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MEMORANDUM

ATTENTION MEMBERS OF SENATE DATE October 25, 2012
FROM Helen Wussow, Dean, Lifelong Learning
RE: SCCS Terms of Reference suggested changes

At the bi-annual meeting on October 18, 2012, the members of the Senate Committee on Continuing Studies (SCCS) reviewed and revised the Committee's Terms of Reference. The last time the TOR were reviewed was in 1979, and the present Committee believes that the Terms are outdated, repetitive, and lacking in transparency. The proposed edits do not modify the meaning of the Terms of Reference nor do they change the Committee's role and responsibilities.

MOTION: That Senate approve the changes to the Terms of Reference for the Senate Committee on Continuing Studies. (please see attached) *Effective immediately.*

Helen Wussow



Existing

Terms of Reference

Dean's Office, Continuing Studies, 5 Simon Fraser University

Tel 778.782.5138

Email csdean@sfu.ca

1. To advise Senate on policy with respect to the overall development of the University's continuing education credit and credit-free programs.
2. In respect of credit-free programs, to review at regular intervals existing and proposed programs in terms of their need, objectives, clientele served and other relevant factors.
3. To develop procedures for the approval of various categories of credit-free instruction.
4. To report to Senate at least once annually with respect to its above noted responsibilities.
5. To report to Senate as requested by Senate.
6. To receive for consideration and approval programs being proposed as suitable for non-credit certificate granting status. The Committee will also be responsible for approving changes to non-credit certificate programs and for approving the discontinuance of non-credit certificate programs. The Committee will report the program approvals and discontinuances to Senate annually.

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.

Quorum - 5 members

Committee meetings are convened each fall and spring at the call of the Chair. SCCS reports to Senate in November of each year.



Proposed

Terms of Reference

Dean's Office, Lifelong Learning, Simon Fraser University

Tel 778.782.5138

Email csdean@sfu.ca

1. To advise Senate on policy with respect to the overall development of the University's non-credit certificates and diplomas.
2. To review and approve non-credit certificates and non-credit diplomas. This will include the establishment of, changes to, and discontinuance of non-credit certificates and non-credit diplomas.
3. To report to Senate at least once annually with respect to its above noted responsibilities.
4. To report to Senate as requested by Senate.

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

Quorum - 5 members of the Senate Committee on Continuing Studies, including the Chair.

Committee meetings are convened each fall and spring, or at the call of the Chair. SCCS reports to Senate in November of each year.