

SIMON FRASER UNIVERSITY

MEMORANDUM

To..... ALL MEMBERS OF SENATE

From..... I. B. KELSEY

..... DIRECTOR OF SECRETARIAT SERVICES

Subject..... REVISED SENATE PAPERS

Date..... MARCH 26, 1971

Attached for your information are several papers revised and approved by Senate at its meeting of March 1, 1971. These papers include:

Paper 3i - Regulations Governing the Conduct of Examinations for Undergraduates at S.F.U.

Paper S.424 - Division of General Studies

Paper S.71-35 - Senate Undergraduate Studies Committee

SIMON FRASER UNIVERSITY

MEMORANDUM

Senate Paper 3i
(As revised by Senate
March 7, 1966 and
March 1, 1971)

To.....	SENATE	From.....	D. P. ROBERTSON
Subject.....	REGULATIONS GOVERNING THE CONDUCT OF EXAMINATIONS FOR UNDERGRADUATES AT S.F.U.	Date.....	FEBRUARY 22, 1966

1. EXAMINATION PERIOD

There shall be an examination period at the end of each semester; the length of the period to be determined by necessity.

An examiner may with the concurrence of his Department Head hold an examination at a time and place more convenient to the students and himself rather than make use of the central examination facilities. In this case the Registrar should be notified in writing.

2. EXAMINATION TIMETABLE

Examinations normally shall be of 1, 2 or 3 hours duration.

Normally no candidate shall be required to sit more than 2 examinations in one day.

At least six weeks before the examination period a draft time-table shall be prepared, circulated and posted by the Registrar's Office. Known conflicts shall be resolved and a second draft posted. After two weeks the final timetable shall be issued.

3. SETTING OF EXAMINATION PAPER

Examination paper for all formal examinations shall be prepared in the department office on 10 x 15 A.B. Dick #2-3021B masters (green back) for printing on 8½ x 11 paper. The examination papers are to be proof-read by the examiner, and delivered to the Registrar's Office not later than seven days before the date of the FIRST examination in the examination period.

4. TYPES OF EXAMINATION PAPERS

Each examination paper shall be one of three types which shall be clearly indicated on both the question paper and the examination timetable.

The types are as follows:

Type (R) - Regular examination paper for which the following aids are permitted in addition to pencils: drawing aids without cases, slide rules without cases.
(Type R question papers will be printed on coloured paper for easy recognition by the invigilators.)

Type (S) - Special-aid examination paper for which the candidate may bring into the examination room those additional aids specified by the examiner and recorded on the top of the question paper (e.g. look-up tables, handbooks, etc.).

Type (O) - "Open-Book" examination paper for which any and all aids are permitted.

5. INVIGILATION

The Department Head shall assign individual faculty members, teaching assistants or associates to invigilate at specified examinations as requested by the Registrar's Office.

The selection of invigilators shall be entirely at the discretion of the Department Chairman. The Registrar will notify each invigilator of his assignment in sufficient time before the examination.

The Presiding Officer chosen by the Registrar from the roster of invigilators shall be of faculty rank.

The Presiding Officer in co-operation with the Registrar or his appointee shall be in charge of the examination hall.

Any contravention of a ruling given by the Presiding Officer shall be considered a violation of the examination regulations and treated accordingly.

If, during an examination, a candidate is found giving assistance to or receiving assistance from another candidate, communicating with another candidate, copying, or having in the examination room unauthorized aids, the Presiding Officer should be immediately notified.

If the Presiding Officer is convinced that a violation has occurred, he shall collect all evidence and answer books, shall provide the candidate with new answer books to continue writing, and shall advise the Registrar of the incident without delay.

As soon as possible after the examination has been written the Presiding Officer and any invigilators who observed the infraction shall meet with the Registrar to prepare a report for Faculty Council. The candidate or candidates involved will be requested to wait on the Registrar who shall inform them if the case is being presented to Faculty Council or is being dropped. Faculty Council, when necessary, shall be convened within 48 hours to determine the action to be taken and the penalties, if any, to be imposed. Meanwhile the candidate or candidates involved may continue writing examinations.

6. PHYSICAL ARRANGEMENTS FOR EXAMINATIONS

The Registrar's Office shall arrange accommodation for examinations and provide sufficient question papers and answer booklets at the examination location.

The invigilators shall present themselves at least 30 minutes before the appointed hour to assist in the distribution of material.

7. ENTRANCES AND EXITS

Once entering the examination hall the candidate must remain for the first one-half hour. There shall be no extension of time for a candidate who arrives late. A candidate who arrives more than one-half hour late for an examination will be refused permission to sit the examination regardless of the reason for his lateness.

At five minutes before the conclusion of the time set for the examination the Presiding Officer shall announce the time remaining. No student shall leave his seat after this time until all papers have been collected.

At the conclusion of the examination, candidates shall cease writing. All examination booklets, used or not, shall be collected by the invigilators.

8. ANSWER BOOKLETS

Each examination book must be endorsed by the candidate before any answers are written therein.

The Registrar's Office shall be responsible for the security of the completed examination booklets. The completed booklets may be picked up by the examiner or his appointee at the examination hall at the end of the exam, or at the office of the Registrar.

9. COURSE GRADES

Course Grades shall be reported to the Registrar's Office through the Head of the Department concerned within 96 hours after the examination is written. Wherever possible the examination time-table will be drawn up in such a way as to put the lighter marking loads at the end of the examination period.

10. RELEASE OF GRADES

Course grades may be released by instructors at the end of the semester. Such course grades must be designated as provisional and the right of any student to privacy with regard to publication of course grades must be respected.

DIVISION OF GENERAL STUDIES

RECOMMENDATION: That a Division of General Studies be established with responsibility for administering such multidisciplinary, interdisciplinary and experimental courses and programs as Senate and the Board of Governors may from time to time place within the jurisdiction of the Division of General Studies.

REASONS FOR THIS RECOMMENDATION:

1. BACKGROUND INFORMATION:

The Academic Planning Committee has before it for consideration a number of specific proposals for new courses and programs. The list comprises:

- the Arts Program
- the Computing Science Program
- the Bio-Chemistry Program
- the Canadian Studies Program
- the African/Middle East Studies Program
- the Master of Arts (Education) Program
- the Latin American Studies Program

After approval by Senate of some or all of these proposals, it will then fall to the Academic Planning Committee to recommend an order of priority for the programs so approved.

Before making any such specific recommendations, however, the Academic Planning Committee has had to deliberate about some quite general questions of policy: questions about its criteria for assessment, questions about the current practicability of implementing any of the proposed programs, and about the most desirable ways of doing so. Among the factors relevant to these deliberations were the following:

2. GENERAL CONSIDERATIONS:

(a) It is clear that if present estimates of the 1971/72 budget are correct (or even nearly so), then only a limited amount of money will be available for us to mount new programs in the near future. It becomes a matter of paramount importance, then, to determine how, if at all, the expected budgetary resources can be stretched to accommodate as many as possible of the programs whose implementation is recommended.

(b) One fairly obvious way of effecting the necessary cost-savings is to ensure that administrative costs are kept to a minimum. Now as it happens, each of the programs submitted to Senate for approval has originated from quite different sources and - in the absence of any suggestions to the contrary - has proposed its own independent administrative organisation. Consequently if implemented as they stand, these programs proposals would involve considerable duplication of administrative personnel and facilities. Accommodating all new programs within a single organisational structure would solve at least this problem.

* For detailed revisions of March 1, 1971 see Paper S.71-32

(c) It would also provide a viable solution to another set of problems which would otherwise arise: those of establishing proper lines of communication and responsibility between persons responsible for new programs and the central University administration, of establishing uniformity of procedures within the new programs, and of ensuring some degree of rational and coherent overall planning for the programs to be implemented.

(d) Placing inter- and multi-disciplinary programs under University-wide control would also do much to hasten the initiation and development of inter- and multi-disciplinary and experimental programs which reflect the diversity of student and faculty interest.

(e) Finally, within a unified administrative framework of the kind proposed it is easier to envisage procedures being established for the recruitment of faculty in some of those non-standard categories which the new programs call for: faculty to be employed on a part-time basis only, and, in certain cases, faculty appointed on a contract basis. (The last-mentioned category is plainly called for in the case of experimental courses which - if they are found not to be viable after a certain time - may need to be phased out in order to free University resources for other new programs and experimental courses.)

For the above reasons the Academic Planning Committee recommends the establishment of:

A DIVISION OF GENERAL STUDIES

as provided for hereunder.

1. DEAN OF THE DIVISION

The Division should have as its head a Dean with responsibility to the Academic Vice-President and responsibility for the administration of all inter- and multi-disciplinary programs and experimental courses and programs.

2. GENERAL STUDIES FACULTY

Normally, faculty participating in General Studies program would fall under one or other of the following headings:

(a) Faculty holding appointments within existing departments and who, with departmental approval, are seconded to teach in either a full-time or a part-time capacity within the General Studies Division.

(b) Newly appointed faculty who may be recruited to positions of the following kinds:

(i) To an existing department with appropriate arrangements for secondment to the General Studies Division as in (a). Here normal appointments procedures would be followed except that both the department concerned and faculty associated with the General Studies program concerned would meet jointly to approve of the candidate's appointment.

- (ii) To a non-departmental position describable as a 'University professorship within the General Studies Division.' Such positions might carry all the prerequisites and responsibilities of ordinary faculty except for right to tenure. By way of compensation such faculty might be paid a somewhat higher salary.
- (iii) To a contract position for a restricted period of time, e.g. one or two years. Such positions could be filled either on a full-time or on a part-time basis, and would be particularly appropriate for persons from outside the University who have special expertise in the relevant program area.

3. OPERATIONAL DETAILS

(a) For each Inter- and Multi-Disciplinary Program:

- (i) The Dean of the Division of General Studies shall report as a dean of faculty to the Vice-President Academic.
- (ii) The teaching faculty of such a program shall be identified by the Dean of the Division of General Studies in consultation with the Coordinator/Director.
- (iii) Such faculty shall annually elect from among themselves a steering committee.
- (iv) The steering committee with the Dean of Division of General Studies shall constitute an Appointments Committee for purpose of selection and recommendation for appointment of a Coordinator/Director. The Coordinator/Director shall report to the Dean of the Division of General Studies.
- (v) The responsibilities of the Coordinator/Director, in consultation with the steering committee and other program faculty, shall in general include recommendations for appointments, budgets and the submission of names of candidates who have completed the requirements of the program. The Coordinator/Director shall discuss the faculty requirements of his program with the relevant departments. More specifically:

Recommendations for contract positions solely within the Division shall be forwarded by the Coordinator/Director to the Dean of the Division of General Studies.

An annual budget reflecting the administrative and teaching needs of the program shall be prepared by the Coordinator/Director in consultation with the steering committee and/or program faculty, and submitted directly to the Dean of the Division of General Studies.

The Coordinator/Director will report to the Dean of the Division regarding fulfillment of the requirements of the program by students.

- (vi) The steering committee plus two or more students shall constitute a curriculum committee for each program. Students shall be appointed to each curriculum committee with the approval of the Dean of the Division on the recommendation of the Simon Fraser Student Society.
- (vii) Comments on the performance of faculty members participating in programs in the Division shall be conveyed by the Dean of the Division to appropriate Departmental Chairmen for inclusion in the overall evaluations of faculty by Departmental Tenure Committees.

Comments on the performance of individuals on contract within the Division shall be conveyed by the Coordinators/Directors of the program to the Dean of the Division.
- (viii) Not later than three years after date of inception, each new program will be reviewed by the Academic Planning Committee and a recommendation made to Senate either to continue or discontinue the program. If it is to be discontinued, the welfare of students involved shall be taken into account in phasing out the program.

SIMON FRASER UNIVERSITY

S.71-35

(As revised and approved by
Senate March 1, 1971)

MEMORANDUM

To.....Members of Senate.....

From.....Academic Planning Committee.....

Subject.....Senate Undergraduate Studies.....
Committee

Date.....February 5, 1971.....

RECOMMENDATION

That Senate establish a Senate Committee on Undergraduate Studies (standing) with the following membership, terms of office and terms of reference:

Membership

Vice-President Academic or his designate

Two faculty from each Faculty Undergraduate Curriculum Committee elected by the members of those Committees

Two student Senators

One student from each Faculty Undergraduate Curriculum Committee which has students, elected by the members of these Committees

Dean of Arts or his designate

Dean of Education or his designate

Dean of Science or his designate

Dean of the Division of General Studies or his designate

Registrar - ex-officio Secretary (non-voting)

Librarian

Academic Planner (non-voting)

One person appointed by the President

The chairman of the Committee will be designated by the Vice-President Academic.

A quorum will consist of the chairman of the Committee and one representative from each of the Faculty Undergraduate Curriculum Committees.

Terms of Office

The representatives from the Faculty curriculum committees and the

student senators will normally serve a two-year term and will be eligible for reappointment. In the first instance, it is recommended that the Faculty Curriculum Committees elect one of their members for a one-year term and the other for a two-year term; Senate in electing the student senators to the Committee should also name one to serve a one-year term and the other to serve a two-year term. Such an arrangement will ensure continuity and overlapping membership.

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 educational process to ensure:
- (1) reasonably consistent and equitable evaluation practices within and across courses
 - (2) the continued maintenance of high academic standards

BACKGROUND

The nature of the degree and program offerings at Simon Fraser University has, until recently, reflected primarily a departmental orientation. In planning the undergraduate curriculum at the University, it has been possible to vest responsibility for curriculum recommendations in the hands of departments and in faculty curriculum committees with responsibility for final approval of new program and/or course offerings vested with Senate.

Recently, however, several inter and multi-departmental courses and programs have emerged as well as a Division of General Studies charged with offering experimental courses and programs. Furthermore, Senate has now approved the establishment of a Bachelor of General Studies, defined minor and double minor degrees and will soon be examining double major degrees and other proposed curricular changes. To many, it is becoming readily apparent that with the expansion of the program and degree options available to students, the resulting inter-relationship among programs will require a much greater degree of coordination and integration in the various facets of the undergraduate curriculum than hitherto. In both the program and degree areas, there is a need to ensure that course offerings, pre-requisites and co-requisites reflect the programs that have been established, that unnecessary duplication is avoided, that inter-relationships among programs are identified, and that standards once set are maintained.

Furthermore, there is a need to ensure that the implementation of these new degrees and programs does not result in an unnecessary proliferation of different degree requirements at this University.

Finally, inextricably linked to the whole undergraduate curriculum is the issue of grading and examination practices. At the present time, there exists a Senate Committee on Grading and Examination Practices. Because we find it difficult to separate the curriculum issues from the grading and examination practices issues, we are recommending that responsibilities in both of these areas be integrated into one committee. In so doing, we recognize that we are imposing a heavy responsibility on one committee. However, we believe with the effective utilization of staff assistance, the actual work of the committee members can be considerably lessened. The Committee should also point out its concern about the proliferation of committees at this University and hopes, by this mechanism, to set a favorable example.

ORGANIZATION

This proposal is intended to provide at the undergraduate level a curriculum review structure which is similar to that at the graduate level. The existing curriculum committees in each of the three faculties would be retained and, thus, recommendations would emerge from departments, be reviewed at the faculty level and then carried to the Senate Undergraduate Studies Committee for review from a University perspective. The recommendations of the Committee would, in turn, be forwarded to Senate for its consideration.

The work of the Senate Undergraduate Studies Committee would be expected to complement that of the Academic Planning Committee. While the latter would maintain responsibility for reviewing and/or developing new program proposals for submission to Senate and for recommending academic priorities, the Undergraduate Studies Committee would review and recommend to Senate on those curriculum matters affecting all programs implemented at the University.

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