

# SIMON FRASER UNIVERSITY

## OFFICE OF THE VICE-PRESIDENT, ACADEMIC

S.96-22

Amended by  
Senate  
04/03/96

### MEMORANDUM

**To:** Senate

**From:** D. Gagan, Chair *David Gagan*  
Senate Committee on Academic Planning

**Subject:** Delegation of responsibility for approval of new courses

**Date:** February 13, 1996

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In November 1995 I circulated to members of the Senate Committee on Academic Planning and the Chairs of the Senate Committee on Undergraduate Studies and the Senate Graduate Studies Committee a proposal for reorganizing and streamlining some responsibilities for these three committees. The proposal has been considered and approved by SCAP, SCUS and SGSC and gives rise to the following motion:

**Motion:**

*See amended motion overleaf*

"That Senate delegate its responsibility for approving all new undergraduate courses and program revisions of a minor nature to the Senate Committee on Undergraduate Studies and all new graduate courses and program revisions of a minor nature to the Senate Graduate Studies Committee."

Further if this motion is approved by Senate:

**Motion:**

"That the Secretary of Senate be authorized to make the appropriate changes to the terms of reference of each of these committees."

SCAP asked SCUS and SGSC to bring to SCAP, for information, a description of the decision-making criteria which will be used to make curriculum assessments. SCUS prepared a New Undergraduate Course Approval Cover Sheet (attached) which will accompany all new courses in the approval stages. The process summarized within the cover sheet contains the following requirements:

- Departments initiating new courses must consult with other departments and Faculties which might have an interest in the course content.

- The Dean (or designate) of the Faculty housing the course will indicate his/her approval for the course, and the Deans of Faculties which may be affected by the proposed new courses will also have the opportunity to signify their approval.

SCUS, a small existing committee with representation from each Faculty will be the final decision-making level for the approval of all new undergraduate courses. A similar system will be implemented for graduate courses and the role of SGSC would parallel the role of SCUS. At SCAP, committee members appreciated that the process proposed by SCUS might have to be fine-tuned after a period of experience, but there was strong support for the recommended streamlined approach for both SCUS and SGSC.

With these proposed changes, SCAP will turn its attention to the issues at the program level, such as program plans, external reviews, quality, effectiveness and prioritization.

**Motion:**

"that Senate delegate its responsibility for approving all new undergraduate courses and program revisions of a minor nature to the Senate Committee on Undergraduate Studies and all new graduate courses and program revisions of a minor nature to the Senate Graduate Studies Committee. *Furthermore, all such actions by SCUS and SGSC be reported to SCAP for information before they are reported to Senate. And that, within one week after SCUS or SGSC has reported to SCAP, any two members of SCAP can ask that the specific new courses or program revisions of a minor nature be considered by SCAP. Similarly, that within two weeks after SCUS or SGSC has reported to Senate, any five members of Senate can ask that the specific new courses or program revisions of a minor nature be considered by Senate. Only after SCAP and Senate have been thus informed, do these delegated actions of SCUS and SGSC become official Senate policy without further Senate action.*

## New Undergraduate Course Approval Cover Sheet to be attached to New Course Proposal Form

1. **Departmental\* approval** indicates that the Department has approved the content of the course, and has consulted with other Departments and Faculties regarding proposed course content and overlap issues.

Which other Departments and Faculties have been consulted regarding the proposed course content including overlap issues? [More pages to be added as required]

Depts./Faculties consulted

Depts./Faculty approval/disagreement

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Course approved by Department Curriculum Committee (Committee Chair)

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Course approved at Department level (Chair)

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2. **Faculty\* approval**

**Other Faculties approval** indicates that the Dean(s) or designate of other Faculties affected by the proposed new course support(s) the approval of the new course.

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**Home Faculty approval** indicates that all the necessary course content and overlap concerns have been resolved, and that the Faculty/Department commits to providing the required Library funds.

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Any outstanding resource issues to be addressed prior to implementation: space, laboratory equipment, etc.

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3. **SCUS approval** indicates that the course has been approved for implementation subject, where appropriate, to financial issues being addressed.

Course approved by SCUS (Chair of SCUS)

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2 semester lag waived by SCUS (Chair of SCUS)

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**Approval is signified by date and appropriate signature.**

An annual report of all new course approvals would be generated by SCUS and sent to all Departments and Faculties for information. An executive summary of the annual report would be prepared for the information of Senate.

\* Non-departmentalized Faculties would complete both sections 1 and 2.