

S.85-66

# SIMON FRASER UNIVERSITY

## MEMORANDUM

**To:** Senate

**From:** Senate Committee on  
Agenda and Rules (as  
Committee on Committees)

**Subject:** Reorganization of SCSAB

**Date:** November 21, 1985

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Action undertaken by the Senate Committee on Agenda and Rules, in its role as the Committee on Committees, gives rise to the following motion:

**MOTION:**

"That Senate approve the reorganization of the Senate Committee on Scholarships, Awards and Bursaries as set out in Senate Paper S.85-66, including the formation of a Policy Committee, and Undergraduate and Graduate Adjudication Committees with memberships and responsibilities as defined."

# SIMON FRASER UNIVERSITY

## MEMORANDUM

**To:** Dr. W. G. Saywell, Chairman,  
Senate

**From:** H. Weinberg, Chairman,  
Senate Committee on Scholarships  
Awards and Bursaries (SCSAB)

**Subject:** Reorganization of SCSAB

**Date:** November 21, 1985

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I would appreciate it if you would place before Senate the following proposals for consideration at the next meeting of Senate.

The Senate is charged under the Universities Act with the authority to establish policies and procedure for the administration and adjudication of all scholarships, awards and bursaries. Included in this mandate are those scholarships, awards and bursaries funded through the University operating budget and also those funded by external sources if those external scholarships, awards and bursaries are administered by the University.

Two responsibilities of the committee can be distinguished, although they interact: the responsibility for adjudication of scholarships and awards, and the responsibility for the ongoing development of policy. During the past twenty years the complexity of the programme of SCSAB has grown in proportion to the growth of the university and its increasing endowments. One consequence of this is that SCSAB has found it very difficult to devote the amount of time required to develop those policies which are necessary to cope with the evolution of internally and externally funded programmes.

Responsibility for policy is vested in SCSAB. However, administration of policy is through the Office of Financial Aid. The Director of that office is secretary to SCSAB and reports to the Associate Vice-President Academic. The Office of the Dean of Graduate Studies however, has immediate access to all graduate student records and therefore the administration of graduate awards and scholarships has historically come to be the responsibility of the Dean of Graduate Studies. At the same time, the Director of Financial Aid retains responsibility for administering the entire SCSAB budget and, jointly with SCSAB, has the responsibility for making recommendations concerning annual budget proposals.

One important impact of SCSAB policy is on the decision of students to attend Simon Fraser. The nature of the scholarships, their amounts and duration all enter into how excellent students evaluate Simon Fraser in respect to other universities they could also attend. Overall policy concerning the factors which influence student enrolments is also part of the mandate of the Associate V.P. Academic.

In recent discussions with the Associate V.P. Academic and the Dean of Graduate Studies the concept of a reorganization of SCSAB evolved. The reorganization is

intended to establish three committees. One committee would be devoted to the consideration and development of policy. The other committees would have the responsibility for adjudicating scholarships and awards, one committee for graduate and one for undergraduate programmes. The suggested structure of the committees is detailed in the attached materials. The suggested structure would bring the Associate V.P. and the Dean of Graduate Studies more directly into the determination of SCSAB policy and also into the adjudication of scholarships and awards. The structure would also allow SCSAB to interact more closely with other efforts in the University like those intended to increase enrolments from university, college and high school students.

The initial membership of the committees would comprise all of those individuals now elected to SCSAB and would therefore not require new Senate and Faculty elections.

The reorganization of SCSAB was discussed by SCSAB and that committee unanimously approved the reorganization.

## RE-ORGANIZATION OF SCSAB

### Policy Committee

\*Chairman: Elected by Senate  
3 Faculty Elected by Senate  
1 Student Elected by Senate  
Associate Vice-President Academic  
Dean of Graduate Studies

### Adjudication Committees

#### Undergraduate Awards

Chairman: Associate V.P. Academic  
1 Faculty Senator  
1 Lay Senator  
\*\*5 Faculty Members (1 from each Faculty)  
2 Students

#### Graduate Awards

Chairman: Dean of Graduate Studies  
1 Faculty Senator  
1 Lay Senator  
\*\*5 Faculty Members (1 from each Faculty)  
2 Students

\* The Chairman of the Policy Committee is Ex officio on both Adjudication Committees.

\*\* The five members of faculty elected by and from the respective Faculties would serve on both Adjudication Committees.

#### Responsibilities of Policy Committee:

1. To set terms of reference for all university administered award programs.
2. To recommend to Senate all changes to programs.
3. To set terms of reference for adjudication.
4. To establish budget requests.
5. To integrate award programs with recruiting.
6. To report annually to Senate.
7. To establish University policies relative to Student Funding from non-University sources.

#### Responsibilities of Adjudication Committee:

1. To adjudicate all private and university awards.
2. To recommend to the Policy Committee changes or additions to the Award programs.
3. To interview students in order to prepare recommendations where required for external agencies.
4. To confer with scholarship students.
5. To present scholarships at Secondary School convocations, where appropriate.

**Responsibilities of Director of Financial Aid and Awards (re SCSAB):**

1. Secretary to all three committees and active in policy development.
2. To administer the programs and budgets and to provide support services as required.

**Change of Name**

Consideration was given to change the name of SCSAB and the Office of Financial Aid and Awards to either Student Finance and Scholarships/Awards or Awards/Scholarships and Student Finance.