

**SIMON FRASER UNIVERSITY**

**OFFICE OF THE VICE-PRESIDENT, ACADEMIC**

**MEMORANDUM**

**To:** Senate

**From:** D. Gagan, Chair *David Gagan*  
Senate Committee on Academic Planning

**Subject:** Senate Committees- Terms of Reference - Revision  
(SCUS Reference: SCUS 96-59)  
(SGSC meeting: June, 1997)  
(SCAP Reference: SCAP 97-49)

**Date:** September 16, 1997

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Action undertaken by the Senate Committee on Undergraduate Studies, the Senate Graduate Studies Committee and the Senate Committee on Academic Planning gives rise to the following motion:

**Motion:**

"That Senate approve, as set forth in S.97 -76, the proposed revised Terms of Reference of the following Committees:

- i) Senate Committee on Undergraduate Studies
- ii) Senate Committee on Graduate Studies
- iii) Senate Committee on Academic Planning."

SIMON FRASER UNIVERSITY

MEMORANDUM

To: Members of SCAP  
From: Alison Watt  
Director, Secretariat Services

Subject: Revisions of Terms of  
Reference: **SCUS**  
**SGSC**  
**SCAP**

Date: 4 September, 1997

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Attached for the consideration and approval of SCAP are the proposed revised Terms of Reference of the following Committees:

1. Senate Committee on Undergraduate Studies  
(revision approved by SCUS January 1997)
2. Senate Committee on Graduate Studies  
(revision approved by SGSC June 1997)
3. Senate Committee on Academic Planning

The proposed revisions are designed to bring the terms of reference of all three committees into line with the revised procedure for handling curriculum matters which was approved by Senate in January 1996.

**Senate Committee on Undergraduate Studies**  
**Proposed Revised Terms of Reference**

**Existing**

Purpose:

- A. To consider and make recommendations to SCAP on all existing and proposed courses, taking into consideration: (1) the University's academic standards; (2) the need for coordination of all undergraduate academic activities within the University.

**Proposed**

Purpose:

- A. **Taking into consideration: (1) the University's academic standards; (2) the need for coordination of all undergraduate academic activities within the University, SCUS shall:**
- a) **review and make recommendations to SCAP on program changes of a major nature and general curriculum matters, and**
  - b) **review and approve, where appropriate, all proposed new courses, course deletions and program revisions of a minor nature. These changes shall be reported in summary form to SCAP and Senate.**

**If within one week after SCUS has reported to SCAP, 2 members of SCAP wish a specific new course or a program revision of a minor nature to be considered formally by SCAP, this matter shall be placed on the agenda of the next suitable meeting. If within two weeks after SCAP has reported to Senate, 5 members of Senate wish a specific new course or a program revision of a minor nature to be considered formally by Senate, this matter shall be placed on the agenda of the next suitable meeting.**

- c) **review on an annual basis vector changes which have been approved by the Faculties.**
- d) **review and approve temporary special topics courses.**

Approved by SCUS January 1997

**Senate Graduate Studies Committee  
Proposed Revised Terms of Reference**

**Existing**

5. Under delegated authority from Senate, for graduate courses, to grant final approval for all changes in prerequisites, and changes in course titles and course descriptions where, in the opinion of the Dean of Graduate Studies, these represent minor changes in course content and to report such action in summary form to SCAP and Senate for information and the Board of Governors for ratification.

**Proposed**

5. Under delegated authority from Senate, for graduate courses, SGSC shall:
  - a) review and make recommendations to SCAP on program changes of a major nature and general curriculum matters, and
  - b) review and approve, where appropriate, all proposed new courses, course deletions and program revisions of a minor nature. These changes shall be reported in summary form to SCAP and Senate.

If within one week after SGSC has reported to SCAP, 2 members of SCAP wish a specific new course or a program revision of a minor nature to be considered formally by SCAP, this matter shall be placed on the agenda of the next suitable meeting. If within two weeks after SCAP has reported to Senate, 5 members of Senate wish a specific new course or a program revision of a minor nature to be considered formally by Senate, this matter shall be placed on the agenda of the next suitable meeting.

Approved by SGSC June 16, 1997.

**Senate Committee on Academic Planning  
Proposed Revision of Terms of Reference**

**Existing**

2. To consider and make recommendations to Senate on all proposals involving new undergraduate and graduate programs and courses, or major modifications to existing programs and courses, according to the criteria and the guidelines specified in S.81-157, and to report, in summary form, to Senate (for information) and the Board (for ratification), revisions to existing courses and programs which have been approved by SCUS and SGSC acting under delegated authority.

**Proposed**

2.
  - a) **To consider and make recommendations to Senate and the Board on all proposals involving new undergraduate and graduate programs, or major modifications to existing programs, according to the criteria and the guidelines specified in S.81-157.**
  - b) **To report, in summary form, to Senate (for information) and the Board (for ratification), approved new courses, deletions of courses and minor revisions to existing courses and programs which have been approved by SCUS and SGSC acting under delegated authority. Within one week after SCUS or SGSC has reported to SCAP, 2 SCAP members may request that SCAP also consider approval of a specific new course or program revision of a minor nature which has been approved by SCUS or SGSC, and this shall be done at the next suitable meeting.**