

SIMON FRASER UNIVERSITY

MEMORANDUM

To Dr. M. S. O'Connell.
Director: Undergraduate Programs.

From Dr. Milton McClaren.
Associate Professor

Subject Summer Session: 1975

Date October 14, 1974.

In response to your memo of October 2, regarding summer session/semester planning, I wish to provide the following information regarding Environmental Education.

I. Courses: Education 452-4
Education 462-4.

II. Location: Kamloops, during July. (For Section I).
A coastal location, possibly Saltspring Island, during August for Section II of both courses.

This will have to be listed as T.B.A. until we work out the details, but I hope to be able to run the second section in a coastal location, (NOT STRATHCONA) but I'll have to correspond with the Gulf Islands School District.

III. Scheduling.

Both sections are offered as intense, total immersion experiences. The dates for Section I, Kamloops will be:
Thursday, July 3- Saturday, July 26, Inclusive.
The dates for section II will be:
Friday August 1- Saturday August 23, Inclusive.
BOTH DURING SUMMER SESSION.

IV. Equipment & Supplies:

- (a) Printed materials: we will need to duplicate three basic sets of materials for students:
 - i. An urban studies handbook.
 - ii. An outdoor school handbook.
 - iii. A set of readings.Plus assorted minor duplicating. We will need approx. 125 copies of each.
- (b) Field costs: we will need to rent four Ford Econoline Maxi-Vans for one month, for Section I. These vans have been leased from Budget in previous years.
- (c) We need to accomodate several instructors in Kamloops for the month. This involves costs of food, essentially, since the instructors live in the dormitory they have no lodging costs. There may be some minor travel expenses to and from Vancouver, but generally our instructors also travel in the rental vans.
- (d) Postage: We need to mail students an equipment list, and instructions for travel to and from Kamloops, etc. This occurs in late May or early June. We usually can get away with one mailing.

(e) We use a variety of scientific equipment for field work. This is normally charged out from Biosciences Stores on our normal Education Faculty account. The total costs are not normally in excess of 150-\$300.

INFORMATION FOR CONTINUING EDUCATION & FOR STUDENTS:

See attachment.

Visiting Faculty.

We have appointed several persons to staff this program in previous summers. They are paid a lower stipend than the normal Lecturer in Continuing Education because of their theoretically shorter period of employment. This amount has been \$1100 for people staying the entire period of the courses in Kamloops.

Persons to be Appointed:

Mr. Brian Herrin. Vancouver School District.
Mr. Harvie L. Walker. Vancouver School District.
Mr. E.P. Dowling.
Mr. E.W.T. Jackson: West Vancouver School District.
Mr. Stan King. Architect & Planner: Vancouver.

In past years we have also appointed Gloria Sniveley and Al Whitney. I would like Gloria again in 1975, but I don't know her availability or the nature of her assignment as a Coordinator in the Faculty of Education. The Kamloops program might form part of her regular summer work load. I also don't know about the availability of Al Whitney after May 1, 1975.

Mr. Cam Murray, Environmental Education Coordinator to S.D. #24 is seconded to the program by Kamloops district as part of his normal work load.

Mr. R.L. Shaw has been appointed for the wilderness portion of the program at an honorarium of \$700.

Mrs. K.L. Fleming was appointed as a Teaching Assistant at a stipend of \$700 for the month of July only.

Dr. Milton McClaren is not stipended.

FUNDING.

In past years the program has been paid for in the main by Continuing Education, as are all Summer Sessional courses. The costs of the program have been partially offset by fee revenues under the budgetary formula for Continuing Education. The NET costs of Kamloops have therefore been about \$4000/ summer. (About the equivalent of two regular summer sessional stipends.) However, the summer program in 1974 was expanded with the addition of section II at Campbell River (Strathcona). This program was more expensive

than the Kamloops program because of increased equipment rental costs (SCUBA GEAR, BOAT RENTALS, etc.,) but, the funds for it came from the special grant for Continuing Education provided by the government for the 1974-75 fiscal year. Therefore, the costs of the two sections should NOT be lumped or considered together.

It is my opinion that we should offer the second section SECTION II of 452 and 462 ONLY if demand justifies this and we should indicate this in our announcements. Because of the costs of an off campus residential program of this type, I feel that it is the only sensible thing to operate one section economically rather than two sections at a higher cost.

I am, therefore, proposing a budget for Section I only. This budget is as follows:

- I. Vehicle Rental & Operations:.....4 @ \$750.....\$3000.
- II. Accommodation & Food for instructors.....8 @ \$150.....\$1200.
(Based on one month.)
- III. Duplicating and postage.....\$400.
- IV. Equipment.....\$400.
- V. Stipends & Honoraria.....\$7700.
(NOTE: this should really not be included, as it is considered separately for other courses, but I am including it to give a better picture of actual costs.)

\$ 12,700.

Revenues: Tuition Fees: 70 @ \$120.....\$ 8400.
Field Activity Fee:.....
70 @ \$25.....\$ 1750.

\$10,150

NET: \$12,700 - \$10,150.= \$2,550.

I will develop a projected budget for Section II once I know where that will be, what staffing it will need, etc.