

SIMON FRASER UNIVERSITY

MEMORANDUM *SM 5/2/68*

Admission
Paper S-99(a)

Arts Heads

Copy to: The President, The Registrar,
Dean of Education Faculty and Dean of
Science Faculty

Subject: Limitation of enrolment

From: John Matthews, Dean

Faculty of Arts

Date: January 15, 1968

I submitted to Senate the paper prepared in consultation with the Heads and this was in effect adopted.

Each department is asked to prepare a forecast of enrolment for the Fall of 1968 at all levels such that

- a) demand for courses by all students currently enrolled can be met
- b) fresh enrolments, undergraduate and graduate, can be estimated at a level which can be met with the faculty allowed for in the 1968-69 budget, due consideration being given to research semester incidence. It is assumed that past enrolment data are now sufficient to make reasonable prediction possible.

From the forecasts provided it is hoped that the Registrar will be able to predict the number of new undergraduate enrolments which can be allowed in the Fall without the risk of failure to meet our commitment to existing students. The increased enrolment last week with its implication for the future makes this exercise particularly timely.

If upper level enrolments are considered first, and faculty allocated to these (lectures and in most cases tutorials) then the remaining faculty available for teaching in the Fall can be allocated to lower level courses and graduate courses in such a way as to equate, insofar as this is necessary, teaching assistantships with the number of graduate students. Some increase in the number of teaching assistants budgeted for can be allowed.

To the extent that this procedure is applicable it would appear that limitation, if any, would have to be exercised in the 100-level course offerings but this would have to be done with due regard for the needs of existing students for these courses.

Budget adjustments which may be required in February will of course affect these forecasts and can be made in consideration of them. Space constraint will be the concern of the administration. It is accepted now that additional trailers can be obtained if necessary. The question of library facilities and private study space remains a difficulty.

The overriding principle, as I understand it, is that commitment to existing students, especially at the 400-level, and the maintenance of academic standards take priority over applications for new enrolments. The possibility of differential standards of admission related to subject area does not seem to be feasible.

SIMON FRASER UNIVERSITY

MEMORANDUM

SM 5/2/68

Paper S-99(b)

Admission

The Registrar

From B.E. Newton,

Acting Head, DML.

Subject

Date January 25, 1968.

I have been requested by the Dean to convey to you the views of DML faculty regarding enrolment restrictions next September. I have consulted with the Directors of the Sub-departments and the general feeling is that such restrictions as may be imposed in September should be based on considerations of space and T.A. salaries. The situation within this Department at the moment is that any restriction would have little or no effect on faculty commitment as the vast bulk of teaching at the lower levels is done by teaching assistants. We predict that a slight increase in our total share of enrolment will occur and presumably any overall restriction would affect our projections.. It was never the intention of this Department that faculty members should confine their teaching to the courses of the 200 level and above, and we feel that this practice is highly undesirable. However, we find that in view of the unfavourable faculty-student ratio which is apparent on any comparison sub-department by sub-department we have at the moment little option.

The general feeling is therefore that any further increase in enrolment would bring with it additional demands on space and on T.A. salary and that any limitation should be based on these two considerations alone for the coming year.

Brian Newton

B.E. Newton,
Acting Head.

MEMORANDUM

Secretary of Senate.

From B. L. Funt, *Admissions*

Dean of Science.

Date January 26, 1968

Subject Limitation of Enrollment.

SF3005-6

As a general statement, the major concern regarding the limitation of enrollment in the Faculty of Science is centered in the Department of Biological Sciences. Here too, one can distinguish between an absolute maximum as defined by present physical teaching facilities and a practical maximum based on current timetabling and secondary considerations. I have indicated these separately in the expectation that some amelioration of the timetable problems might be developed.

Biol. 101-4	225 - Absolute
Biol. 102-4	225 - Absolute
Biol. 201-3	125
Biol. 202-3	125
Biol. 203-3	125
Biol. 204-3	125
Biol. 306-3	32 - Timetabling
Biol. 326-3	32 - Timetabling
Biol. 304-3	75
Biol. 406-3	32 - Timetabling
Biol. 428-3	20 - Absolute
Biol. 438-3	20 - Absolute
Biol. 448-3	20

The limitation in the Department of Chemistry are less severe and involve the following maxima recommended by the Department.

Chem. 101	335
Chem. 102	500
Chem. 103	335
Chem. 251	200

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Admission

Secretary of Senate.

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January 26, 1968

Laboratory Courses

The facilities for laboratories in the Department are used in a number of different courses and these can be grouped with a total maximum.

Chem. 106	
Chem. 116	- 500 students
Chem. 117	

Chem. 256	
Chem. 356	
Chem. 426	- 300 students
Chem. 427	
Chem. 457	

Chem. 366	
Chem. 367	- 96 students

The course with maximum current enrollment in each group is underlined.

Advanced Courses

Chem. 446	- No limitation
Chem. 468	- Not offered this year
Chem. 481	- No limitation

There are no limitations on enrollment in courses in Mathematics or in Physics contemplated.

B. L. Funt.

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SIMON FRASER UNIVERSITY

MEMORANDUM

Paper S-99(d)

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Admissions

To: Senate

Subject: Recommendations on comprehensive aspects of limiting enrolment

From: A.R. MacKinnon

Dean of Education

Date: January 25, 1968

14733-PC

Senate, at its meeting on 8 January 1968, passed the following resolution:

"that Senate strike an ad hoc committee of the Deans of the Faculties and one member of each Faculty to be co-opted by the Dean, to present to the February meeting of Senate recommendations on the comprehensive aspects of limiting enrolment".

Members of the Ad Hoc Committee:

Professor J.W. Matthews, Dean of Arts
Professor A. MacPherson, Geography
Dr. A.R. MacKinnon, Dean of Education
Dr. J.F. Ellis, Professional Foundations
Dr. B.L. Funt, Dean of Science
Dr. G.H. Geen, Biological Sciences

Recommend as follows:

1. The Presidents of the University of British Columbia, University of Victoria and Simon Fraser University should discuss at the earliest possible time, the question of limiting enrolment, so that no unilateral action will be taken by any one university. When admission policies are being examined, attention should focus on increasing the quality of the student body admitted, and not on restrictions based on geographical, provincial or national lines.
2. Students currently enrolled in programs must not be impeded through limitations on course offerings and over-enrolment in courses. Students who cannot gain admission to a course in one semester should be placed on a priority list which will provide admission for them to the course in the next semester. Students should be urged to plan their programs on at least a two-semester basis, although the semesters need not be taken in immediate sequence.
3. Financial and academic encouragement should be given to students who attend during the Summer Semester. This will require immediate requests to the Department of Education to increase allotments of financial aid during the semester, an increase in bursaries and awards made by the University, and possibly a reduction in fees during the semester. Each Department of the University should be urged to maintain a balanced course offering in the Summer Semester. Finally, regarding recommenda-

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tion 2, an exception might be made to the granting of priority for admission to a course in a subsequent semester; that at the January enrolment, priorities be listed for the Summer Semester but not for the ensuing Fall Semester.

4. Departments must have freedom to organize their programs so that as many students as possible can be accommodated in the Department. Faculty, teaching assistants and other requirements needed by the Departments should be based on student weighted enrolments.
5. Studies should be made immediately of possible changes which could be made in timetable patterns. For example, timetable groupings of lectures and tutorials by levels could make greater use of available space.
6. Study should be made immediately of the need for more trailer accommodation and of alternative ways by which trailers might be used (e.g. administrative offices, committee rooms, workshops, etc.)
7. Study should be undertaken immediately to relieve the shortage of eating and discussion areas and study space. For example, timetable arrangements could be made so that students would not have to spend an entire day on campus. Students might also be assigned study areas in trailers to relieve congestion in the library.

ARM/ph