

SIMON FRASER UNIVERSITY

Memorandum

To: Senate Committee on Agenda and Rules

From: Alison Watt
Director, University Secretariat

Date: March 17, 2000

Subject: Change of September Senate meeting date

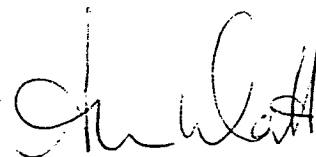
I request that the date of the September Senate meeting be changed from Monday, September 11, 2000 to Monday, September 18, 2000 in order to accommodate approval of graduands for the October Convocation ceremony.

Under the current schedule, Faculties and Departments have to work with the following schedule at the end of the Summer semester in order have their students recommended for graduation and approved by Senate:

	Aug 17 th	Reports available for departments to pick up with summer grades (Exams finish on August 14 th)
	Sept 4 th	University closed for Labour Day
	Sept 5 th	Classes start
Current:	Sept 7 th	Reports due from Faculties for Senate meeting on Sept 11 th
Proposed:	Sept 14 th	Reports due from Faculties for Senate meeting on Sept 18 th

Since the end of August is a traditional holiday time, many departments would have less staff available to process the applications. The very short turnaround time between the start of classes and the due date for departmental recommendations to be reported back to the Registrar's Office is not optimal, and would require some Faculties to schedule a Faculty-level meeting during the first few days of classes in a very busy Fall semester.

Moving the Senate date back a week has no significant impact with respect to preparing publications for Convocation since much of this work has already been done in advance.



Note to Senate: (For Information)
Approved by SCAR at its meeting on March 21, 2000