

SIMON FRASER UNIVERSITY

S.75-128

MEMORANDUM

To SENATE

From SENATE COMMITTEE ON COMMITTEES

Subject REPORT AND RECOMMENDATIONS FROM THE
SENATE COMMITTEE ON COMMITTEES -
SCAP, SCUB

Date SEPTEMBER 17, 1975

MOTION 1: "That Senate approve the title, proposed membership, terms of office, and terms of reference, as set forth in the document "Senate Committee on Academic Planning," Paper S.75-128, Attachment I, page 2."

MOTION 2: "That Senate approve the title, proposed membership, terms of office, and terms of reference, as set forth in the document "Senate Committee on University Budget," Paper S.75-128, Attachment I, page 3."

SIMON FRASER UNIVERSITY

S.75-128

MEMORANDUM

To SENATE

From SENATE COMMITTEE ON COMMITTEES

Subject REPORT AND RECOMMENDATIONS FROM THE
SENATE COMMITTEE ON COMMITTEES -
SCAP, SCUB

Date SEPTEMBER 17, 1975

At its meeting of September 8, 1975, Senate considered the report of the Senate Committee on Committees (Paper S.75-120), approved many of the recommendations, but postponed discussion on the Senate Committee on Academic Planning and on the Senate Committee on University Budget, with referral to SCOC, as follows:-

(Moved by J. Hutchinson, seconded by R. Debo)

"That consideration be postponed until the October meeting, and the Committee on Committees be charged to further discuss the question of academic planning and the relationships with the Universities Council, ascertaining its committee structure, and present an informed paper to Senate at its October meeting."

The Chairman of Senate indicated that she would make available to Senate, and to SCOC, information on the structure of the committees of the Universities Council, the memberships, the terms of reference - insofar as these are known. It was also agreed that data would be obtained from the University of British Columbia and from the University of Victoria concerning any developments or actions undertaken at those institutions as they pertain generally to these topics. The data was provided to SCOC and is now provided to Senate as Attachment II.

Appendix A - Universities Act, Section 70 - Powers of the Universities Council; Section 71 - Limitation on Powers

Appendix B - Business Affairs Committee

Appendix C - Capital Planning and Development Committee

Appendix D - Graduate Studies and Research Committee

Appendix E - Program Coordinating Committee

Appendix F - Ad Hoc Committee on Extension and Continuing Studies

Appendix G - Ad Hoc Committee on Data Collection

Appendix H - B.C. Post-Secondary Coordinating Committee
(not a Council Committee)

Appendix I - UBC Response to Universities Council Actions

Appendix J - University of Victoria Response to Universities Council Actions

The Committee on Committees also received written submissions from a number of Senators following the last Senate meeting and gave consideration to these in its further discussions.

To ensure that there was clear understanding of the motion for referral the mover, Senator Hutchinson, was invited to meet with the Committee to provide additional information and clarification and his contributions were very helpful and appreciated.

As a result of the additional discussions the Committee has made some changes to its earlier recommendations covering the Senate Committee on Academic Planning and the interrelated Senate Committee on University Budget. It considered with some care the problems of committee effectiveness, size, composition, input, terms of reference. It has assessed arguments for more lay Senators, student Senator, other Senators, general input whilst recognizing the difficulties of oversize. In particular it strives to accommodate the need for effective interrelationship between the SCAP, SCUB, and related bodies. As a principle it stresses some simplicity of organization/structure/terms of reference at this time to accomplish maximum effectiveness/flexibility/response as the various agencies respond to the charges expected to go to them. It accepts that the writing of further terms and clauses can be undertaken better following further development and experience.

It recognizes that the important matter of long-term planning is a complex and vexatious one and that the present proposals may be deficient in this particular area but it has not found fully satisfactory alternative solutions to offer now. Again experience with the proposed new committees may lead to useful proposals in the future. It is satisfied that adoption of the present recommendations need not, and indeed would not, inhibit appropriate revisions or additions should these become clear through the workings of the committee. A further committee, possibly drawing on the memberships of the present proposals, may be required but it is felt that this should not be entered upon without the next stage of experience.

It is in this vein that its earlier and present recommendations have been cast. Its recommendations for the Senate Committee on Academic Planning and for the Senate Committee on University Budget are given in Attachment I.

SENATE COMMITTEE ON ACADEMIC PLANNING

(General Comment: The Academic Planning Committee has been a Presidential Committee. It is proposed that it become a Senate Committee, that there be some change in membership and some change in terms of reference. It is further proposed that it will have some interrelationship through membership on the proposed Senate Committee on University Budget.

It is also proposed that the terms of office of the elected Senators will be for two years, with staggered terms. In the first elections five shall be elected for two year terms to September 30, 1977 and four shall be elected for two year terms to September 30, 1976. To provide for staggered terms those five individuals with the highest number of votes shall be elected to September 30, 1977 provided they include at least one lay Senator and one student Senator, and the four individuals with the next higher number of votes shall be elected to September 30, 1976 provided they include at least one lay Senator and one student Senator.)

- i) That Senate approve the title, proposed membership, terms of office and terms of reference as set forth in the document, "Senate Committee on Academic Planning," page 2.

SENATE COMMITTEE ON UNIVERSITY BUDGET

(General Comment: It is proposed that this Committee be formed to consist of the nine Senators who are elected by and from Senate to the Senate Committee on Academic Planning, and it is further proposed that the terms of office be the same as for the terms on the Senate Committee on Academic Planning. It is also proposed that the Director of Institutional Studies act as Secretary, non-voting, the same as is proposed for the Senate Committee on Academic Planning.

It is recommended that the Chairman be elected by and from the voting members of the Committee; and that the term of reference be as extracted directly from the Universities Act.)

- i) That Senate approve the title, proposed membership, conditions, terms of office, and terms of reference, as set forth in the document, "Senate Committee on University Budget," page 3.

SENATE COMMITTEES

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 - <i>Chairman</i>			P. Jewett
Vice-President, Academic	Ex-officio - <i>Vice-Chairman</i>			B. G. Wilson
Associate Vice- President, Academic	Ex-officio			D. R. Birch
Dean of Arts	 Ex-officio 			W.A.S. Smith
Dean of Education				J. F. Ellis
Dean of Interdis- ciplinary Studies				R. C. Brown
Dean of Science				S. Aronoff
Dean of Continuing Studies				J. P. Blaney
Dean of Graduate Studies				J. Wheatley
Senator	 Elected by and from Senate 	2 years	Sep 30/76	
Senator		2 years	Sep 30/76	
Senator		2 years	Sep 30/77	
Senator		2 years	Sep 30/77	
Senator		2 years	Sep 30/77	
(Lay member)		2 years	Sep 30/76	
Senator		2 years	Sep 30/77	
(Lay member)		2 years	Sep 30/77	
Senator		2 years	Sep 30/76	
(Student)	2 years	Sep 30/76		
Senator	2 years	Sep 30/77		
(Student)	2 years	Sep 30/77		
Director of Insti- tutional Studies	<i>Secretary (non-voting)</i>			J. Chase
<i>Librarian, or his designate</i>	<i>Non-voting</i>			D. A. Baird
<i>Registrar, or his designate</i>	<i>Non-voting</i>			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.

SENATE COMMITTEES

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	I Those elected by and from Senate to the Senate Committee on Academic Planning	2 years	Sep 30/76	
Senator		2 years	Sep 30/76	
Senator		2 years	Sep 30/77	
Senator		2 years	Sep 30/77	
Senator		2 years	Sep 30/77	
Senator (Lay Member)		2 years	Sep 30/76	
Senator (Lay Member)		2 years	Sep 30/77	
Senator (Student)		2 years	Sep 30/76	
Senator (Student)		2 years	Sep 30/77	

Director of
Institutional
Studies

Secretary (non-voting)

J. Chase

Chairman: Elected by and from voting Committee members.

TERM OF REFERENCE:

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

SIMON FRASER UNIVERSITY

MEMORANDUM

Attachment II

ALL MEMBERS OF SENATE

From P. JEWETT

MEMBERS OF SENATE COMMITTEE ON
COMMITTEES

CHAIRMAN OF SENATE

Subject

Date SEPTEMBER 11, 1975

Senate requested at its meeting on September 8, that I provide members with further details about the powers and operation of the Universities Council.

With respect to the powers of Council, I refer members to Section 70 of the Universities Act (1974) entitled "Powers" and also to Section 71, entitled "Limitation on powers" (attached as appendix A).

As to the operations of the Council, up to now these have related chiefly to examining the operating and capital budget requests of the three universities and to setting up the following committees. The first two committees have each met twice and the remaining committees have each met once.

1. Business Affairs Committee - The terms of reference and membership are attached as Appendix B. In response to the Council's request for three or more nominees from which the Council would choose one, we have submitted our nominees, but the Council has decided not to select a representative at this time. However, Mr. G. Paulson, Comptroller, attends these meetings as an observer, and the other two universities also have observers in attendance.
2. Capital Planning and Development Committee - The terms of reference and membership are attached as Appendix C.
3. Graduate Studies and Research Committee - Originally, these were divided into two separate committees, with separate terms of reference. The combined terms of reference for the single committee are not yet available from the Council, but the combined membership is attached as Appendix D.
4. Programme Co-ordinating Committee - The updated membership list is not yet available from the Council, but the Council has selected Dr. B.G. Wilson and Dr. R. Brown as our representatives. For general information, the membership list of June 30, 1975, is attached, as well as the terms of reference, as Appendix E.
5. Ad Hoc Committee on Extension and Continuing Studies - The Council has just selected Dr. R. Carlson as our nominee. The terms of reference and membership are attached as Appendix F.
6. Ad Hoc Committee on Data Collection - The terms of reference and membership are attached as Appendix G.

Since reference was made to some non-Council Committees, I should mention the B.C. Post-Secondary Co-Ordinating Committee, which operates under the Department of Education, and which replaces the Academic Board. This is an interim Committee which is scheduled to sit until January 1, 1976. The Terms of reference and membership are attached as Appendix H.

P. Jewett

Attch.

(2) The Universities Council may, subject to the *Public Service Act*, designate the title, office, and responsibilities of any employee of the Universities Council.

(3) The Lieutenant-Governor in Council may, by order, declare that some or all of the provisions of the *Public Service Superannuation Act* apply to the executive director and some or all of the other employees of the Executive Council, and that Act applies accordingly.

(4) The Universities Council may, notwithstanding the *Public Service Act*, with the approval of the minister, engage and retain such persons as it considers necessary as consultants, experts, or specialists, and may fix their remuneration.

Companies Act.

68. Except as provided in this Part, the *Companies Act* does not apply to the Universities Council, but the Lieutenant-Governor in Council may, by order, direct that the *Companies Act* or any provision thereof applies to the Universities Council and, thereupon, that provision applies to the Universities Council.

Limitation of liability.

69. (1) No member or employee of the Universities Council and no person acting under the authority of this Part or the Universities Council is personally liable for any loss or damage suffered by any person by reason of anything in good faith done or omitted to be done in the exercise of any power given by this Part.

(2) If an action against the Universities Council, if it appears that the Universities Council acted under the authority of this Act or any other Act, the court shall dismiss the action against the Universities Council.

Powers.

70. The Universities Council has power

- (a) to provide for the regulation and conduct of its meetings and proceedings;
- (b) to carry out studies or research projects related to matters within its jurisdiction;
- (c) to require the universities to prepare and forward to the Universities Council plans for the short-term and long-term academic development of the universities, approved by the senate and by the board before being forwarded to the Universities Council;
- (d) to advise the Government of the Province respecting the establishment of new universities;
- (e) to approve the establishment of new faculties and new degree programmes;
- (f) to receive, review, and co-ordinate the budget requests presented to it annually by the universities or presented at any other time at the request of the Universities Council; to transmit its recommendations together with the original proposals from the universities

to the minister; and to receive, allocate, and distribute capital and operating funds and any other money allocated by the Government of the Province or of Canada for the support of the universities; but a university is not required to use the capital or operating funds allocated to a university for any particular aspect of its operations;

- (g) to require the universities to consult with each other on actions which might be taken to minimize unnecessary duplication of faculties and programmes of study;
- (h) to make recommendations to the universities on any matter;
- (i) in consultation with the universities, to establish standards for various categories of university buildings so as to provide a basis upon which the Universities Council may assess university requests for total capital expenditures, and, in consultation with the universities, to review these standards from time to time;
- (j) to require the universities to provide the Universities Council with whatever reports and other information the Universities Council may require to carry out its powers under this Act;
- (k) to require a university to establish such accounting and information systems as the Universities Council considers necessary for the proper conduct of the business affairs of the university;
- (l) to consult with the universities in an effort to co-ordinate their solicitation of moneys for research;
- (m) to receive proposals from the public respecting new programmes, institutes, and like matters;
- (n) to consider matters respecting student aid and fees;
- (o) to establish evaluation procedures for departments, faculties, programmes, and institutes;
- (p) to establish such committees representative of the Universities Council and the universities as the Universities Council considers necessary or advisable, but in particular
 - (i) a business affairs committee, the purpose of which is to advise the Universities Council on financial matters affecting the budgets of the universities;
 - (ii) a programme co-ordinating committee, the purpose of which is to advise the Universities Council on all matters relating to undergraduate programmes;
 - (iii) a graduate studies and research committee, the purpose of which is to rationalize all matters respecting post-graduate programmes and research in the universities; and
 - (iv) a capital planning and development committee, the purpose of which is to review and advise the Universities Council on all matters having to do with capital expenditures of or for the universities;

- (q) to gather and make available to the universities information relevant to university education in the Province to assist in planning and development;
- (r) generally, to inquire into the financial requirements of universities and advise the minister of the sums of money required for the support and development of each university and universities generally; and
- (s) generally, to act as an intermediary between the Government of the Province and the universities, and between the respective universities, for the purposes of this section.

Limitation on powers

71. Notwithstanding section 70, the Universities Council shall not interfere in the exercise of powers conferred on a university, its board, senate, and other constituent bodies by this Act respecting

- (a) the formulation and adoption of academic policies and standards;
- (b) the establishment of standards for admission and graduation; and
- (c) the selection and appointment of staff.

Public meetings

72. (1) The Universities Council shall endeavour to hold its meetings in public at locations throughout the Province in which interested members of the public will be encouraged to express their views and concerns respecting the matters under consideration by the Universities Council.

(2) Nothing in subsection (1) shall be construed or interpreted in such a manner as to restrict the right of the Universities Council to conduct its proceedings in camera where, in its opinion, the public interest so requires.

Agreements

73. For the purposes of this Part, the Universities Council may, subject to the approval of the minister, enter into such agreements as the Universities Council considers advisable with

- (a) the Government of Canada; or
- (b) a municipality; or
- (c) a regional district; or
- (d) an agent of the Crown in right of the Province or of Canada; or
- (e) any department of a Provincial or the Federal Government; or
- (f) any person or association.

Reports

74. (1) The Universities Council shall submit to the minister on or before the fifteenth day of October in each year

- (a) a report respecting the operation of the Universities Council for the immediately preceding fiscal year; and
- (b) with respect to the operations of the universities, a report including
 - (i) the draft budgets for the next fiscal year submitted by the universities to the Universities Council;

Inquiries.

Appropriation.

Student Aid Loan Fund.

5.

UNIVERSITIES COUNCIL OF B.C.

BUSINESS AFFAIRS COMMITTEE

TERMS OF REFERENCE

1. Development of uniform budgetary submissions procedures for Provincial universities;
2. Analysis of universities operating estimates submitted to Council;
3. Review of analyses of budgeting and financing in Provincial and Canadian universities and identification of comparative costs;
4. Recommendations for establishment of computer based procedures for analyzing operating estimates submissions;
5. Such other items as are referred to the Committee by Council.

MEMBERSHIP

Membership in the Committee will not be more than fifteen, excluding ex officio members, and will include the following:

- 3 Chief Financial Officers of all Provincial universities.
- 3 One representative from each university, chosen by Council from a list of ten or more nominees submitted by each university.
- 1 A member of the Universities Council.
- 8 Members appointed by the Council, not exceeding eight.

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UNIVERSITIES COUNCIL OF B.C.
BUSINESS AFFAIRS COMMITTEE

CHAIRMAN

Mr. Frank Walden, Member of the Universities Council

UNIVERSITY REPRESENTATIVES

SFU Mr. George Suart, Vice-President (Administration)
UBC Mr. William White, Deputy-President and Bursar
U.Vic Mr. Robert McQueen, Bursar

COMMUNITY REPRESENTATIVES

Mr. Michael Brown
Mrs. Pat Carney
Mr. A.D. Peter Stanley
Mr. Paul Daniels
Mr. Ted Affleck

June 30, 1975

UNIVERSITIES COUNCIL OF B.C.

CAPITAL PLANNING AND DEVELOPMENT COMMITTEE

TERMS OF REFERENCE

1. In cooperation with all the several universities jointly, to develop for Council by August of each year a consolidated descriptive summary and associated budget estimates by projects and by priority, of the building and other capital plans of the universities projected for each of the five fiscal years immediately following the date of each annual report, and to make recommendations to Council on these plans and associated budgets;
2. To study and recommend building functional specifications and standards.

MEMBERSHIP

Chairman, a member of the Universities Council.

Chief Financial Officer of each university.

Campus Planner (or equivalent) from each university.

An Academic Member of the Senate of each university drawn, if possible, from the membership of an appropriate Senate Committee, appointed by the Council drawn from a list of at least three persons, submitted by each university.

From Three to Six Members drawn from the community at large, appointed by Universities Council.

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UNIVERSITIES COUNCIL OF B.C.

CAPITAL PLANNING AND DEVELOPMENT COMMITTEE

CHAIRMAN

Dr. Donald J. MacLaurin, Member of the Universities Council

UNIVERSITY REPRESENTATIVES

SFU Mr. George Suart, Vice-President (Administration)
Mr. William DeVries, Director of Physical Plant and Planning
UBC Mr. William White, Deputy-President and Bursar
Dr. Jim Kennedy, Director, Computing Centre
U.Vic Mr. Robert McQueen, Bursar
Mr. Trevor Matthews, Dean of Administration

UNIVERSITY NOMINATIONS

SFU Dr. Brian Wilson, Vice-President (Academic)
UBC Dr. Muriel Upritchard, Director, School of Nursing
U.Vic

COMMUNITY REPRESENTATIVES

Mr. William Anglin
Mr. John Oliver
Mr. A.J. Saunders

June 30, 1975



GRADUATE STUDIES AND RESEARCH COMMITTEE

MEETING OF SEPTEMBER 4, 1975

Chairperson: Dr. Francis Forrest-Richards

Members: Dr. P. Larkin
Dean of Graduate Studies
University of British Columbia

Dr. S. Jennings
Dean of Graduate Studies
University of Victoria

Dr. J. Wheatley
Dean of Graduate Studies
Simon Fraser University

Dr. ~~J.~~^{S.} Aronoff
Simon Fraser University

Dr. J. Dewey
University of Victoria

Dr. R. Shearer
University of British Columbia

Dr. M. Prang
University of British Columbia

Dr. O. Spreen
University of Victoria

Mr. D. Baird (TRIUL)
Simon Fraser University

Dr. W.M. Armstrong
Chairman
Universities Council of British Columbia

Mr. Barry Pavitt
Research Officer
Universities Council of British Columbia

Three Graduate Students
To Be Named

UNIVERSITIES COUNCIL OF B.C.
PROGRAMME COORDINATING COMMITTEE

TERMS OF REFERENCE

1. Study of the special areas of interest and expertise at specific universities;
2. Review of present programmes with development of plans to reduce undesirable and wasteful duplication;
3. Study the role of universities in development of in-service training and re-training for the professions;
4. Recommend areas with potential for interdisciplinary programmes at the Provincial universities;
5. Study and recommend on the matter of optimum university size;
6. Study development of Province-wide comprehensive programme of "off-campus" undergraduate courses;
7. Comparison of various types of "university years" as a prelude to possible need for year-round type of operation;
8. To study and make recommendations to the Universities Council on such other matters that may be referred to it from time to time by the Universities Council.

MEMBERSHIP

Chairman, a member of the Universities Council.

Five Members, appointed by Council from a list of three people submitted by each university.

One Undergraduate Student appointed by Council from a list of nominations to be composed of one nomination from each university's student (AMS or equivalent) association.

One Graduate Student appointed by Council from a list of nominations to be composed of one nomination from each university's graduate student association.

Four Community Representatives selected by Council.

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June 30, 1975

11.

UNIVERSITIES COUNCIL OF B.C.
PROGRAMME COORDINATING COMMITTEE

CHAIRMAN

Mr. B.C. Gillie, Member of the Universities Council

UNIVERSITY NOMINEES (Five Positions)

SFU Dr. B.G. Wilson, Vice-President (Academic)
Dr. R. Brown, Dean of Interdisciplinary Studies
Dr. B.L. Funt, Professor of Chemistry
UBC Dr. E.W. Vogt, Vice-President of Faculty and Student Affairs
Dr. Michael Shaw, Vice-President of University Development
Dr. Robert M. Will, Dean of Arts
U.Vic

UNDERGRADUATE SOCIETY NOMINEES (One Position)

SFU Mr. Rick Craig
UBC Mr. Bruce Wilson
U.Vic Mr. David Bassett

GRADUATE ASSOCIATION NOMINEES (One Position)

SFU Mr. Robin Stewart
UBC
U.Vic

COMMUNITY REPRESENTATIVES

Mrs. B. Belshaw
Mr. C. Ovans

June 30, 1975

UNIVERSITIES COUNCIL OF B.C.

AD HOC COMMITTEE ON EXTENSION AND CONTINUING STUDIES

TERMS OF REFERENCE

To make recommendations to the Universities Council on Extension and Continuing Studies.

MEMBERSHIP

Chairperson, a member of the Universities Council.

Director of Continuing Education from each university.

Three Members to be appointed by the Universities Council from a list of three people submitted by each university.

From Three to Six Members drawn from the community at large, appointed by Universities Council.

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UNIVERSITIES COUNCIL OF B.C.

AD HOC COMMITTEE ON EXTENSION AND CONTINUING STUDIES

CHAIRPERSON

Ms. Dorothy Fraser, Member of the Universities Council

UNIVERSITY REPRESENTATIVES

SFU Dr. Jack Blaney, Dean of Continuing Education

UBC Dr. Walter Hardwick, Director, Centre for Continuing Education

U.Vic Dr. L.E. Devlin, Director of Division of Continuing Education

UNIVERSITY NOMINATIONS

SFU Dr. W.A.S. Smith, Dean of Arts

Dr. R. Brown, Dean of Interdisciplinary Studies

Dr. R. Carlson, Chairman, Archaeology Department

UBC Dr. S. Hamilton, Faculty of Commerce and Business Administration

U.Vic Dr. John Dewey, Dean of Academic Affairs

COMMUNITY REPRESENTATIVES

Mr. W.C. Bowness

Mr. Jack Cooper

Ms. Mollie Cottingham

Ms. Flora Hogarth

Mrs. Jean Webber

Ms. Renate Shearer

June 30, 1975

AD HOC COMMITTEE ON DATA COLLECTIONTERMS OF REFERENCE

1. To review the present state of data collection in B.C. universities, to collect informed opinion from all concerned, and to report to the Universities Council on the extent, reliability, retrieval time, and categories solicited.
2. To review and cost other data collection systems, particularly those in Canada, with the object of preparing a report to Council proposing modifications in the existing B.C. university data bases.
3. To actively consider ways of exploring different areas not now subject to collection and analysis.
4. To consider the statistical needs of long-term academic planning and formulate proposals which would meet the statistical needs of such planning.
5. To set a time-table which would reasonably allow for the implementation of some or all of the proposals by the beginning of the 1976-77 academic year.

MEMBERSHIPCHAIRMAN

Mr. Jack Davidson, Universities Council

UNIVERSITY REPRESENTATIVES

SFU	Dr. John Chase, Director, Institutional Studies
UBC	Dr. W. Tetlow, Associate Director, Academic Planning
UVIC.	Mr. J. Currie, Assistant to the President

Mr. B. Pavitt, Universities Council staff

September, 1975

The Post-Secondary-Co-ordinating CommitteeTERMS OF REFERENCE

1. To collect and evaluate information on all programme articulation matters related to transfer courses in the Community Colleges, Universities and B.C.I.T.
2. To make recommendations designed to facilitate accessibility and transferability for students to all public post-secondary institutions which are involved in transfer programmes. Recommendations are to be made to the Universities, the Colleges, B.C.I.T., the Universities Council or the Minister, as is appropriate.
3. To co-ordinate and encourage the continued work of, and to help resolve disputes arising from, the discipline committees formerly established by the Academic Board and such other discipline committees as may emerge.
4. To report directly to the Minister until such time as co-ordinating legislation has been enacted.

(Amended from May 22, 1975 minutes)

MEMBERSHIP OF B.C. POST-SECONDARY CO-ORDINATING COMMITTEE.

Chairman: Dr. I. McTaggart Cowan.

Members: U.B.C. - Senate: Dr. D.T. Kenny.
 - Registrar: Mr. J.E.A. Parnall.

S.F.U. - Senate: Dr. P. Jewett, or
 Dr. B. Wilson.
 - Registrar: Mr. H. Evans.

U.Vic. - Senate: Dr. J.M. Dewey,
 Dean of Academic Affairs.
 - Registrar: Mr. R. Ferry, or
 Mr. L.T. Ghobrial.

Camosun College: Mrs. V. Berringer, Council Member, or
 Dr. L. Morin, Director of
 Instructional Development.

Capilano College: Dr. D.K. Jardine,
 Dean of Academic Studies, or
 Ms. V. Giles.

Cariboo College: Mr. N. Harrison, Principal, or
 Mr. D. Couch.

Douglas College: - Mr. J.H. Sutherland, or
 Ms. H. L'Estrange.

Fraser Valley
College: Mr. R.W. Bate, Dean of Instructional
 Services.

Malaspina College: Dr. G. Bauslaugh, Dean of Instruction.

New Caledonia
College: Mrs. N. Randall.

Okanagan College: Dr. W.D. Bowering,
 Dean of Arts and Science.

Selkirk College: Mr. W. Uegama, Dean of Studies.

Vancouver Community
College: Mr. E.E. Livesey.

B.C.I.T.: Mr. G. Thom, Principal.
 Registrar, or designate

Universities
Council: Dr. W.M. Armstrong,
 Chairman.

Department of
Education: Mr. A.E. Soles,
 Associate Deputy Minister.

The four new colleges will be invited to send one representative each to sit
on the Committee.
Only those institutions involved in transfer procedures will be represented.

MEMORANDUM

To

From DR. JOHN S. CHASE, DIRECTOR
OF INSTITUTIONAL STUDIES

Subject U.B.C. RESPONSE TO UNIVERSITY
COUNCIL ACTIONS

Date SEPTEMBER 19, 1975

In response to the new Universities Act, the Senate of the University of British Columbia has established a Senate Advisory Committee on the budget. The Committee's terms of reference are the same as those identified in the Universities Act with the Committee itself composed of six senators. In practice, the same operating budget procedures that existed before the establishment of the Committee have been followed. The one addition has been that after the President has met with the Vice-Presidents and Deans regarding their operating budget requests, he then met with the Senate Advisory Committee on the budget to give them an opportunity to ask questions about the requests that have been submitted and the rationale for the inclusion or exclusion of either certain items on the budget or the amounts requested for those items contained in the budget. Following this discussion with the Committee, the President has then met again with the Deans and Vice-Presidents resulting in some revisions to the budget proposal in line with the suggestions emanating from the Senate Advisory Committee.

There also exists a Senate Committee on Academic Building needs. However, this Senate Committee was established prior to the existence of the Universities Council and has not yet been modified in any way as a result of the establishment by the Universities Council of its Capital Planning and Development Committee. Under its existing terms of reference, the Senate Committee on Academic Building Needs does not get into the cost implications of individual new buildings although the possibility exists that its terms of reference may be revised to give it this responsibility as well.

U.B.C. does not have an Academic Planning Committee. Rather, requests for new programs and/or modifications to existing programs emanate within departments and Faculties and are forwarded directly to Senate for their consideration.

Regarding nominations and appointments to University Council committees, most of these were made by former President Gage.

Regarding the internal organizational structure of the University of British Columbia, responsibilities among the four Vice-Presidents have been allocated as follows:

- a) Vice-President Shaw - has now been assigned the responsibilities formerly held by Deputy President Armstrong. In addition, he has overall responsibility for planning, development and co-ordination of academic affairs and such physical space requirements as relate to the academic purposes of the University.
- b) Vice-President Voigt - has responsibility for the ongoing improvement of Student Services including such matters as the Bookstore, Athletics, Residences etc. He also has responsibility for those faculty affairs that relate directly to promotion and tenure.
- c) Vice-President Connaghan - has responsibility for the non-academic sector of the University including such activities as information services, traffic and control, campus mail, personnel, purchasing, physical plant, etc.
- d) Vice-President White - has responsibility for the financial affairs of the University and will also continue to serve as Secretary to the Board of Governors.

John S. Chase

JSC:

SIMON FRASER UNIVERSITY

Appendix J

MEMORANDUM

From JOHN S. CHASE, DIRECTOR

OF INSTITUTIONAL STUDIES

Date SEPTEMBER 11, 1975

Subject UNIVERSITY OF VICTORIA RESPONSE TO
UNIVERSITIES COUNCIL ACTIONS

In response to the new Universities Act, the Senate of the University of Victoria has established a Senate Advisory Committee on the Budget. The Committee's terms of reference differ from those established in the Universities Act in the sense that the Committee is advisory to the President on both the operating and capital budget proposals.

There also exists a Senate Campus Planning Committee. However, this Senate Committee was established prior to the existence of the Universities Council and has not yet been modified in any way as a result of the establishment by the Universities Council of its Capital Planning and Development Committee. There has also existed prior to the establishment of the Universities Council and the new Universities Act, an Academic Planning Committee at the University. At present consideration is being given in Senate to a new planning structure which would call for a new planning committee whose terms of reference would include academic planning and certain aspects of physical planning, particularly those that relate to academic priorities. The existing Academic Planning Committee would be abolished while the Campus Planning Committee would become an advisory committee to the President. The responsibilities of the Campus Planning Committee would then become to review and establish priorities on all physical plant additions throughout the University taking into consideration the cost implications of each project.

Regarding nominations to Universities Council committees, the University of Victoria did not make nominations to all of the committees identified by Mr. Armstrong. Rather, they made nominations to those committees where they were clear as to the terms of reference and where they felt that the University of Victoria had a significant contribution to make. Where nominations were made, no choice was given to the Chairman of the Universities Council. Rather, the University itself determined who would be the most appropriate person to sit on the specific committee involved and made a recommendation accordingly. In large measure, the appointments made to the Universities Council committees consisted of the administrative officers of the University.

JSC:

John S. Chase

