SENATE OF SIMON FRASER UNIVERSITY
AGENDA – OPEN SESSION

Monday, February 6, 2023 – 5:30 pm
Room 3210 West Mall Complex

1. Approval of the Agenda

2. Approval of the Minutes of the Open Session of December 5, 2022

3. Approval of the Minutes of the Open Session of January 9, 2023

4. Business Arising from the Minutes

5. Report of the Chair
   i) Board of Governors Update (For Information)
   ii) Report of the Provost (For Information)
   iii) Medical School Update (For Information)

6. Question Period *

7. Reports of Committees
   A) Senate Committee on University Honours (SCUH)
      i) Changes to the Policy and Procedures on Granting and Revoking Honorary Degrees S.23-16
   
   B) Calendar Committee (CC)
      i) Academic Dates Fall 2023 S.23-2
   
   C) Senate Committee on Agenda and Rules (SCAR)
      i) Procedure Changes - R20.01 (For Information) S.23-17
   
   D) Senate Committee on Undergraduate Studies (SCUS)
      i) Program Changes (For Information) S.23-18
      ii) New Course Proposals (For Information) S.23-19
      iii) Course Changes (For Information) S.23-20
   
   E) Senate Committee on University Teaching and Learning (SCUTL)
      i) Implementation of the SETCwg and TAWG Reports (For Information) S.23-21

   F) Senate Graduate Studies Committee (SGSC)
      i) Annual Report 2022 (For Information) S.23-22
ii) Program Changes (For Information) S.23-23
iii) New Course Proposals (For Information) S.23-24
iv) Course Changes (For Information) S.23-25
v) Course Reinstatement (For Information) S.23-26

G) Senate Nominating Committee (SNC)
i) Senate Committee Elections (For Information) S.23-27

H) Senate Policy Committee on Scholarships, Awards and Bursaries (SPCSAB)
i) Discontinuation of Automatic College Transfer Scholarships (For Information) S.23-28
ii) President’s and Dean’s Honour Roll Revised Terms of Reference (For Information) S.23-29

8. Other Business

9. Information
i) Date of the next regular meeting – Monday, March 6, 2023

Agenda items and papers for the March meeting will be required by the Secretary at noon on Thursday, February 16, 2023. Submissions may be emailed to senate@sfu.ca. These items will be considered by the Senate Committee on Agenda and Rules on Tuesday, February 21, 2023 with Senate distribution on Friday, February 24, 2023.

The Senate agenda and papers for this meeting are available on the Senate website at http://www.sfu.ca/senate/agenda.html.

Detailed curriculum papers can be found on Docushare at https://docushare.sfu.ca/dsweb/View/Collection-12682

Tom Nault
University Registrar and Executive Director | Student Enrolment
Secretary of Senate

*Questions should be submitted in writing to Tom Nault (email tmnault@sfu.ca) with “Senate Question” in the subject line by Wednesday, February 1st at 9:00 am.
MEMORANDUM

ATTENTION: Senate

FROM: Tamara Vrooman
      Chancellor and Chair of the
      Senate Committee University Honours

RE: Changes to the Policy and Procedures on Granting and Revoking Honorary Degrees

DATE: January 19, 2022

Background:
The process for selecting Honorary Degree recipients has not been reviewed since 2012. A sub committee of the Senate Committee University Honours (SCUH) was formed to review the current process for honorary degree nominations and selection. The committee noted no formal current policy for selecting or revoking an honorary degree currently exists and that only guidelines for selection are available. Please see the SFU website: Nominations for Honorary Degrees - Convocation - Simon Fraser University (sfu.ca)

On behalf of SCUH, I am pleased to present the following policy and procedures on granting and revoking an honorary degree:

Motion:
That Senate approve the policy and procedures for granting and revoking an SFU Honorary Degree.
Policy regarding the Granting of Honorary Degrees

Preamble

An honorary degree is the highest honour conferred by Simon Fraser University. The degree recognizes individuals whose extraordinary achievements or service to society sets them apart.

Honorary degrees celebrate individuals who have had a transformative and enduring impact and who represent diverse backgrounds and fields of endeavour, including:

- Leading academics in all disciplines,
- Creative and literary arts and performance,
- Public intellectuals and opinion-makers,
- Visionary leaders in the public, private and not-for-profit sectors,
- Community builders

Honorary degree recipients' achievements celebrate what the university values and serve as an inspiration to our graduands and our entire community.

Purpose
To outline requirements for granting a Simon Fraser Honorary Degree

Policy
a) Awarding Honorary Degree

The Senate Committee on University Honours (SCUH) is responsible for adjudicating nominations for honorary degrees and recommending honorary degree recipients to Senate for confirmation.

Honorary degrees are conferred honoris causa, "for the sake of honor". Honorary degrees are awarded as one of four types: Doctor of Laws, honoris causa; Doctor of Letters, honoris causa; Doctor of Science, honoris causa, or Doctor of Fine Arts, honoris causa.

All nominations for an honorary degree are to be kept confidential and information will only be made public if a nominee confirmed for an honorary degree by the Senate accepts an invitation for an honorary degree.

Anyone, including members of the public, can nominate individuals they feel meet the below criteria for a Simon Fraser University Honorary Degree. Anonymous nominations will not be considered in order to prevent self-nominations.

Nominees must have demonstrated:

(i) extraordinary achievement within a field of work (either academic or non-academic), nationally or internationally;

(ii) transformative and enduring contribution or service to Simon Fraser University or society at large; or

(iii) inspirational leadership in society (public, private, or not-for-profit sectors).

Current members of the Board of Governors, faculty, staff and students are not eligible for nomination. Honorary degrees are normally not to be awarded posthumously or granted in absentia.
To avoid perceptions of conflict of interest, those currently holding public office or serving in senior public service roles will not normally be considered.

SCUH’s recommendations for honorary degrees will be presented in a closed session of Senate and will be confirmed by a simple majority vote.

b) Revoking Honorary Degrees

The Senate Committee on University Honours (SCUH) is responsible for adjudicating requests to revoke honorary degrees and making a recommendation to Senate if SCUH determines that a revocation of the degree is appropriate.

Simon Fraser University has a robust process to award honorary degrees and revocation of an honorary degree should only be considered in exceptional or extraordinary circumstances including:

- Action or conduct of the recipient undermines the credibility or integrity of the honorary degree.
- The original grounds for conferring the degree are determined to be unfounded.

Normally, an honorary degree will not be revoked posthumously.

Requests to revoke an honorary degree can be made by any person. A request must be made in writing and include specific reasons for the request. Anonymous requests will not be considered.

The quorum for consideration of revoking an honorary degree shall be 2/3’s (two-thirds) of the committee membership.

A recommendation by SCUH to revoke an honorary degree will require 2/3’s (two-third’s) majority vote by members of SCUH present following deliberation. Upon receipt of such a recommendation from SCUH, the Senate shall consider the recommendation in an in-camera session, and require 2/3’s (two-third’s) majority vote of the senators present to revoke the degree.

**Conflict of Interest**

Members of SCUH are not eligible to nominate a candidate to receive an honorary degree nor are they eligible to request an honorary degree be revoked.

Members of the Senate must recuse themselves from any Senate proceedings for awarding or revoking an honorary degree if they submitted the nomination for an honorary degree or submitted the request to revoke an honorary degree.

**Roles and Responsibilities**

Following the policy and associated procedures the Senate Committee on University Honours (SCUH) is responsible for recommending to Senate those individuals to be awarded Honorary Degrees. SCUH is also responsible for making a recommendation on the revocation of degrees.

Senate holds the final authority for awarding and revoking the degrees based on the recommendation of SCUH.

Related Legal, Policy Authorities and Agreements

University Act R.S.B.C. 1996
Freedom of Information and Protection of Privacy Act, R.S.B.C.
Submissions for Honorary Degrees are supplied in confidence and will not be shared outside of the SCUH.

Policy Review
Every five years
Questions of interpretation or application of this policy or its procedures shall be referred to SCUH. If interpretation of the policy is required outside the regularly scheduled meeting of SCUH the Chair and Vice Chair shall jointly make a decision.

Retention and Disposal of Records
Information and records made and received to administer this policy are evidence of the University’s actions to award and revoke honorary degrees. Information and records must be retained and disposed of in accordance with the records retention schedule.
 Procedures for Revoking an Honorary Degree

A written request, with supporting reasons, to consider the revocation of an honorary degree may be made by any person to the Secretary of Senate. The Secretary of Senate and members of the Senate Committee on University Honours (SCUH) may not initiate a request for consideration. If a member of Senate makes a request to revoke an honorary degree they must recuse themselves from both discussion and vote upon the matter if it comes before Senate.

The Secretary of Senate will forward any request to consider the revocation of an honorary degree to the Senate Committee on University Honours (SCUH).

 Initial Consideration by SCUH

SCUH will consider any such request received, and determine if, based on the criteria set out in the policy, there are grounds to proceed with considering the request. If there are insufficient grounds, the Secretary of Senate will send a reply to the person who made the request indicating the request has been considered and is not being pursued.

If SCUH determines there are reasonable grounds to consider the request for the revocation of an honorary degree, the request will be subject to the rest of this procedure.

 Notice to Recipient and Opportunity to Make Representations

The Secretary of Senate, on behalf of the SCUH, will send, by registered letter (or equivalent), a written notice advising the recipient of the basis of the allegations; the relevant information the SCUH has received; and that revocation is under consideration. Within the time prescribed in the notice, the recipient may:

- make representations respecting the matter under consideration or any allegation of fact set out in the notice,
- request the process be halted by voluntarily returning their degree parchment, and relinquishing all rights and privileges associated with their honorary degree.

If the recipient elects to voluntarily return their honorary degree, they will notify the Secretary of Senate in writing of that fact within the time prescribed in the notice. After SCUH accepts the voluntarily returned honorary degree, the person’s name will be struck from Simon Fraser University’s record of honorary graduates, and the person must return the honorary degree parchment to the Secretary of Senate. The Secretary of Senate shall notify the Chair of the SCUH that the honorary degree parchment has been voluntarily returned. The University will make a brief public statement that the recipient has returned their honorary degree and are no longer considered an honorary graduate of the University. The public statement will not identify the reason(s) the degree was returned.

If the recipient elects to make representations respecting the matter under consideration or any allegation of fact set out in the notice, the person or their representative may submit such representations in writing to the Secretary of Senate within the time prescribed in the notice.

If the recipient fails to respond within the time prescribed, the Secretary of Senate will request that the SCUH proceed in accordance with this procedure.
Recommendation by SCUH

If the person has made representations, those representations and all other relevant documentation will be sent to the SCUH for its consideration. The SCUH may seek other publicly-available or objectively-confirmed information it determines relevant to the request to revoke an honorary degree (for example, criminal conviction following exhaustion of all appeal avenues, misconduct censure by the recipient’s professional organization, etc.) and may engage in consultation with community members or identified experts on a confidential basis. If additional information arises from such research or consultation that SCUH will consider, the recipient will be notified and have an opportunity to make supplemental representations in writing to the Secretary of Senate within the time prescribed in the notice. If the recipient fails to respond within the time prescribed, the Secretary of Senate will request that the SCUH proceed in accordance with this procedure. After due consideration of all relevant information (including any supplemental representations from the recipient) in an in-camera session of SCUH, the SCUH will vote on whether the honorary degree should be revoked.

Quorum for consideration or revoking an honorary degree shall be 2/3’s (two-thirds) of the committee membership.

The vote to recommend the revocation of an honorary degree will require 2/3’s (two-third’s) majority vote of the SCUH members present.

If SCUH does not vote in favour of recommending the revocation of the degree, the secretary to SCUH will write to the individual(s) who requested the degree be revoked and the recipient of the honorary degree to inform them that the honorary degree will remain as originally awarded.

If SCUH votes in favour of recommending the revocation of the degree, the SCUH Chair shall prepare for Senate a report that contains its recommendation and reasons to revoke the honorary degree.

Consideration by Senate

Senate shall consider the report, recommendation, and reasons in an in-camera session of Senate. Revocation of the honorary degree will require 2/3’s (two-third’s) majority vote of the Senators present to revoke the honorary degree.

If Senate does not vote in favour of revoking the honorary degree, then the Secretary of Senate will write to the individual(s) who requested the degree be revoked and the recipient of the honorary degree to inform them that the honorary degree will remain as originally awarded.

If Senate votes in favour of revoking the honorary degree, the recipient shall be informed of the decision and be instructed to return their honorary degree parchment. The person’s name shall be struck from Simon Fraser University’s records of honorary graduates and the person shall lose all rights and privileges associated with their honorary degree.

The University will make a brief public statement that the recipient has had their honorary degree revoked and are no longer considered an honorary graduate of the University. The public statement may identify the reason(s) the degree was revoked.

Further Requests

If either SCUH does not vote in favour of recommending the revocation of the honorary degree, or Senate does not vote in favour of revoking the honorary degree, then the matter will be considered closed, any
further requests to revoke shall be dismissed unless such further requests present substantial new evidence that was not available at the time the initial request was considered.

**Confidentiality of Process**
All deliberations of the SCUH and Senate must be kept strictly confidential, and any recommendations arising from such deliberations must be treated confidentially by the body or persons in receipt of such recommendations.

**Procedure Review**
Following the consideration of a request to revoke a degree SCUH will review procedures and make necessary adjustments to ensure a fair and thorough process.
Honorary Degree Procedures

Nominations

Nominations for Honourary Degrees may be submitted at any time during the year.

The Secretary to the Senate Committee on University Honours (SCUH) shall annually issue an invitation for the university and broader community to submit nominations for Honourary Degrees. The call for nominations will encourage nominations that reflect the social and cultural diversity of Canada as well as the academic diversity of the university.

SCUH determines the format that nominations are expected to follow and the specific information required within the nomination. Normally, the nominations must include:

a. the name of the nominator (s) and their relationship, if any, to the nominee
b. description of the manner in which the nominee has met the eligibility criteria set out in the policy
c. the nominees’ connection to SFU or the province of British Columbia (if applicable)
d. how the nominee personifies SFU’s values
e. other supporting documentation such as news articles, publications and links to online information (not to exceed 10 pages)

Nominations for an honorary degree are considered confidential, and under no circumstances should the nominee be informed that they are being nominated for an honorary degree.

Letters of support should not be included in the nomination package.

Selection

After the closing date of the call for nominations, the Secretary to SCUH will review all applications to ensure they meet the eligibility criteria set out in the policy and develop a list of candidates that will be considered for an honorary degree. Any concerns about eligibility will be referred to the Chair of SCUH.

SCUH members will be asked to review all files and provide a ranking of those nominated.

Nominations will be reviewed using the criteria set out in the policy.

In addition, members of SCUH will consider:

- whether the nominee’s achievements, contribution, service, or leadership to the community are extraordinary and inspirational and have had a transformative impact; and
- why SFU, in particular, should confer an honorary degree on that nominee, including whether the nominee has a past, current, or potential connection to the values, teaching, research, or community service priorities of the University.
At the first meeting of SCUH, the tallied rankings will be reviewed, each case reviewed and a longlist established.

Long-listed nominations will then be assigned to members of SCUH with the purpose of validating information contained within the nomination package against publicly available information and determining if crucial information was omitted from the nomination package. The written assessments will be shared with the Secretary of SCUH will add the information to the nomination packages.

Prior to second meeting SCUH members will review the additional information and complete a second ranking of the long-listed nominees.

At a second meeting the additional information and rankings will be discussed and SCUH will finalize the list of nominees that will be presented to Senate for confirmation.

In developing the list of nominations for an honorary degree, the SCUH shall endeavor to recognize:

- individuals with diverse backgrounds and fields of endeavour;
- individuals with a diversity of breadth of impact (provincial, national, and international);
- both established and emerging leaders.

Senate shall receive information about each nominee for an honorary degree including the reason(s) for nomination, the recommended degree and background information on the nominee. The name of the nominator will not be included in the Senate materials. Senate will approve honorary degree recipients during the closed session of a Senate meeting, using a simple majority vote.

Each approved nomination shall remain valid for a period of three years.

If more than one year has elapsed since Senate approved a nomination, SCUH will review the nomination to determine if there have been material changes to the nominations (i.e., something has happened since approving the honorary degree that may change the decision of SCUH or Senate to award the degree).

**Confirmation of Honorary Degree recipients**

The President shall contact the nominees that were approved by Senate and inform them that the University wishes to award them an honorary degree.

The President shall determine which convocation ceremony each approved honorary degree recipient shall attend.

If an intended recipient declines the offer of an honorary degree, the President may select another approved nominee to receive an honorary degree.
When the nominee agrees to receive an honorary degree, they will receive a copy of their nomination package to review, with the nominator details redacted, to ensure the submission is accurate and that it does not contain any material misrepresentations. The intended recipient will be asked to indicate in writing that the nomination is accurate and that there is no additional information that the university should be aware of in its consideration of the honorary degree.

If material misrepresentations are found or the intended recipient shares additional information that should have been considered by SCUH or Senate, the President will determine if the misrepresentation or additional information is related to the reasons the honorary degree was granted, and if so shall inform SCUH who will determine if the degree should be granted or if the offer of an honorary degree should be withdrawn.

**Nominations of more than one individual (or a group) for an honorary degree.**

In exceptional situations the University will accept honorary degree nominations that encompass more than one individual.

In the assessment of a nomination for an honorary degree that includes more than one person, the nomination must demonstrate the achievements are shared amongst the individuals, and that achievements are not mainly the result of one person.

When more than one individual is awarded an honorary degree, they will receive the honorary degree together at one convocation ceremony. Each individual shall receive an honorary degree parchment with their name.

**Confidentiality of Process**

All deliberations of the SCUH and Senate must be kept strictly confidential, and any lists arising from such deliberations must be treated confidentially by the body or persons in receipt of such lists.

**Procedure Review**

SCUH will review procedures annually and make necessary adjustments to ensure a fair and thorough process.
In January, the Calendar Committee submitted the attached document, recommending changes to the Fall 2023 term to accommodate the limited number of Monday instructional days. The first motion was tabled, pending consideration of the following alternative options:

1. Removing the 3-hour class block on Mondays, redistributing to the other days.
2. Creating a temporary 4-hour block for Mondays.

Regarding option 1, there is limited availability of classroom space to accommodate shifting the 3-hour block (and 2-hour block) on Mondays to Tuesday-Friday. There are 81 3-hour blocks and 61 2-hour blocks of varying class sizes, which would require a significant amount of these courses to be rescheduled into the evenings. This option may work in a limited form to accommodate some courses, but not all.

Regarding option 2, due to the overlapping system of schedule patterns, introducing a temporary 4-hour block would significantly increase the potential for scheduling conflicts and limited enrolment opportunities for students, so this option is not recommended.

The Chair of the Calendar Committee will take the original Motion 1 from the table, to be withdrawn:

**MOTION 1:**

“That Senate approve the revised schedule of academic dates for the Fall 2023 term, adding Wednesday, December 6th, 2023, as a “Monday”. The examination period would begin Thursday December 7th, 2023 and end as currently scheduled.”

And will move the following motion:

**MOTION 2:**

“That Senate approve the revised schedule of academic dates for the Fall 2023 term, repurposing Tuesday, October 10th 2023 as a “Monday” for scheduling purposes. Classes that would otherwise be held on Tuesday, October 10th, 2023, would be cancelled.”
The Calendar committee reviewed the Fall 2023 academic calendar at a meeting held December 6, 2022. Because of changes to statutory holidays, there will be only 10 Monday instructional days, although there are 13 instructional days for classes held Tuesdays to Fridays. The committee considered options to allow for additional instructional Mondays during the term.

**Background and Rationale**

The principles that the Calendar Committee follows when establishing the academic dates are:

1. Each term has 60-63 teaching days (per Senate paper S.21-19).
2. Exams may be scheduled on Sunday if required (per Senate paper S.05-127).
3. Exams should be avoided on the Saturday and Sunday of the Easter weekend. (per Senate paper S.14-102a).
4. There is a weeklong reading break in February of each year to correspond with the Family Day holiday. (per Senate paper S.08-70).
5. All instructors submit grades on-line by the deadline date to allow for quicker end-of-term evaluations (related to the end of term processing – grade deadline is 96 hours/4 days following the last day of exams, noted in the examination policy in the Calendar).
6. Orientation for new students is a vital component for student retention, development and creating a positive university experience (Welcome Day was approved as a pilot, currently being evaluated as a permanent scheduled event after Labour Day).

**Options Considered:**

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<thead>
<tr>
<th>Option</th>
<th>Issue</th>
<th>Complications</th>
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<tbody>
<tr>
<td>1. Do nothing</td>
<td>Using Fall 2022 as a proxy, there are 113 3-hour courses and 107 2-hour or more courses scheduled on Mondays.</td>
<td>Courses that are taught only on Mondays would be reduced to 30 instructional hours compared to the “standard” 39.</td>
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<tr>
<td>2. Move Welcome Day to the week before the start of the term.</td>
<td>There would still be only 10 Mondays, but December 5th could be deemed a Monday. Exams would then start as scheduled on December 6th.</td>
<td>Welcome Day (Fall Orientation) is scheduled for the day after Labour Day (Tuesday) in the Fall 2023 term through Summer 2024. There is strong evidence in support of the pilot, with student participation doubling with the return to the in-person event in 2022. Further, having two “Mondays” in a row may impact how instructors deliver their courses.</td>
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</table>
3. Remove Wednesday, December 6\textsuperscript{th}, 2023, the first day of exams, from the exam period and convert it to a deemed “Monday”

| When there is no gap day between the end of classes and the start of exams, a 13\textsuperscript{th} exam day is usually required to ensure there is at least a one-day break between lectures and exams. | Final exam scheduling is best accomplished with a 13-day exam period. Removing one day would likely result in a less than desirable schedule (i.e., additional evening & weekend exams; increased potential for exam scheduling conflicts for students). Further, processing of results could be compressed which may impact students’ course selection for Spring 2024. Extensive collaboration would be required to ensure classes that need more marking time happen earlier in the schedule. The Scheduling team confirms that a 12-day exam schedule is viable but if it is to work, exam information be received from Departments in a timely fashion. |

4. Replace missing Mondays on Saturday(s).

| Students who work would be disadvantaged. Instructors may not be available on weekends either. | Short gap between classes (2 days) would impact pedagogy. Moreover, which Saturday(s) would be chosen? |

5. Repurpose October 10\textsuperscript{th} as a Monday.

| If enacted in conjunction with option #3, there would be 12 “Mondays” as well as 12 Tuesdays. The remaining 3 days would have 13 instructional days. | This option will require extensive communication to ensure that students and instructors are prepared for this switch. |

The committee is of the view that option #1 is untenable, as students in Monday-only classes would be attending only 77\% of a 13-week semester but paying full tuition. Option #2 is not available as Senate has set the pilot to run until Summer 2024. Option #4 is not a viable alternative for the reasons stated. The committee agreed that option #3, removing one day from the examination period and converting it to a deemed Monday teaching day was the most reasonable option, giving rise to the following motion:

**MOTION 1:**

“That Senate approve the revised schedule of academic dates for the Fall 2023 term, adding Wednesday, December 6\textsuperscript{th}, 2023, as a “Monday”. The examination period would begin Thursday December 7\textsuperscript{th}, 2023 and end as currently scheduled.”

However, the committee also felt that repurposing another day to increase the number of instructional days was worth consideration. Given that there are currently 13 Tuesday teaching days, and given the way scheduling patterns are arranged at SFU, it was suggested that a Tuesday would be the best choice, giving rise to option #5 and the following motion, assuming Motion #1 is approved:

**MOTION 2:**

“That Senate approve the revised schedule of academic dates for the Fall 2023 term, repurposing Tuesday, October 10\textsuperscript{th} 2023 as a “Monday” for scheduling purposes. Classes that would otherwise be held on Tuesday, October 10\textsuperscript{th}, 2023, would be cancelled.”
Senate policies relevant to Fall 2023

- Underlying notion is a 13-week instructional semester.
- Each term has 60 to 63 teaching days.
- Orientation for new students is a vital component for student retention, development and creating a positive university experience – Welcome Day is being evaluated as a permanent scheduled event after Labour Day.
Senate policies relevant to Fall 2023

- Exams may be scheduled on Sunday if required.
- Instructors submit grades on-line; grade deadline is 96 hours (4 days) following the last day of exams.
Current Fall 2023 situation

- Classes start Wednesday September 6th.
- Classes end Tuesday December 5th.
- Exams run from Wednesday, December 6th to Monday, December 18th.
- There are 3 Monday holidays – meaning only 10 instructional days.
- Tuesdays to Fridays have 13 instructional days.
Options for Fall 2023

- Do nothing.
- Replace two Mondays with Saturday(s).
- Move Welcome Day to the week before the start of the term.
- Remove Wednesday, December 6th, 2023, the first day of exams, from the exam period and convert it to a deemed “Monday”.
- Repurpose Tuesday October 10th, 2023, as a “Monday”.
Recommendations for Fall 2023

- Remove Wednesday, December 6th from the exam period and convert it to a deemed “Monday”.
- Repurpose Tuesday October 10th as a “Monday”.
Re: Information item - Procedure Changes (R20.01)

To: SFU Senate

Summary:

The VPRI is poised to implement a series of procedure changes associated with policy R20.01 (Ethics Review of Research Involving Human Participants). While procedural changes do not require approval of Senate, the planned changes are significant and are being flagged for Senate for the sake of transparency and community awareness.

The planned procedural changes are intended to align SFU ethics processes with other institutions in BC and Canada. They include a wholesale switch to the standard operating procedures (SOPs) created by the Canadian Association of Research Ethics Boards (CAREB), edited as required for our local needs. The CAREB SOPs are designed to be compliant with both Canadian and US regulations, including clinical research and clinical trials. The SFU draft SOPs are available for review (https://www.sfu.ca/research/researcher-resources/ethics-human-research/standard-operating-procedures) as are the national standard SOPs (https://careb-acccr.org/resources-section/n2-careb-acccr-reb-sops/), and the existing SFU procedures linked from the bottom of the R20.01 policy page (http://www.sfu.ca/policies/gazette/research/r20-01.html).

Additional Context:

Like the other SFU “R20” policies (Biosafety, Treatment of Animals in Research and Teaching, Radiation Safety), Ethics Review of Research Involving Human Participants (R20.01) is subject to external regulation. In the case of R20.01, the Tri-Council Policy Statement 2 (TCPS2) provides a set of national regulations that are updated regularly. As an institution, we have signed an agreement that makes our federal funding contingent on following the TCPS2 standard. The TCPS2 regulations trump SFU policy – in other words, if a researcher is found to have violated TCPS2 they can be federally sanctioned, even if no violation of SFU policy has occurred. Careful alignment of SFU policy with TCPS2 rules and principles is therefore critical for R20.01 and its associated procedures.

The CAREB SOPs are part of a growing nationwide effort to streamline procedures for ethics review in order to make research collaborations involving different universities and health institutions easier for researchers. I, along with other Canadian VPRs, received a letter from the Tri-Agency presidents on January 11, 2023. In addition to addressing the multi-jurisdictional review issues, the letter encouraged Canadian institutions to set and communicate standards for processing times, establish
means for open communication between researchers, and make other changes needed to improve standards and share best practices between institutions.

Roles and Responsibilities:

In 2021, the VPRI office commissioned an external review of our research ethics processes by a panel that included an REB chair and two directors of research ethics offices, together representing three other Canadian institutions. In addition to recommending that we explore adoption of the CAREB SOPs, they noted that “there appears to be a lack of understanding of the roles and responsibilities of the REB and ORE by some SFU stakeholders”. The confusion in the community extends to the roles and responsibilities of the VPRI. The new SOPs help clarify these roles. This clarification has caused some concern in the SFU community – in particular around appointment of REB members.

In the new SOPs, the responsibility of VPRI includes appointment of REB members, as well as the chair and deputy chair of the REB. Recruitment and vetting are delegated to the Director, Research Ethics. This VPRI responsibility is aligned with procedures at virtually all large research institutions in the country, including UBC and UVIC. It is also aligned with the other SFU regulatory policies (i.e., the other R20s). A key principle of TCPS2 is that the REB members be vetted and appointed based on their qualifications and training. This is not consistent with a simple open nomination process requiring one representative per Faculty (for example) that might result in positions being filled via acclamation. However, unlike our sister institutions in BC, we have inserted Senate ratification of the REB membership into our SOPs - after appointment by the VPRI.

Under TCPS2 the VPRI is prohibited from serving on the REB or from interfering with any REB decision. The VPRI is also not an appeal route for researchers who dispute an REB decision.

Conclusions:

We are restructuring our research ethics procedures based on advice from our most recent external review, guidance of our regulator, support of the Canadian Association of Research Ethics Boards, and experience with our current processes. The intent is to continue to ensure the safety of human subjects while raising the standard of service to researchers at SFU and fostering interoperability across institutions and jurisdictions.

Sincerely,

Dugan O’Neil (VPRI)
MEMORANDUM

ATTENTION: Senate
FROM: Elizabeth Elle, Vice-Chair, Senate Committee on Undergraduate Studies
RE: Program Changes
DATE: January 6, 2023

For information:

Acting under delegated authority at its meeting of January 5, 2023, SCUS approved the following curriculum revisions effective Fall 2023.

a. Faculty of Arts and Social Sciences (SCUS 23-08)

1. School of Criminology

(i) Upper division requirement changes to the Forensic Studies Certificate
(ii) Requirement changes to the:
   Correctional Studies Certificate
   Criminology General Certificate
   Forensic Studies Certificate
   Legal Studies Certificate
   Police Studies Certificate

2. Department of English

(i) Requirement changes to the English Extended Minor

3. Department of Global Humanities

(i) Concentration requirement changes to the Global Humanities Major
(ii) Requirement changes to the Medieval and Renaissance Studies Certificate

4. Hellenic Studies Program

(i) Upper division requirement changes to the Hellenic Studies Certificate
5. Department of Philosophy

(i) Admission and program requirement changes to the Philosophy Honours program

6. Department of Psychology

(i) Requirement changes to:
- Psychology Major
- Psychology, Applied Behaviour Analysis Concentration Major
- Psychology Minor
- Psychology Extended Minor
- Business and Psychology Joint Major
- Gender, Sexuality, and Women’s Studies and Psychology Joint Major
- Psychology Honours
- Psychology, Applied Behaviour Analysis Concentration Honours

7. School of Public Policy

(i) Upper division requirement changes to the Public Policy Minor

b. Beedie School of Business *(SCUS 23-09)*

(i) Requirement changes to the Business Major and Honours programs
(ii) Upper and lower division requirement changes to the course access information and grade requirements
(iii) Requirement changes to the Mechatronics Systems Engineering and Business Double Degree Program
(iv) Requirement changes to the Business, Philosophy, and the Law Joint Major program

c. Faculty of Education *(SCUS 23-11)*

(i) Requirement changes to the:
- Teacher Education (PDP)
- Teacher Education (PLP)
- Professional Practices Certificate

d. Faculty of Environment *(SCUS 23-12)*

1. Department of Archaeology

(i) Upper division requirement changes to the:
- Archaeology Major
- Archaeology Honours
2. **Department of Geography**

- Human Geography Major
- Human Geography Honours
- Global Environmental Systems Major
- Global Environmental Systems Honours

**e. Faculty of Science (SCUS 23-13)**

1. **Department of Physics**

   (i) Upper division requirement changes to the Physics Honours

Senators wishing to consult a more detailed report of curriculum revisions may do so on the Senate Docushare repository at [https://docushare.sfu.ca/dsweb/View/Collection-12682](https://docushare.sfu.ca/dsweb/View/Collection-12682).
MEMORANDUM

ATTENTION: Senate
FROM: Elizabeth Elle, Vice-Chair, Senate Committee on Undergraduate Studies
RE: New Course Proposals
DATE: January 6, 2023

For information:

Acting under delegated authority at its meeting of January 5, 2023 SCUS approved the following curriculum revisions effective Fall 2023.

**a. Faculty of Arts and Social Sciences**

1. Department of Philosophy (*SCUS 23-04*)
   
   (i) New Course Proposal: PHIL 479-3, Honours Tutorial in Philosophy

**b. Faculty of Environment**

1. Department of Geography (*SCUS 23-05*)
   
   (i) New Course Proposals: GEOG 429-4, Racial Capitalism and Beyond

**c. Faculty of Science**

1. Department of Biological Sciences (*SCUS 23-06*)
   
   (i) New Course Proposal: BISC 106-3, Biological Systems for Engineers (Fall 2024)

2. Department of Molecular Biology and Biochemistry (*SCUS 23-07*)
   
   (i) New Course Proposal: MBB 478-3, Seminar in Molecular Epidemiology of Infectious Diseases

Senators wishing to consult a more detailed report of curriculum revisions may do so on the Senate Docushare repository at [https://docushare.sfu.ca/dsweb/View/Collection-12682](https://docushare.sfu.ca/dsweb/View/Collection-12682).
MEMORANDUM

ATTENTION: Senate

FROM: Elizabeth Elle, Vice-Chair, Senate Committee on Undergraduate Studies

RE: Course Changes (SCUS 23-01)

DATE: January 6, 2023

For information:

Acting under delegated authority at its meeting of January 5, 2023, SCUS approved the following curriculum revisions effective Fall 2023.

a. Faculty of Arts and Social Sciences

1. Department of History
   (i) Course number, prerequisite, title, description and equivalent statement change for HIST 433W and 445

2. Department of Humanities
   (i) Title and description change for HUM 101W
   (ii) Deletion of HUM 103
   (iii) Description change for HUM 277
   (iv) Prerequisite change for HUM 349
   (v) Title and description change for HUM 359, and 387
   (vi) Units and description change for HUM 390
   (vii) Course number, description and equivalent statement changes for HUM 418

3. Department of Philosophy
   (i) Deletion of Phil 477 and 478

4. Department of Political Science
   (i) Equivalent statement changes for POL 443
5. Department of Psychology

(i) Prerequisite change for PSYC 210
(ii) Title change for PSYC 241
(iii) Prerequisite and title change for PSYC 402

b. Beedie School of Business

(i) Prerequisite changes for BUS 393, 411, 473 and 474

c. Faculty of Communication, Art and Technology

1. School of Interactive Arts and Technology

(i) Unit changes for IAT 309W, 312, 320, 333, 334, 336, 343, 344, 352, 359, 410, 431, 438, 443 and 445

d. Faculty of Environment

1. Department of Geography

(i) Prerequisite change for GEOG 251, 253 and 255 (Spring 2024)

e. Faculty of Science

1. Department of Earth Sciences

(i) Title, description and prerequisite change for EASC 420 (SCUS 22-72c)
(ii) Prerequisite change for EASC 313

2. Department of Physics

(i) Prerequisite change for PHYS 365

Senators wishing to consult a more detailed report of curriculum revisions may do so on the Senate Docushare repository at https://docushare.sfu.ca/dsweb/View/Collection-12682.
MEMORANDUM

ATTENTION: Senate

FROM: Elizabeth Elle, Vice Provost Learning & Teaching, for the Senate Committee on University Teaching and Learning

RE: UPDATE: Implementation of the SETCwg and TAWG reports

DATE: January 20, 2023

The Senate Committee on University Teaching and Learning (SCUTL) has approved the following update to the implementation plan, originally brought to Senate for information in March of 2020, and brought to Senate for information.

In response to reports of two working groups (Developing a Teaching Assessment Framework for Simon Fraser University: Final Report of the Student Evaluation of Teaching and Course Working Group [SETCwg, 2018], and Strategies to Value Effective Teaching [Teaching Assessment WG, 2019]) SCUTL proposed a number of actions to improve how we assess and value teaching at SFU. Here, we summarize the recommendations brought to Senate in 2020, and provide an update on actions that have been taken since that time.

1. Both reports clearly state best practices for evaluating teaching, which include using multiple assessment methods, over multiple points in time, and adopting a holistic approach to the evidence that considers the instructor’s career path. Departments and Faculties at SFU should adopt these best practices. In addition, Tenure and Promotion Committee (TPC) Chairs and TPC members should be provided with support and guidance to ensure they appropriately assess teaching as part of a fair and transparent process in biennial and promotion reviews.

   - Develop of guidance for Tenure and Promotion Committees on interpretation of the Collective Agreement. Advice was developed by the Vice-Provost, Learning & Teaching and Faculty Relations, and brought to Chairs and Directors meetings and workshops; now available as a 1-page overview. Units were encouraged to send revised criteria to SCUTL for formative feedback, but only one department did so. SCUTL and the Vice-Provost remain willing to provide formative feedback on teaching assessment criteria.

   - Development of workshops and resources on assessing teaching by the Centre for Educational Excellence. There are guiding documents on the CEE web page, and CEE provides both scheduled and custom workshops and consultation to departments or individual instructors on multidimensional assessment, peer observation, dossier development, and more.
2. Student experience surveys such as the current SETC system at SFU provide a voice for students, and an opportunity for instructors to get formative feedback on their teaching. Some concerns have been raised about SFU’s current system, including survey length, question format, and response rates. In some cases, the results of these surveys are misused, suggesting their strengths and limitations are not well understood.

- **Review, update, and improve the student experience surveys.** The Vice Provost, with the department of Learning Experiences Assessment and Planning, launched a project to evaluate and improve the Student Experiences with Teaching and Courses framework. We launched new Course Experience Surveys in fall of 2022. Work is ongoing to address concerns with response rates, and guidance on appropriate use of the surveys is captured in documents under #1.

3. Reconsider the definition and implementation of the Excellence in Teaching Award, and consider expanding this and other recognition programs to better align with SFU’s commitment to innovation and leadership in teaching.

- **New policy:** passed Senate in May of 2022 and the new, expanded Awards for Excellence in Teaching program launched in fall of 2022. You can review the policy online, and there is more information about celebrating teaching on the Vice Provost’s website.

4. Instructors should be provided with support (especially early in their careers) for multiple aspects of their teaching, including how to increase the effectiveness of their teaching practice and assistance with the development of resources, such as teaching portfolios, that will be considered by TPCs.

- **Instructor support:** The Centre for Educational Excellence continues to develop resources to support instructors at all career stages, both early career instructors (including TAs) and more experienced instructors, including those nominated for teaching awards.
I am pleased to submit the 2022 Senate Graduate Studies Committee Annual Report.

The Senate Graduate Studies Committee is charged by Senate with the following terms of reference:

1. To maintain the academic standards established by Senate.
2. To review and make recommendations to Senate concerning new graduate programs.
3. To review and make recommendations to Senate concerning major changes to graduate programs.
4. To review and approve all proposed new graduate courses, course deletions, and minor changes to programs. These changes shall be reported to Senate in summary form.
5. To administer, review and make recommendations to Senate concerning Graduate General Regulations.
6. To consider matters concerning Graduate Studies referred to the Committee, and to make recommendations to the appropriate bodies.
7. To consider and decide on policy recommendations concerning graduate course registration, course and program withdrawal procedures, and on the administration of graduate records.

This report covers the period of January 1, 2022 to December 31, 2022, during which SGSC held eight meetings.

**SGSC Appeal subcommittee (Unsatisfactory Progress under GGR 1.8.2)**
No formal appeal hearings took place in 2022.

**SGSC Individualized Interdisciplinary Studies Steering Committee**
In 2022, seven applications were reviewed. Four students were offered admission and three accepted. By the end of 2022, 2 students graduated and there are 35 active students in the program.
Discussions on Graduate Education
SGSC discussed various issues including guaranteed minimum funding, competency based grading and course delivery methods. Among other issues reviewed were revisions to graduate units and credit hours, standardization of capstone units, and parchment standardization. The committee also discussed certain recommendations from the Ministry of Post-Secondary Education and Future Skills for full program proposals, micro credentials, advertising proposed programs and guidelines on naming degrees. SGSC reviewed, recommended, approved and submitted to Senate, curriculum changes related to the addition, deletion and modification of programs and courses, as well as a notice of intent.

Revisions to Policies and Programs
a) Graduate General Regulations:
   • GGR 1.5 Graduate Grading Systems and Policies
b) FAS: Sustainable Energy Engineering MASc
c) FASS: Economics MA, French MA, Gerontology MA, History MA, Liberal Studies MA, Psychology MA, Psychology PhD, Public Policy MA, Linguistics MA, Linguistics PhD,
d) FCAT: Communications MA, Publishing MPub,
e) FENV: Ecological Restoration MSc, Resource and Environmental Management MRM (Planning)
f) BUS: Business Administration PhD, MSc in Finance, Indigenous Business Leadership Graduate Certificate, Indigenous Business Leadership Graduate Diploma, Indigenous Business Leadership EMBA
g) EDUC: Educational Practice Med,
h) SCI: Molecular Biology and Biochemistry MSc, Molecular Biology and Biochemistry PhD

New Programs Approved and Recommended
FAS: Master of Cybersecurity FPP, Master of Visual Computing MSc FPP, Sustainable Energy Engineering Meng NOI
FASS: Master of Arts in Indigenous Languages and Linguistics FPP

Curriculum Changes Approved

<table>
<thead>
<tr>
<th>Program Changes</th>
<th>New Courses</th>
<th>Course Changes</th>
<th>Courses Temporarily Withdrawn</th>
<th>Courses Reinstated</th>
<th>Courses Deleted</th>
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Graduate Admissions, Enrolments and Credentials Awarded

In 2021/22, the overall number of applications increased by 28% with a 24% increase in international applicants compared to the previous academic year and a 39% increase in the
number of domestic applicants. In the last four years, the number of applications increased by 45%. While the number of offers extended increased, new enrollments remaining relatively steady.

There was a 8% decrease in the number of certificate and diploma credentials awarded compared to 2021, as well as a slight decline in Doctoral degrees awarded.

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<th>Graduate Admissions</th>
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<th>19/20</th>
<th>20/21</th>
<th>21/22</th>
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<td>6426</td>
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<td>Offers</td>
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<td>2790</td>
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<td>Accepted offers</td>
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<td>2156</td>
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<td>1968</td>
<td>1871</td>
<td>1919</td>
<td>2027</td>
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<th>19/20</th>
<th>20/21</th>
<th>21/22</th>
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<td>Total*</td>
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<td>4310</td>
<td>4370</td>
<td>4446</td>
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<td>Degree**</td>
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<td>3702</td>
<td>3763</td>
<td>3852</td>
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*Total headcount of all graduate students (degree, certificate, diploma, exchange and qualifying)  
**Total headcount of master’s and doctoral students

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<tr>
<th>Credentials Awarded</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
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<td>Masters (M)</td>
<td>1264</td>
<td>1269</td>
<td>1291</td>
<td>1126</td>
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<td>Doctoral (D)</td>
<td>195</td>
<td>185</td>
<td>174</td>
<td>170</td>
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<tr>
<td>Total (including certificates and diplomas)</td>
<td>1835</td>
<td>1777</td>
<td>1738</td>
<td>1547</td>
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SGSC members during 2021 were:  
- J. Derksen, Chair, Dean and Associate Provost of Graduate and Postdoctoral Studies  
- G. Agnes, R. Panchasi Associate Dean(s), Graduate and Postdoctoral Studies
• P. Saeedi, Chair FGSC, Applied Sciences
• S. Zwagerman, K. Slaney, Chair FGSC, Arts and Social Sciences
• A. Gemino, Chair (s) FGSC, Business
• P. Pasquier, A. Eigenfeldt, Chair FGSC, Communication, Art and Technology
• L. Le Mare, Associate Dean, Graduate Studies in Education
• D. Yang, V. Crooks, Chair FGSC, Environment
• F. Lee, L. McCandles, Director of Graduate Programs, Health Sciences
• M. Silverman, M.C. Kropinski V. Williams Chair FGSC, Science
• R. Muntean GSS Executive Representative
• K. Gerlich-Fitzgerald, Associate Director, Admissions & Records
• N. White, University Librarian designate(s)
• J. Foerster, P. Taheri, Z. Peng, A. Zahir, Graduate Students
• H. Buteau, Manager, Graduate Curriculum & Policy (non-voting)
• R. Anyankpele, V. Chu, S. Juriga (Recording Secretary) (non-voting)
MEMORANDUM

ATTENTION: Senate
FROM: Jeff Derksen, Chair of Senate
RE: Graduate Studies Committee (SGSC)

DATE: January 16, 2023

For information:

Acting under delegated authority SGSC approved the following curriculum revisions effective Fall 2023:

**Beedie School of Business**
Business Administration PhD

**Faculty of Arts and Social Sciences**
Graduate Liberal Studies
Liberal Studies MA

Department of History
History MA
MEMORANDUM

ATTENTION Senate DATE January 16 2023
FROM Jeff Derksen, Chair of Senate Graduate Studies Committee (SGSC)
RE: New Course Proposals

For information:

Acting under delegated authority SGSC approved the following curriculum revisions effective Fall 2023:

Beedie School of Business
New Course proposal: BUS 965, BUS 967, BUS 968, BUS 970, BUS 971, BUS 972, BUS 973

Faculty of Applied Sciences
School of Computing Science
New Course: CMPT 825

Faculty of Arts and Social Sciences
Department of French
New Courses: FREN 840, FREN 855

Department of History
New Courses: HIST 800, HIST 853, HIST 869

Faculty of Science
Department of Molecular Biology and Biochemistry
New Course: MBB 745
MEMORANDUM

ATTENTION Senate  DATE January 10, 2023
FROM Jeff Derksen,  
Chair of Senate Graduate Studies  
Committee (SGSC)
RE: Course Changes

For information:
Acting under delegated authority at its meeting of January 10, 2023, SGSC approved the following course changes, effective Fall 2023:

**Beedie School of Business**
1) Course Changes (title, units, description): BUS 890, BUS 980, BUS 982, BUS 990, BUS 991,BUS 993

**Faculty of Arts and Social Sciences**
Department of History  
2) Course Change (title, description): HIST 815

School of Public Policy  
3) Course Change (description): PLCY 803

**Faculty of Science**
Department of Earth Science  
4) Course Change (title, description): EASC 610
MEMORANDUM  

ATTENTION: Senate  
FROM: Jeff Derksen, Chair of Senate  
Graduate Studies Committee (SGSC)  
RE: Course Reinstatement

DATE: January 16, 2023

For information:
Acting under delegated authority, SGSC approved the following course reinstatements effective Summer 2023:

Faculty of Applied Sciences
School of Engineering
Course Reinstatement: ENSC 832 & ENSC 890
MEMORANDUM

Attention: Senate Graduate Studies Committee  Date: August 01, 2022

From: Dr. Mirza Faisal Beg  mfbeg@sfu.ca
Chair, Graduate Studies Committee, School of Engineering Science

Re: ENSC 890 – request for reinstatement

The School of Engineering Science Graduate Studies Committee would like to request that the course ENSC 890 (Advanced Robotics: Mechanics and Control) that had been temporarily withdrawn earlier to be reinstated for Summer 2023. It is now scheduled to be taught in summer 2023 by Professor Shahram Payandeh and will be offered every alternate year thereafter.

Cc: Dr. Parvaneh Saeedi, Associate Dean, Research and Grad Studies, FAS
MEMORANDUM

Attention: Senate Graduate Studies Committee  Date  August 03, 2022

From: Dr. Mirza Faisal Beg  mfbeg@sfu.ca
Chair, Graduate Studies Committee, School of Engineering Science

Re: ENSC 832 – request for reinstatement

The School of Engineering Science Graduate Studies Committee would like to request that the course ENSC 832 (Mobile and Personal Communications) that had been temporarily withdrawn earlier to be reinstated for Summer 2023. It will be offered and have Professor Daniel Lee as potential instructor.

ENSC 832 is an existing graduate course on our calendar in support of the Communications and Signal Processing area. The subject of this course, wireless communication, is a very important engineering topic in this day and age, especially the daily lives of many people depend on service and technology of wireless devices. This course is important for keeping our graduate program attractive and providing our engineering students enough variety of graduate courses in our programs. The course has not been offered recently because of our intention to maintain a sufficiently large enrolments for the course and other external factors such as the lack of office space. Although diminishing number of our faculty members also contributed to infrequent offering of ENSC 832 in the past, our faculty members have expertise and enthusiasm to offer this course.

Cc: Dr. Parvaneh Saeedi, Associate Dean, Research and Grad Studies, FAS
To: Senate

From: Kris Nordgren, Secretary
Senate Nominating Committee

Date: January 20, 2023

Subject: Senate Committee Elections

This is a summary of the nominations received and outstanding vacancies for Senate committees.

All nominations must be received by the Senate Office from the Nominating Committee in time to be included in the documentation sent out for the next Senate meeting. Senators will be informed that further nominations may be made by individual members of Senate. Any such nominations must reach the Committee Secretary the Friday before the meeting of Senate, and no further nominations will be accepted after this time. The Committee Secretary will provide members of Senate at the Senate meeting with such further nominations as may have been received. Oral nominations during the meeting of Senate will not then be allowed.

If only one nomination is received for a position, the position will be elected by acclamation. If more than one nomination is received for a position online voting will be held during the week following the Senate meeting on Monday, February 6, 2023. An email will be sent to all Senators with information about the candidates and a link to the online voting system. Voting will be permitted for 48 hours and election results will be released within three days of the end of voting.

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>POSITION</th>
<th>TERM (from June 1, 2022)</th>
<th>NOMINATIONS RECEIVED (after January Senate Elections)</th>
<th>CANDIDATES ELECTED (from January Senate Meeting)</th>
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<tr>
<td>SAB</td>
<td>Undergraduate Student</td>
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<td>SCCS</td>
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* SCIA Faculty members: In the event that the Faculty Member is unable to attend, the Faculty Dean is authorized to appoint an alternate replacement.

CC    Calendar Committee
DQAC  Diverse Qualifications Adjudication Committee
ESC   Electoral Standing Committee
REB   Research Ethics Board
SAB   Senate Appeals Board
SCAR  Senate Committee on Agenda and Rules
SCCS  Senate Committee on Continuing Studies
SCEMP Senate Committee on Enrolment Management and Planning
SCIA  Senate Committee on International Activities
SCODA Senate Committee on Disciplinary Appeals
SCUH  Senate Committee on University Honours
SCUP  Senate Committee on University Priorities
SCUS  Senate Committee on Undergraduate Studies
SCUTL Senate Committee on University Teaching and Learning
SGAAC Senate Graduate Awards Adjudication Committee
SGSC  Senate Graduate Studies Committee
SLC/LPAC Senate Library Committee/Library Penalties Appeal Committee
SNC   Senate Nominating Committee
SPCSAB Senate Policy Committee on Scholarships, Awards & Bursaries
SUAC  Senate Undergraduate Awards Adjudication Committee
At the January 16, 2023 Senate Policy Committee for Scholarships, Awards, and Bursaries meeting, the members approved the discontinuation of two university-funded automatic college transfer scholarships (the Ken Caple Transfer Entrance Scholarship and the International Summit Transfer Entrance Scholarship), administered by Financial Aid and Awards (FAA), based on very low uptake, effective Fall 2023.
MEMORANDUM

ATTENTION: Holly Hendrigan, Chair, SPCSAB
FROM: Tom Nault, Registrar and Executive Director – Student Enrollment & Manoj Bhakthan, Director, Financial Aid and Awards
DATE: January 13, 2023

RE: Discontinuation of Ken Caple Transfer Entrance Scholarship and International Summit Transfer Entrance Scholarship

Motion:
That SPCSAB approve the discontinuation of two university-funded automatic college transfer scholarships (the Ken Caple Transfer Entrance Scholarship and the International Summit Transfer Entrance Scholarship) administered by Financial Aid and Awards (FAA), based on very low uptake, effective Fall 2023; and that this update is shared with Senate, for information only.

Overview:
Financial Aid and Awards seeks approval from SPCSAB to discontinue the above-mentioned entrance scholarships for college transfer students. These are automatically awarded each term to individuals coming from a BC college or teaching university, who achieve a minimum 3.70 transfer CGPA on final grades. The current value is a one-time disbursement of $3500 provided in their first term of enrollment (12 units). The total budget available is a little over $735,000.

With pending institutional budget constraints, increases in needs-based applications, potential cancellation of government COVID-19 student grants after June 2023, and limited funding available through the scholarship, bursary and award (SBA) budget, a strategic decision is being made to reallocate this funding within the SBA budget with a focus towards retention efforts and support of the general bursary program.

Feedback on this decision was solicited from the Acting Associate Registrar, Student Recruitment and Admissions, Associate Director, Student Recruitment, and the Senior Director, International Services for Students, and they’ve indicated that the impact of discontinuing these specific scholarships will be minimal, as over time there has been limited recruitment focus on college transfer students.

Part of this is because college transfer students have typically made up their mind in terms of program of study and many intend to study at university by the time they apply and therefore, this scholarship is less of a recruitment tactic (it is automatically included in the admission offer letter the student receives, based on interim grades) and more so an acknowledgement of the recipient’s academic achievement on final grades, for those who enroll at SFU.

The $3500 value had had a limited impact on the student’s decision on whether to attend SFU or not.
For example, in 2022 (Spring to Fall), 91 International Summit Transfer Entrance Scholarships were automatically offered and only 39 students met the final requirements to receive it (about a 43% uptake) and for the Ken Caple, the percentage was only slightly higher (about a 46% uptake).

Externally funded opportunities with similar goals to support of college transfer students, currently exist and can be promoted, including the Ike Barber Transfer Scholarship, an applied-for opportunity valued at $5000. This opportunity is available to Canadian students who have a minimum transfer CGPA of 2.50. Transfer students (international and domestic) demonstrating academic excellence will continue to have the opportunity to apply for SFU in-course scholarships and awards once enrolled, and those with demonstrated financial need will still be able to apply our general bursary program.

Since the admission application for college transfers for the Summer 2023 intake was opened on December 1st, the earliest we can discontinue this scholarship will be for Fall 2023 (application will open March 1st).
MEMORANDUM

ATTENTION: Senate

DATE: January 16, 2023

FROM: Holly Hendrigan, Chair
Senate Policy Committee on Scholarships, Awards and Bursaries

RE: President’s and Dean’s Honour Roll - Revised Terms of Reference – For Information Only

At the November 21, 2022 Senate Policy Committee for Scholarships, Awards, and Bursaries meeting, the members approved revised terms of reference for the President’s and Dean’s Honour Roll, effective Fall 2023.
MEMORANDUM

ATTENTION: SPCSAB
FROM: Steve Birnie & Dina Shafey
Student Services
RE: Honour Roll Part Time Considerations

Background:

In 2019, the Registrar’s Office (RO) was approached by a student who was registered with the Center for Accessible Learning (CAL). The student had a disability that prevented them from taking more than 9 units per term and their accommodation recognized that 9 units was the equivalent of full-time. This accommodation gave them access to other services on campus available to full-time students, but they noticed they were unable to receive an Honour Roll designation (the student had a very high CGPA) due to the unit requirement. The Registrar agreed to an exception for this case and tasked CAL and staff in the RO with looking to a potential long-term solution. This work slowed with the pandemic, but CAL raised concern that without taking a universal design approach, a solution would be extremely hard to find. The needs of CAL students vary from student to student and even term to term. Special rules for CAL students only would also create potential privacy issues. During this time, a UFV student also reached out to both the Registrar and CAL to challenge SFU on the way it handles Honour Roll for students with disabilities and those socio-economically marginalized (her letter is attached as an appendix with her permission).

In April 2022, a memo came to SPCSAB outlining a series of potential universal design options for the committee’s consideration. Two options in use at other institutions, the gated model and the hybrid model, were selected for further study and to be brought back to committee at a later date. These options are outlined below with a recommendation.

Options for consideration:

1. Implement a Gated Model
   Like U of T, this model sets time and/or unit gates for recognition. U of T, for example, awards Honour Roll when students get to their 5th, 10th, 15th, or 20th degree credit. A system like this uses universal design principles that eliminate the need for creating special categories of student. At SFU, a model like this could be evaluated at 15, 30, 35, 60, units, etc. An analysis of historical data (See Table 1 below) shows that this wouldn’t substantially increase the number of students being awarded the honour, but numbers do rise
with allowing high achieving part-time students the ability to be recognized. Numbers are also more evenly distributed across the academic year, a reflection of the fact most students enrolled in summer term courses take fewer than 12 units in that term, so do not qualify under the current rules. They would be likely, however, to break across a gate post.

**Table 1: Comparing current numbers to a gated model for Fall 2009 admits using 15 units as the gate posts**

<table>
<thead>
<tr>
<th>Current Model Numbers (Admits from Fall 2009 over 7 years)</th>
<th>Gated Model Numbers (Admits from Fall 2009 over 7 years)</th>
</tr>
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<tbody>
<tr>
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</tr>
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</table>

There are drawbacks to this model. The system is more complicated to understand, and when repeats or elective grade courses happen, it is harder for both students and advisors to find the gate posts. Students at SFU don’t tend to take a course load that fits gates neatly so it will be less predictable. Systematically, it will be challenging to code, and so will most likely have to be a more manual process. Finally, as there is a strong desire at SFU to encourage higher course loads, a policy that appears to encourage/reward reductions will potentially face some scrutiny and resistance.

2. **Implement a Hybrid Model**
Like Western and Dalhousie, a hybrid model sets out different sets of requirements for “full-time” and “part-time” students. At Dalhousie, full-time students (those that take at least 9 units each term) can be placed on the Dean’s List each term, whereas part-time students are
evaluated once at the end of each academic year (those with at least 9 units over the full academic year are considered and they must have earned a 3.7 in each term). Likewise at Western, part-time students have a unique unit threshold (gated, like the example above) that is different from the consideration for the full-time students.

Western’s model is too complicated, combining multiple systems and student statuses. At SFU, a model like Dalhousie’s really could easily be implemented. Full-time students* would get evaluated for placement on the Dean’s and President’s exactly as is currently done. Part-time students† would be evaluated at the end of each academic year if the student has completed at least 12 units over the course of that full academic year and have earned a GPA of at least 3.5 in each term.

* Full-time defined, strictly for Honour Roll purposes, as students who take at least 12 units that are counted towards their GPA in at least 1 term in a calendar year.

† Part-time defined, strictly for Honour Roll purposes, as students who do not take more than 11 units that are counter towards their GPA in any term in a calendar year.

A model like this is well supported by our 3-term system which allows part-time students ample opportunity to hit a minimum unit threshold (ex. 12 units over the year). It is also much less confusing as a policy than the gated model, and would require fewer changes to administrative systems. There is also less incentive for students to reduce course loads by keeping the current rules in place for those taking 12 units or more each term.

Unfortunately, the hybrid model is not as easily back tested, so there is no table to compare data. But by keeping the current rules and adding additional rules for part-time students, we can expect Fall term numbers to be identical, and higher numbers in Spring and Summer as the part-time students get evaluated.

**Recommendation:**

We recommend the hybrid model for its strong adherence to universal design and inclusivity while simultaneously offering simplicity over the gated model. A hybrid model would mean no change for students who meet our current Honour Roll requirements, and therefore requires little to no change in systems, procedures, or advice. Adopting this model would simply add an additional qualifying check after the Summer term each year. Students with at least 12 units over the year, but no more than 11 units in any given term, will be considered. If the GPA in each term is a minimum of 3.50, they will get Dean’s Honour Roll. If the GPA in each term is a minimum of 4.00, they will get President’s Honour Roll. Students with summer term courses would have the award shown with the Summer term, while students without summer term courses would have the award shown on the Spring term. All the other regular rules (i.e. how the units need to count towards the GPA would still apply).
Proposed Calendar Language:

Dean's Honour Roll

A limited number of students will be admitted each term to the Dean's Honour Roll, mainly on the basis of excellent work completed in the previous term. This award will be shown on the student's permanent academic record. Admission to the Honour Roll requires that the student meet all of the following criteria:

- must have completed a minimum of 30 units* at Simon Fraser University by the end of the term being evaluated
- must have completed at least 12 units which are counted toward the grade point average (GPA) in the term being evaluated
- must achieve a minimum term grade point average (TGPA) of 3.50 in the term being evaluated
- must not have received a grade of FD (failed, academic discipline) in any course in the term being evaluated.

Students who take fewer than 12 units counted towards the grade point average (GPA) in each term over the course of an academic year (Fall – Summer) will be admitted to the Honour Roll on an annual basis provided the student has met all of the following criteria:

- must have completed a minimum of 30* units at Simon Fraser University by the end of the academic year being evaluated
- must have completed at least 12 units which are counted toward the grade point average (GPA) in the academic year being evaluated
- must not have completed more than 11 units which are counted toward the grade point average (GPA) in any given term in the academic year being evaluated
- must achieve a minimum term grade point average (TGPA) of 3.50 in each term courses were completed in the academic year being evaluated
- must not have received a grade of FD (failed, academic discipline) in any course in the academic year being evaluated

Students need not apply for admission to the Honour Roll. Admission is automatic for any student meeting all of these criteria. Faculty of Education students enrolled in the Professional Development Program (PDP) or the Professional Linking Program (PLP) and completing coursework to meet EDUC 404 requirements are not eligible for the Dean’s Honour Roll program.

*Courses where a student has received a P or CR grade will have those course units counted towards the completion of the minimum of 30 units at SFU.
President's Honour Roll

A limited number of students will be admitted each term to the President’s Honour Roll, mainly on the basis of excellent work completed in the previous term. This award will be shown on the student’s permanent academic record. Admission to the Honour Roll requires that the student meet all of the following criteria:

- must have completed a minimum of 30 units* at Simon Fraser University by the end of the term being evaluated
- must have completed at least 12 units which are counted toward the grade point average (GPA) in the term being evaluated
- must achieve a minimum term grade point average (TGPA) of 4.00 in the term being evaluated
- must not have received a grade of FD (failed, academic discipline) in any course in the term being evaluated

Students who take fewer than 12 units counted towards the grade point average (GPA) in each term over the course of an academic year (Fall – Summer) will be admitted to the Honour Roll on an annual basis provided the student has met all of the following criteria:

- must have completed a minimum of 30* units at Simon Fraser University by the end of the academic year being evaluated
- must have completed at least 12 units which are counted toward the grade point average (GPA) in the academic year being evaluated
- must not have completed more than 11 units which are counted toward the grade point average (GPA) in any given term in the academic year being evaluated
- must achieve a minimum term grade point average (TGPA) of 4.00 in each term courses were completed in the academic year being evaluated
- must not have received a grade of FD (failed, academic discipline) in any course in the academic year being evaluated

Students need not apply for admission to the Honour Roll. Admission is automatic for any student meeting all of these criteria. Faculty of Education students enrolled in the Professional Development Program (PDP) or the Professional Linking Program (PLP) and completing coursework to meet EDUC 404 requirements are not eligible for the President’s Honour Roll program.

*Courses where a student has received a P or CR grade will have those course units counted towards the completion of the minimum of 30 units at SFU.