

SIMON FRASER UNIVERSITY

MEMORANDUM

S.81-81  
As amended by  
Senate 11/5/81

To..... Senate.....

From..... J. M. Munro  
Chairman,  
Senate Cttee. on Academic Planning

Subject Proposed Guidelines for  
Program Review

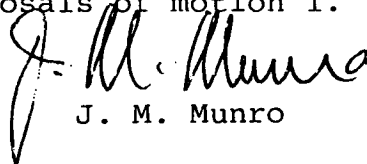
Date..... April 10, 1981.....

At its meeting of March 15, 1981 the Senate Committee on Academic Planning approved the attached guidelines for Program Review. As explained in the attached memorandum, the guidelines are intended to assist the Committee in carrying out its revised terms of reference. In addition, the part of the guidelines that deals with the review of existing programs is intended to replace the departmental review procedures established in paper S-224 in 1969. These provided for mandatory external reviews of each department within the University every five years. The first round of reviews was completed in 1976 but no department has been reviewed a second time. If the motions proposed in this paper are approved, departments will be reviewed when such a review is deemed necessary and useful rather than on a regular schedule.

The following motions are proposed for Senate approval:

1. That Senate approve the program review guidelines set out in the attached paper.
2. That Senate rescind the departmental review procedures established in Senate documents S-224 and S.72-130.

Note: The intent of these two motions is to supersede and replace the procedures established in earlier documents by the present proposals of motion 1.

  
J. M. Munro

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Attach.

cc: J. Chase

Copies of Paper S.72-130 are available from Secretariat Services on request.

# SIMON FRASER UNIVERSITY

## MEMORANDUM

To.....Members, Senate Committee.....

From..... J. M. Munro.....

.....On Academic Planning.....

.....Vice-President, Academic.....

Subjed. Proposed Guidelines for.....  
Program Review

Date.....February 25, 1981.....

As revised in Paper S-80-166, the Senate Committee on Academic Planning has three major terms of reference. The first of these, the implementation of a system of academic planning, is presently being addressed by a series of planning task forces. The second and third involve reviewing and recommending to Senate concerning proposals for new programs or major modifications to existing programs and the review of existing programs for the purposes of assessment, expansion, curtailment or discontinuance. These proposed guidelines for program review are intended to address these latter two responsibilities of the Committee.

The proposed guidelines for program review are as follows:

1. According to the definition of Universities Council, "A program is a sequence of credit courses leading to a University credential. A credential is a diploma, certificate, degree or other type of official recognition awarded to a student by a University."
2. Decisions concerning whether proposed changes to existing programs are "major" and therefore fall within the terms of reference of SCAP, will be made jointly by the Secretary of Senate and the Chairman of the Senate Committee on Academic Planning.
3. New programs are to be brought forward for approval in principle well in advance of detailed program preparation. The purpose of seeking in principle approval is to guide departments and individual faculty members away from program planning that is inconsistent with long-term University goals and resources. Assistance in program planning will be coordinated by the office of the Vice-President, Academic.
4. When a program that has received in principle approval is presented for full approval by the Senate Committee on Academic Planning, the following information will be included:
  - a. A statement on the academic merit and importance of the program and its impact on other programs

February 25, 1981

- cont.
- a. in the University.
  - b. Enrollment projections.
  - c. Staffing and other financial requirements.
  - d. Space requirements.

Advice concerning the preparation of this material may be obtained from the office of Analytical Studies.

In considering its recommendations, the Senate Committee on Academic Planning will follow the "Criteria for Program Assessment" contained in paper S-80-98 (see Appendix A to this memorandum). The responsibility of the Senate Committee on Academic Planning is to assess the academic merit of programs but not to make a decision as to whether funds should actually be spent on the program. However, SCAP does have a role in assessing the reasonableness of estimated resource needs of new programs. Also, this information does interact with considerations of academic merit.

5. The Senate Committee on Academic Planning will recommend to the President on the priorities to be attached to new programs as required by the UCBC Program Co-ordinating Committee.
6. In recognition of the deadlines of the UCBC Program Co-ordinating Committee, the annual deadline for receipt of new program submissions for final approval by the Senate Committee on Academic Planning will be October 20th.
7. Existing programs may be referred for review and assessment ~~by~~ the Senate Committee on Academic Planning by <sup>either (1)</sup> the Dean of the Faculty ~~in which they are located~~ (2) by the Vice-President, Academic, or ~~as directed by Senate at the time of establishment~~. The criteria attached in Appendix A will guide the review and assessment of existing programs.

J. M. Munro

/lm

Attach.

CRITERIA FOR PROGRAM ASSESSMENT

It is expected that the identification of the purposes to which Simon Fraser will direct its efforts and energies will encourage and facilitate the development of a number of new and innovative programs. Assigning priorities to various proposals will be a difficult task. Ranking should be based partly on how a proposal is measured against the following characteristics.

1. The program has intrinsic academic excellence and is something this University can expect to do well.
2. The program substantially enriches the existing teaching programs of the University.
3. The program builds upon existing programs and resources in the University.
4. The program anticipates provincial or national needs.
5. The program does not unnecessarily duplicate existing programs at other universities in the Province.
6. The excellence of the program attracts students to the University.

Existing programs should also be subject to periodic review. Such reviews provide an opportunity to assess individual programs and to provide a basis for recommending their expansion, curtailment or discontinuance.

\*Approved by Senate at its meeting of July 7, 1980 as part of S.80-98.