



SIMON FRASER UNIVERSITY
ENGAGING THE WORLD

TO: Senate

FROM Andrew Petter
Chair – Senate Committee on Agenda and Rules

DATE: October 25, 2018

SUBJECT: Revised SCUS Terms of Reference

Motion:

That Senate approve the revisions to the Senate Committee on Undergraduate Studies' (SCUS) Terms of Reference.



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MEMORANDUM

ATTENTION	Senate Committee on Agenda and Rules	DATE	October 12, 2018
FROM	Wade Parkhouse, Chair Senate Committee on Undergraduate Studies	PAGES	1/1
RE:	Revised SCUS Terms of Reference (SCUS 18-59)		

Action undertaken by the Senate Committee on Undergraduate Studies at its meeting of October 11, 2018, gives rise to the following recommendation:

Motion:

That Senate approve the revisions to the Senate Committee on Undergraduate Studies' (SCUS) Terms of Reference.

Senate Committee on Undergraduate Studies
 Standing committee (Reporting Category "B")

Members	Conditions	Term	Expiry Date	Name	
Vice President, Academic (or designate) Associate Vice-President, Academic (AVPA)	Chair, Ex-officio				
Associate Vice-President, Learning and Teaching (AVPLT)	<u>Vice-Chair, Ex-officio</u>				
Registrar and Executive Director, Student Enrollment (or designate)	Ex-officio				
University Librarian (or designate)	Ex-officio				
Applied Sciences	Faculty delegates † (usually Chairs of Faculty Undergraduate Curriculum Committees)				
Arts and Social Sciences					
Beedie School of Business					
Communication, Art & Technology					
Education					
Environment					
Health Sciences					
Science					
Undergraduate Student		Elected by Senate	1 year		
Undergraduate Student			1 year		
Undergraduate Student (Alternate)	1 year				
Director, University Curriculum	Ex-officio (non-voting)				
Associate Registrar	Secretary, Ex-officio (non-voting)				

† as nominated by the Faculty Dec.

Terms of Reference

1. Taking into consideration the need for coordination and development of undergraduate programs within the University, SCUS shall:
 - a. review and make recommendations to Senate on curriculum changes of a major nature and general matters affecting the curriculum
 - b. under delegated authority, review and approve, where appropriate, all proposed new courses, course deletions, course changes and program revisions of a minor nature. These changes shall be reported in summary form to Senate.
 - c. review and make recommendations to SCUP regarding new programs and credentials.
2. To recommend to Senate grading, examination, standing and continuance policies.
3. To recommend to Senate policies on undergraduate admissions, re-admissions, and credit transfer and where necessary, to provide general direction to the Registrar's Office in the interpretation of such policies.
4. To consider and decide on policy recommendations concerning undergraduate course registration and course withdrawal procedures and on the administration of undergraduate student records.
5. To consider and recommend to Senate policy recommendations from the Diverse Qualifications Adjudication Committee.
6. To consider and recommend to Senate policy recommendations regarding the WQB requirements.
7. **The Committee quorum shall be eight voting members.**
8. **In the event that the Undergraduate Curriculum Committee Chair representative from a Faculty is unable to attend a meeting of SCUS, the Faculty is authorized to appoint a faculty replacement. [moved from Membership list footnote]**
9. **The Committee may establish sub-committees.**
10. **With a two-thirds majority vote, SCUS may delegate some of its powers to such sub-committees, or to the Chair/Vice-Chair. Undergraduate students must be represented on all sub-committees.**
11. ~~**Committee meetings shall be open, except when addressing matters related to the privacy of individuals.**~~

Meetings convened at the call of the Chair.