

SIMON FRASER UNIVERSITY

Calendar Editions

S. 262

MEMORANDUM

To SENATE

From H. M. EVANS

SECRETARY OF SENATE AND REGISTRAR

Subject SUBMISSION OF CALENDAR MATERIALS
1970-71

Date AUGUST 26, 1969

Following previous practice Senate is requested to approve the following motions concerning calendar submissions:-

Motion (1) That November 3, 1969 be the last date for submission by Departments to the Registrar of all copy of materials for both the Undergraduate and the Graduate Calendars for 1970-71.

Motion (2) That December 8, 1969 be established as the date for the Special Meeting of Senate to approve calendar items for 1970-71.

Note: (i) Senate has established that the calendar is provided for the period September-August, with provision for addenda where essential. To be of prime use, calendars must be available for distribution well in advance of the close of the normal school year in June. Regrettably, it was not possible to achieve this for 1969-70.

Unfortunately, because of a number of changes, the calendar issued for 1969-70 was well out-of-date before publication was completed, and this problem was significantly increased through changes undertaken in July and August.

Such steps as have been possible have been undertaken to try to ensure that essential data has been provided to students to reduce the possibility of errors in advising, and in course selection, but not all factors have been covered. The possibility of error remains large. Hopefully the University can work to reduce these possibilities.

(ii) It may be recalled that at the meeting of December 9, 1968, concerned with "Calendar Changes," it was identified that:-

(a) many courses were coming before Senate for first approval, without reasonable documentation;

(b) a number of submissions were being made which represented major changes in the philosophy or direction of a department, without reasonable documentation.

Senate understandably reacted by not passing a number of major submissions and required further review and documentation. This, however, led to production of calendars which were significantly out-of-date when printed. It is hoped that a number of these problems can be avoided, through earlier request for course approval - with reasonable documentation; or through earlier submission of requests for consideration of directional or similar changes for a department.

In the final analysis, the approval by Senate of calendar items should become relatively routine, and the substantive discussions on review of philosophy or direction should have been earlier resolved. It is recognized that this may not be achieved immediately, but it must be rapidly approached if major difficulties, both for students and for the University as a community, are to be overcome.

(iii)

Many demands for a system of pre-registration understandably are received from departments, whilst at the same time the department is not prepared to, or is unable to, commit itself in terms of offerings for a given semester, because of desire for flexibility, or non-identification of staff available or other reasons. These factors mitigate against, or nullify, any reasonable possibility of adequate pre-registration. The situation evident for the Fall semester 69-3 emphasizes the necessity of some form of pre-registration. A minimum requirement is clear indication of the offerings to be provided in a given semester, with decision made well in advance of the semester. There is also requirement that the basics of the time-table be identified to permit adequate pre-registration, - unless decision is made to undertake to build offerings (and time-table) around requests for courses. There are advantages and drawbacks to each system. At present, neither of these conditions are operational across the University as a whole.

Current policies of Senate make it possible for a course or program to be approved by Senate one month in advance of the semester for which it is to be introduced. This time seems too short from the standpoint of planning of the department, the students, and the University.

Motion (3)

That other than in the most exceptional circumstances, for which Senate would suspend its normal rules, the offering of courses in a given semester would be restricted to those courses already approved by Senate appearing within the calendar for the semester concerned.

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SIMON FRASER UNIVERSITY

MEMORANDUM

To	Mr. H. M. Evans	From	Harvey D. Nagel
	Registrar		Publications Officer
Subject	Production Schedule, Graduate & Undergraduate Calendars	Date	August 15, 1969

The following is the production schedule for the 1970/71 editions of the Graduate and Undergraduate Calendars which I would ask you to have approved at the September 8 meeting of Senate so that I may circulate this to the various departments.

- November 3, 1969 - Last date for all copy of both calendars to be submitted to the Registrar.
- December 8, 1969 - Copy submitted to special meeting of Senate.
- December 15, 1969 - Copy submitted to printers.
- January 12, 1970 - First galley proofs received from printers.
- January 30, 1970 - First galley proofs returned to printers.
- February 9, 1970 - Page proofs received from printers.
- February 20, 1970 - Page proofs returned to printers.
- March 20, 1970 - Delivery of first shipment.

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