

SIMON FRASER UNIVERSITY
Senate Committee on University Priorities
Memorandum

S.03-4

As amended
by Senate
6 Jan 03

TO: Senate

FROM: John Waterhouse
Chair, SCUP
Vice President, Academic

RE: Terms of Reference for Various Task
Forces and Groups to Implement the
Recommendations of the Ad Hoc
Senate Committee to Review and Develop
the Undergraduate Curricula

DATE: December 9, 2002

The Senate Committee on University Priorities (SCUP) reviewed for information the following documents in relation to the implementation of the recommendations of the Ad Hoc Senate Committee to Review and Develop the Undergraduate Curricula at its December 4, 2002 meeting:

- Undergraduate Curriculum Implementation Task Force Terms of Reference
- Writing Requirement Support Group Terms of Reference
- Quantitative Requirement Support Group Terms of Reference
- Breadth Requirement Support Group Terms of Reference
- Course Accessibility Task Force Terms of Reference
- Approvals Process

These documents are provided to Senate for information.

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Undergraduate Curriculum Implementation Task Force Terms of Reference

Mandate

To implement the Writing, Quantitative and Breadth Principles in accordance with the recommendations of the Ad Hoc Senate Committee to Review and Develop the Undergraduate Curricula and related motions passed at the October 7, 2002 meeting of Senate.

Reporting and Approval Process

The Undergraduate Curriculum Implementation Task Force will report to the Vice-President, Academic. Any decisions emanating from the work of the Task Force will be considered in accordance with existing university approval processes and structures.

Membership

- Chair (appointed by VP Academic for two year term)
- 5 Faculty Representatives (elected for two year term)
- 1 Undergraduate Student Representative (^{elected by Senate} appointed for one year term by the VP Academic, can be renewed for a second year)
- Chair of SCUS
- 1 representative from the Registrar's Office (non-voting)
- Director, Academic Planning (non-voting)

Length of Appointment

Appointments are as indicated otherwise all other members of the task force are ongoing appointments.

Frequency of Meetings

Bi-weekly

Specific Tasks and Responsibilities

The chief purpose of the Task Force is to serve as an enabling structure which will work with the academic units to facilitate the implementation of the undergraduate writing, quantitative and breadth degree requirements. Specific tasks and responsibilities include:

- In consultation with the W, Q and B assessors, develop and approve the standards for evaluation of what constitutes writing intensive, quantitative intensive and breadth courses;
- Identify the resource requirements for the implementation and maintenance of the undergraduate curriculum requirements;
- Compile an inventory of the number of new/revised/existing W, Q, B courses required in the immediate and long term to assist students in fulfilling these requirements including projected costs of development;
- Review requests by Departments for exemptions from W, Q and B requirements;
- Recommend calendar entries as required;
- Liaise with colleges and university colleges regarding the requirements and their implications for transfer students;
- Review evaluation instruments to assess language and math proficiency;
- Develop a communications strategy and mechanism for the implementation process;
- Develop overall strategy and timeline for the implementation process
- Develop an assessment and evaluation framework for courses and programs implemented as a result of the UCC recommendations;
- Liaise with W, Q and B Requirement Support Groups as required.

Writing Requirement Support Group Terms of Reference

Mandate

To provide content expertise in the review, evaluation and development of writing intensive courses to enable the implementation and maintenance of the undergraduate writing requirement.

Reporting and Approval Process

The Writing Requirement Support Group will report to the Undergraduate Curriculum Implementation Task Force. Any documents or decisions emanating from the work of the Group will be reviewed by the Undergraduate Curriculum Implementation Task Force and approved in accordance with existing university approval processes and structures.

Membership – appointed by the Vice President, Academic

- Chair (appointed for a two year term)
- 2 Faculty Representatives (appointed for a two year term)
- 1 Undergraduate Student Representative (appointed for a one year term, can be renewed for a second year)
- 1 Staff Coordinator (non-voting)

Length of Appointment

Appointments are as indicated otherwise all other members of the group are ongoing appointments.

Frequency of Meetings

Bi-weekly

Specific Tasks and Responsibilities

- Propose standards for evaluation of what constitutes a writing intensive course;
- Identify Departments that wish to implement writing intensive courses;
- Review and evaluate proposals by Departments for writing intensive courses;
- Review and recommend an appropriate language proficiency evaluation instrument;
- Recommend writing support mechanisms for students;

- Provide information and training to academic advisors and other members of the university community regarding fulfillment of the writing requirement.

Quantitative Requirement Support Group Terms of Reference

Mandate

To provide content expertise in the review, evaluation and development of quantitative intensive courses to enable the implementation and maintenance of the undergraduate quantitative requirement.

Reporting and Approval Process

The Quantitative Requirement Support Group will report to the Undergraduate Curriculum Implementation Task Force. Any documents or decisions emanating from the work of the Group will be reviewed by the Undergraduate Curriculum Implementation Task Force and approved in accordance with existing university approval processes and structures.

Membership – appointed by the Vice President, Academic

- Chair (appointed for a two year term)
- 2 Faculty Representatives (appointed for a two year term)
- 1 Undergraduate Student Representative (appointed for a one year term, can be renewed for a second year)
- 1 Staff Coordinator (non-voting)

Length of Appointment

Appointments are as indicated otherwise all other members of the group are ongoing appointments.

Frequency of Meetings

Bi-weekly

Specific Tasks and Responsibilities

- Propose standards for evaluation of what constitutes a quantitative-intensive course;
- Identify Departments that wish to implement quantitative intensive courses;
- Review and evaluate proposals by Departments for quantitative intensive courses;
- Review and recommend an appropriate mathematics proficiency evaluation instrument;

- Recommend quantitative support mechanisms for students;
- Provide information and training to academic advisors and other members of the university community regarding fulfillment of the quantitative requirement.

Breadth Requirement Support Group Terms of Reference

Mandate

To provide content expertise in the review, evaluation and development of breadth courses to enable the implementation and maintenance of the undergraduate breadth requirement.

Reporting and Approval Process

The Breadth Requirement Support Group will report to the Undergraduate Curriculum Implementation Task Force. Any documents or decisions emanating from the work of the Group will be reviewed by the Undergraduate Curriculum Implementation Task Force and approved in accordance with existing university approval processes and structures.

Membership – appointed by the Vice President, Academic

- Chair (appointed for a two year term)
- 1 Faculty of Science Representative (appointed for a two year term)
- 1 Faculty of Arts Representative (appointed for a two year term)
- 1 Faculty of Applied Sciences Representative (appointed for a two year term)
- 1 Undergraduate Student Representative (appointed for a one year term, can be renewed for a second year)
- 1 Staff Coordinator (non-voting)

Length of Appointment

Appointments are as indicated otherwise all other members of the group are ongoing appointments.

Frequency of Meetings

Bi-weekly

Specific Tasks and Responsibilities

- Propose standards for evaluation of what constitutes a breadth course;
- Identify Departments that wish to implement breadth courses;
- Review and evaluate proposals by Departments for breadth courses;

- Provide information and training to academic advisors and other members of the university community regarding fulfillment of the breadth requirement.

Course Accessibility Task Force Terms of Reference

Mandate

To review and make recommendations to address the issues of undergraduate course availability, accessibility and timely completion in accordance with the recommendations of the Ad Hoc Senate Committee to Review and Develop the Undergraduate Curricula and the related motion passed at the October 7, 2002 meeting of Senate.

Reporting Structure

The Course Accessibility Task Force reports to the Senate Committee on Enrollment Management and Planning (SEMP).

Membership

Vice President Academic or Designate, Chair
2 Faculty Representatives (appointed by the VP Academic)
Director, Analytical Studies
1 Staff Representative from the Registrar's Office
2 Senior Staff Representatives from Faculties or Departments
1 Senior Undergraduate Student (appointed by the VP Academic)
Director, Academic Planning

Timeline for the Task Force

The Task Force is expected to undertake and to complete its work during the Spring 2003 term and to provide a final report to June 2003 Senate meeting.

Frequency of Meetings

Bi-weekly

Specific Tasks and Responsibilities

The task force will be asked to focus on the following areas of concern:

- Examine whether course accessibility is an issue;
- Determine the causes of the problem;
- Recommend a course of action to remedy the problem.

Approvals Process

Overall Undergraduate Degree Requirements Calendar Entry

Have the Undergraduate Curriculum Implementation Task Force draft an overall statement of the W, Q and B requirements for undergraduate degrees for the university calendar



Approval by SCUS required



Approval by SCUP required



Approval by Senate required

Program Changes and Adaptations (i.e. new and revised courses, course deletions and minor/major program revisions)

With the assistance of the various W, Q and B support groups, Departments can identify, revise or develop course offerings, or program changes that will be required in order to implement the W, Q, B requirements



Changes/proposals forwarded to the Undergraduate Curriculum Implementation Task Force for review



Any course offerings that are identified, revised or developed as a result of this curriculum initiative are required to go through the normal channels of review and approval within the Dept.



Approval by the appropriate Faculty Undergraduate Curriculum Committee required



Approval required by the Faculty as a whole (Faculty of Science only)



Changes/proposals are forwarded to SCUS for review and approval. Those changes that are of a major nature are recommended to Senate. For those changes that involve proposed new courses, course deletions and program revisions of a minor nature, SCUS provides an information report to SCUP and Senate as to how the curriculum initiative is progressing. In the event of any disputes during this process, SCUS will be the adjudicator

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Changes to/Exemptions from W, Q and B Requirements

After consultation with the Undergraduate Curriculum Implementation Task Force and the W, Q and B support groups, the Program submits a request and detailed rationale for any changes to or exemptions from the W, Q and B requirements



Approval by the appropriate Faculty Undergraduate Curriculum Committee required



Approval by the Faculty required (Faculty of Science only)



Approval by SCUS required



Approval by SCUP required



Approval by Senate required