

# SIMON FRASER UNIVERSITY

S.73-45

## MEMORANDUM

To MEMBERS OF SENATE

From ACADEMIC PLANNING COMMITTEE

Subject NON-CREDIT INSTRUCTION

Date MARCH 14, 1973

MOTION: "That Senate approve, as set forth in S.73-45, the structure, composition and terms of reference of a Senate Committee on Non-credit Instruction (standing) as follows:

Membership:

Vice-President, Academic, or his designate (voting) - Chairman;  
Four Senators, one from each of the four Faculties, as designated by the individual Deans of the Faculties;  
Two Senators, elected by Senate; and  
Director of Continuing Education (non-voting)

Terms of Appointment:

The four Senators who are designated by the Deans of Faculties are to be appointed for periods of two years - except that in the first instance two members shall be appointed for one year and two members for two years. The two Senators elected by Senate are to be appointed for periods of two years - except that in the first instance one member shall be appointed for one year and one member for two years.

(Periods of office normally commence October 1st and terminate September 30th following. In the first instance, designates for the two year periods shall continue in office until September 30th, 1975; those for the one year periods until September 30th, 1974.)

Terms of Reference:

1. To consider for approval all non-credit<sup>1</sup> courses of study, instruction and education, not otherwise approved by Senate, which are proposed under the auspices of SFU or any of its Faculties or Departments, including non-academic departments.
2. Approval shall not extend to more than one offering of any such course; and any subsequent offering must receive the Committee's approval.

3. To report promptly each semester to Senate for its ratification,<sup>2</sup> the non-credit courses of study, instruction and education which have been approved in the previous semester. Notwithstanding this regular obligation, the Committee shall be empowered to report to Senate at its discretion and be required to report to Senate at the request of Senate.

- Notes:
- <sup>1</sup> Non-credit course of study, instruction or education shall be taken to mean courses or workshops offered under University auspices, other than occasional lectures, colloquia or seminars offered by departments or other units. Questions about the applicability of these terms shall be referred to the Vice-President, Academic for resolution.
  - <sup>2</sup> Ratification by Senate after a course has been offered suffices to meet the legal requirements of the Universities Act, 54 (d) which provides that Senate shall have the duty 'to consider and revise the courses of study, instruction and education in all Faculties and departments of the University, including extra-mural instruction.' Thus, if a course has been approved by the Committee, and has been offered, but is subsequently not ratified by Senate, the effect will be to instruct the Committee not to approve that course or similar courses in the future.

# SIMON FRASER UNIVERSITY

S. 73-45

## MEMORANDUM

To: Members of Senate

From: Academic Planning Committee

Subject: Non-credit instruction (APC 73-3b)

Date: March 14, 1973

MOTION: That Senate approve the structure, composition and terms of reference of a Senate Committee on Non-credit Instruction (standing) as follows:

### Membership:

Vice-President, Academic, or his designate (voting) - Chairman;  
Four Senators, one from each of the four Faculties, as designated by the individual Deans of the Faculties;  
Two Senators, elected by Senate; and  
Director of Continuing Education (non-voting)

### Terms of Appointment:

The four Senators who are designated by the Deans of Faculties are to be appointed for periods of two years - except that in the first instance two members shall be appointed for one year and two members for two years. The two Senators elected by Senate are to be appointed for periods of two years - except that in the first instance one member shall be appointed for one year and one member for two years.

(Periods of office normally commence October 1st and terminate September 30th following. In the first instance, designates for the two year periods shall continue in office until September 30th, 1975; those for the one year periods until September 30th, 1974).

### Terms of Reference:

1. To consider for approval all non-credit<sup>1</sup> courses of study, instruction and education, not otherwise approved by Senate, which are proposed under the auspices of SFU or any of its Faculties or Departments, including non-academic departments.
2. Approval shall not extend to more than one offering of any such course; and any subsequent offering must receive the Committee's approval.

3. To report promptly each semester to Senate for its ratification<sup>2</sup>, the non-credit courses of study, instruction and education which have been approved in the previous semester. Notwithstanding this regular obligation, the Committee shall be empowered to report to Senate at its discretion and be required to report to Senate at the request of Senate.

  
I. Mugridge

:ams

Notes: <sup>1</sup>Non-credit courses of study, instruction or education shall be taken to mean courses or workshops offered under University auspices, other than occasional lectures, colloquia or seminars offered by departments or other units. Questions about the applicability of these terms shall be referred to the Vice-President, Academic for resolution.

<sup>2</sup>Ratification by Senate after a course has been offered suffices to meet the legal requirements of the Universities Act 54 (d) which provides that Senate shall have the duty 'to consider and revise the courses of study, instruction and education in all Faculties and departments of the University, including extra-mural instruction.' Thus, if a course has been approved by the Committee, and has been offered, but is subsequently not ratified by Senate, the effect will be to instruct the Committee not to approve that course or similar courses in the future.