

SIMON FRASER UNIVERSITY

S.72-83

MEMORANDUM

To MEMBERS OF SENATE

From J. WHEATLEY

DEAN OF GRADUATE STUDIES

Subject THE ESTABLISHMENT OF NEW GRADUATE PROGRAMS

Date JUNE 21, 1972

MOTION: "That Senate approve the paper on The Establishment of New Graduate Programs."

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To: Members of Senate

From: J. Wheatley
Dean
Graduate Studies

Subject: The Establishment of
New Graduate Programs

Date: June 21, 1972

Motion: "That Senate approve the paper on
The Establishment of New Graduate
Programs".

This paper was approved by the Senate Graduate
Studies Committee at its meeting on June 19, 1972.

J. Wheatley
Dean - Graduate Studies.

History of this document

Some months ago, on a motion of the Senate Graduate Studies Committee, a drafting committee for graduate regulations was formed, elected from the Senate Graduate Studies Committee, the Faculty Graduate Studies Committees and the Executive Committee of the Senate Graduate Studies Committee. This Committee has been meeting almost weekly ever since. The first document to come out of it was "Special Arrangements for Graduate Students", passed by Senate at its last meeting. This is the second document. It was considered by the Senate Graduate Studies Committee at its June 19 meeting and is now forwarded to Senate with that Committee's endorsement.

Rationale

It is clearly necessary to have a document relating to the assessment of new graduate programs. What this document lays down is the routing of proposed programs and the documentation required. It is obvious to have a small working committee to report to the full Senate Graduate Studies Committee and such a committee, with broad representation, is laid down. The documentary requirements laid down are extensive: indeed, the principles employed by the drafting committee were inclusive rather than exclusive. Further justification for the provisions of the document seem unnecessary.

THE ESTABLISHMENT OF NEW GRADUATE PROGRAMS

I. Bodies and Functions:

Origination: Any two full-time faculty members at Simon Fraser may present a proposal for the establishment of a new graduate program. If the proposal is to establish a new program within a department, the proposal must come from a subcommittee of the Departmental Graduate Studies Committee of that Department acting with the concurrence of the full Committee.*

Assessment: Proposals for new graduate programs shall be submitted to an Assessment Committee which shall be a standing subcommittee of the Senate Graduate Studies 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.

The composition of the Assessment Committee shall be the Dean of Graduate Studies or his designate as Chairman, the Registrar or his designate as non-voting secretary, three members elected by and from the Senate Graduate Studies Committee, and one member from each Faculty elected by the respective Faculty Graduate Studies Committee from the Senate Graduate Studies

*For purposes of this document the Faculty Graduate Studies Committee in Education shall act both as Departmental Graduate Studies Committee and Faculty Graduate Studies Committee.

Committee. Quorum shall be the chairman and half the voting members. Election of the Assessment Committee shall take place as soon as practicable after passage of this document. Thereafter, elections shall take place in the Fall Semester every year, members elected by the Faculty Graduate Studies Committees being elected in even numbered years and members elected by the Senate Graduate Studies Committee in odd numbered years. 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.

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 will serve in meetings on proposals coming to the Committee after their election.

Conflict of interest: In no case shall someone connected with a proposed program take part in the assessment of that program.

Supervision: Graduate students in a new program shall be supervised by a Graduate Program Committee.

For programs which fall within departments, the Graduate Program Committee shall be the Departmental Graduate Studies Committee.

For programs which fall between departments, a Graduate Program Committee will be established by the Executive Committee of the Senate Graduate Studies Committee. A Graduate Program Committee for a program which falls between departments shall normally consist of at least two members from those listed under Section II. 3. (a), one of whom will act as chairman. Provision will be made for continuity of Committee membership. The Committee will be required to accept full academic and administrative responsibilities of a Departmental Graduate Studies Committee with respect to students in the program.

II. Documentation and Procedures of Proposed New Programs

1. Proposals for new programs within a Faculty must be approved by the appropriate Faculty Graduate Studies Committee. Proposals for inter-Faculty programs must have the approval of the appropriate Faculty Graduate Studies Committees meeting in joint session.
2. After obtaining Faculty approval, proposals shall be submitted to the Assessment Committee of the Senate Graduate Studies Committee by the Dean of Graduate Studies.
3. All proposals should contain the following:
 - (a) The names and curricula vitae of all persons wishing to be involved in the proposed program, together with (i) statements of their

current areas of interest and research, and (ii) a commitment as to the duration of their involvement with the program. Names of persons to be members of the Graduate Program Committee should be proposed.

- (b) A statement of the field of study and its core areas to be covered by the proposed program. For an interdisciplinary program, such a statement should show its internal coherence, discreteness and academic merit.
- (c) A statement giving the relationship between the qualifications of the persons to be associated with the program and the core areas of the program.
- (d) A statement as to which currently authorized degree, new degree or diploma the students in the program would be seeking, and as to which Faculty or Faculties would exercise the statutory power of faculties.
- (e) The academic requirements for the degree: theses, examinations, practica, field experience; courses which the students would take and how they would relate to the core areas. The expected number of semesters of work needed for the degree should be indicated.
- (f) Descriptions of proposed new courses required by the program. These should take the prescribed format for new course proposals.
- (g) A statement of laboratory facilities or research equipment needed for the proposed program, designating which facilities or pieces of equipment are currently available at the University.
- (h) A statement of sources of support, if any, for graduate students in the proposed program.

- (i) A statement signed by the University Librarian showing present library resources and future needs if the program is implemented.
 - (j) An estimate of enrollment.
 - (k) Adequacy of space for the student and staff offices.
 - (l) Names of possible external assessors of the program.
 - (m) A statement of how long the program should last; i.e. whether it would be continuing or for a specified limited period.
 - (n) A description of the program appropriate for entry into the Graduate Calendar including entrance requirements.
4. The Assessment Committee may, at its discretion, require further information from the program proposers, and must seek at least one assessment of the proposal from outside the University. The chairmen of appropriate departments shall be asked to comment as to how the proposed program will relate to established programs within their departments.
5. The Assessment Committee will discourage interdepartmental proposals when a proposed program clearly falls under the jurisdiction of an existing department.
6. On the basis of the information it has received and solicited, the Assessment Committee will make a judgment as to the academic merit and the administrative feasibility of the proposed program and will forward its recommendations to the Senate Graduate Studies Committee. Reasons for the Assessment Committee's recommendations should be included in the report.

III. Review of Newly Established Interdepartmental Programs

1. The Assessment Committee shall review each interdepartmental program implemented under the provisions of this document at the end of the first and second years after the program has been implemented. It shall then make a brief report on the progress of the new program to the Executive Committee of the Senate Graduate Studies Committee.
2. After a program has been active for a three year period, the Assessment Committee shall review it in depth and then make a recommendation to the Senate Graduate Studies Committee for transmission to Senate as to whether the program should be continued, discontinued or modified.

IV. Implementation and Review of this Document

1. The provisions of this document will come into effect immediately upon passage by Senate.
2. The provisions of this document shall remain in force until revoked by Senate. At the end of three years the Senate Graduate Studies Committee shall assess the principles and procedures of this document. It shall then make a recommendation to Senate as to whether the provisions of this document should be continued, discontinued, or amended.

For information: the routing of new program proposals after they
leave the Senate Graduate Studies Committee.

According to Senate document S327, all new program proposals go to the Academic Planning Committee together with supporting documents prior to submission to Senate. If the Academic Planning Committee passes the proposal, it then goes to Senate which approves the new program in principle. Once approved in principle, it goes back to the Academic Planning Committee which assigns it a priority rating for funding. The program is not implemented until it is approved and funded by the Board of Governors.