



SIMON FRASER UNIVERSITY  
THINKING OF THE WORLD

TO: Senate

FROM: James Busumtwi-Sam  
Chair, Senate Committee on International Activities

RE: Change to membership and terms of Reference – SCIA  
and Dissolution of ISEC

DATE: September 1, 2009

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At its meeting on the 10<sup>th</sup> of June 2009, SCIA approved changes to its membership and terms of reference and the dissolution of ISEC.

The changes involve enlarging SCIA membership to include all faculties; transferring the functions of ISEC to SCIA, including the approval of student exchange agreements; and delegating responsibility for the administration and approval of individual student exchanges from SCIA to SFU International. Following approval of these changes, it is recommended that ISEC, a subcommittee of SCIA, be dissolved.

**Motion 1**

“that Senate approve the proposed changes to SCIA membership and terms of reference, effective immediately”

**Motion 2**

“that Senate approve the dissolution of the International Student Exchange Committee (ISEC), effective immediately”

**Rationale:**

See attached text of motions discussed and approved by SCIA at its meeting on June 10, 2009

A handwritten signature in black ink, appearing to be "James Busumtwi-Sam".

**Proposed Membership and Terms of Reference – Senate Committee on International Activities (SCIA)**

<b>Members</b>	<b>Conditions</b>	<b>Term</b>
President (or designate)	Chair, Ex-officio	
Vice-President Academic (or designate)	Ex-officio	
Faculty Member, Applied Sciences	Elected by Senate (with at least three Senators being elected)	2 years
Faculty Member, Arts & Social Sciences		2 years
Faculty Member, Business Administration		2 years
Faculty Member, Communication, Art and Technology		2 years
Faculty Member, Education		2 years
Faculty Member, Environment		2 years
Faculty Member, Health Sciences		2 years
Faculty Member, Science		2 years
Registrar (or designate)		Ex-officio
Undergraduate Student Senator	Elected by Senate	2 year
Graduate Student (At-large)	Elected by Senate	2 years
Director International Development and Faculty Engagement, Continuing Studies	Ex-officio	
Director Internationalization, SFU International (or designate)	Ex-officio	
Staff Representative, SFU International	Ex-officio Secretary (non-voting)	

**Terms of Reference**

1. To ensure that proposals for international activities meet the conditions and criteria established by the University Policy on International Activities, and by the University Policy on Service Contracts.
2. To ensure broad consultation prior to the final approval of any proposal covered by this policy for which human rights considerations are likely to be a concern.
3. To advise the President with respect to the desirability of entering into international activities that are proposed to be undertaken by the University on the basis of a contract, contribution agreement, letter of understanding, or similar document.

4. To maintain an overview and familiarity with international agreements that are entered into by academic or administrative units.
5. To make recommendations to the President on the establishment of any new international or domestic undergraduate or graduate student exchange agreements.
- \*6. To formulate selection criteria for undergraduate and graduate student participation in international and domestic exchange programs, in consultation with partner institutions and appropriate SFU authorities.
- \*7. To monitor and where necessary recommend and implement changes to application materials, procedures and deadlines, in consultation with appropriate SFU authorities.
- \*8. To select successful candidates for exchange programs, based on rigorous application procedures and guidelines.
9. To report annually to Senate.

### **Procedures**

1. The Committee shall be provided with copies of international activity proposals and whatever other information is needed to administer this Policy, based on procedures to be determined by the Committee.
2. Every proposal shall indicate that it has the approval of the appropriate Chair or Director and Faculty Dean and shall contain a statement of goals and objectives, a clear disclosure of the proposed activities and a budget.
3. Proposals shall be submitted to the Secretary of SCIA for distribution to the Committee.
4. The Committee shall review each proposal to ensure compliance with the University Policy on International Activities and shall recommend acceptance, modification or rejection to the President. Where approval of the Senate or the Board of Governors is required, the President shall inform the appropriate body(ies) of the Committee's recommendation.
5. Where there is concern on the part of SCIA that any international activity which uses the University's name or resources may be in non-compliance with this Policy, the Committee shall be entitled to receive further information and shall report to the President regarding any violations that may be discovered.
6. Copies of international activity contracts or other agreements shall be provided to SFU International where they shall be kept on file and be open for inspection by members of the University community.

**\* Responsibilities delegated by SCIA to SFU International**

## Existing Membership and Terms of Reference – Senate Committee on International Activities (SCIA)

Members	Conditions	Term
President (or designate)	Chair, Ex-officio	
Vice-President, Academic (or designate)	Ex-officio	
Senator-Faculty Mbr		2 years
Senator-Faculty Mbr	Elected by and from Senate	2 years
Senator-Faculty Mbr		2 years
Senator (At-large)	Elected by and from Senate	2 years
Student Senator (Undergraduate)	Elected by and from Senate	2 years
Graduate Student (At-large)	Elected by Senate	2 years
Student Alternate	Elected by Senate	2 years
Executive Director, SFU International (or designate)	Ex-officio	
Staff representative of SFU International	Secretary, Ex-officio (non-voting)	

- The Committee shall meet at least once each semester and at the call of the Chair.
- Quorum shall be a simple majority of the voting members.
- The Committee may strike sub-committees as required, such as the International Student Exchange Committee.
- The Executive Director of SFU International (or designate) is designated as Vice Chair

### Terms of Reference

1. To ensure that proposals for international activities meet the conditions and criteria established by the University Policy on International Activities, and by the University Policy on Service Contracts.
2. To ensure broad consultation prior to the final approval of any proposal covered by this policy for which human rights considerations are likely to be a concern.
3. To advise the President with respect to the desirability of entering into international activities that are proposed to be undertaken by the University on the basis of a contract, contribution agreement, letter of understanding, or similar document.
4. To maintain an overview and familiarity with international agreements that are entered into by academic or administrative units.
5. To report annually to Senate.

### Procedures

1. The Committee shall be provided with copies of international activity proposals and whatever other information is needed to administer this Policy, based on procedures to be determined by the Committee.
2. Every proposal shall indicate that it has the approval of the appropriate Chair or Director and Faculty Dean and shall contain a statement of goals and objectives, a clear disclosure of the proposed activities and a budget.
3. Proposals shall be submitted to the Secretary of SCIA for distribution to the Committee.

4. The Committee shall review each proposal to ensure compliance with the University Policy on International Activities and shall recommend acceptance, modification or rejection to the President. Where approval of the Senate or the Board of Governors is required, the President shall inform the appropriate body(ies) of the Committee's recommendation.

5. Where there is concern on the part of SCIA that any international activity which uses the University's name or resources may be in non-compliance with this Policy, the Committee shall be entitled to receive further information and shall report to the President regarding any violations that may be discovered.

6. Copies of international activity contracts or other agreements shall be provided to SFU International where they shall be kept on file and be open for inspection by members of the University community.

## Existing Membership and Terms of Reference – International Student Exchange Committee (ISEC)

Standing (Reporting to the Senate Committee on International Activities)

<u>Members</u>	<u>Conditions</u>	<u>Term</u>
Faculty Senator	Chair. Elected by and from SCIA	2 years
Faculty Member, Applied Science	Elected by Senate	2 years
Faculty Member, Arts & Social Sciences	Elected by Senate	2 years
Faculty Member, Business Administration	Elected by Senate	2 years
Faculty Member, Communications, Art & Technology	Elected by Senate	2 years
Faculty Member, Education	Elected by Senate	2 years
Faculty Member, Environment	Elected by Senate	2 years
Faculty Member, Health Sciences	Elected by Senate	2 years
Faculty Member, Science	Elected by Senate	2 years
Student (Graduate or Undergraduate)	Elected by Senate	1 year
Student (Graduate or Undergraduate) Alternate	Elected by Senate	1 year
Registrar / Sen. Director, Student Enrolment (or designate)	Ex-officio (voting)	
Director, SFU International (or designate)	Ex-officio (voting)	
Coordinator, International Mobility, SFU International	Secretary (non-voting)	

### Responsibilities

1. To formulate selection criteria for undergraduate and graduate student participation in international and domestic exchange programs.
2. To monitor and where necessary recommend and implement changes to application materials, procedures and deadlines.
3. To select successful candidates for exchange programs.
4. To make recommendations through SCIA to the President on the establishment of any new international or domestic undergraduate or graduate student exchange agreements. The Chair of ISEC will report to SCIA on ISEC decisions, and provide SCIA with related ISEC meeting minutes.

**Note:** ISEC meets twice a year, normally in late February and again in early July. Business conducted between official meeting dates is done via Email. The Coordinator for International Mobility at SFU International is responsible for setting the meeting dates and agendas for meetings. Questions related to ISEC may be directed to [kate\\_jenning@sfu.ca](mailto:kate_jenning@sfu.ca). The Committee shall determine its own procedures. Quorum shall be a simple majority of the voting members. Student exchange applicants who have a grievance arising from the exercise of the Committee's responsibilities shall have the right of appeal to the Senate Appeals Board (SAB).

### Vice-Chair

The Executive Director of SFU International (or designate) is designated as Vice-Chair.

**June 10, 2009**

**SCIA and ISEC Recommendations**

1. Given that SCIA is responsible for the approval of all international activities at SFU and  
Given that many of the international activities that SCIA reviews have an international development component  
and  
Given that the majority of international activities at SFU require the involvement of 1 or more Faculties at SFU  
and  
Given that SCIA currently does not have representation from Continuing Studies  
and  
Given that SCIA currently does not have representation from all Faculties

**Motion:**

**“that the terms of membership for SCIA be changed to include a representative from Continuing Studies as well as one faculty member from each Faculty at SFU elected by Senate, with at least 3 positions elected by and from Senate, along with a representative of the Registrar. ”**

New SCIA Membership Composition, if approved, would be as follows:

President (or designate) Chair, Ex-officio  
Vice-President, Academic (or designate) Ex-officio  
Faculty Member, Applied Science 2 years Elected by Senate  
Faculty Member, Arts & Social Sciences 2 years Elected by Senate  
Faculty Member, Business Administration 2 years Elected by Senate  
Faculty Member, Communications, Art & Technology 2 years Elected by Senate  
Faculty Member, Education 2 years Elected by Senate  
Faculty Member, Environment 2 years Elected by Senate  
Faculty Member, Health Sciences 2 years Elected by Senate  
Faculty Member, Science 2 years Elected by Senate  
Student Senator (Undergraduate) Elected by and from Senate 2 years  
Student Alternate Elected by Senate 2 years  
Graduate Student (At-large) Elected by Senate 2 years  
Director International Development and Faculty Engagement, Continuing Studies, Ex-officio  
Director Internationalization, SFU International (or designate) Ex-officio  
Staff representative of SFU International, Ex-officio (non-voting) SCIA Secretary  
Representative from Registrar

This would increase the SCIA membership from 10 to 16, including the SCIA secretary.

2. Given that SCIA is responsible for the approval of international activities at SFU and  
Given that exchange agreements are currently approved by the International Student Exchange Committee (ISEC), a sub-committee of SCIA  
and  
Given that SCIA has a vested interest in understanding and monitoring all international activities at SFU

**Motion:**

**“That responsibility for making recommendations to the President on the establishment of any new international or domestic undergraduate or graduate student exchange agreements be moved from ISEC to SCIA.”**

3. Given that SFU International administers the student exchange applications for SFU students considering participating in a formal exchange  
and  
Given that students submit faculty references and program proposals, signed by their departments  
and  
Given that SFU International make recommendations to ISEC for final approvals for students to participate in a formal exchange, which are in the majority of cases approved without changes

**Motion:**

**“That responsibility be moved from ISEC to SFU International to:**

- 1 formulate selection criteria for undergraduate and graduate student participation in international and domestic exchange programs, in consultation with partner institutions and appropriate SFU authorities.**
- 2. monitor and where necessary recommend and implement changes to application materials, procedures and deadlines, in consultation with appropriate SFU authorities.**
- 3. select successful candidates for exchange programs, based on rigorous application procedures and guidelines.”**

4. Given that ISEC responsibility has been delegated to SCIA and SFU International

**Motion:**

**“That the International Student Exchange Committee (ISEC), a sub-committee of SCIA, be dissolved.”**