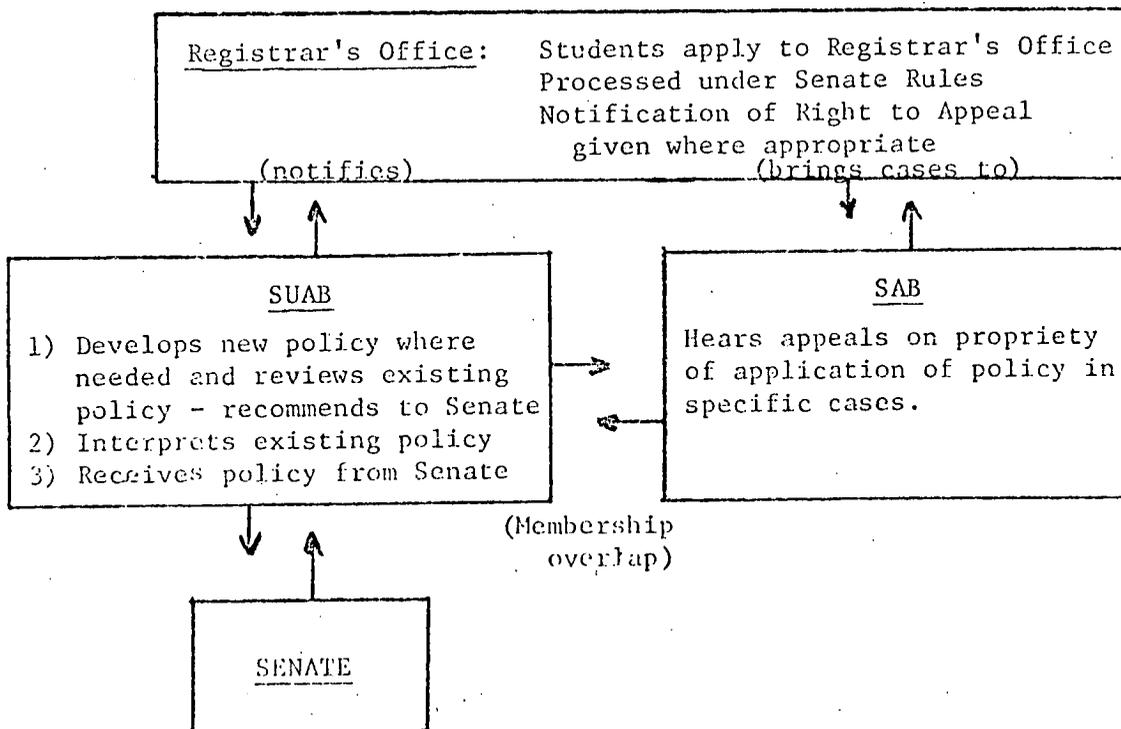
(2) The Senate Undergraduate Admissions Board (SUAB)

Purpose: To recommend to and receive from the Senate policy decisions on undergraduate admissions, re-admissions, standing, and credit transfer and, where necessary, to provide general direction in the interpretation of such policy.

Procedure: It is the general responsibility of the Registrar to apprise the committee of areas in which policy needs to be formulated or of circumstances which necessitate the review of existing policy. Then, in line with the purpose above, there are three possible procedural routes which the committee shall follow:

- a) Recommendations to Senate; the Registrar will notify SUAB of need for review or establishment of policy; SUAB will forward recommendations to Secretary of Senate for inclusion on the agenda of the next meeting of Senate.

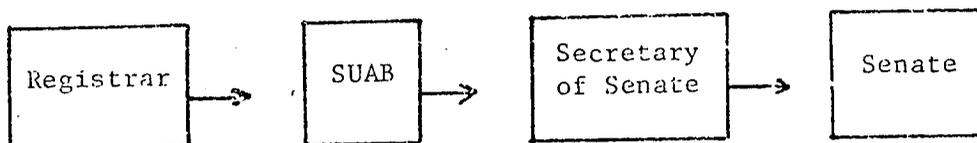
OPERATING MODEL (SUAB and SAB)



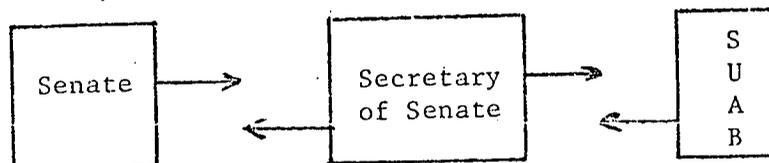
b) Receive policy decisions from Senate: Senate will instruct the Secretary of Senate to pass policy decisions to the SUAB, and the SUAB will, where necessary, provide general direction to the Registrar in the interpretation of the policy. In cases where Senate requests a recommendation from the SUAB, they will be handled as in a).

c) Interpretation of existing policy: The Registrar will inform SUAB of the need for an interpretation of an existing policy. The interpretation will be made and transmitted to the Registrar's Office.

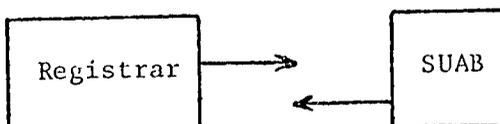
a. Recommendations to Senate:



b. Receive Policy Decisions from Senate:



c. Interpretation of existing policy:



Membership:

Academic Vice-President or a Senate designate of his choice as Chairman (non-voting except in case of tie).

A Senate Appointee to the Academic Board, plus alternate. (There are two Senate appointees to the Board - they should decide which shall serve on the committee as the prime member and which as alternate.)

The Director of Admissions.

Three Students (one elected by Student Council, with provisions for an alternate, and two student Senators elected from Senate, with the third student Senator to serve as alternate; one year term).

Three faculty members (one elected by each Faculty from its Undergraduate Curriculum Committee, with each Faculty also providing an alternate; two year term).

One member of Senate elected by Senate for a two year term.

Recording Secretary (non-voting).

Operation: A quorum will be five voting members.  
Decision will be based upon majority (of those present) rule.  
The Director of Admissions will be responsible for preparing the Agenda of the meetings, sending out notice of meeting, preparing and distributing minutes of each meeting to the members of SUAB and SAB.

(3) The Senate Appeals Board (SAB)

Purpose: To consider cases wherein an individual feels aggrieved by the decision of the Registrar to apply a particular admission, re-admission, standing, credit transfer or grade change policy in his specific case (see (1) above).

Procedure: In cases where a student request with respect to admission, re-admission, standing, credit transfer, or grade change is denied by the Registrar, the student will be informed, in writing, of his right to appeal the application of a particular policy in his case. If he wishes to appeal, he will be informed of the date of the next meeting of the committee in writing and of his right to appear before the committee in person, via a representative, or both. The decision of the committee is final.

Membership: The Registrar or his designate (non-voting, Chairman).  
One Faculty member of SUAB, plus alternate, elected by SUAB.  
Two students, plus alternate, chosen in a manner to be determined by Student Council.  
One faculty Senator, plus alternate, elected by Senate.  
One Recording Secretary (non-voting).

Operation:

A quorum is three voting members.

Meeting shall be closed and proceedings shall remain confidential.

Regular meetings will occur three times a semester; in the week prior to registration; after registration but before the final date to change courses; and in the ninth week of the semester. Special meetings may be scheduled as deemed necessary by the Registrar or his designate and shall be announced well in advance of the meeting.

SENATE COMMITTEES

ATTACHMENT

2 June 1975

#II

11. SENATE UNDERGRADUATE ADMISSIONS BOARD (SUAB) (standing)  
(Reporting Category "B")

| <u>Members</u>                                       | <u>Conditions</u>  | <u>Term</u> | <u>Expiry Date</u> | <u>Name</u>                   |
|--|--|-------------|--------------------|-------------------------------|
| Academic Vice-President or a designate of his choice | Chairman - non-voting except in case of a tie                          |             |                    | B. G. Wilson<br>(I. Mugridge) |
| Senate Appointee to the Academic Board               | Appointees decide who shall serve as prime member and who as alternate |             |                    | R. D. Bradley<br>B. G. Wilson |
| Director of Admissions                               |  |             |                    | A. C. McMillan                |
| Student Member                                       | Elected by   | 1 year      | Sep 30/75          | N. Staddon                    |
| Alternate  | Student Council  | 1 year      | Sep 30/75          |                               |
| Student Senator                                      | Elected by   | 1 year      | Sep 30/75          | R. Schiffer *                 |
| Student Senator                                      | Senate   | 1 year      | Sep 30/75          | D. C. Wallbaum *              |
| Alternate  |  | 1 year      | Sep 30/75          | R. A. Ironside *              |
| Faculty Member (Arts)                                | Elected by   | 2 years     | Sep 30/76          | G. A. Leumer                  |
| Alternate  | respective   | 2 years     | Sep 30/76          | T. Oliver                     |
| Faculty Member (Education)                           | Faculty  | 2 years     | Sep 30/76          | L. M. Prock                   |
| Alternate  | Undergraduate  | 2 years     | Sep 30/76          | A. H. Elliott                 |
| Faculty Member (Science)                             | Curriculum   | 2 years     | Sep 30/76          | J. C. Irwin                   |
| Alternate  | Committees   | 2 years     | Sep 30/76          | D. Ryeburn                    |
| Senator  | Elected by Senate  | 2 years     | Sep 30/76          | R. K. Debo **                 |
| Recording Secretary                                  | Non-voting   |             |                    |                               |

PURPOSE: To recommend to and receive from the Senate policy decision on undergraduate admissions, re-admissions, standing and credit transfer and, where necessary to provide general direction in the interpretation of such policy.

Note: This Committee, established by Senate at its meeting of July 6, 1970, replaces the former Senate Committee on Undergraduate Admissions and Standings.

\* Elected at June 2, 1975 meeting of Senate to replace E. Burkle, D. Janssen and J. P. Daem.

\*\* Elected at June 2, 1975 meeting of Senate to replace G. L. Cook.