

SIMON FRASER UNIVERSITY

S. 303

MEMORANDUM

To..... SENATE

From..... L.M. Srivastava,
Acting Vice-President, Academic

Subject..... CALENDAR

Date..... 21 November, 1969

I. In previous years preparation of the Calendar has been an enormously time-consuming and for the most part a frustrating experience. The reasons for this state of affairs are three:

1. The Calendar is composed of both general university and departmental requirements as well as a proposed time schedule of courses (which is rarely adhered to) to be offered by term during the next calendar year. The aggregation of these three components into one document increases the departmental preparation time significantly.
2. Departments have utilized the University Calendar as a mechanism for the introduction and/or modification of courses, course descriptions, changes in departmental requirements, etc., and
3. integrally related to item 2, the University Calendar is being utilized by Senate as a mechanism for approving departmental requirements, course offerings, etc.

Is this necessary?

II. A proposed solution to this problem is the following:

1. A volume is needed which describes such things as academic calendar of events, structure of the University, governing bodies, degrees offered and requirements for them, trimester and tutorial systems, admissions requirements, registration procedure, fee schedule, general regulations on examination and grading etc., a complete list of all academic faculty, and the Senate-approved courses that are available - though not necessarily given in any particular semester - at this University.

This volume, to be called "Calendar" should be put together once each year for general distribution to Universities, High schools, Libraries and interested parties. The preparation of this volume is entirely a clerical function. The Senate need not be - in fact should not be - involved in its preparation. The Office of the Registrar in conjunction with departments can adequately fulfil this function. This would ensure a constant review of the Calendar.

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At the same time the Registrar's Office would

- i. bring to the attention of the Senate and Board those general regulations that need changing, and
- ii. incorporate those regulations, courses or programs in the new Calendar that have been approved by these bodies.

If regulations or courses or programs are approved after the Calendar has been prepared, they would be published as an Addendum and incorporated in the next Calendar.

2. In addition a "Course Guide" needs to be published each semester. The Course Guide should include the following information:
 - i. For the semester immediately following -
 - a. all courses and only those courses that are to be given that semester
 - b. names of faculty members in charge of these courses, and
 - c. timetable with courses, sections, time and place.
 - ii. For two semesters after the one immediately following -
 - a. all courses and only those courses that are to be given in each of the two semesters
 - b. names of faculty members in charge of the courses.

Specifically a Course Guide published next semester would include a list of courses, faculty in charge and timetable for 70-2, and a list of courses and faculty in charge for 70-3 and 71-1. The course guide published in Summer 1970 would include the list of courses, faculty in charge and timetable for 70-3 and list of courses and faculty in charge for 71-1 and 71-2.

* (See p.3)

The information on courses to be offered and faculty in charge will be obtained from the Departments. The Registrar's Office will publish the Course Guide including the timetable without further involvement of the Senate.

III. There are several advantages to this proposal:

1. It gives to students firm information as to what courses will be available, who will teach them and when they will be given over a three semester period. They can make a rational choice and plan their academic programs.

2. It makes preregistration possible with all its advantages as outlined in the accompanying paper.
3. It takes the pressure off the Departments, Senate and Registrar's Office as far as approval of courses and their incorporation in the present Calendar is concerned.

IV. What must the Senate and Departments do to make this system possible:

1. Senate must approve the principle that courses approved by Senate shall not be offered for at least two complete semesters following such approval by Senate.
2. Departments must make firm commitments about course offerings and faculty teaching those courses over a three semester period at a time.

V. The following motions are moved for acceptance:

1. "Senate accepts the method for Calendar preparation as outlined above".
2. "Senate agrees that courses approved by Senate shall not be offered for at least two complete semesters following such approval by Senate".

Lalil Mha Srivastava

L.M. Srivastava

* The following statement was approved by Senate at its meeting of December 1, 1969:

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"It is recognized that as a result of approval of new courses the entries for a particular semester's offering may vary from one Course Guide to the next. For instance, entries for 70-3 published in the Summer 1970 Course Guide may show additions to but not deletions from the entries published in the Spring 1970 Course Guide."