

SIMON FRASER UNIVERSITY
MEMORANDUM

S. 87-8
As amended by
Senate 6/14/87

To: Senate

From: J. W. G. Ivany
VicePresident, Academic

Subject: Committee Alignment

Date: March 25, 1987

Copies of the terms of reference, purpose, etc. of the various committees as they currently exist are attached to the back of this paper for reference purposes.

MOTION

"a) that the Senate Committee on Undergraduate Studies (SCUS) become a subcommittee of the Senate Committee on Academic Planning (SCAP), thereby having reporting responsibilities to SCAP rather than Senate, and

b) that the responsibilities previously delegated to SCUS by Senate be delegated to SCAP, with the understanding that SCAP may further delegate appropriate responsibilities to SCUS, and

c) that the composition of SCUS be changed, as follows;

Associate VicePresident, Academic - Chairman

Registrar - Secretary

All Faculty undergraduate curriculum committee chairs - or designates

One undergraduate student Senator (Elected by Senate)

One undergraduate student (Chosen by the Student Forum)

Librarian - Ex Officio (~~Non-voting~~)

Director of Academic Advice - Ex officio (Non-voting)

d) that, other than specified above, the responsibilities and terms of reference for SCUS remain unchanged, and

e) that the Terms of Reference for the Senate Committee on Graduate Studies (SCGS) be revised as follows:

Purpose

Change existing item 4.

from: To make recommendations to Senate on new course proposals.

to: To make recommendations to the Senate Committee on Academic Planning (SCAP) on new course and program proposals.

Change existing item 5.

from: To make recommendations to Senate on all Calendar changes.

to: To make recommendations to the Senate Committee on Academic Planning (SCAP) on all Calendar changes."

SIMON FRASER UNIVERSITY

MEMORANDUM

TO: R. Heath
Registrar

FROM: B. Clayman, Dean
Graduate Studies

SUBJECT: Committee Alignment

DATE: Mar. 25, 1987

At its meeting on 23 March 1987, the SGSC considered the proposal to change the Terms of Reference of the SGSC so that, on matters of academic programming (i.e. additions and deletions of, and changes to, courses or programs), SGSC would act as a subcommittee of SCAP. The membership of the Committee and its reporting to Senate on all matters within its present Terms of Reference would remain unchanged.

I am pleased to report that the Committee accepted my recommendation that this proposal be supported. No formal vote was taken, but a straw vote revealed no opposition to this whatsoever.

I should mention that, despite its unweildy size, the SGSC actually works. It is able to reach decisions expeditiously and wisely. It is also proven very valuable to me as a "Graduate Council" where I can get reactions to a variety of proposals from persons closely involved in graduate studies.

**SIMON FRASER UNIVERSITY
MEMORANDUM**

To: J. W. G. Ivany
VicePresident, Academic

From: W. R. Heath
Secretary, SCUS

Subject: Committee Alignment

Date: March 24, 1987

At the meeting of SCUS held this afternoon, your memo outlining some proposed changes to the reporting structure and membership of SCUS was discussed. A motion to support the proposal, in principle, was approved with no opposition. There was one abstention.

A handwritten signature in black ink, appearing to read "W. R. Heath", is written over the right side of the page. The signature is cursive and somewhat stylized.

SIMON FRASER UNIVERSITY

MEMORANDUM

RECEIVED
MAR 18 1987
Registrar's Office

TO: Mr. Ron Heath
Secretary to Senate

FROM: Walt Wattamaniuk
Director, Analytical Studies

SUBJECT: Committee Alignment

DATE: March 17, 1987

Dr. Ivany's proposal for changing the responsibilities and reporting structure of SCAP, SCUS and SCGS was discussed at a special meeting of the Senate Committee on Academic Planning on March 11, 1987.

A motion to approve in-principle the changes in the attached proposal was approved unanimously by SCAP.

WJW/hc



Enclosure

Memorandum
from the
Vice-President, Academic
Simon Fraser University

To: Members of SCAP, SCUS and SCGS From: J.W. George Ivany
Re: Committee Alignment Date: March 11, 1987

The responsibilities and reporting line of the three committees of Senate with primary accountability in the area of academic planning lead too frequently to a confusion of roles. Indeed it can be claimed that, from time to time, poor planning has been the result.

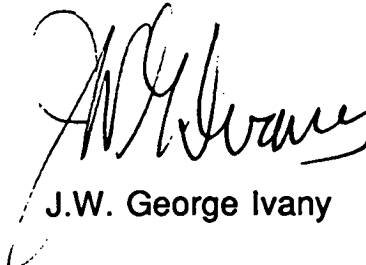
In theory the divisions of responsibility seem clear. The separation of the graduate jurisdiction from the undergraduate presents no critical problem (though even here the boundary conditions are not impermeable). The separation of the "academic" valuing and adjudication of curricular change from the "administrative" costing and priority setting, however, is complicated. Frequently, questions raised in SCUS concerning priorities and costs are waived as properly the jurisdiction of SCAP. Conversely, when members of the Academic Planning Committee query the structure of a program, the quality of faculty, etc., they are reminded that such questions belong at the table of the Undergraduate Studies Committee. There are even occasions when what seem to be appropriate decisions regarding question propriety cause particular issues to go unaddressed in either committee. A much more common phenomenon is the ratification of major academic planning ventures presented as curriculum refinement to SCUS but not to SCAP.

But seriously, can a proper decision regarding academic plans be made at all without consideration of the quality of the curriculum, the competence of the program staff, the effect of the particular decision upon other departments? Can a proper decision regarding curriculum be made with no thought to resource needs?

Senate is poorly served by such academic planning homework.

I expect to propose the following steps to Senate with the belief that academic planning and priority setting would be improved if these suggestions are accepted.

1. The Senate Committee on Academic Planning, unchanged, become the single route to Senate for all matters pertaining to academic programming.
2. That the Senate Committee on Undergraduate Studies become a subcommittee of SCAP and that the Senate Committee on Graduate Studies act as a subcommittee of SCAP insofar as its terms of reference include attention to academic programming. For other, non-program responsibilities, such as those pertaining to graduate students, SCGS will continue to report directly to Senate.
3. That the membership of the Senate Committee on Undergraduate Studies be changed as follows:
Associate Vice President, Academic - Chair.
Registrar as secretary, non-voting.
All Faculty undergraduate curriculum committee chairs.
Two undergraduate student senators.
Librarian and Director of Academic Advice or their designates
- (ex officio).
4. That the membership of the Senate Committee on Graduate Studies be unchanged.



J.W. George Ivany

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, Chair			J.W.G. Ivany ✓
Associate Vice- Pres., Academic	Ex-officio, Vice-Chairman			R. Saunders ✓
Executive Director Administrative Services	Ex-officio, (non-voting)			W. DeVries ✓
Dean of Applied Sciences				D.A. George ✓
Dean of Arts				R.C. Brown ✓
Dean of Bus.Admin.				C. LeBon ✓
Dean of Education				J. Tuinman ✓
Dean of Science				G. Geen ✓
Dean of Cont.Studies				J.L. Hoegg
Dean of Grad.Studies				B.P. Clayman
Senator	Elected	2 yrs	Sep 30/88	W. Cleveland
Senator		2 yrs	Sep 30/88	J.M. D'Auria
Senator	by	2 yrs	Sep 30/87	D. Goodman
Senator		2 yrs	Sep 30/87	S. Verdun-Jones
Senator	and	2 yrs	Sep 30/87	K.E. Rieckhoff
Senator (Lay Member)		2 yrs	Sep 30/88	B.A. Holweg
Senator (Lay Member)		2 yrs	Sep 30/87	V. Nielsen
Senator (Student)	from	2 yrs	Sep 30/88	P. Hancock S. Carr
Senator (Student)		2 yrs	Sep 30/87	S. Custodinho*
Senator (Student)	Senate	2 yrs	Sep 30/88	C. Saran
Librarian (or designate)				C. MacDonald
Registrar	Non-voting			W.R. Heath
Director of Analytical Studies	Secretary - Non-voting			W. Wattamaniuk

Terms of Reference

1. 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:

- 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. Revision in membership approved by Senate, October 4, 1982 (S.82-99). Revision in membership to reflect University reorganization approved by Senate, May 13, 1985 (S.85-33).

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.

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- * Elected June 2, 1986 meeting of Senate to replace A. Steele for balance term of office.

15. 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 designate)	Chair			R. Saunders
Registrar	Secretary (Non-voting)			W.R. Heath
Director of Analytical Studies	Non-voting			W. Wattamaniuk
University Librarian, (or designate)				S. Thomas
Applied Sciences Arts Business Admin. Education Science	Chairs of Faculty Undergraduate Curriculum Committees			G. Bhakthan J. Weinkan E. Alderson C. Smart M. Manley-Casimir R.F. Frindt
Dean of Applied Sciences Dean of Arts Dean of Business Admin. Dean of Education Dean of Science				D.A. George R.C. Brown C. LeBon J. Tuinman G. Geen
Senator (Lay Member)	Elected by and from Senate			G.D. Basham
Student-Applied Sc. Student-Arts Student-Bus.Admin. Student-Education Student-Science	One member from each Faculty to be chosen by Student Forum			T. Welsh J. McPeanne (Vacant) B. Hernal (Vacant) S. Carr
Alternate Alternate Alternate Alternate Alternate	Student Senators elected by and from Senate			(Vacant) E. Almassy T. Arnold S. Pattison R. Rainey

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

Quorum:

A majority of 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.
- 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 judgement of the Committee or its Chair, 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.

6. Senate delegated to SCUS (December 2, 1985) responsibility to approve and review practices and procedures with respect to the University's registration priority system as set out in Senate paper S.85-59.

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. Revision of membership to include Faculty of Business Administration approved by Senate October 4, 1982 (S.82-99). Revision in membership to reflect University reorganization approved by Senate May 13, 1985 (S.85-33).

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.

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			B.P. Clayman
Dean of Applied Sciences (or designate)				M. Savage
Dean of Arts (or designate)				M. Roberts
Dean of Business Admin. (or designate)				C. LeBon
Dean of Education (or designate)				J. Tuinman
Dean of Science (or designate)				G. Geen
University Librarian (or designate)				S. Thomas
Registrar (or designate)	Ex-officio (non-voting)			H. Nagel
Supervisor, Graduate Studies	Secretary Ex-officio (non-voting)			M.A. McGinn
<u>Chairs of Departmental Graduate Studies Committees</u>				
<u>Applied Sciences</u>				
Computing Science				B. Bhattacharya
Communication				M. Laba
Engineering Science				J. Cavers
Kinesiology				M. Savage
MRM Program				R. Peterman
<u>Arts</u>				
Archaeology				P.M. Hobler
Criminology				R. Menzies
Economics				J. Chant
English				C. Banerjee
Geography				I. Hutchinson
History				J. Little
Languages, Literatures & Linguistics				T. Perry
Philosophy				R. Jennings
Political Science				L. Cohen A. Ciria
Psychology				M. Bowman
Sociology and Anthropology				H. Sharma
Women's Studies				A. Lebowitz

Business Administration

E. Love

Education

R. Marx
A. Horvath

Science

Biological Sciences
Chemistry
Mathematics & Statistics
Physics

R. Brooke
F. Einstein
G. Bojadziew
R. Enns

Graduate Student Representatives

<u>Member</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Applied Sciences	Regular Member 1 yr	Sep 30/87	S. Jenks
	Alternate 1 yr	Sep 30/87	P. Cook
Arts	Regular Member 1 yr	Sep 30/87	D. Jelinski
	Alternate 1 yr	Sep 30/87	J. McPeanne
Business Admin.	Regular Member 1 yr	Sep 30/87	No Nomin.Rec'd.
	Alternate 1 yr	Sep 30/87	No Nomin.Rec'd.
Education	Regular Member 1 yr	Sep 30/87	No Nomin.Rec'd.
	Alternate 1 yr	Sep 30/87	No Nomin.Rec'd.
Science	Regular Member 1 yr	Sep 30/87	No Nomin.Rec'd.
	Alternate 1 yr	Sep 30/87	P. Nonacs No Nomin.Rec'd.

Purpose

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).
4. To make recommendations to Senate on new course proposals.
5. To make recommendations to Senate on all Calendar changes.
6. To decide on admission or degree recommendations in those cases where the Dean of Graduate Studies is not able to approve.

Composition

1. The Dean of Graduate Studies - Chair.
2. The Dean of each Faculty (or designate).
3. The University Librarian (or designate).
4. The Chair of each Departmental Graduate Studies Committee.
5. Two members elected by and from the Faculty Graduate Studies Committee in the Faculty of Education.

6. Two members elected by and from the Faculty Graduate Studies Committee in the Faculty of Business Administration.
7. A graduate student representative (or alternate) from each Faculty to be elected by and from the graduate students in the Faculty by in-person secret ballot at the Office of the Registrar.
8. The Registrar (or designate) (non-voting).
9. The Assistant Registrar - Graduate Studies (non-voting).

Duties

1. The Committee quorum shall be the Chair and six members of faculty.
2. A voting member of the Committee, who cannot attend a particular meeting, may send a qualified alternate. A 'qualified alternate' for a member of faculty shall be a member of a faculty who is qualified to Chair his/her 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 a 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 replaced.

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 in December 8, 1976. Revision to election procedures for graduate student representatives approved by Senate June 7, 1982 (S.82-66). Revision of membership to include Business Administration approved by Senate October 4, 1982 (S.82-99). Revision of membership to include MRM representative approved by Senate February 6, 1984 (S.84-16). Revision of membership to include Women's Studies representative approved by Senate May 13, 1985 (S.85-29). Revision in membership to reflect University reorganization approved by Senate May 13, 1985 (S.85-33). Purpose revised to include responsibilities from the Executive Committee, Senate Graduate Studies Committee following its dissolution as approved by Senate December 1, 1986 (S.86-80).

SGSC reports to Senate in March of each year.