

## MEMORANDUM

SENATE

From..... SENATE COMMITTEE ON AGENDA AND  
RULES (AS COMMITTEE ON COMMITTEES)Subject..... PROPOSED CHANGES IN MEMBERSHIP -  
SENATE COMMITTEES.

Date..... 20 SEPTEMBER 1982.....

The establishment of any new Faculty quite properly brings into review and action various provisions of the University Act, changing relationships and responsibilities, and the need to ensure that statutory provisions are fulfilled whilst reasonable accommodations to the extent possible are made in the interests of the various units and the University as a whole.

The Act accommodates a number of these actions without difficulty; however it presents some problems for small units and it presents a number of challenges when there is impact through need of large numbers of committee representatives both at the Faculty level as well as at the University level. Responsibilities need be made of the unit itself as well as of the larger University community of which it is an essential part.

Recognizing for some time that two new Faculties are expected to arise at this University, one sizeable (Business Administration) and the other very modest at first (Engineering Science), there has been discussion and some concern on the procedures most appropriate to meet competing needs of the community/units.

The provisions of the Act relevant to Senate at present permit few choices. The provisions and principles that the University developed and has been using for some time relevant to Senate committees, or similar bodies, theoretically present greater freedom of movement for change as they were enacted by Senate, rather than by provincial statute. Nevertheless they require some imagination and care in any changes proposed which may affect or be perceived to affect improperly or unduly general operating practices.

It is within this framework that the present changes and recommendations are made. A number of these do not require motions or other actions, as they are automatic.

I. Senate - (University Act - Section 34)

- 1) By action of Senate and other bodies, effective September 1, 1982 there exists a Faculty of Business Administration.

Under those conditions the statutory provisions of the University Act automatically add to Senate the seat for the Dean of Faculty [Section 34(2)(d)].

- 2) Other provisions of the Act provide for "two members of each Faculty elected by that Faculty" and the overall remainder elected by all the faculty members in the manner that they, in joint meeting, may determine. "At least two members of that Faculty are to be elected" [Section 34(2)(g)]. This election is being undertaken.

At present, by decision of faculty jointly "the remainder of the faculty members to be elected by all the faculty members be elected by and from faculty jointly but in a manner that ensures that at least one member from each Faculty is elected". The present membership of Senate fulfills this condition and no further action is needed now.

- 3) "A number of full time students, equal to the number provided in Section 34(2)(a) to (f) elected from the student association in a manner that ensures that at least one student from each Faculty is elected" Section[34(2)(h)]

In the event that there is not now on Senate a representative of the Faculty of Business Administration there will be an election call to elect such representative. In the event that there is such a representative there will then be election to add one student who may, or may not, be from that Faculty. There is to be at least one student representative from Business Administration. A call for election is being undertaken.

## II. Committees

The matter of representation on Senate committees and similar bodies has been reviewed and some difficulties perceived. At the present time it is proposed to add to the various bodies provision for representation from the Faculty of Business Administration of the same order as for the other Faculties.

The attached indicate the changes.

MOTION: "That Senate approve, as shown in S.82-99 the changes in membership of various committees to provide for representation from the new Faculty of Business Administration"

SENATE AND RELATED COMMITTEES

AS OF

JUNE 15, 1982

SHOWING UPDATES PROPOSED TO  
INCLUDE BUSINESS ADMINISTRATION  
i.e. WITH BUSINESS ADMINISTRATION  
IN PLACE COMMENCING OCTOBER, 1982  
BUT OTHER GROUPS AS AT JUNE 15, 1982  
(NOT ADJUSTING TERMS OF OFFICE)

SENATE COMMITTEES

~~June 15, 1982~~

2. SENATE COMMITTEE ON ACADEMIC PLANNING (SCAP) - Standing  
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Vice-President, Academic	Ex-officio - Chairman			
Associate Vice- President, Academic	Ex-officio - Vice-Chairman			
Vice-President, Administration	Ex-officio (non-voting)			
Dean of Arts Administration Dean of Business Administration Dean of Education Dean of interdisci- plinary Studies Dean of Science Dean of Continuing Studies Dean of Graduate Studies	Ex-officio			
Senator	Elected	2 years	Sep 30/82	
Senator		2 years	Sep 30/82	
Senator		2 years	Sep 30/83	
Senator	by	2 years	Sep 30/83	
Senator		2 years	Sep 30/83	
Senator (Lay Member)		2 years	Sep 30/82	
Senator (Lay Member)	and	2 years	Sep 30/83	
Senator (Student)	from	2 years	Sep 30/82	
Senator (Student)		2 years	Sep 30/83	
Senator (Student)	Senate	2 years	Sep 30/82	
Librarian, or his designate				
Registrar, or his designate	Non-voting			
Director of Analy- tical Studies	Secretary (non-voting)			

TERMS OF REFERENCE

- To be responsible for the implementation of a system of academic planning based on S.80-98. Specifically, the Committee will undertake the following responsibilities:

SENATE COMMITTEE ON ACADEMIC PLANNING (continued)

- a) To provide periodic assessments of the present and probable future environments of the University, its students, and its community;
  - b) To identify priorities for the development of new academic programs and emerging research areas;
  - c) To gather information concerning initiatives in the development of programs at all levels in the University;
  - d) To ensure coordination of academic planning with the provision of facilities and services, with financial resources, and with planning for the total post-secondary education system in British Columbia.
2. To review and recommend to Senate all proposals involving new programs, or major modifications to existing programs, according to the criteria specified in S.80-98.
  3. To review existing programs according to the criteria set out in S.80-98 for the purpose of assessment and, in some cases, possible expansion, curtailment, or discontinuance.
  4. In carrying out its responsibilities, the Senate Committee on Academic Planning may establish task forces or sub-committees to deal with particular tasks.

Approved by Senate at its meeting of October 6, 1975 to replace the former Presidential Committee - Academic Planning Committee. Changes in membership and changes in terms of reference approved by Senate, December 1, 1980.

Committee meetings normally are scheduled monthly on Wednesdays, two days after the scheduled meeting date of Senate, at 2:00 p.m., with adjournment not later than 5:00 p.m.

SCAP reports to Senate in May of each year.

\* Elected at meeting of Senate of June 7, 1982 to replace M. E. Manley-Casimir, S. Hinchcliffe, and N. C. Eddy, respectively.

SENATE COMMITTEES~~June 15, 1982~~6. SENATE GRADUATE STUDIES COMMITTEE (SGSC) - Standing  
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Dean of Graduate Studies	Chairman			
Dean of Arts or his designate				
Dean of Education or his designate				
Dean of Interdisciplinary Studies or his designate				
Dean of Science or his designate				
Librarian or his designate				
Registrar	Ex-officio - Secretary (non-voting)			
Assistant Registrar	Ex-officio (non-voting)			

Dean of Business Administration or his designate

CHAIRMEN OF DEPARTMENTAL GRADUATE STUDIES COMMITTEESArts

Archaeology  
 Business Administration and Economics  
 English  
 Geography  
 History  
 Languages, Literatures and Linguistics  
 Philosophy  
 Political Science  
 Psychology  
 Sociology and Anthropology  
Business Administration  
Education

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Interdisciplinary Studies

Communication  
 Criminology  
 Kinesiology  
 Computing Science

Science

Biological Sciences  
 Chemistry  
 Mathematics  
 Physics

GRADUATE STUDENTS

Arts - Regular Member	1 year	Sep 30/82
Alternate	1 year	Sep 30/82
Education - Regular Member	1 year	Sep 30/82
Alternate	1 year	Sep 30/82
Int. Studies - Regular Member	1 year	Sep 30/82
Alternate	1 year	Sep 30/82
Science - Regular Member	1 year	Sep 30/82
Alternate	1 year	Sep 30/82
Business Administration - Regular	1 year	Sep 30/83
Alternate	1 year	Sep 30/83

SENATE GRADUATE STUDIES COMMITTEE (SGSC) - continuedPURPOSE

1. To ensure that the standards approved by Senate are maintained.
2. To consider matters of policy related to Graduate Studies and to make appropriate recommendations to Senate.
3. To consider matters referred to it by Departments and Faculties or by the Dean of Graduate Studies and to make recommendations to the appropriate body(ies).

COMPOSITION

1. The Dean of Graduate Studies - Chairman
2. The Dean of each Faculty or his designate
3. The University Librarian or his designate
4. The Chairman of each Departmental Graduate Studies Committee
- 5,6. Two members elected by and from the Faculty Graduate Studies Committee in the Faculty of Education, and two members similarly from the Faculty of Business Administration
- 7,8. A graduate student representative, or his alternate, from each Faculty to be elected by and from the graduate students in the Faculty under the supervision of the Registrar.
- 8,7. The Registrar (non-voting)
- 9,8. The Assistant Registrar - Graduate Studies (non-voting).

DUTIES

1. The Committee quorum shall be the Chairman and six members of faculty.
2. A voting member of the Committee, if he cannot attend, may send a qualified alternate. A 'qualified alternate' for a member of faculty shall be a member of faculty who is qualified for the Chairmanship of his Departmental Graduate Studies Committee under S.294 as amended. A 'qualified alternate' for a graduate student shall be a graduate student so elected at Simon Fraser University.
3. Elections for graduate student representatives and alternates shall be held once a year in the Fall semester. A sitting member is eligible for re-election at the end of his term of office.
4. Replacement elections for elected members who resign from or cease to qualify for the Committee will be held as soon as practicable. A member elected in this way will serve for the remainder of the term of the member he replaces.

This Committee was formerly called the Senate Committee on Graduate Studies. Change of name and terms of reference approved by Senate January 18, 1971. Committee composition revised by Senate March 6, 1972. Minor revision approved by Senate September 8, 1975 in membership of Librarian, membership again revised December 8, 1976.

SGSC reports to Senate in March of each year.

SENATE COMMITTEES~~June 15, 1982~~7. EXECUTIVE COMMITTEE OF THE SENATE GRADUATE STUDIES COMMITTEE (ECSGSC) - Standing  
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Dean of Graduate Studies	Chairman			
Registrar	Ex-officio (non-voting) - Secretary			
Assistant Registrar, Graduate Studies	Ex-officio (non-voting)			
Librarian or his designate				
Faculty Member (Arts)		2 years	Sep 30/82	
Faculty Member (Arts)		2 years	Sep 30/83	
Alternate		2 years	Sep 30/83	
As for Educ [ Faculty Member Business Administration		2 years	Sep 30/83	
Faculty Member Business Administration		2 years	Sep 30/84	
Faculty Member (Education)		2 years	Sep 30/82	
Faculty Member (Education)		2 years	Sep 30/83	
Faculty Member (Int. Studies)		2 years	Sep 30/82	
Faculty Member (Int. Studies)		2 years	Sep 30/83	
Alternate		2 years	Sep 30/83	
Faculty Member (Science)		2 years	Sep 30/82	
Faculty Member (Science)		2 years	Sep 30/83	
Alternate		2 years	Sep 30/83	
Graduate Student		1 year	Sep 30/82	
Alternate		1 year	Sep 30/82	

TERMS OF REFERENCE

1. To consider matters of policy related to graduate studies and to make recommendations to the Senate Graduate Studies Committee.
2. To interpret Senate's policy on admission and other matters pertaining to graduate studies.
3. To consider all matters referred to it by the Dean of Graduate Studies and to make recommendations to the appropriate body(ies).

COMPOSITION

1. The Dean of Graduate Studies, or his designate appointed from the faculty members on the Senate Graduate Studies Committee - Chairman.
2. The University Librarian or his designate.
3. Two members of each Faculty elected by the appropriate Faculty Graduate Studies Committee from the members of that Faculty on the Senate Graduate Studies Committee.
4. Two Graduate Students to be elected by and from the students on the Senate Graduate Studies Committee.
5. The Registrar (non-voting).
6. The Assistant Registrar, Graduate Studies (non-voting).

EXECUTIVE COMMITTEE OF THE SENATE GRADUATE STUDIES COMMITTEE (ECSGSC) - continuedNotes

- i) The Committee quorum shall be the Chairman and one faculty member from each Faculty.
  - ii) A voting member of the Committee, if he cannot attend, may send an alternate who shall be a member of the Senate Graduate Studies Committee. Alternates for graduate students shall be graduate students and alternates for faculty members shall be faculty members.
  - iii) Under normal circumstances, committee members under 3 above shall serve two year terms with one member from each faculty elected every year in the Fall semester. Under exceptional circumstances a member may be elected for a shorter term to maintain or introduce the alternate pattern indicated. Members under 3 above shall be eligible for re-election at the end of their terms of office.
  - iv) The member under 4 above shall normally serve a one year term, the election to take place in the Fall semester. He shall be eligible for re-election at the end of his term of office.
  - v) Replacement elections for elected members who resign from or cease to qualify for the Committee shall be held as soon as practicable. A member elected in this way shall serve for the remainder of the term of the member he replaces.
- NB. 1) This Committee is a sub-committee of the Senate Graduate Studies Committee. It was reorganized from the standpoint of membership, conditions, and individual members October 4, 1971.
- 2) Original terms of reference approved by this Committee October 1969. Revised terms of reference approved by Senate January 18, 1971, October 4, 1971, and March 6, 1972. Minor revision approved by Senate September 8, 1974 in membership of the Librarian. Membership again revised September 6, 1976.

ECSGSC reports to Senate in March of each year.

SENATE COMMITTEES~~June 15, 1982~~8. ASSESSMENT COMMITTEE FOR NEW GRADUATE PROGRAMS (ACNGP) - Standing  
(Reporting Category "A")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Dean of Graduate Studies, or his designate	Chairman			
Registrar, or his designate	Secretary (non-voting)			
Member	Elected by and from the Senate Graduate Studies Committee	2 years	Sep 30/83	
Member		2 years	Sep 30/83	
Member		2 years	Sep 30/83	
Member - Arts	One member from each Faculty elected by the respective Faculty Graduate Studies Committees	2 years	Sep 30/82	
Member - Business Administration		2 years	Sep 30/84	
Member - Educ.	from the Senate Graduate Studies Committee	2 years	Sep 30/82	
Member - Int. St.		2 years	Sep 30/82	
Member - Science	2 years	Sep 30/82		
Student Member	Elected by and from Graduate Students on the Senate Graduate Studies Committee	1 year	Sep 30/82	

PURPOSE: Proposals for new graduate programs shall be submitted to the Assessment Committee. The function of the Committee shall be to recommend to the Senate Graduate Studies Committee that it approve, approve with modifications, or reject a proposed program. (All documents concerning the program shall be forwarded to the Assessment Committee through the Dean of Graduate Studies Office.)

- Notes:
1. This Committee is a standing subcommittee of the Senate Graduate Studies Committee.
  2. A quorum shall be the Chairman and half the voting members.
  3. Continuity - whenever possible a member of the Committee sitting at the start of the consideration of a new program shall continue to serve in meetings on that program until consideration of that program is completed, even if another faculty member has been elected to replace him. Newly elected members shall serve in meetings on proposals coming to the Committee after their election.
  4. Conflicts of interest - in no case shall someone connected with a proposed program take part in the assessment of that program.
  5. Elections shall take place in the Fall semester every year, members elected by the Faculty Graduate Studies Committee being elected in even

ASSESSMENT COMMITTEE FOR NEW GRADUATE PROGRAMS (ACNGP) - continued

numbered years, members elected by the Senate Graduate Studies Committee in odd numbered years, and the graduate student elected for a one year term. When a member must be absent for a considerable length of time or is unable to fill his term on the Assessment Committee, the body which elected him shall elect a replacement to serve for the remainder of his term.

Approved by Senate July 10, 1972,  
Paper S.72-83. Full implementation  
awaits legal opinion.

SENATE COMMITTEES

~~June 15, 1982~~

9. SENATE COMMITTEE ON HONORARY DEGREES (SCHD) - Standing  
(Reporting Category "A")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Chancellor	Ex-officio	-		Chairman
President and Vice-Chancellor	Ex-officio			
Librarian	Ex-officio			
Registrar	Ex-officio	-		Secretary

Senator (Faculty of Arts)	Elected	
<i>Senator (Faculty of Bus. Administration)</i>		
Senator (Faculty of Education)	by	
Senator (Faculty of Id. Studies)		
Senator (Faculty of Science)	and	
Senator (Lay Member)		
Senator (Lay Member)	from	
Senator (Student)		
Senator (At Large)	Senate	

PURPOSE: To recommend to Senate candidates for Honorary Degrees.

Approved by Senate March 7, 1966;  
Membership revised September 8, 1975.

Committee meetings are convened at the call of the Chair.

- \* Elected at meeting of Senate March 1, 1982.
- \*\* Elected at June 7, 1982 meeting of Senate to replace R.D.I. Starcevich.

SENATE COMMITTEES~~June 15, 1982~~10. SENATE LIBRARY COMMITTEE (SLC) - Standing  
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Academic Vice-President or his designate	Ex-officio			
Librarian	Ex-officio - Secretary			
Deputy Librarian	Ex-officio)			
Bibliographical Control Librarian	) Ex-officio)	Non-voting		
Collections Librarian	) Ex-officio)			
Dean of Continuing Studies or his designate	Ex-officio			
Dean of Graduate Studies or his designate	Ex-officio			
Senator	Elected	2 years	Sep 30/83	
Senator		2 years	Sep 30/83	
Senator (Student)	by and from	2 years	Sep 30/82	
Senator (Student Alternate)	Senate	2 years	Sep 30/82	
Faculty Member (Arts)	Elected	2 years	Sep 30/82	
Faculty Member (Business Admin)	by and	2 years	Sep 30/84	
Faculty Member (Education)	from	2 years	Sep 30/82	
Faculty Member (Id. Studies)		2 years	Sep 30/83	
Faculty Member (Science)	respective	2 years	Sep 30/83	
	Faculties			

Chairman: Elected by and from voting members of the Committee: C. L. Hamilton

PURPOSE:

1. To advise the University Librarian in:
  - a) formulating policy in regard to the development of library resources for instruction and research
  - b) allocating funds to various fields of instruction and research
  - c) applying Senate policy concerning rules and regulations for the operation of the Library.

SENATE LIBRARY COMMITTEE (SLC) - continued

2. To report to Senate on matters of policy under discussion by the Committee and to make recommendations to Senate concerning changes in, and additions to, existing rules and regulations for the operation of the Library.
3. To report to Senate annually, in September, on the activities of the Senate Library Committee and generally on the operations of the Library.
4. Under authority delegated by Senate, to make minor changes to Library Loans Policy regulations, with the understanding that the Committee will inform Senate of such changes at the earliest opportunity.

OPERATING PROCEDURES

1. The quorum shall consist of five voting members.
2. The Committee shall meet at least once each semester at the call of the Chairman. Special meetings may be called by the Chairman or five voting members of the Committee.

Approved by Senate March 7, 1966; terms of office revised January 10, 1972. Membership, terms of reference and operating procedures revised September 8, 1975. Membership revised September 13, 1976 by adding the Dean of Continuing Studies. Delegation of Senate authority approved May 17, 1982.

SLC reports to Senate in September of each year.

\* Elected at June 7, 1982 meeting of Senate to replace P. G. Cripps.

SENATE COMMITTEES

~~June 15, 1982~~

11. LIBRARY PENALTIES APPEAL COMMITTEE (LPAC) - Standing  
(Reporting Category "B")

<u>Members</u>	<u>Committees</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Faculty Member (Arts)	As on the Senate	2 years	Sep 30/82	
→ Faculty Member (Business Admin)		2 years	<del>Sep 30/84</del>	
Faculty Member (Education)	Senate	2 years	Sep 30/82	
Faculty Member (Int. Studies)	Library	2 years	Sep 30/83	
Faculty Member (Science)	Committee	2 years	Sep 30/83	
Student Senator	As on the Senate Library Committee but both Student Senators shall have full membership privileges	2 years	Sep 30/82	
Student Senator			Sep 30/82	
Undergraduate Student	Selected by the Student Society			
Graduate Student				
Head of Loans Division	Non-voting			

Chairman (elected by and from voting members of the Committee).

TYPE: Standing Committee reporting to Senate Library Committee.

PURPOSE: To consider cases wherein an individual feels that he is unjustly penalized for an infraction of the Library Loan Policy and to make the final decision.

PROCEDURE: Any individual who is aggrieved by the decision of the Loans Division of the Library concerning penalties may petition, in writing, to the Head of the Division that his case be considered by the Library Penalties Appeal Committee. The individual or his designated representative will be notified by letter/telephone of the date of the meeting and may speak to the Committee on his grievance. The Loans Division will provide documentation for the Library and the individual or his designated representative may contest the evidence or enter any circumstances that may be germane. The decision of the Committee is final.

LIBRARY PENALTIES APPEAL COMMITTEE (LPAC) - continued

QUORUM: A quorum shall include the Chairman (or Acting Chairman) plus three other members, at least one of whom must be a faculty member and one must be a student.

Penalties imposed will be suspended while an appeal is waiting to be heard by the Committee. The fines which have been paid and which are subsequently deemed unfair by the Committee will be refunded.

Approved by Senate January 10, 1972. Procedure revised by Senate January 12, 1974. Membership revised September 8, 1975. Membership revised, Procedure revised, Quorum added, December 1, 1980.

SENATE COMMITTEESJune 15, 198213. SENATE COMMITTEE ON SCHOLARSHIPS, AWARDS AND BURSARIES (SCSAB) - Standing  
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Chairman	Faculty Senator elected by and from Senate	3 years	Sep 30/84	
Faculty Member (Arts)	Elected  by  Senate	2 years	Sep 30/83	
Faculty Member (Education)		<i>2 years</i>	<i>Sep 30/83</i>	
Faculty Member (Int. Studies)		2 years	Sep 30/83	
Faculty Member (Science)		2 years	Sep 30/83	
Senator (Lay Member)		2 years	Sep 30/83	
Senator (Lay Member)	Senate	2 years	Sep 30/82	
Faculty Member (Arts)	Elected by and from respective Faculties	2 years	Sep 30/82	
Faculty Member (Education)		<i>2 years</i>	<i>Sep 30/84</i>	
Faculty Member (Int. Studies)		2 years	Sep 30/82	
Faculty Member (Science)		2 years	Sep 30/82	
Student (Arts)	<i>Five</i> <del>Four</del> Students selected by Student Society with not more than one from any one Faculty	1 year	Sep 30/82	
Student (Education)		<i>1 year</i>	<i>Sep 30/83</i>	
Student (Int. Studies)		1 year	Sep 30/82	
Student (Science)		1 year	Sep 30/82	
Director of Financial Aid		Non-voting		

Note: In the event no lay member of Senate is available to serve, Senate may elect a general member of the community to serve in that position.

TERMS OF REFERENCE

- To award fellowships, scholarships, exhibitions, bursaries, prizes and other awards which are sponsored or administered by Simon Fraser University
- To propose, when requested, candidates for the receipt of certain fellowships, scholarships, exhibitions, bursaries, prizes and other awards which are administered and sponsored by organizations external to Simon Fraser University.

SENATE COMMITTEE ON SCHOLARSHIPS, AWARDS AND BURSARIES (SCSAB) - continued

3. To deal generally, on behalf of Senate, with the establishment or discontinuance of any fellowships, scholarships, exhibition, bursary, prize or other award, including review, modification, and approval of the terms of reference of fellowships, scholarships, exhibitions, bursaries, prizes and other awards.
4. To report in April of each year to Senate on the procedures and criteria developed to implement charges (1), (2) and (3) and actions taken under charges (1), (2) and (3).
5. To make recommendations in the preparation of the budget for financial aid to students.

NON-VOTING MEMBERS

The Director of Financial Aid shall be a non-voting member of the Committee, as shall such other individuals who, in the judgment of the Committee will provide a substantial contribution not offered by one or more of its members.

QUORUM

The quorum shall consist of five Committee members, one of whom must be the Chairman or his designate.

Original approved by Senate April 4, 1966.  
Revision of membership and terms of reference approved by Senate April 10, 1972. Revision of membership March 3, 1975 to include representation of the Faculty of Interdisciplinary Studies. Membership and terms of reference revised September 8, 1975.

Committee meetings are scheduled at least on a semester basis.

SCSAB reports to Senate in April of each year.

\* Elected at March 1, 1982 meeting of Senate.

SENATE COMMITTEES~~June 15, 1982~~14. SENATE UNDERGRADUATE ADMISSIONS BOARD (SUAB) - Standing  
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Academic Vice-President or a designate of his choice	Chairman - non-voting except in case of a tie			
Director of Admissions				
Student Member	Selected by the Student Society	1 year	Sep 30/82	
Alternate		1 year	Sep 30/82	
Student Senator	Elected by Senate	1 year	Sep 30/82	
Student Senator		1 year	Sep 30/82	
Alternate		1 year	Sep 30/82	
Faculty Member (Arts)	Elected by respective	2 years	Sep 30/82	
Faculty Member (Education)		2 years	Sep 30/82	
Faculty Member (Science)		2 years	Sep 30/82	
Faculty Member (Arts) Alternate	Faculty	2 years	Sep 30/82	
Faculty Member (Education) Alternate		2 years	Sep 30/82	
Faculty Member (Int. Studies)	Undergraduate	2 years	Sep 30/82	
Alternate		2 years	Sep 30/82	
Faculty Member (Science)	Curriculum	2 years	Sep 30/82	
Alternate		2 years	Sep 30/82	
	Committees			
Senator		Elected by and from Senate	2 years	Sep 30/82
Director of Academic Advice Centre	Non-voting			M. Cairns
Recording Secretary	Non-voting			

PURPOSE:

- a) To recommend to and receive from the Senate policy decisions on undergraduate admissions, re-admissions, standing and credit transfer and, where necessary, to provide general direction in the interpretation of such policies.
- b) To review applications that are in the C to C+ range and those that may

SENATE UNDERGRADUATE ADMISSIONS BOARD (SUAB) - continued

be deficient or involve special or extenuating circumstances.

PROCEDURES:

It is the general responsibility of the Registrar to apprise the committee of areas in which policy needs to be formulated or of circumstances which necessitate the review of existing policy. Then, in line with the purpose above, there are three possible procedures which the committee shall follow:

- a) Recommendations to Senate: The Registrar will notify SUAB of need for review or establishment of policy; SUAB will forward recommendations to Secretary of Senate for inclusion on the agenda of next meeting of Senate.
- b) Receive policy decisions from Senate: Senate will instruct the Secretary of Senate to pass policy decisions to the SUAB, and the SUAB will, where necessary, provide general direction to the Registrar in the interpretation of the policy. In cases where Senate requests a recommendation from the SUAB, they will be handled as in a).
- c) Interpretation of existing policy: The Registrar will inform SUAB of the need for an interpretation of an existing policy. The interpretation will be made and transmitted to the Registrar's Office.
- d) Applications in Range I and Range II will be identified by the Admissions Office and SUAB selection/review meetings will be called by the Director of Admissions.

Applicants selected for admission by SUAB will be admitted as regular students without condition. Applicants not selected in the review process will have the right to file an appeal to the Senate Appeals Board only if they are able to present additional information (which was not available at the time of the SUAB decision) which is relevant and consistent with the criteria used by SUAB.

This Committee, established by Senate at its meeting of July 6, 1970, replaces the former Senate Committee on Undergraduate Admissions and Standings. Membership revised by Senate at its meeting of September 8, 1975. Terms of reference revised by Senate at its meeting of November 5, 1975. Purpose revised January 12, 1981.

Committee meetings are scheduled at least twice per semester.

SUAB reports to Senate in April of each year.

- \* Elected at June 7, 1982 meeting of Senate to replace P. G. Cripps and S. Hinchcliffe.

SENATE COMMITTEES

~~June 15, 1982~~

16. SENATE COMMITTEE ON UNDERGRADUATE STUDIES (SCUS) - Standing  
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Vice-President, Academic or his designate	Chairman			
Registrar	Secretary (non-voting)			
Director of Analytical Studies	Non-voting			
Librarian, or his designate				

*Business Administration*  
Arts Administration  
Education  
Int. Studies  
Science

Chairman of Faculty Undergraduate Curriculum Committees →

*Dean of Business Administration*  
Dean of Arts Administration  
Dean of Education  
Dean of Interdisciplinary Studies  
Dean of Science

→

Senator (Lay Member) Elected by and from Senate

*Student - Business Admin.*  
Student - Arts  
Student - Educ.  
Student - Ids.  
Student - Science

One member from each Faculty to be chosen by Student Forum →

→ Alternate  
Alternate  
Alternate  
Alternate  
Alternate

Student Senators elected by and from Senate

Chairman: The Chairman of the Committee will be designated by the Vice-President, Academic

QUORUM: A majority of the voting members, including one student

PURPOSE: A. To consider and make recommendations to Senate on all existing and proposed courses, taking into consideration:  
(1) the University's academic standards;  
(2) the need for coordination of all undergraduate academic activities within the University.

B. To review the results of current evaluation processes and bring significant discrepancies to the attention of Senate, the Faculties and the Departments concerned.

SENATE COMMITTEE ON UNDERGRADUATE STUDIES (SCUS) - continued

- C. To recommend to Senate grading and examination practices appropriate to the University's education process to ensure:
- (1) reasonably consistent and equitable evaluation practices within and across courses;
  - (2) the continued maintenance of high academic standards.

Delegation of Senate Authority to SCUS:

1. Senate delegated authority concerning waiver of the two semester time lag requirement before first offering of undergraduate courses (S.75-189).
2. On June 5, 1978, Senate delegated to SCUS the authority and responsibility to approve practicum courses (which have been formally approved by Senate) for use on Co-operative Education Programs. SCUS will periodically report to Senate its actions on those matters (S.78-73).
3. Senate approved, effective January 1, 1978 (S.78-10) the following motions, and revision to section ii) on December 4, 1978 (S.78-159):
  - i) That the Senate Committee on Undergraduate Studies be authorized to conclude all matters dealing with proposed revision of an existing course unless such revision is undertaken in the context of a major program revision or entails the need for the allocation of additional resources.
  - ii) That such actions be reported in a summary form to Senate for information at its next meeting and the Board for ratification.
  - iii) Notwithstanding the authority granted to it, the Senate Committee on Undergraduate Studies retains the right to forward for consideration by Senate and the Board any matter which, in the judgment of the Committee or its Chairman, requires such consideration.
4. Senate approved on October 1, 1979 delegation to SCUS of responsibility to receive, on a semester basis, reports from Deans of Faculties on topics covered under Special Topics (S.79-90).
5. Senate delegated to SCUS (July 7, 1980, S.80-96) authority to approve revisions in the list of courses recognized for inclusion in an area studies program.

Original approved by Senate March 1, 1971.  
 Membership and quorum revised January 8, 1973.  
 Restructured August 12, 1974. Membership and  
 quorum further revised September 8, 1975.  
 Changes in student membership and quorum rule  
 October 3, 1977.

Committee meetings normally are scheduled bi-weekly on Tuesdays at 1:30 p.m., with adjournment not later than 3:30 p.m.

SCUS reports to Senate in September of each year.

- \* Elected at June 7, 1982 meeting of Senate to replace R.D.I. Starcevich, P. G. Cripps and R. J. Smith (run-off election to be conducted to identify third member).

GROUPS OR COMMITTEES FOR WHICH BOARD OR SENATE  
ELECTION PROCEDURES ARE USED

June 15, 1982

UNIVERSITY TENURE COMMITTEE - Standing

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Vice-President, Academic				
Faculty Member (Arts)	Elected	2 years	Sep 30/83	
Faculty Member (Education)		2 years	Sep 30/82	
Faculty Member (Business Administration)	by	2 years	Sep 30/83	
Faculty Member (Business Administration)		2 years	Sep 30/84	
Faculty Member (Education)		2 years	Sep 30/83	
Faculty Member (Int. Studies)	Individual	2 years	Sep 30/82	
Faculty Member		2 years	Sep 30/82	
Faculty Member (Science)	Faculties	2 years	Sep 30/83	
Faculty Member		2 years	Sep 30/82	

The faculty member serving his second year will have voting privileges at all meetings of the University Tenure Committee, and in his absence the member serving his first year will have voting privileges. When an individual case is being considered both members elected from the same Faculty as the faculty member whose case is being considered shall have voting privileges.

TERMS OF REFERENCE

Committee membership revised February 11, 1972 to elect full-time tenured faculty members to a new University Tenure Committee. It is to be noted that neither a Chairman of a Department nor a Dean is eligible to stand for election to the University Tenure Committee. Neither Deans nor members of the University Tenure Committee are eligible to serve on a Departmental Tenure Committee. A member of a Departmental Tenure Committee could be a candidate in the UTC election but, if elected, would have to resign from the Departmental Tenure Committee.

Meetings of the Committee are convened at the call of the Chair, normally in the Spring semester.