

SIMON FRASER UNIVERSITY

S.80-23

FOR INFORMATION

MEMORANDUM

To: Senate

.....

.....

Subject: Biological Sciences - Change in
 Course Vectors - BISC 303-3 Micro-
 biology and BISC 326-3 Biology of
 Non-Vascular Plants.

From: H. M. Evans, Secretary,

..... Senate Committee on Undergraduate
 Studies

Date: February 14, 1980.

FOR INFORMATION:

At its meeting of February 12, 1980, the Senate Committee on Undergraduate Studies, acting under its delegated authority, approved change in Biological Sciences courses as follows:

BISC 303-3 Microbiology - from 3-0-4 to 2-0-4

BISC 326-3 Biology of Non-vascular Plants -
 from 3-0-3 to 2-0-3.



HME/lm

Minor Book

SIMON FRASER UNIVERSITY

SCUS 80-3

MEMORANDUM

File: 671

To: Mr. H. Evans,
Registrar

From: Dr. C. L. Kemp, Chairman, DUCC,
Dept. of Biological Sciences

Subject: VECTOR CHANGES - CALENDAR REVISION
DEPT. OF BIOLOGICAL SCIENCES

Date: February 5, 1980.

Listed below are courses within the Department of Biological Sciences that have incorrect vectors. The courses have been offered over the years under the correct vectors.

<u>COURSE</u>	<u>INCORRECT VECTOR</u>	<u>CORRECT VECTOR</u>
BISC 303 Microbiology	3-0-4	2-0-4
BISC 326 Biology of Non-vascular Plants	3-0-3	2-0-3

I would appreciate if this minor change could be processed in time for the next calendar edition.

C. L. Kemp
C. L. Kemp.

cc: Dean of Science

RECEIVED

FEB - 5 1980

**REGISTRAR'S OFFICE
MAIL DESK**

SIMON FRASER UNIVERSITY

MEMORANDUM

To SENATORS, CHAIRMEN OF ACADEMIC
DEPARTMENTS, COMMITTEE MEMBERS

From H. D. NAGEL, DIRECTOR

SECRETARIAT AND OFFICE SERVICES

Subject SENATE AND RELATED COMMITTEES

Date FEBRUARY 15, 1980

The attached material contains information on Senate and related Committees, and normal meeting schedules, as of February 15, 1980. We regret that the listings are not complete as a number of vacancies exist on the undernoted committees:

- Senate Committee on Agenda and Rules
- Senate Committee on Continuing Studies
- Senate Graduate Studies Committee
- Executive Committee of the Senate Graduate Studies Committee
- Assessment Committee for New Graduate Programs
- Senate Committee on Honorary Degrees
- Senate Library Committee
- Library Penalties Appeal Committee
- Senate Nominating Committee
- Senate Committee on Scholarships, Awards and Bursaries
- Senate Undergraduate Admissions Board
- Senate Appeals Board
- Senate Committee on Undergraduate Studies
- Board of Governors
- University Tenure Committee

As memberships are completed, revised listings will be issued.

To assist the Secretariat in conducting elections and keeping these committees up-dated with a workable membership, committee members are asked to inform this office in writing if they plan to be off-campus or unavailable for committee meetings for the next semester, Summer 80-2. This information is requested by March 14, 1980.

encl.
HDN/rn

SENATE AND RELATED COMMITTEES

AS OF

FEBRUARY 15, 1980

SENATE AND RELATED COMMITTEES

February 15, 1980

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SENATE COMMITTEES

i

February 15, 1980

REPORTING CATEGORIES

The attached lists of Senate Committees have been designated reporting categories in accordance with a motion approved by Senate at its meeting of December 3, 1973. An explanation of the designations is appended below.

Reporting Category "A"

A committee whose first function is regularly to place items on the agenda of meetings of Senate shall not present a regular report to Senate beyond the submission of agenda items and the necessary supporting materials.

Senate Committee on Agenda and Rules (SCAR)
Assessment Committee for New Graduate Programs (ACNGP)
Senate Committee on Honorary Degrees (SCHD)
Senate Nominating Committee (SNC)

Reporting Category "B"

A standing committee with delegated responsibilities to perform duties on behalf of Senate shall report to Senate at twelve-monthly intervals, except where otherwise stipulated in the charge to the committee; the first report shall be on a date to be agreed upon by the Chairman of the committee and the Chairman of Senate. Where Senate ratification of decisions made by a committee is required it shall be sought at the time of the submission of the committee's report; in the event of Senate failing to ratify such decision or decisions of a committee, the decision or decisions shall stand, and the Senate's failure to ratify shall be interpreted as an instruction to the committee involved that actions of that type shall not be repeated.

Senate Committee on Academic Planning (SCAP)
Senate Committee on University Budget (SCUB)
Senate Committee on Continuing Studies (SCCS)
Senate Graduate Studies Committee (SGSC)
Executive Committee of the Senate Graduate Studies
Committee (ECSGSC)
Senate Library Committee (SLC)
Library Penalties Appeal Committee (LPAC)
Senate Committee on Scholarships, Awards and Bursaries (SCSAB)
Senate Undergraduate Admissions Board (SUAB)
Senate Appeals Board (SAB)
Senate Committee on Undergraduate Studies (SCUS)

Reporting Category "C"

A temporary committee established by Senate to perform a limited specified task shall report to Senate by the date stated in its charge.

PART I: SENATE COMMITTEES

A. STANDING COMMITTEES

Note: Section 61 of the Universities Act states:

"The President is a member ex officio of all standing committees of the senate except the standing committee on appeals."

SENATE COMMITTEES

1.

February 15, 1980

1. SENATE COMMITTEE ON ACADEMIC PLANNING (SCAP) - Standing
Reporting Category "B"

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>	
President	Ex-officio - Chairman			K. G. Pedersen	
Vice-President, Academic	Ex-officio - Vice-Chairman			J. M. Munro	
Associate Vice- President, Academic	Ex-officio			D. R. Birch	
Dean of Arts				R. C. Brown	
Dean of Education				J.W.G. Ivany	
Dean of Interdis- ciplinary Studies				T. W. Calvert	
Dean of Science		Ex-officio			J. M. Webster
Dean of Continuing Studies					J. P. Blaney
Dean of Graduate Studies					B. P. Beirne
Senator		Elected	2 years	Sep 30/80	K. Okuda
Senator			2 years	Sep 30/80	R. F. Hobson
Senator			2 years	Sep 30/81	A. S. Arrott
Senator		by	2 years	Sep 30/81	J.P.M. Mackauer
Senator			2 years	Sep 30/81	J. J. Weinkam
Senator (Lay Member)		and	2 years	Sep 30/80	D. C. Moffatt
Senator (Lay Member)			2 years	Sep 30/81	S. Luetzen
Senator (Student)		from	2 years	Sep 30/80	S. Hinchcliffe*
Senator (Student)		Senate	2 years	Sep 30/81	B. A. Holweg
Director of Ana- lytical Studies	Secretary (non-voting)			J. Chase	
Librarian, or his designate	Non-voting			T. C. Dobb	
Registrar, or his designate	Non-voting			H. M. Evans	

TERMS OF REFERENCE

1. To review and recommend to Senate all new program proposals.
2. To develop annually academic and action priority listings.
3. To undertake an ongoing review of the long term academic objectives of the University

4. To provide periodic reports to Senate concerning interactions between the University and the Universities Council in matters pertaining to Senate.
5. To undertake such other duties as are assigned to it by the President or Senate.

Approved by Senate at its meeting on October 6, 1975 to replace the former Presidential Committee - Academic Planning Committee.

Committee meetings normally are scheduled monthly on Wednesdays, two days after the scheduled meeting date of Senate, at 2:00 p.m., with adjournment not later than 5:00 p.m.

* Elected at meeting of Senate of December 3, 1979 to replace L. Severy for balance term of office.

SENATE COMMITTEES

3.

February 15, 1980

2. SENATE COMMITTEE ON UNIVERSITY BUDGET (SCUB) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Senator	Those elected by and from Senate to the Senate Committee on Academic Planning	2 years	Sep 30/80	K. Okuda
Senator		2 years	Sep 30/80	R. F. Hobson
Senator		2 years	Sep 30/81	A. S. Arrott
Senator		2 years	Sep 30/81	J.P.M. Mackauer
Senator		2 years	Sep 30/81	J. J. Weinkam
Senator (Lay Member)		2 years	Sep 30/80	D. C. Moffatt
Senator (Lay Member)		2 years	Sep 30/81	S. Luetzen
Senator (Student)		2 years	Sep 30/80	S. Hinchcliffe*
Senator (Student)		2 years	Sep 30/81	B. A. Holweg
Director of Analytical Studies	Secretary (non-voting)			J. Chase

Chairman: Elected by and from voting Committee members: J. J. Weinkam

TERM OF REFERENCE

Universities Act, Section 37 e: To meet with the President and assist him in the preparation of the University Budget.

Approved by Senate at its meeting of October 6, 1975.

Committee meetings normally are scheduled monthly on Wednesdays, two days after the scheduled meeting date of Senate, at 12:30 p.m., with adjournment not later than 2:00 p.m.

* Elected at December 3, 1979 meeting of Senate to replace L. Severy for balance term of office.

SENATE COMMITTEES

February 15, 1980.

3. SENATE COMMITTEE ON AGENDA AND RULES (SCAR) - standing
(Reporting Category "A")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
President	Ex-officio - Chairman			K. G. Pedersen
Vice-President, Academic	Ex-officio - Vice-Chairman			J. M. Munro
Registrar	Ex-officio			H. M. Evans
Director, Secretariat and Office Services	Ex-officio			H. D. Nagel
Senator	Elected by and from Senate	2 years	Sep 30/80	M. C. Roberts
Senator		2 years	Sep 30/81	
Senator		2 years	Sep 30/80	H. Weinberg
Senator (Student)		2 years	Sep 30/81	B. A. Holweg

TERMS OF REFERENCE

- i) To advise the Chairman in determining the items for the Open and Closed agendas of Senate.
- ii) To recommend to Senate rules and procedures for the conduct of its business.
- iii) To periodically review the structure and terms of reference of the various standing committees of Senate, and to make recommendations to Senate as appropriate.
- iv) To consider and take action on behalf of the Senate by referring to the appropriate Senate Committee or Senate all matters that may be referred to Senate by the Board (see Univ. Act, Section 37p).

Original approved by Senate
September 9, 1968. Revision
approved by Senate May 7, 1973.
Membership and terms of reference
revised September 8, 1975.
Specified terms for elected
members approved November 3, 1975.

Committee meetings normally are scheduled at 12 noon thirteen days in advance of regular Senate meetings.

SENATE COMMITTEES

February 15, 1980

4. SENATE COMMITTEE ON CONTINUING STUDIES (SCCS) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Dean of Continuing Studies	Chairman			J. P. Blaney
Librarian or his designate				
Senator (Faculty Member)	Elected	2 years	Sep 30/80	J.P.M. Mackauer
Senator (Faculty Member)		2 years	Sep 30/80	M. F. Wideen
Senator (Faculty Member)	by	2 years	Sep 30/80	
Senator (Faculty Member)		2 years	Sep 30/81	J. J. Tuinman
Senator (At large)	and	2 years	Sep 30/81	M. C. Roberts
Senator (At large)		2 years	Sep 30/81	L. Resnick
Senator (Lay Member)	from	2 years	Sep 30/81	J. B. Toor
Senator (Student)		2 years	Sep 30/80	L.I.E. Matthews*
Senator (Student alternate)	Senate	2 years	Sep 30/80	

TERMS OF REFERENCE:

1. To advise Senate on policy with respect to the overall development of the University's continuing education credit and credit-free programs.
2. In respect of credit-free programs, to review at regular intervals existing and proposed programs in terms of their need, objectives, clientele served and other relevant factors.
3. To develop procedures for the approval of various categories of credit-free instruction.
4. To report to Senate at least once annually with respect to its above noted responsibilities.
5. To report to Senate as requested by Senate.

Note: In the event no lay member of Senate is available to serve, Senate may elect a general member of the community to serve in that position.

Original approved by Senate April 2, 1973.
Committee name, terms of reference and membership revised December 2, 1974. Restructured September 8, 1975. Terms of reference again revised February 5, 1979.

Committee meetings are convened regularly on the first Tuesday of each month at 9:00 a.m.

* Elected at Dec. 3/79 meeting of Senate to replace D.P. Hauka for balance term.

SENATE COMMITTEES

February 15, 1980

5. SENATE GRADUATE STUDIES COMMITTEE (SGSC) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Dean of Graduate Studies	Chairman			B. P. Beirne
Dean of Arts or his designate				W. L. Cleveland
Dean of Education or his designate				J.W.G. Ivany
Dean of Interdisciplinary Studies or his designate				T. W. Calvert
Dean of Science or his designate				J. M. Webster
Librarian or his designate				E. E. Bridwell
Registrar	Ex-officio - Secretary (non-voting)			H. M. Evans
Assistant Registrar	Ex-officio (non-voting)			M. A. McGinn

CHAIRMEN OF DEPARTMENTAL GRADUATE STUDIES COMMITTEES

Arts

Archaeology	M. Skinner
Business Administration and Economics	S. T. Easton
English	P. Delany
Geography	R. Hayter
History	C. R. Day
Languages, Literatures and Linguistics	R. C. DeArmond
Philosophy	D. Zimmerman
Political Science	A. D. Doerr
Psychology	V. Modigliani
Sociology and Anthropology	K. Peter
<u>Education</u>	M. Manley-Casimir

Interdisciplinary Studies

Communication	R. S. Anderson
Criminology	P. J. Brantingham
Kinesiology	M. V. Savage
Computing Science	N. Cercone

Science

Biological Sciences	R. C. Brooke
Chemistry	T. N. Bell
Mathematics	S. K. Thomason
Physics	M. Plischke

GRADUATE STUDENTS

Arts - Regular Member	1 year	Sep 30/80	No nominations received
Alternate	1 year	Sep 30/80	No nominations received
Education - Regular Member	1 year	Sep 30/80	No nominations received
Alternate	1 year	Sep 30/80	No nominations received
Interdisciplinary Studies			
Regular Member	1 year	Sep 30/80	I. Mekjavic
Alternate	1 year	Sep 30/80	K. K. Kohlmeyer
Science - Regular Member	1 year	Sep 30/80	No nominations received
Alternate	1 year	Sep 30/80	No nominations received

PURPOSE

1. To ensure that the standards approved by Senate are maintained.
2. To consider matters of policy related to Graduate Studies and to make appropriate recommendations to Senate.

3. To consider matters referred to it by Departments and Faculties or by the Dean of Graduate Studies and to make recommendations to the appropriate body (ies).

COMPOSITION

1. The Dean of Graduate Studies - Chairman.
2. The Dean of each Faculty or his designate.
3. The University Librarian or his designate.
4. The Chairman of each Departmental Graduate Studies Committee.
5. Two members elected by and from the Faculty Graduate Studies Committee in the Faculty of Education.
6. A graduate student representative, or his alternate, from each Faculty to be elected by and from the graduate students in that Faculty under the supervision of the Registrar.
7. The Registrar (non-voting).
8. The Assistant Registrar - Graduate Studies (non-voting).

NOTES

1. The Committee quorum shall be the Chairman and six members of faculty.
2. A voting member of the Committee, if he cannot attend, may send a qualified alternate. A 'qualified alternate' for a member of faculty shall be a member of faculty who is qualified for the Chairmanship of his Departmental Graduate Studies Committee under S.294 as amended. A 'qualified alternate' for a graduate student shall be a graduate student so elected at Simon Fraser University.
3. Elections for graduate student representatives and alternates shall be held once a year in the Fall semester. A sitting member is eligible for re-election at the end of his term of office.
4. Replacement elections for elected members who resign from or cease to qualify for the Committee will be held as soon as practicable. A member elected in this way will serve for the remainder of the term of the member he replaces.

This Committee was formerly called the Senate Committee on Graduate Studies. Change of name and terms of reference approved by Senate January 18, 1971. Committee composition revised by Senate March 6, 1972. Minor revision approved by Senate September 8, 1975 in membership of the Librarian. Membership again revised December 6, 1976.

SENATE COMMITTEES

8.

February 15, 1980

6. EXECUTIVE COMMITTEE OF THE SENATE GRADUATE STUDIES COMMITTEE (ECSGSC) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Dean of Graduate Studies	Chairman			B. P. Beirne
Registrar	Ex-officio (non-voting) - Secretary			H. M. Evans
Assistant Registrar	Graduate Studies Ex-officio (non-voting)			M. A. McGinn
Librarian or his designate				E. E. Bridwell
Faculty Member (Arts)		2 years	Sep 30/80	V. Modigliani
Faculty Member (Arts)		2 years	Sep 30/81	W. L. Cleveland
Alternate		2 years	Sep 30/81	D. E. Nelson
Faculty Member (Education)		2 years	Sep 30/80	
Faculty Member (Education)		2 years	Sep 30/81	M. Manley-Casimir
Faculty Member (Interdisciplinary Studies)		2 years	Sep 30/80	R. S. Anderson
Faculty Member (Interdisciplinary Studies)		2 years	Sep 30/81	N. Cercone
Faculty Member (Science)		2 years	Sep 30/80	R. C. Brooke
Faculty Member (Science)		2 years	Sep 30/81	
Alternate		2 years	Sep 30/81	S. K. Thomason
Graduate Student		1 year	Sep 30/80	
Alternate		1 year	Sep 30/80	

TERMS OF REFERENCE:

1. To consider matters of policy related to graduate studies and to make recommendations to the Senate Graduate Studies Committee.
2. To interpret Senate's policy on admission and other matters pertaining to graduate studies.
3. To consider all matters referred to it by the Dean of Graduate Studies and to make recommendations to the appropriate body (ies).

COMPOSITION

1. The Dean of Graduate Studies, or his designate appointed from the faculty members on the Senate Graduate Studies Committee - Chairman.
2. The University Librarian or his designate.
3. Two members of each Faculty elected by the appropriate Faculty Graduate Studies Committee from the members of that Faculty on the Senate Graduate Studies Committee.
4. Two Graduate Students to be elected by and from the Students on the Senate Graduate Studies Committee.
5. The Registrar (non-voting).
6. The Assistant Registrar, Graduate Studies (non-voting).

EXECUTIVE COMMITTEE OF THE SENATE GRADUATE STUDIES COMMITTEE (ECSGSC) - continuedNotes:

- i) The Committee quorum shall be the Chairman and one faculty member from each Faculty.
- ii) A voting member of the Committee, if he cannot attend, may send an alternate who shall be a member of the Senate Graduate Studies Committee. Alternates for graduate students shall be graduate students and alternates for faculty members shall be faculty members.
- iii) Under normal circumstances, committee members under 3 above shall serve two year terms with one member from each Faculty elected every year in the Fall semester. Under exceptional circumstances a member may be elected for a shorter term to maintain or introduce the alternate pattern indicated. Members under 3 above shall be eligible for re-election at the end of their terms of office.
- iv) The member under 4 above shall normally serve a one year term, the election to take place in the Fall semester. He shall be eligible for re-election at the end of his term of office.
- v) Replacement elections for elected members who resign from or cease to qualify for the Committee shall be held as soon as practicable. A member elected in this way shall serve for the remainder of the term of the member he replaces.

- N.B.
- 1) This Committee is a sub-committee of the Senate Graduate Studies Committee. It was reorganized from the standpoint of membership, conditions, and individual members October 4, 1971.
 - 2) Original terms of reference approved by this Committee October 1969. Revised terms of reference approved by Senate January 18, 1971, October 4, 1971, and March 6, 1972. Minor revision approved by Senate September 8, 1975 in membership of the Librarian. Membership again revised December 6, 1976.

February 15, 1980

7. ASSESSMENT COMMITTEE FOR NEW GRADUATE PROGRAMS (ACNGP) - standing
 (Reporting Category "A")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Dean of Graduate Studies, or his designate	Chairman			B. P. Beirne (A. R. Blackman)
Registrar, or his designate	Secretary (non-voting)			H. M. Evans (M. A. McGinn)
Member	Elected by and from the Senate Graduate Studies Committee	2 years	Sep 30/81	
Member		2 years	Sep 30/81	
Member		2 years	Sep 30/81	
Member - Arts	One member from each Faculty elected by the respective Faculty Graduate Studies Committees	2 years	Sep 30/80	
Member - Educ.		2 years	Sep 30/80	J. R. Kendall
Member - IDS		2 years	Sep 30/80	T. J. Mallinson
Member - Science	from the Senate Graduate Studies Committee	2 years	Sep 30/80	A. C. Oehlschlager
Student Member	Elected by and from Graduate Students on the Senate Graduate Studies Committee	1 year	Sep 30/80	

PURPOSE: Proposals for new graduate programs shall be submitted to the Assessment Committee. The function of the Committee shall be to recommend to the Senate Graduate Studies Committee that it approve, approve with modifications, or reject a proposed program. (All documents concerning the program shall be forwarded to the Assessment Committee through the Dean of Graduate Studies Office.)

- NOTES:
1. This Committee is a standing subcommittee of the Senate Graduate Studies Committee.
 2. A quorum shall be the Chairman and half the voting members.
 3. Continuity - whenever possible a member of the Committee sitting at the start of the consideration of a new program shall continue to serve in meetings on that program until consideration of that program is completed, even if another faculty member has been elected to replace him. Newly elected members shall serve in meetings on proposals coming to the Committee after their election.
 4. Conflict of interest - in no case shall someone connected with a proposed program take part in the assessment of that program.
 5. Elections shall take place in the Fall semester every year, members elected by the Faculty Graduate Studies Committee being elected in even numbered years, members elected by the Senate Graduate Studies Committee in odd numbered years, and the graduate student elected for a one year term. When a member must be absent for a considerable length of time or is unable to fill his term on the Assessment Committee, the body which elected him shall elect a replacement to serve for the remainder of his term.

Approved by Senate July 10, 1972,
 Paper S.72-83. Full implementation
 awaits legal opinion.

SENATE COMMITTEES

February 15, 1980

8. SENATE COMMITTEE ON HONORARY DEGREES (SCHD) - standing
(Reporting Category "A")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Chancellor	Ex-officio - Chairman			P. T. Cote'
President and Vice-Chancellor	- Ex-officio			K. G. Pedersen
Librarian	Ex-officio			T. C. Dobb
Registrar	Ex-officio - Secretary			H. M. Evans
Senator (Faculty of Arts)	Elected			K. Okuda
Senator (Faculty of Education)			M. F. Wideen	
Senator (Faculty of Interdisciplinary Studies)	by		A. A. Keltner	
Senator (Faculty of Science) and			K. E. Rieckhoff	
Senator (Lay Member)			S. Luetzen	
Senator (Lay Member)	from		*	
Senator (Student)			M. B. Shields**	
Senator (At large)	Senate		M. J. Overholt	

PURPOSE: To recommend to Senate candidates for Honorary Degrees.

Approved by Senate March 7, 1966.
Membership revised September 8, 1975.

Committee meetings are convened at the call of the Chair.

* Replacement for L. Hindle yet to be elected.

** Elected at December 3, 1979 meeting of Senate to replace D. P. Hauka.

SENATE COMMITTEES

February 15, 1980

9. SENATE LIBRARY COMMITTEE (SLC) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Academic Vice- President or his designate	Ex-officio			J. M. Munro
Librarian	Ex-officio - Secretary			T. C. Dobb
Deputy Librarian	Ex-officio)			
Bibliographical Control Librarian	Ex-officio)	Non-Voting		C. W. MacDonald
Collections Librarian	Ex-officio)			
Dean of Continuing Studies	Ex-officio			J. P. Blaney
Dean of Graduate Studies	Ex-officio			B. P. Beirne
Senator	Elected	2 years	Sep 30/81	
Senator		2 years	Sep 30/81	
Senator (Student)	by and from	2 years	Sep 30/80	R. Enns*
Alternate Student Senator	Senate	2 years	Sep 30/80	B. M. Wideen
Faculty Member (Arts)	Elected	2 years	Sep 30/80	P. Stigger
Faculty Member (Education)	by and	2 years	Sep 30/80	B.Y.L. Wong
Faculty Member (Interdisciplinary Studies)	from respective	2 years	Sep 30/81	P.N.S. Bawa
Faculty Member (Science)	Faculties	2 years	Sep 30/81	E. Kiehlmann

Chairman: Elected by and from voting members of the Committee: P. Stigger.

- PURPOSE:
1. To advise the University Librarian in:
 - a. formulating policy in regard to the development of library resources for instruction and research.
 - b. allocating funds to the various fields of instruction and research
 - c. applying Senate policy concerning rules and regulations for the operation of the Library
 2. To report to Senate on matters of policy under discussion by the Committee and to make recommendations to Senate concerning changes in, and additions to, existing rules and regulations for the operation of the Library.
 3. To report to Senate annually, in June, on the activities of the Senate Library Committee and generally on the operation of the Library.

OPERATING PROCEDURES:

1. The quorum shall consist of five voting members.
2. The Committee shall meet at least once each semester at the call of the Chairman. Special meetings may be called by the Chairman or five voting members of the Committee.

Approved by Senate March 7, 1966; terms of office revised January 10, 1972. Membership, terms of reference and operating procedures revised September 8, 1975. Membership revised September 13, 1976 by adding the Dean of Continuing Studies.

- * Elected at December 3, 1979 meeting of Senate to replace D. P. Hauka for balance term of office.

SENATE COMMITTEES

14.

February 15, 1980

10. LIBRARY PENALTIES APPEAL COMMITTEE (LPAC) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Faculty Member	Elected by and from the Senate Library Committee			P. Stigger
Faculty Member				B.Y.L. Wong
Faculty Member				P.N.S. Bawa
Student Senator	Elected by and from the Senate Library Committee			B. M. Wideen
Undergraduate Student	Selected by the Student Society			P. L. Palmer
Graduate Student				
Head of Loans Division	Non-voting			R. Malinski

Chairman: Elected by and from voting members of the Committee.

TYPE: Standing Committee reporting to Senate Library Committee.

PURPOSE: To consider cases wherein an individual feels that he is unjustly penalized for an infraction of the Library Loan Policy and to make the final decision.

PROCEDURE: Any individual who is aggrieved by the decision of the Loans Division of the Library concerning penalties may petition, in writing, to the Head of the Division that his case be considered by the Library Penalties Appeal Committee. The individual will be notified by letter/telephone of the date of the meeting and may speak to the Committee on his grievance. The Loans Division will provide documentation for the Library and the individual may contest the evidence or enter any circumstances that may be germane. The decision of the Committee is final.

Penalties imposed will be suspended while an appeal is waiting to be heard by the Committee, the fines which have been paid and which are subsequently deemed unfair by the Committee will be refunded.

Approved by Senate January 10, 1972.
Procedure revised by Senate January 14,
1974. Membership revised September 8,
1975.

SENATE COMMITTEES

February 15, 1980

11. SENATE NOMINATING COMMITTEE (SNC) - standing
(Reporting Category "A")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Senator	Elected by and from Senate	1 year	Sep 30/80	G. H. Geen
Senator		1 year	Sep 30/80	K. Okuda
Senator		1 year	Sep 30/80	H. Weinberg
Senator		1 year	Sep 30/80	J. J. Weinkam
Senator (Student)		1 year	Sep 30/80	
Alternate Student Senator		1 year	Sep 30/80	G. T. McNabb

Chairman: Elected by and from members: J. J. Weinkam

TERMS OF REFERENCE

1. To present Senate as required with the name or names of candidates to fill vacancies however occurring on all Senate committees or sub-committees to which election or appointment is required. It shall be the responsibility of the Registrar, as Secretary of Senate, to inform the Chairman of the Nominating Committee as early as possible, and in any case not less than thirty days prior to a vacancy, of such vacancies as may occur on Senate committees or sub-committees.
2. All nominations must reach the Registrar from the Nominating Committee at least fifteen days before the appropriate meeting of Senate, and will then be sent out to Senators at least thirteen days before the meeting of Senate, along with a note pointing out to members of Senate that further nominations may be made by individual members of Senate. Any such nominations must reach the Registrar 72 hours before the meeting of Senate, and no further nominations will be accepted after this time. The Registrar will provide members of Senate at the beginning of a Senate meeting with such further nominations as may have reached him. Oral nominations during the meeting of Senate will not then be allowed.
3. It is the responsibility of the Nominating Committee to satisfy itself as to the availability of all nominees.
4. The Nominating Committee should attempt to bring forward more than the minimum number of names required to fill any vacancy.
5. Persons nominated by the Nominating Committee need not themselves be members of Senate, unless this is required by the Universities Act or by Senate's own rules.
6. Members of the Nominating Committee are not themselves disqualified in any way from being presented as nominees.

Approved by Senate November 6, 1967.
Membership revised September 8, 1975.

SENATE COMMITTEES

February 15, 1980

12. SENATE COMMITTEE ON SCHOLARSHIPS, AWARDS AND BURSARIES (SCSAB) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Chairman	Faculty Senator elected by and from Senate	3 years	Sep 30/81	H. Weinberg
Faculty Member (Arts)	Elected by Senate	2 years	Sep 30/81	H.J.M. Johnston
Faculty Member (Education)		2 years	Sep 30/81	M. F. Wideen
Faculty Member (Int. Studies)		2 years	Sep 30/81	M. P. Hindley
Faculty Member (Science)		2 years	Sep 30/81	A. H. Lachlan
Senator (Lay Member)		2 years	Sep 30/81	D. C. Moffatt*
Senator (Lay Member)		2 years	Sep 30/80	
Faculty Member (Arts)		Elected by	2 years	Sep 30/80
Faculty Member (Education)	and from	2 years	Sep 30/80	M. Zola
Faculty Member (Int. Studies)	respective	2 years	Sep 30/80	J. D. Wall
Faculty Member (Science)	Faculties	2 years	Sep 30/80	L. H. Palmer
Student (Arts)	Four Students selected by Student Society with not more than one from any one Faculty	1 year	Sep 30/80	G. T. McNabb
Student (Education)		1 year	Sep 30/80	G. A. Whitecross
Student (Int. Studies)		1 year	Sep 30/80	
Student (Science)		1 year	Sep 30/80	J. Zacharias
Director of Financial Aid	Non-voting			V. Loewen

Note: In the event no lay member of Senate is available to serve, Senate may elect a general member of the community to serve in that position.

TERMS OF REFERENCE

- To award fellowships, scholarships, exhibitions, bursaries, prizes and other awards which are sponsored or administered by Simon Fraser University.
- To propose, when requested, candidates for the receipt of certain fellowships, scholarships, exhibitions, bursaries, prizes and other awards which are administered and sponsored by organizations external to Simon Fraser University.

SENATE COMMITTEE ON SCHOLARSHIPS, AWARDS AND BURSARIES (SCSAB) - continued

3. To deal generally, on behalf of Senate with the establishment or discontinuance of any fellowship, scholarship, exhibition, bursary, prize or other award, including review, modification, and approval of the terms of reference of fellowships, scholarships, exhibitions, bursaries, prizes and other awards.
4. To report, in March of each year, to Senate on the procedures and criteria developed to implement charges (1), (2) and (3) and actions taken under charges (1), (2) and (3).
5. To make recommendations in the preparation of the budget for financial aid to students.

NON-VOTING MEMBERS

The Director of Financial Aid shall be a non-voting member of the Committee, as shall such other individuals who, in the judgment of the Committee will provide a substantial contribution not offered by one or more of its members.

QUORUM

The quorum shall consist of five Committee members, one of whom must be the Chairman or his designate.

Original approved by Senate April 4, 1966.
Revision of membership and terms of reference approved by Senate April 10, 1972. Revision of membership March 3, 1975 to include representation of the Faculty of Interdisciplinary Studies. Membership and terms of reference revised September 8, 1975.

Committee meetings are scheduled at least on a semester basis.

* Re-elected by acclamation at meeting of Senate of November 5, 1979.

SENATE COMMITTEES

February 15, 1980

13. SENATE UNDERGRADUATE ADMISSIONS BOARD (SUAB) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Academic Vice- President or a designate of his choice	Chairman - non-voting except in case of a tie			J. M. Munro
Director of Admissions				A. C. McMillan
Student Member	Selected by the Student Society	1 year	Sep 30/80	
Alternate		1 year	Sep 30/80	
Student Senator	Elected by Senate	1 year	Sep 30/80	B. M. Wideen
Student Senator		1 year	Sep 30/80	
Alternate		1 year	Sep 30/80	S. Hinchcliffe
Faculty Member (Arts)	Elected by respective	2 years	Sep 30/80	G. A. Rheumer
Alternate		2 years	Sep 30/80	R. B. Horsfall
Faculty Member (Education)	Faculty	2 years	Sep 30/80	C. M. Hamm
Alternate		2 years	Sep 30/80	A. G. Whitney
Faculty Member (Int. Studies)	Undergraduate	2 years	Sep 30/80	J. Dickinson
Alternate		2 years	Sep 30/80	S. Wendell
Faculty Member (Science)	Curriculum Committees	2 years	Sep 30/80	L. K. Peterson
Alternate		2 years	Sep 30/80	R. F. Frindt
Senator	Elected by and from Senate	2 years	Sep 30/80	G. H. Geen
Director of Academic Advice Centre	Non-voting			M. Cairns
Recording Secretary	Non-voting			

PURPOSE: To recommend to and receive from the Senate policy decisions on undergraduate admissions, re-admissions, standing and credit transfer and, where necessary, to provide general direction in the interpretation of such policies.

Note: This Committee, established by Senate at its meeting of July 6, 1970, replaces the former Senate Committee on Undergraduate Admissions and Standings. Membership revised by Senate at its meeting of September 8, 1975.

Committee meetings are scheduled at least twice per semester.

SENATE COMMITTEES

February 15, 1980

14. SENATE APPEALS BOARD (SAB) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Student or faculty	Chairman (non-voting except in case of a tie, in which case it would be mandatory that he vote)			A. Mabin
Faculty Member	Elected by and from SUAB			A. G. Whitney
Faculty Senator	Elected by and from Senate			R. F. Hobson
Alternate Faculty Member	Elected by and from SUAB			R. B. Horsfall
Alternate Senator	Elected by and from Senate			L. Resnick
Student Member	Selected by the Student Society			J. Plant
Student Member				
Alternate Student				P. Maika
Alternate Student				
Registrar or his designate	Secretary (non-voting)			H. M. Evans (A. C. McMillan)
Recording Secretary	Non-voting			

PURPOSE: To consider cases wherein an individual feels aggrieved by the decision of the Registrar to apply a particular admission, re-admission, standing, or credit transfer policy in his specific case.

The Chairman may be a student or a member of faculty who is not otherwise a member of the Senate Appeals Board, and shall be selected by majority vote of the voting members of the Senate Appeals Board. The selection is subject to ratification by the Senate Undergraduate Admissions Board. In the event that the regular voting members of SAB are unable to agree by majority vote on the selection of a Chairman, the selection shall be resolved by SUAB.

Note: This Committee, established by Senate at its meeting of July 6, 1970, replaces the former Senate Appeals Committee (Admissions and Standings). Revised composition approved by Senate November 9, 1970 and December 6, 1971. Purpose revised by Senate June 5, 1978.

Meetings are convened regularly at the call of the Chair.

February 15, 1980

15. SENATE COMMITTEE ON UNDERGRADUATE STUDIES (SCUS) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Vice-President, Academic, or his designate	Chairman			J. M. Munro (D. R. Birch)
Registrar	Secretary (non-voting)			H. M. Evans
Director of Analytical Studies	Non-voting			J. Chase
Librarian, or his designate				T. C. Dobb (E. A. Weinstein)
Arts Education Int. Studies Science	Chairmen of Faculty Undergraduate Curriculum Committees			E. W. Roberts M. F. Wideen J. Dickinson A. G. Sherwood
Dean of Arts				R. C. Brown
Dean of Education				J.W.G. Ivany
Dean of Interdisciplinary Studies				T. W. Calvert
Dean of Science				J. M. Webster
Senator (Lay Member)	Elected by and from Senate			S. Luetzen
Student - Arts Student - Educ. Student - I.D. Student - Science	One member from each Faculty to chosen by Student Forum			T. Hurtado J. Rowe
Alternate				M. Cackette
Alternate				B. A. Holweg
Alternate				G. A. Whitecross

Chairman: The Chairman of the Committee will be designated by the Vice-President, Academic.

QUORUM: A majority of the voting members, including one student.

- PURPOSE:
- A. To consider and make recommendations to Senate 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.
 - B. To review the results of current evaluation processes and bring significant discrepancies to the attention of Senate, the Faculties and the Departments concerned.
 - C. To recommend to Senate grading and examination practices appropriate to the University's educational process to ensure:
 - (1) reasonably consistent and equitable evaluation practices within and across courses;
 - (2) the continued maintenance of high academic standards.

Delegation of Senate authority to SCUS:

1. Senate delegated authority concerning waiver of the two semester time lag requirement before first offering of undergraduate courses (S.75-189), December 8, 1975.
2. Senate approved, effective January 1, 1979 (S.78-10) the following motions, and revision to section ii) on December 4, 1978 (S.78-159):
 - i) That the Senate Committee on Undergraduate Studies be authorized to conclude all matters dealing with proposed revision of an existing course unless such revision is undertaken in the context of a major program revision or entails the need for the allocation of additional resources.
 - ii) That such actions be reported in a summary form to Senate for information at its next meeting and the Board for ratification.
 - iii) Notwithstanding the authority granted to it, the Senate Committee on Undergraduate Studies retains the right to forward for consideration by Senate and the Board any matter which, in the judgment of the Committee or its Chairman, requires such consideration.
3. Senate approved on October 1, 1979 delegation to SCUS of responsibility to receive, on a semester basis, reports from Deans of Faculties on topics covered under Special Topics (S.79-90).

Original approved by Senate March 1, 1971.
Membership and quorum revised January 8,
1973. Restructured August 12, 1974.
Membership and quorum further revised
September 8, 1975. Quorum rule revised
October 3, 1977.

Committee meetings normally are scheduled bi-weekly on Tuesdays at 1:30 p.m., with adjournment not later than 3:30 p.m.

PART I: SENATE COMMITTEES

B. AD HOC COMMITTEES

SENATE COMMITTEES

22.

February 15, 1980

1. SENATE COMMITTEE TO CONSIDER STUDENT ACADEMIC DISCIPLINE AND CONDUCT - ad hoc
(Reporting Category "C")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Vice-President, Academic, or his designate	Chairman			J. M. Munro
Faculty Member Faculty Member	[Appointed by the President			Paul Brantingham M. Plischke
Student Student		[Chosen by the Student Society		
Registrar, or his designate (non-voting)	Secretary			

TERMS OF REFERENCE

1. To develop procedures for the University for considering and dealing with matters of student academic discipline, including appeal procedures, and to recommend these to Senate for consideration and approval.
2. To develop procedures for the university for considering and dealing with matters of student conduct, including appeal procedures, and to recommend these to Senate for consideration and approval.
3. Before dissolution of the Committee, to present to Senate recommendations concerning membership, structure, terms of reference, general procedures, for any standing or ad hoc Senate Committee or other bodies which may be necessary to carry out recommendations approved by Senate under (1) and (2) above.

Membership and terms of reference
established by Senate March 5, 1979.
Membership revised April 2, 1979.

* Replaced T. Glas, resigned, effective November 20, 1979.

SENATE COMMITTEES

February 15, 1980

2. SENATE COMMITTEE ON STUDENT REPRESENTATION (SCSR) - ad hoc
(Reporting Category "C")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Faculty Senator	Elected by and from Senate			P. L. Wagner
Faculty Senator				J. Walkley
Student	Appointed by Student Forum			K. John
Student				S. Mullan
Senator (Lay Member)	Elected by and from Senate			D. C. Moffatt

Chairperson (elected by and from Committee members)

TERMS OF REFERENCE

1. To develop and recommend to Senate a set of guidelines for student representatives in University governance in
 - a. the Faculties and their committees, and
 - b. the academic Departments and Programs and their committees.
2. These guidelines shall be used to assist Senate in consideration of all rules submitted to Senate by the Faculties concerning student representation in 1.a. and 1.b. above.
3. These guidelines shall also assist the individual Faculties in establishing rules and regulations regarding student representation in Faculties, academic Departments and Programs.
4. This Committee shall invite submissions from all of the Faculty Deans, chairpersons of academic Departments and Programs, departmental student unions and other interested parties.
5. The meetings and proceedings of this Committee shall be open to all interested members of the University community.
6. This Committee shall make its recommendations to Senate not later than October 31, 1978.

Approved by Senate at its meeting of
March 6, 1978.

PART II: GROUPS OR COMMITTEES FOR WHICH BOARD OR SENATE
ELECTION PROCEDURES ARE USED

GROUPS OR COMMITTEES FOR WHICH BOARD OR SENATE
ELECTION PROCEDURES ARE USED

February 15, 1980

2. UNIVERSITY TENURE COMMITTEE - standing

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Vice-President, Academic				J. M. Munro
Faculty Member (Arts)	Elected by Individual	2 years	Sep 30/81	D. H. Sullivan
Faculty Member		2 years	Sep 30/80	H. Weinberg
Faculty Member (Education)		2 years	Sep 30/81	A. J. Dawson
Faculty Member		2 years	Sep 30/80	S. M. Shapson
Faculty Member (Int. Studies)		2 years	Sep 30/81	E. A. Fattah
Faculty Member		2 years	Sep 30/80	M. V. Savage
Faculty Member (Science)		2 years	Sep 30/81	
Faculty Member	Faculties	2 years	Sep 30/80	J. H. Borden

The faculty member serving his second year will have voting privileges at all meetings of the University Tenure Committee, and in his absence the member serving his first year will have voting privileges. When an individual case is being considered both members elected from the same Faculty as the faculty member whose case is being considered shall have voting privileges.

TERMS OF REFERENCE

Committee membership revised February 11, 1972 to elect full-time tenured faculty members to a new University Tenure Committee. It is to be noted that neither a Chairman of a Department nor a Dean is eligible to stand for election to the University Tenure Committee. Neither Deans nor members of the University Tenure Committee are eligible to serve on a Departmental Tenure Committee. A member of a Departmental Tenure Committee could be a candidate in the UTC election but, if elected, would have to resign from the Departmental Tenure Committee.

Meetings of the Committee are convened at the call of the Chair, normally in the Spring semester.

GROUPS OR COMMITTEES FOR WHICH BOARD OR SENATE
ELECTION PROCEDURES ARE USED

February 15, 1980

1. BOARD OF GOVERNORS

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Chancellor	Elected by Convocation	3 years	May 31/81 and until successor elected	P. T. Cote
President and Vice-Chancellor			Cessation of office	K. G. Pedersen
Faculty Member	Elected by Faculty Members Jointly	3 years	May 31/81	G. C. Hoyt
Faculty Member		3 years	May 31/81	K. E. Rieckhoff
Lay Member	Appointed by Lieutenant-Governor in Council	3 years	Sep 14/81	*
Lay Member		3 years	Dec 13/81	J. M. Robinson
Lay Member		3 years	Nov 8/81	G. Hungerford
Lay Member		3 years	Jul 3/81	W. M. Hamilton
Lay Member		3 years	Jul 3/81	G. D. Basham
Lay Member		3 years	Jul 3/81	I. McGregor
Lay Member		3 years	Jul 3/81	R. Parkinson
Lay Member		3 years	Jul 3/81	M. B. Burbank
Student	Elected by Students	1 year	May 31/80	**
Student		1 year	May 31/80	P. L. Palmer
Employee	Elected by full-time employees	3 years	May 31/81	R. Clavier

Note: Lay Members are appointed for a three year term and until successors are appointed.

The Board normally meets on the fourth Tuesday of each month at 7:00 p.m.

* B. Macdonald resigned Dec. 31/79. Replacement yet to be appointed.

** Election in flow to replace T. Glass, resigned effective December 31, 1979.