



Simon Fraser University
 Dean of Student Services & Registrar

Memorandum

S.98-100

Referred back to
 SCAR.

S.M. 7 Dec 98

To: Senate

From: Ron Heath

Dean of Student Services & Registrar

Subject: Membership and Terms of Reference
 - Calendar Committee -

Date: November 18, 1998

Membership

1 Faculty Member appointed by SCUS	2 year term
1 Faculty Member appointed by SGSC	2 year term
1 Student appointed by the SFSS	1 year term
Registrar	Ex officio
Assistant to the Registrar (non-voting Secretary)	

The Committee shall elect its own Chair from among the voting members of the Committee. One Faculty Member position on the Committee will be replaced each year to provide continuity.

Terms of Reference

1. To advise the Registrar on matters relating to the content of the University Calendar.
2. To consider potential changes to established practice, and if appropriate, refer to Senate, for information, advice or approval, recommendations relating to content or presentation.

For instance, the Calendar Committee should consider whether or not advertising should be allowed in the Calendar. Should Senate approve the principle of accepting advertising, the Calendar Committee would establish guidelines for the location and types of advertisements to be accepted. The Committee would monitor those advertisements proposed each year.

3. To review the schedule of dates for future semesters. Changes to established practice may be referred to Senate for information, advice or approval.
4. To consider matters that may be referred to the Committee by the Registrar or by other Committees of Senate.

Action undertaken by the Senate Committee on Agenda and Rules gives rise to the following motion:

MOTION: "that Senate approve the Membership and Terms of Reference
 - Calendar Committee - as set out in S.98-100"

(Motion referred back to Scar)