

To: All Members of Senate

From: H. M. Evans  
Secretary of Senate  
and Registrar

Subject: CALENDAR EDITIONS AND DATES

Date: January 24, 1969.

A. Background Information, Current Situation

- 1.(a) Until the present time calendar editions have been designed to cover the period Summer, Fall, Spring e.g. Summer 68-2, Fall 68-3, Spring 69-1. The main calendar meeting of Senate was expected to be held each year in early December, to produce a calendar available in early March - for distribution to those considering admission in May or thereafter. Production schedules each year have been tight.
  - (b) Changes have been authorized during the period covered by the printed calendar, without addenda necessarily being printed for insertion.
  - 2.(a) At the special Calendar meeting of Senate held December 9, 1968, a number of items were referred by Senate back to Faculties for further consideration or documentation, and the Graduate Calendar items were referred to the Senate Committee on Graduate Studies. Some items were not considered by Senate (e.g. the general section submission of the Faculty of Arts).
  - (b) A number of these items were cleared by Senate at its meeting of January 9th but a number remain; notably the submission of D.M.L., the general section of the Faculty of Arts, a review of possible overlap in mathematical courses in Economics and Commerce, etc.
  - (c) A motion was approved setting the Calendar approval date of December back by ninety or more days, i.e. March or later.
- This would permit time for reconsideration of items referred by Senate to Faculties or other bodies. It is understood, however, that at least one department may submit at the graduate level new proposals which have not yet been before Senate, as the moving back of the date was interpreted as providing a new start point. Comment was made at the December meeting by the Acting Academic Vice President that "calendar approval" would be expected to be relatively routine, with substantive items or courses to have received earlier approval by Senate.
3. At the December meeting some consideration was given the possibility of providing an insert addenda for the 1968/69 calendar to up-date it for use for the Summer 69-2. Consideration was also given the desirability of calendar edition normally based on the period Fall, Spring, Summer - e.g. Fall 69-3, Spring 70-1, Summer 70-2 - with the Secretary to report.

B. Report

Summer 69-2

- 1.(a) The movement of the calendar approval date from December back to March or

later renders impossible the production of a full calendar in advance of the Summer 69-2 semester.

- (b) Utilization of the 1968/69 calendar with addenda insert to cover essential changes for the Summer 69-2 semester is possible.
- (c) Printing of a full special edition to include only the Summer 69-2 semester theoretically is possible, but would be costly in time and expense to departments, faculties and The Registrar's Office, and it could not be available in time for maximum effectiveness. Further, issue of only a section without relationship to either previous or to following semesters would provide but limited data.
- (d) Whether affirmative decision is made on either (b) or (c) immediate notification must be sent to departments and faculties requesting clear indication of the essential changes which have been approved which must be included for Summer 69-2.
- (e) The date for submission of the data in (d) will determine the earliest date calendars can be available for issue in respect of Summer 69-2 enquiries. This latter date preferably should be early March and should not be later than mid-March.

Regular Edition

- 2.(a) The production of regular calendar issues, normally to cover three semesters or one full year, must take into consideration aspects of academic planning, departmental directions, clearance of materials through departmental committees, Faculty or Faculty committees, in the case of graduate studies the Senate Committee on Graduate Studies, and finally Senate.
- (b) It must also take into consideration production time, including original clarifications with the Calendar editor, proofs, page proofs, printing and binding. Current production time from submission of original copy to the printer to receipt of finished copy is approximately three months.
- (c) Items (a) and (b) indicate that the use of "addenda" inserts must be considered. Generally these should be kept to a minimum of essential items, to ensure maximum advantage to the student body, but will be required to ensure that freedom of change is not overcome by practical factors.
- (d) The maximum intake of new students is for the Fall semester. In large measure this is a function of the Secondary School system of the province which graduates students at the end of June on results usually known at the end of July. Even with the beginnings of graduation on a semester-type system in some areas of the province, all current data indicates a registration for the Fall semester on first entry as a prime factor, both within the province and externally. The growth of regional colleges may shift the emphasis somewhat, but the Fall will continue to be the major new-entry time.

*Calendar Changes*

From this standpoint there are major advantages in moving calendar time from May-April to September-August to ensure that information is as up-to-date as possible.

- (e) The largest total registrations are for the Fall semester, with maximum issue of calendars to students. Issue of a comprehensive calendar, preferably with no addenda inserts on the maximum issue is desirable, with addenda inserts being used where necessary for the smaller demands on Spring and Summer.
- (f) No substantive data has been identified to indicate any major advantage through issue of calendar based on Summer - Spring.
- (g) For maximum effectiveness calendars based on Fall - Spring inclusive need be available for use and distribution by June 1.

### C. Recommendations

#### Summer 69-2

- 1.(a) That for the Summer Semester 69-2 the current 1968/69 calendar be utilized, subject to provision of addenda items, to be provided as such as a calendar insert where essential,
  - (i) With the approval of the Dean of the Faculty concerned,
  - (ii) On submission of the Department or Faculty concerned of its clear "addenda" inserts to the Registrar,
  - (iii) If an item requires Senate approval only those already approved would appear,
  - (iv) The submission to reach the Registrar by February 20th.

#### Regular Editions

- 2.(a) That the normal undergraduate calendar editions cover the period Fall, Spring, Summer.
- (b) That "addenda" inserts be provided each semester where deemed necessary by the Dean and the Registrar, approved by the Dean of the Faculty concerned, in keeping with the principle of item 1(a) above.
- (c) That for normal inclusion in the regular calendar edition items must fully have been cleared, by Senate where necessary, by February 15th.

#### Regular Edition 1969/70

- 3.(a) That for inclusion in the regular calendar edition for 1969/70 items must have been cleared, by Senate where necessary, by March 4, 1969.