

**SIMON FRASER UNIVERSITY**  
Office of the Vice-President, Academic

## MEMORANDUM

TO: Members of Senate

FROM: John H. Waterhouse  
Vice-President, AcademicRE: Course Accessibility Task Force  
SCEMP recommended Motion 4

DATE: September 2, 2003

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At its July meeting, Senate approved several recommendations from the Senate Committee on Enrollment Management and Planning (SCEMP) emanating from the Course Accessibility Task Force. I was unable to attend the July Senate meeting, and one motion (Motion 4) was tabled until I was able to be present to discuss this issue.

**Motion 1**

That Motion 4 of the SCEMP recommendations from the Course Accessibility Task Force be taken from the table.

**Motion 2 (formerly Motion 4 of paper S. 03-67)**

That Senate encourage the Vice-President, Academic to seek ~~resources for~~ additional base-budgeted resources for CFL positions and TA funding

I will be happy to discuss this with Senate on September 15<sup>th</sup>, 2003.

**SIMON FRASER UNIVERSITY**  
Office of the Vice-President, Academic

## MEMORANDUM

TO: Members of Senate

FROM: John Waterhouse, Chair  
SCEMPRE: SCEMP Motions on the Final Report  
of the Course Accessibility Task Force

DATE: June 17, 2003

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The establishment of a Course Accessibility Task Force (CATF) was recommended by the Ad Hoc Senate Committee to Review and Develop the Undergraduate Curricula (UCC), which delivered its report to Senate in October, 2002. The UCC felt strongly that issues around course accessibility should be addressed before the writing, quantitative and breadth requirements are successfully introduced. The enabling motion was passed by Senate on October 7, 2002, and a Task Force was subsequently created, and began meeting in February, 2003.

The chief aim of the CATF is to improve access and, in doing so, ensure that the quality of an SFU education is maintained. Specifically, the CATF mandate was to *"review and make recommendations to address the issues of undergraduate course availability, accessibility and timely completion in accordance with the recommendations of the Ad Hoc Committee."* The specific tasks and responsibilities of the CATF were to:

- Examine whether course accessibility is an issue;
- Determine the causes of the problem;
- Recommend a course of action to remedy the problem.

In accordance with its terms of reference (attached), the CATF submitted its final report to the Senate Committee on Enrollment Management and Planning (SCEMP) for consideration at its June 11, 2003 meeting. In addition, the CATF chose to provide the Senate Committee on University Priorities (SCUP) with a copy of their final report for information. SCEMP has chosen to recommend five motions in relation to the twenty-two recommendations contained within the Task Force's Report.

The Senate Committee on Enrollment Management and Planning unanimously recommends consideration of the following five motions for approval by Senate:

**Motion 1**

It is moved that Senate authorize the Vice-President, Academic to establish an Ad Hoc Steering Committee to:

- oversee the implementation of the recommendations of the Course Accessibility Task Force;
- create monitoring and evaluative mechanisms to assess the impact of the measures taken to address course accessibility;
- review departmental plans on how CATF recommendations will be implemented and to provide advice/comment where appropriate;

- explore additional areas and ideas to address course accessibility issues including, but not limited to, irregular time-tabling patterns, multi-semester scheduling, alternative methods of course delivery, and constraints on the development and offering of distance education courses etc.
- communicate and work with the University community in relation to course accessibility.

The suggested membership of the Steering Committee is as follows:

- Chair (appointed from the Faculty representatives)
- Faculty member representative from each of the faculties
- 1 staff representative from the Registrar's Office
- 1 staff representative
- 1 senior undergraduate student
- Director, Academic Planning
- Director, Analytical Studies or designate

#### **Motion 2**

It is moved that Senate direct the Ad Hoc Steering Committee on Course Accessibility to develop a scheduling policy for the approval of Senate that will make greater use of currently unpopular times and days, and the summer semester, with implementation of this recommendation to begin Fall 2004 or earlier.

#### **Motion 3**

It is moved that Senate direct that all programs, in consultation with the Senate Committee on Undergraduate Studies (SCUS) review program regulations and prerequisite requirements and modify or delete any with weak justification that create barriers to course access.

#### **Motion 4**

It is moved that Senate encourage the Vice-President, Academic to seek resources for additional base-budgeted resources for CFL positions and TA funding.

#### **Motion 5**

It is moved that Senate expresses deep concern about the increasing shortage of classroom facilities and advises the Board of Governors that the construction of additional instructional space be given high priority in future capital planning for the University and that conversion of existing classroom space to other uses be resisted.

Attachments: Course Accessibility Task Force Terms of Reference  
Report of the Course Accessibility Task Force

c. Members of the CATF