

SIMON FRASER UNIVERSITY

S. 80 - 134

MEMORANDUM

To SENATE

From SENATE COMMITTEE ON AGENDA AND RULES

Subject REPORT - SENATE COMMITTEE ON STUDENT REPRESENTATION

Date OCTOBER 24, 1980

The Senate Committee on Agenda and Rules has recommended to the Chairman of Senate and it has been accepted by him, that the Report of the Senate Committee on Student Representation be placed on the agenda for the November meeting of Senate for discussion but not for the formal placing of motions on the recommendations and actions thereon.

The intent is that the Report be placed on the agenda for the December meeting of Senate for formal action with motions at that time.

REGISTRAR'S NOTE:

Because of some renumbering in the University Act references herein to Section 40(b) and 41 now are to Section 39(b) and 40 respectively.

October 16, 1980.

Ad Hoc Senate Committee on Student  
Representation  
Peter Armitage, Chairperson.

Mr. Harry Evans,  
Secretary, S.F.U. Senate,  
Simon Fraser University.

Dear Harry:

As members of the Senate Committee on Student Representation, we are pleased to submit the completed final draft of the committee's report. The report has been long in coming, having been delayed by changes in the committee's personnel and repeated re-drafts.

You will notice that the form of the report has changed from that given to the faculty for consideration, and from the ones submitted to the SCAR meetings of October 1979 and April 1980. The members of SCAR felt that the report needed alterations as far as language and organisation were concerned. They also felt that there was a need for some clarification of terms, and that additional faculty input was required.

The changes result from the committee's deliberations over the most recently expressed faculty concerns, in addition to meetings with Susan Mullen, Hank Benoit, and Harry Evans. The changes were intended to give increased recognition to the diversity of faculty opinion, to improve the clarity of the report, and to facilitate Senate members' understanding of the recommendations contained therein. "Student unions" and "departments" were given more precise definitions, and the recommendations of the report were made more explicit. A change was also made in the sequence of the recommendations so that they now appear in a more itemised and coherent form.

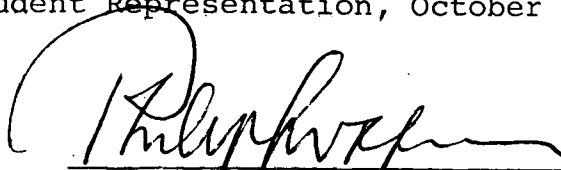
Substantial changes have been made in wording and reorganisation, but the content of the report is essentially the same. The guidelines we wish Senate to adopt remain unchanged concerning the minimum extent of student representation, and the accountability and rights of student representatives.

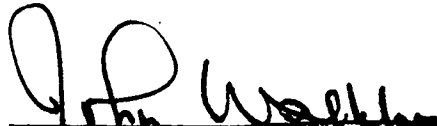
After giving due consideration to faculty input as requested, and further attention to clarifying the content of the report, we feel that we have fulfilled our mandate and have produced a document that can now be presented to Senate.


Respectfully yours,  
The members of the Senate Committee  
on Student Representation.  
(signatory page attached)

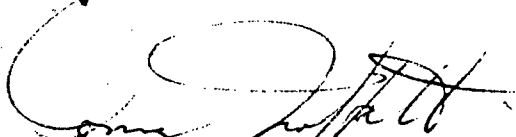
Submitted by Senate Committee on Student Representation, October 16, 1980:

  
Peter Armitage, Chairperson

  
P.L. Wagner, Faculty Senator

  
J. Walkley, Faculty Senator

  
Karen John, Student

  
Donna Moffatt, Lay Senator

  
Susan Mullan, past Chairperson

**FINAL REPORT OF THE  
SENATE COMMITTEE ON  
STUDENT REPRESENTATION**

**OCTOBER, 1980**

# REPORT OF THE SENATE COMMITTEE ON STUDENT REPRESENTATION

## INTRODUCTION

The content of this report is the result of work undertaken since March 6, 1978, by the student, faculty and lay members of the Senate Committee on Student Representation. We gratefully acknowledge the contributions of students, faculty and other members of the University community in the preparation of the final draft of this report.

Senate's intention in establishing the committee on March 6, 1978 was to set forth with some measure of exactitude the provisions stated in the Universities Act, Section 40b, regarding student representation. Section 40b requires that the Faculties provide for student representation in the meetings and proceedings of the faculty.

Many departments and other decision-making bodies at S.F.U. have lived up to the provisions of this statute. Unfortunately, other departments have not instituted student representation in any way. Generally, the inconsistency in student representation throughout the University is due to the lack of concrete guidelines and policies for its implementation. It is for this reason that Senate charged the committee with the task of fulfilling the following:

1. To develop and recommend to Senate a set of guidelines for student representation 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 1a. and 1b. 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.

Underlying the committee's terms of reference is the assumption that student representation is a valid and useful endeavour. Our mandate is not to argue for, justify, or explain the validity of student representation. Rather, our purpose is to provide proposals for minimum standards for student participation in the academic governance of the

Introduction cont.

University, in order to ensure the establishment of fair, equitable and consistent student representation in every department and Faculty.

Operating with this purpose in mind, the committee met for the first time in the summer of 1978. Questionnaires were distributed to the department chairpersons and student unions, to the corresponding departments at the universities of British Columbia and Victoria, and to selected universities across Canada. Seventy percent of the questionnaires distributed at S.F.U. were returned, with a lower rate of return from other institutions. The results of the questionnaires reveal a wide range of departmental decision-making structures, and student representation. The committee recommendations, therefore, are not specific to any one type of structure but can be adapted to all.

The committee met frequently throughout the fall, and meetings were open to both the students and faculty at large. The committee noted that students are already well accepted and appreciated in the decision-making processes of many departments. One of our primary concerns, then, was the establishment of minimum standards for student representation, particularly in those departments where representation is completely absent.

At the October 1979 meeting of SCAR, the committee was asked, once again, to attempt to elicit further input from the faculty. The second request for faculty input was slightly more informative; the responses received were more detailed. However, they were fewer in number.

At the April 1980 meeting of SCAR, the committee was requested to alter the language and organisation of the report for greater clarity and ease of reading. The document which you have before you now is the result of this process.

The committee is aware that student representation is a weighty issue for both faculty and students. The question of student participation in promotion and tenure decisions is of particular concern. The concerns of both constituencies must in some way be heard and dealt with in a serious manner. Although legal opinions have been secured on these matters at both S.F.U. and U.B.C., the committee does not feel that it can resolve the issue. We, therefore, urge more study on this question.

This report has been organised under a series of eight headings:

1. Statement of General Principles
2. Rules and Regulations re: student representation and their submission to Senate
3. Senate Guidelines re: minimum standards
4. Implementation of rules and regulations
5. Senate Committee to mediate in student-faculty negotiations

Introduction cont.

6. Provisions for decision-making bodies that reach an excessive size
7. Tenure and promotion
8. Standard two-hour Free Period

Appendices relevant to this document are found at the end of the report.

RECOMMENDATION # 1:

*That Senate adopt the following statement of general principle regarding the participation of student representatives in the academic governance of the Faculties and their respective departments.\**

GENERAL PRINCIPLES

1. Student representation is provided for in Section 40 of the Universities Act and is desirable in all academic decision-making bodies in the Faculties and their respective departments.
2. To this end, Senate encourages students to form and maintain departmental student unions to promote student participation in the academic governance of the University.
3. Students, as members of the academic community, have an obligation and a responsibility to actively participate in the academic governance of the University.
4. The right of students to participate in the meetings and proceedings of the Faculties and their respective departments includes the right of duly elected student representatives to participate with full voice and vote in all academic decisions of departments and Faculty, including decisions concerning such matters as:
  - a) class and course scheduling
  - b) curriculum planning
  - c) department speakers' programs and conferences
  - d) establishing and amending procedures concerning student appeals
  - e) establishing meeting times and agendas
  - f) new faculty appointments
  - g) practicum and work-study programs
  - h) selection of the departmental chairperson
  - i) selection of the departmental committee chairpersons or coordinators
  - j) space planning and equipment purchases
  - k) student/faculty relations
  - l) teaching support staff appointments
  - m) other substantive academic matters and issues concerning the department and/or the Faculty.
5. The extent of student representation should be the subject of an agreement between the faculty of a department or Faculty and the recognised departmental student union; and the proportion of

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\* The term "department" includes all academic departments and academic administrative units including area studies programs in the Faculty of Interdisciplinary Studies and other academic programs including programs leading towards graduate and/or advanced degrees (e.g. M.Sc., M.A., Ph.D., M.B.A., M.P.M.)



students to faculty initially established shall not be less than the minimum specified in the regulations of Senate.

6. In the absence of a recognised departmental student union, students shall nevertheless be invited and encouraged to participate in the meetings and proceedings of a Faculty and/or a department through an appropriate number of student representatives voting on all academic department or Faculty decision-making bodies.

The extent of student representation and the procedures for obtaining student representatives shall be consistent with Senate guidelines, and shall be the subject of an agreement between the Faculty and the student Forum of the Simon Fraser Student Society, who shall assume responsibility to assure that all established student positions are filled.

#### SENATE GUIDELINES:

The Universities Act of B.C. provides that the academic governance of the University is vested in the University Senate. Among Senate's powers is the power to consider all matters reported by the Faculties affecting their respective departments and programs. Senate must, in fact, approve any general rule or regulation of a Faculty before it can become effective and enforceable.

To ensure that the rules and regulations of Faculties and their respective departments regarding student representation are properly adopted, enforceable and uniform, the Committee recommends:

#### RECOMMENDATION # 2:

*That Senate require each Faculty and its departments to establish rules and regulations concerning the participation of student representatives in its meetings and proceedings and submit them for approval to Senate.*

To promote equity of treatment within and between the Faculties and their departments, and to ensure the maintenance of reasonable minimum standards of student participation in the academic governance of the University, the committee recommends:

#### RECOMMENDATION # 3:

*That Senate adopt the following guidelines and approve only those rules and regulations of a Faculty which substantially comply with the following guidelines:*

1. DUE PROCESS:

The rules and regulations regarding department and Faculty committees and other academic decision-making bodies shall contain the following:

- a) a statement of the terms of reference and membership composition of all committees and decision-making bodies, and
- b) the procedures that must be followed for establishing regular meeting times and the convening of special meetings including the minimum period of notice that must be given, and
- c) the minimum number of voting members of the committee or decision-making body required to convene and to conduct a meeting, and
- d) a requirement that a written record be maintained at all meetings including the time and place, the names of the members who were present, and the outcome of any votes which are taken.

2. MINIMUM EXTENT OF STUDENT REPRESENTATION:

Within each Faculty and its departments, students shall be entitled to elect voting representatives on committees and other decision-making bodies equal in number to at least one-third ( $1/3$ ) the number of voting members of the committee except that:

- a) in the case of committees dealing with matters concerning the undergraduate curriculum, the minimum total voting student representation shall be one-half ( $1/2$ ) the number of total voting members, and
- b) in the general assemblies and general meetings of a Faculty and of its departments, the minimum number of student representatives entitled to be present and to vote shall be the lesser of:
  - (i) one-third ( $1/3$ ) the number of faculty entitled to be present and to vote, or
  - (ii) the number of student representatives who are from time to time holding voting positions on all committee and decision-making bodies in the Faculty or department.

3. ACCOUNTABILITY OF STUDENT REPRESENTATIVES:

The rules and regulations regarding student participation in the academic governance of a Faculty and its departments shall include:

- a) a fixed and definite term of office for all elected student

representative positions of no less than one semester and no more than one year, and

- b) a procedure which enables members of the student union to remove an elected representative during his/her term of office for failing to adequately represent the interests of students, and
- c) a procedure which enables students to fill any student representative position which becomes vacant during the term of office of the position.

4. RIGHTS OF STUDENT REPRESENTATION:

The rules regarding department and Faculty committees and other decision-making bodies shall state that all duly elected student representatives shall have the same rights, privileges and obligations as all other voting members of the committee or decision-making body; and

- a) It is required that student representatives be recognised by faculty and University administrators and that student representatives not, in any way, be discriminated against for opinions voiced, nor for positions taken in the performance of their duties and responsibilities; and
- b) Student representatives shall have reasonable access to administrative support services required to carry out their duties; and

Student representatives shall have access to information including all data and communication required to carry out the duties of their offices. Without limiting the foregoing, this shall include access to the written record of all decisions made by the decision-making body of which they are members; and

Student representatives shall be entitled to the same advance notice of meetings as all other members of a committee or decision-making body, and the rules regarding advance notice of the items of business shall be sufficient to enable consultation and discussion between student representatives and their department student union; and

- c) The rules shall state that a voting student member of a committee or decision-making body shall have the right to cast his/her vote in all cases regardless of the method of voting selected by the committee or decision-making body, except in the non-voting chair position.
- d) The student representatives shall be entitled to all other rights and privileges as accorded to all other voting members.

5. DEPARTMENTAL STUDENT UNIONS:

A recognised departmental student union is the appropriate body from which student representatives are to be obtained for student participation in the academic governance of the Faculties and their departments.

- a) A departmental student organisation shall be recognised as a Department Student Union provided it has been recognised by the Simon Fraser Student Society and meets the following criteria:

To be recognised the organisation must:

- i) maintain and comply with the requirements of a written constitution; and
- ii) recognise as automatic voting members all University students who are members of the department, including graduate students, declared undergraduate majors and minors, and all students who are presently enrolled in a University course offered by the department.

- b) A recognised departmental student union shall be entitled to elect its representatives to participate in the academic governance of the department and the Faculty in a manner of their own choosing and without interference or influence by or from a member or members of the faculty or administration of the University.

6. RE-EVALUATION OF RULES AND PROCEDURES:

These guidelines are intended to provide minimum standards for student participation in the academic governance of the University, in the meetings and proceedings of the Faculties. The Faculties and their departments are permitted to exceed these standards with respect to the minimum proportion of student representatives in their committee and decision-making bodies.

The Faculties, the members of their respective departments, and the members of the departmental student unions, shall periodically review and re-evaluate their rules and procedures for student representation. The Senate expects that this review process will result in the submission of proposed amendments by the Faculties to improve, and where appropriate, extend the participation of student representatives in the academic governance of their departments and Faculties.

To implement recommendations 2 and 3, the Committee further recommends:

RECOMMENDATION # 4:

- a) That having established its guidelines, Senate invite the

members of the Faculty and the departmental student unions to carefully review the current rules and practices of their departments and Faculties, and, through consultation and discussion, attempt to develop appropriate revisions and amendments to satisfy the requirements of the Senate guidelines.

- b) At the Faculty level, these discussions shall occur between the Dean and an appropriate committee of the Simon Fraser Student Society with student representation from within that Faculty.
- c) After this review, the Faculties and their respective departments shall submit to Senate for its approval written statements of their rules and regulations concerning the participation of student representation.

Because it is only reasonable to expect that disputes may arise between parties, the Committee further recommends:

RECOMMENDATION # 5:

That the University President or a special Senate Committee be made responsible for attempting to mediate between students and faculty whenever this assistance is requested by either or both of the parties. If a committee is chosen, it shall be composed in the same manner as the Senate Committee on Student Representation, that is composed of two faculty elected by and from Senate, two students appointed by the SFSS Student Forum, and one lay member of Senate, elected by and from Senate, the Chairperson elected by and from Committee members.

RECOMMENDATION # 6:

That whenever the addition of student representatives on a committee threatens to make it unreasonably large and too unwieldy to carry out its functions, the total number of members should be reduced, retaining the appropriate ration of students to faculty.

Tenure and Promotion: The Committee acknowledges the concern that has been expressed by faculty and by departmental student unions concerning the faculty tenure and promotion decisions. We understand that the procedures contained in the current agreement between the University and the SFU Faculty Association exclude the participation of student representatives. Although the Committee agrees that student representatives ought to be able to participate in these kinds of decisions, we also agree

that we are not well enough informed about the present agreement to provide specific recommendations as to the most appropriate method of obtaining student participation in the tenure and promotion process. The committee therefore recommends:

RECOMMENDATION # 7:

*The Senate strongly recommends that the University Board of Governors adopt a policy which would ensure that students have been appropriately consulted before recommendations concerning the promotion, tenure, dismissal or nonrenewal of any member of the teaching staff of the University.*

*Senate further recommends that the President establish a special committee of representatives of the Student Society, the S.F.U. Faculty Association and lay people to recommend an appropriate mechanism for the participation of student representatives in this area of University governance.*

Thursday Free Period: The committee heard a number of complaints and expressions of concern and frustration with the problems experienced by faculty members and by students in arranging meetings at times when all of the members could attend. Although not the only factor, the current practice of scheduling classes and tutorials into every working hour of the week creates a significant problem for the scheduling of committee meetings of departments and Faculties and student unions. The Committee therefore recommends:

RECOMMENDATION # 8:

*That Senate require a two-hour time period be set aside at a standard time during each week in which there will be no scheduled classes, tutorials or labs, but will be available for the scheduling of meetings of departmental student unions, departmental and other committees.*

APPENDIX # 1: RELEVANT SECTIONS OF THE UNIVERSITIES ACT

*The following excerpts from the British Columbia Universities Act are relevant to the establishment of rules and regulations for student representation and to the content of the report of the Senate Committee on Student Representation.*

Part I: Interpretation and Division of Act

1. In this Act, unless the context otherwise requires,...  
"faculty" means an academic administrative division of a university constituted by the board as a faculty under Section 39, or the dean and faculty members of a faculty, as the context requires;...
37. The academic governance of the university is vested in the senate and it has power...
  - (b) to establish such committees as it considers necessary and, by two-thirds vote of its members present, to delegate to one or more committees such of its powers as it may from time to time to determine;...
  - (n) to make such recommendations to the board as may be considered advisable for promoting the interests of the University or for carrying out the objects and provisions of this Act;
  - (o) to deal with all matters reported by the faculties, affecting their respective departments or divisions;...
40. The powers and duties of a faculty are ...
  - (b) to provide for student representation in the meetings and proceedings of the faculty;...
41. A general rule or regulation made by a faculty is not effective or enforceable until a copy has been sent to the senate and the senate has given its approval.

4. UNIVERSITY RELATIONS COMMITTEE

A. Departmental Space

The President of the Student Society, Mr. Ross Powell, joined the meeting and advised the Board of the new constitution, which, among other declarations, defines the role of the departmental student unions. It was noted that the students, at their annual general meeting, authorised the Executive Council to spend up to \$25,000 for student union space.

It was moved and seconded:

That the Board of Governors of Simon Fraser University recognises the Student Forum as the new official governing body of the Simon Fraser Student Society, effective January 1, 1978.

That the Board of Governors therefore approves in principle the desirability of the elected Student Departmental Representatives and their affiliated student unions obtaining meeting and office space in or near their respective departments, and urges the University administration and each Faculty to do everything possible to provide such space.



APPENDIX # 3: EXCERPT FROM THE S.F.S.S. CONSTITUTION AND BY-LAWS

By-law 5 - Departmental Student Unions (continued)

- (2) The Student Forum shall recognise a student union as a Departmental Student Union provided that the Student Forum is satisfied that the student union:
  - (a) has a written constitution that has been ratified by a majority of its members, who shall be members in good standing of the Society, attending an advertised general meeting of the members of the department, and
  - (b) has aims and objectives, stated in its constitution which are not inconsistent with those stated in the Constitution of the Society, and
  - (c) recognises as its members those students who are members of the department in which the student union has been organised, and
  - (d) seeks to represent its members in its department or academic program, and
  - (e) holds regular general meetings that are advertised and open to all of its members.

APPENDIX # 4: SENATE COMMITTEE ON STUDENT REPRESENTATION (SCSR) -  
ad hoc (Reporting Category "C")

| <u>Members</u>  | <u>Conditions</u>          | <u>Term</u> | <u>Expiry</u> | <u>Date</u> | <u>Name 78-2</u> | <u>Name 79-2</u> |
|-----------------|----------------------------|-------------|---------------|-------------|------------------|------------------|
| Faculty Senator | Elected by and from Senate |             |               |             | P.L. Wagner      | "                |
| Faculty Senator | " " " " "                  |             |               |             | J. Walkley       | "                |
| Student         | Appointed by Student Forum |             |               |             | D. Horne         | K. John          |
| Student         | " " " "                    |             |               |             | S. Mullen        | S. Mullen*       |
| Lay Senator     | Elected by and from Senate |             |               |             | D. Moffatt       | D. Moffatt       |

Chairperson (elected by and from Committee members):

\* replaced by R.P. Armitage, 80-3

TERMS OF REFERENCE

1. To develop and recommend to Senate a set of guidelines for student representation 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 la. and lb. 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.

Senators elected by Senate at its meeting of May 8, 1978.