

S.73-24

SIMON FRASER UNIVERSITY

MEMORANDUM

To MEMBERS OF SENATE

From ACADEMIC PLANNING COMMITTEE

Subject CONTINUING EDUCATION

Date JANUARY 15, 1973

MOTION 1: "That Senate approve the following recommendations for the future operation and responsibilities of the Division of Continuing Education:

1. That the Division should continue to regard the co-ordination of evening and off-campus credit-carrying courses, both graduate and undergraduate, as a prime responsibility.
2. That, in order to carry out this responsibility, the Division should be responsible for identifying specific needs for such credit carrying courses in the lower mainland area; for proposing to the appropriate Faculties that such needed courses be mounted; for making available to appropriate Faculties and/or Departments the resources needed to mount such offerings; and for facilitating and publicizing any such courses which the University subsequently offers.
3. That the Division of Continuing Education should be responsible for stimulating non-credit courses of study, instruction or education (including workshops) provided that the need for them is established and consultation with appropriate Departments, if any, has taken place; for ensuring that such courses are offered under its auspices only after they have been approved by the Senate Committee on Continuing Education (standing); for recruiting staff for non-academic and non-credit courses and workshops under the provisions of the University's appointments policy; for scheduling such courses and workshops; and for registering students wishing to enrol in them.
4. That the Director of the Division of Continuing Education should continue to be responsible to the Vice-President, Academic."

MOTION 2: "That Senate approve, in principle, the recommendation of the Academic Planning Committee, as set forth in S.73-24, that

there be established a Senate Committee on Continuing Education (standing). This Committee shall be empowered and required to approve or not to approve (subject only to subsequent ratification by Senate) all those courses of study, instruction or education which are proposed to be offered, but not for credit, under the auspices of Simon Fraser University or any of its Faculties or Departments, including Departments other than academic ones."

MOTION 3: "That Senate approve, as set forth in S.73-24, that the structure, composition and terms of reference of the Senate Committee on Continuing Education (standing) be as follows:

Membership:

Vice-President, Academic, or his designate (voting) - Chairman;

Four Senators, one from each of the four Faculties, as designated by the individual Deans of the Faculties;

Two Senators, elected by Senate;

Director of Continuing Education (ex-officio, non-voting).

Terms of Appointment:

The four Senators who are designated by the Deans of Faculties are to be appointed for periods of two years - except that in the first instance two members shall be appointed for one year and two members for two years. The two Senators elected by Senate are to be appointed for periods of two years - except that in the first instance one member shall be appointed for one year and one member for two years.

(Periods of office normally commence October 1st and terminate September 30th following. The first designations for two year periods shall continue to September 30th, 1975, and for the one year periods to September 30th, 1974.)

Terms of Reference:

1. To fix the time and place of meetings of the Committee and to make rules and regulations for governing its procedures, including the determination of the quorum necessary for the transaction of business. These rules and regulations, and any changes to them are to be reported to Senate, as are any subsequent modifications thereto.
2. To approve or not approve recommendations made by the Director of Continuing Education on all courses of study, instruction and education other than those offered for credit. Approval, if given, shall not extend to more than one offering of any such course. Any subsequent offerings must receive the Committee's approval.
3. To report promptly to Senate each semester, for its ratification, as to which non-credit courses of study, instruction and education the Committee has approved or not approved in the previous semester. Notwithstanding this regular obligation, the Committee shall be empowered to report to Senate at its discretion and be required to report to Senate at the request of Senate."

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From ACADEMIC PLANNING COMMITTEE

Subject CONTINUING EDUCATION

Date JANUARY 15, 1973

The attached paper consists of two sections. One encompasses the Academic Planning Committee's general recommendations on the future of the Division of Continuing Education. The other consists of a specific recommendation, that of establishing a Senate Committee on Continuing Education, designed to implement one section of these proposals. For procedural reasons these are to be considered in the order:

I. Senate Committee (standing) on Continuing Education:

The Academic Planning Committee recommends that there be established a Senate Committee (standing) on Continuing Education which shall be permitted to approve or not to approve (subject only to subsequent ratification by Senate) all those courses of study, instruction or education which are offered under the auspices of Simon Fraser University or any of its Faculties or Departments (including departments other than academic ones) but which are not offered for credit; and that this Committee have the structure, composition and terms of reference specified below.

RATIONALE:

Section 54(d) of the Universities Act provides, inter alia, that:

It is the duty of the Senate and it has power....

- (d) to consider and revise the courses of study, instruction, and education in all Faculties and departments of the University, including extramural instruction;

It follows from this that Senate has the responsibility for every on-going course of study, instruction and education whether offered for credit or otherwise, provided that such study, instruction or education is under the auspices of Simon Fraser University, or any of its Faculties or departments - including departments other than academic departments.

So far Senate has not exercised its powers and duties under this section. Yet it plainly is responsible for doing so. It is therefore recommended that Senate establish a standing committee which Senate shall permit to approve or not to approve all courses of study, instruction or education that are not offered for credit. This committee shall be charged to report promptly each semester to Senate, for its ratification, on the non-credit carrying courses it has, or has not approved in the previous semester. Notwithstanding this regular obligation, it shall be empowered to report to Senate at its discretion and be required to report to Senate at the request of Senate.

Persons wishing to put forward a non-credit carrying course of study, instruction or education must submit their proposal to the Director of Continuing Education for transmittal to the standing committee of Senate. No such course may be offered without the approval of that committee.

II.

The Academic Planning Committee makes the following recommendations for the future operation and responsibilities of the Division of Continuing Education.

1. That the Division should continue to regard the coordination of evening and off-campus credit-carrying courses, both graduate and undergraduate, as a prime responsibility.
2. That, in order to carry out this responsibility, the Division should be responsible for identifying specific needs for such credit-carrying courses in the lower mainland area; for proposing to the appropriate Faculties that such needed courses be mounted; for making available to appropriate Faculties and/or departments the resources needed to mount such offerings; and for facilitating and publicizing any such courses which the University subsequently offers.
3. That the Division of Continuing Education should be responsible for stimulating non-credit courses of study, instruction or education (including workshops) provided that the need for them is established and consultation with appropriate departments, if any, has taken place; for ensuring that such courses are offered under its auspices only after they have been approved by the Senate Committee (Standing) on Continuing Education; for coordinating and publicizing such courses and workshops; for recruiting staff for non-academic and non-credit courses and workshops under the provisions of the University's appointments policy; for scheduling such courses and workshops; and for registering students wishing to enrol in them.
4. That the Director of the Division of Continuing Education should continue to be responsible to the Vice-President, Academic.

By way of explicating the above recommendations, the Academic Planning Committee wishes to make the following points.

In connection with 2 above it should be noted that Faculties and/or departments retain responsibility for organizing credit-carrying courses and recruiting persons to teach them.

In connection with 4 above, it should be noted that the Director of the Division of Continuing Education will also need to establish clear lines of communication with both the office of the Registrar and the office of the Vice-President, University Services, so that non-credit courses and workshops can be planned and coordinated with their cooperation.

Finally, it should be noted that the Academic Planning Committee wishes to encourage continued and expanded cooperation between Simon Fraser University and the University of British Columbia in the field of continuing education.

STRUCTURE AND COMPOSITION OF SENATE COMMITTEE (Standing)
ON CONTINUING EDUCATION.

CHAIRMAN

Vice-President, Academic, or his designate (voting)

1. Four senators: one from each of the four Faculties as designated by the Dean of that Faculty.
2. Two senators: elected by Senate.
3. Director of Continuing Education (ex-officio, non-voting)

TERMS OF APPOINTMENT

1. The four senators designated by the Dean of each Faculty are to be appointed for periods of two years, except that in the first instance two members shall be appointed for one year and two members for two years.
2. The two senators elected by Senate are to be appointed for periods of two years, except that in the first instance one member shall be appointed for one year and one member for two years.

TERMS OF REFERENCE

1. To fix the time and place of its meetings and to make rules and regulations for governing its proceedings, including the determination of the quorum necessary for the transaction of business. These rules and regulations, and any changes to them, are to be reported to Senate, as are any subsequent modifications thereto.
2. To approve or not approve recommendations made by the Director of Continuing Education on all courses of study, instruction and education, other than those courses of study, instruction and education offered for credit. Approval, if given, shall not extend to more than one offering of any such course. Any subsequent offerings must receive the Committee's approval.
3. To report promptly to Senate each semester, for its ratification, as to which courses of study,

instruction and education the Committee has approved or not approved in the previous semester. Notwithstanding this regular obligation, the Committee shall be empowered to report to Senate at its discretion and be required to report to Senate at the request of Senate.

January 15, 1972