

DRAFT UNTIL APPROVED BY SENATE

MINUTES OF MEETING OF SENATE OF SIMON FRASER UNIVERSITY HELD
MONDAY, MARCH 4, 1974, 3172 ADMINISTRATION BUILDING, 7:30 P.M.

OPEN SESSION

Present:

Strand, K.

Chairman

Aronoff, S.
Beirne, B. P.
Birch, D. R.
Brown, R. C.
Burkle, E.
Copes, P.
Daem, J. P.
D'Auria, J. M.
Dawson, A. J.
DeVoretz, D. J.
Ellis, J. F.
Emmott, A. H.
Hollibaugh, A. L.
Jamieson, D. H.
Kitchen, J. M.
Munro, J. M.
Rheumer, G. A.
Rieckhoff, K. E.
Seager, J. W.
Smith, W.A.S.
Sterling, T. D.
Swangard, E. M.
Wilson, B. G.

Evans, H. M.

Secretary

Nagel, H. D.

Norsworthy, R.

Recording Secretary

Absent:

Baird, D. A.
Banister, E. W.
Caple, K. P.
Coté, P. T.
Doherty, P. M.
Eastwood, G. R.
Eliot Hurst, M. E.
Kissner, R. F.
MacPherson, A.
Nair, K. K.
Reid, W. D.
Sadleir, R.M.F.S.
Salter, J. H.
Sutherland, G. A.
Wheatley, J.

In attendance:

Mugridge, I.

1. APPROVAL OF AGENDA

The agenda was approved as distributed.

2. APPROVAL OF MINUTES

The minutes of the Open Session of February 4, 1974 were approved as circulated.

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

4. REPORT OF CHAIRMAN

There was no report from the Chairman.

5. REPORTS OF COMMITTEES

1. Senate Committee on Non-Credit Instruction

1. Paper S.74-40 - Report on Committee Activities, Fall Semester, 1973; Report on Committee Activities 1973-74

Moved by B. Wilson, seconded by A. Hollibaugh,

"That Senate ratify the courses approved for offering during the Spring Semester, 1974 by the Senate Committee on Non-Credit Instruction, as set forth in S.74-40:

Offered by

Course Title

Library	Access to Information
Reading & Study Centre	Reading & Study 001 (8 weeks)
Reading & Study Centre	Reading & Study 001 (4 weeks)
Reading & Study Centre	English Language Program
Reading & Study Centre	Typing Course
Reading & Study Centre	Rapid Reading
English	English 001 - writing
Counselling	Couple-ing
Kinesiology/Cont.Education	Intr. to Dance Therapy
Continuing Education	The Photographers Eye
Recreation Department	Aquatics
Recreation Department	Fitness
Recreation Department	Combatives
Recreation Department	Dance
Recreation Department	Outdoor Program
Recreation Department	Family Recreation Program
Recreation Department	Children's Recreation Program

Arts Centre	Madrigal Singers
Arts Centre	Choir
Arts Centre	Voice Production & Sight Reading
Arts Centre	Introduction to Video
Arts Centre	Continuing Video
Arts Centre	Super 8mm Film
Arts Centre	16mm Film
Arts Centre	Elementary Dance
Arts Centre	Intermed. & Advanced Dance
Arts Centre	Choreographers Workshop
Arts Centre	Beginning Recorder
Arts Centre	Intermediate Recorder
Arts Centre	Advanced Recorder
Arts Centre	Renaissance Ensemble
Arts Centre	Instrumental Workshop
Arts Centre	At Home and Rehearsal
Arts Centre	Theatre Company Workshop
Arts Centre	Lighting Workshop
Arts Centre	Audio Techniques Workshop
Arts Centre	Sceneshop Workshop
Recreation Department	Ropes Course Clinic
Department of Modern Lang.	Teaching to Speak a Second Language
Faculty of Education/	
Continuing Education	Structural Communications
Student Society	Silkscreen Workshop
Computing Centre	Intro. to Major Software Packages in the Program Library
	Intro. to APL 1
Computing Centre	Intro. to APL 2
Computing Centre	Computing Centre Orientation
Communications Department	Seminar on Noise
Department of Modern Lang.	Introductory Swahili
Department of Modern Lang.	Reading and Writing Chinese
Department of Modern Lang.	Mandarin Chinese - Beginners
Department of Modern Lang.	Mandarin Chinese - Intermediate
Department of Modern Lang.	Mandarin Chinese - Advanced
Arts Centre & D. Cole,	
Department of History	B.C. Artists and Their Art
Continuing Education and	
Kinesiology	Intro. to Dance Therapy - Level 2
Continuing Education	Japanese Conversation
Continuing Education	Watergate Lecture Series
Continuing Education	Arab/Israeli Lecture Series."

Response to questions provided information to the effect that there are no restrictions other than budgetary on the number of courses which may be offered; that the Arts Centre workshops and courses draw maximum enrolment; and the question of coordinating publicity is currently receiving attention.

Question was called, and a vote taken.

MOTION CARRIED

2. Senate Committee on Scholarships, Awards and Bursaries

1. Paper S.74-41 - 1973 Annual Report - Senate Committee on Scholarships, Awards and Bursaries

Moved by M. Kitchen, seconded by G. Rheumer,

"That Senate ratify the terms of reference of the programs administered by the Senate Committee on Scholarships, Awards and Bursaries, and the programs established during 1973, as set forth in Paper S.74-41, on pages 30-33 inclusive."

Question was called, and a vote taken.

MOTION CARRIED

3. Senate Graduate Studies Committee

1. Paper S.74-42 - New Course Proposal - Biological Sciences

Moved by K. Rieckhoff, seconded by R. Brown,

1. "That Senate approve, as set forth in S.74-42, the new course proposal for BISC 866-3 - Selected Topics in Plant Development."

Question was called, and a vote taken.

MOTION CARRIED

Moved by K. Rieckhoff, seconded by S. Aronoff,

2. "That Senate approve, as set forth in S.74-42, that BISC 801-3 be renamed 'Cell Biology.'"

Question was called, and a vote taken.

MOTION CARRIED

4. Senate Committee on Undergraduate Studies

1. Paper S.74-43 - Further Report - Curricular Issues Relating to Undergraduate Education

Issue 1. PROCEDURES FOR REVIEWING AND APPROVING CURRICULUM CHANGES

Moved by B. Wilson, seconded by K. Rieckhoff,

"That Senate approve, as set forth in S.74-43,

- a) That SCUS normally will consider the Faculty Curriculum Committees to be the major investi-

gatory body in matters relating to curriculum and review.

- b) That the recommendations of Faculty Curriculum Committees as approved by the relevant Faculty will be returned to the Faculty after consideration by the Senate Committee on Undergraduate Studies if one or more of the following conditions obtain.
 - i) The documentation of the course proposed or program change is inadequate, i.e. the answers on the course proposal form and supporting memoranda where appropriate do not indicate how the course fits into the program, is too vaguely worded, etc.
 - ii) There is a specific reason, such as course overlap with another department, which has not been adequately dealt with by the Faculty Curriculum Committee. The difference from the first condition is that SCUS must state specifically the reason for referral, whereas under the first condition, it may simply refer by indicating areas of insufficient documentation.
 - iii) Where a Faculty Curriculum Committee is unable to resolve an issue, it should clearly state the nature of the problem and refer to SCUS for a recommendation which must then be approved by the department(s) and Faculty Curriculum Committee(s) concerned. If the parties involved agree to disagree, then the issue accompanied by the alternative solutions will be forwarded to Senate for resolution.
 - iv) Where Faculty Undergraduate Curriculum Committee proposals do not conform to Senate policy or to the department's previously stated policy."

On a point of information, E. Burkle asked the Deans to provide information regarding student participation in Faculty Curriculum Committees. The Deans advised student participation on their respective Curriculum Committees were as follows: Faculties of Science and Interdisciplinary Studies - two students; Faculty of Education - provision for two but usually only one takes advantage of the arrangement; Faculty of Arts - no student representation.

Question was called, and a vote taken.

MOTION CARRIED

Issue 4. USE OF DIRECTED READINGS/DIRECTED STUDIES AND DIRECTED RESEARCH COURSES

Moved by B. Wilson, seconded by K. Rieckhoff,

"That Senate approve, as set forth in S.74-43,

- a) That each offering of a directed reading, directed study or directed research course within a department require the approval of the Departmental Chairman.
- b) That the chairman's approval be based upon a submission by the instructor covering each of the following:
 - 1. a description of the content of the course
 - 2. a statement of how the course is to be conducted
 - 3. an assessment of the relation between workload and credit hours assigned to the course
 - 4. a statement of how the student's performance will be assessed for grading purposes
 - 5. a written statement justifying the need for the particular course rather than one of the regular courses offered by the department.
- c) That the present practice of having Senate approve the establishment of directed research/readings/and study courses for departments but not the content of such courses be continued.
- d) As a general principle, that an instructor in a directed research/readings/or study course should expect to meet with his students at least weekly.
- e) That vector numbers for all directed research/readings/or study courses be deleted from both the University's Calendar and Course Guide.
- f) That directed research/readings/or study courses not be permitted (except under the circumstances provided in Senate Paper S.73-125, Issue 12, Motion C) as substitutes for either required courses or special topics courses."

Question was called, and a vote taken.

MOTION CARRIED

Issue 6. COURSE/CONTACT HOUR RELATIONSHIP (FOR REGULARLY SCHEDULED COURSES* ONLY)

**A regularly scheduled course is defined as a semester length course expected to be meeting for a predetermined number of contact hours per week in lecture, tutorial, seminar or laboratory as approved by Senate.*

Moved by B. Wilson, seconded by K. Rieckhoff,

"That Senate approved, as set forth in S.74-43,

1. That the determination of the appropriate relationship between credit and contact hours rest with departmental undergraduate curriculum committees subject to the approval of Faculty Curriculum Committees, the Senate Committee on Undergraduate Studies and Senate."

In response to a question from J. Munro, I. Mugridge advised that Issue 6 refers to the initial proposal of a course, and although the mix of the contact hours may vary, the total number of contact hours will be as specified in the initial proposal.

On a point of information, S. Aronoff enquired if any restrictions would be imposed in terms of the Summer Session courses or courses condensed into less than a regular semester. H. Evans provided information that the intent was that the number of contact hours would be a function of the period of time assigned to teaching a condensed course with the time assigned to a regularly scheduled course providing the basis. He gave an example: a course given during a regular semester requiring three contact hours per week would require six contact hours if given during a Summer Session, i.e. twice the frequency for half the time.

T. Sterling considered the motion did not provide an adequate solution to the problem of obtaining approval of the course credit hours considered to be warranted by a department. I. Mugridge responded that the intent was to assign primary responsibility at the departmental level, placing the main burden for investigating problems of this nature with the Faculty Curriculum Committees rather than SCUS. K. Rieckhoff stated that individual departments have expressed strong views against uniformity which he considered could result from a predetermined and inflexible procedure. He stated that final decisions resulting from discussions and arguments presented by various approving bodies result in better decisions.

Question was called, and a vote taken.

MOTION CARRIED

Moved by B. Wilson, seconded by K. Rieckhoff,

2. "That Motion 1) of Issue 5 - Use of Special Topics Courses - contained in S.73-125 and

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approved at the November 1973 meeting of Senate:
'As a guiding principle for special topics
courses, that one contact hour be set equal to
one credit hour' be deleted."

Question was called, and a vote taken.

MOTION CARRIED

(Editorial comment: Motions i) and j) of Issue are now replaced by the new i), "That the determination of the appropriate relationship between credit and contact hours rest with departmental undergraduate curriculum committees subject to the approval of Faculty Curriculum Committees, the Senate Committee on Undergraduate Studies and Senate."

Issue 7. USE OF VECTOR PATTERNS (FOR REGULARLY SCHEDULED COURSES)

Moved by B. Wilson, seconded by K. Rieckhoff,

"That Senate approve, as set forth in S.74-43,

- a) That all vector patterns be eliminated from the University Calendar.
- b) That each course description contained in the University Calendar be accompanied by an indication of the nature of the course, i.e. Lecture/tutorial, lecture/tutorial/laboratory, seminar, etc.
- c) That, within the total number of contact hours assigned to a course, and subject to the approval of the departmental undergraduate curriculum committee, the Chairman be permitted to vary the vector pattern. Such vector patterns to reflect only the class requirements and the calendar description of the course.
- d) That vector patterns for all regularly scheduled courses be included in the Course Guide; Departmental approval will be in writing and submitted to the Registrar."

Question was called, and a vote taken.

MOTION CARRIED

Issue 11. CRITERIA FOR NUMBERING COURSES (EXCLUDING DIRECTED RESEARCH, READINGS AND STUDY COURSES AND SPECIAL TOPICS COURSES)

Moved by B. Wilson, seconded by K. Rieckhoff,

"That Senate approve, as set forth in S.74-43,

- a) That the following criteria be established as guidelines for departments in determining the number division to be assigned individual courses.

000 division courses are credit or non-credit courses of a general nature designed to introduce a student to a broad area of learning. Such courses are designed to provoke thought and to stimulate a desire for further exploration of the field(s). They may be disciplinary or interdisciplinary in nature. Such courses are open to all students and do not carry pre- or co-requisites."

Question was called, and a vote taken.

MOTION CARRIED

5. Senate Committee on Agenda and Rules

1. Paper S.74-31 - Recommended Rules of Senate

The Chairman reviewed the charge to the Senate Committee on Agenda and Rules which involved codification of existing rules for simplification and internal consistency and to bring forward new rules. He indicated that as Chairman of the Committee it was his intention to speak to these Rules in terms of explanation. He outlined the potential difficulties that could arise as there are Rules in existence for Senate, and if the proposed Rules contained in S.74-31 were to be approved, the previous Rules would no longer be operative. The proposed Rules could be amended by simple majority, but a main motion or a main motion as amended required two-thirds majority vote to carry. He also noted that if a proposed Rule failed to gain approval, the existing Rule would remain in effect.

Moved by D. Birch, seconded by A. Hollibaugh,

"That Senate adopt the Rules of Senate as set forth in Paper S.74-31, to supersede its previous Rules of Procedure on the matters covered herein, effective immediately."

Moved by J. Munro, seconded by E. Swangard,

"That the paper be considered informally for 15 minutes, extendable to 30 minutes."

Question was called on the motion to consider the matter informally, and a vote taken.

MOTION TO CONSIDER INFORMALLY CARRIED

In response to a question regarding the omission of the Dean of Graduate Studies from the list of successors to the President as Chairman of Senate, K. Strand stated there had been no intended slight and, on reflection, his personal view was that the Dean of Graduate Studies should be included although his membership on Senate was by virtue of an action by Senate, whereas Deans of Faculties hold ex officio membership by authority of the Universities Act, which was the basis on which the original list had been prepared. He added that the proposed Rule could prove to be ultra vires in that another university had received legal opinion that only the President or Acting President may chair or there is no meeting, but if the Rule were to be approved, his intention would be to recommend to the Board of Governors ratification of Senate's wishes. A straw vote indicated the assembly favored inclusion of the Dean of Graduate Studies.

A number of suggestions were proposed for designation of a Chairman, but the consensus was that there should be no meeting of Senate unless either the President or the Acting President is available. This was confirmed by a straw vote.

Attention was directed to the proposed Rule for Special meetings, and the Chairman explained that under the current Rule it is not mandatory that a meeting be called on petition, and the revision requires that the President shall call a Special meeting upon receipt of a petition signed by a number of Senators to equal a quorum.

A question was raised on the recommendation recently adopted by Senate regarding Reports of Committees and its application to the Academic Planning Committee, and it was pointed out that the Academic Planning Committee is a Presidential Committee which may place items on the agenda of Senate but it is not required to report to Senate.

The Chairman declared the time for informal consideration had expired at 8:35 p.m.

Moved by A. Hollibaugh, seconded by D. DeVoretz,

"That informal consideration be undertaken for a further 15 minutes."

Question was called, and a vote taken.

MOTION CARRIED

A straw vote on the question of the number of people necessary to petition for a Special meeting resulted in 11 votes in favor of the Committee's recommendation and 9 preferred the retention of the existing Rule.

When a suggestion was made for admission of members of the news media to Open Sessions it was noted that a proposal for a series of amendments would be brought forward by J.P. Daem as Notice of Motion, and the assembly moved to formal discussion of the paper. It was agreed to consider the proposals in Paper S.74-31 ad seriatim, and each section would be considered moved and seconded.

I. PREAMBLE

"These rules of Senate are intended to be in accordance with the Universities Act, as amended from time to time. In the event of any conflict the Universities Act shall prevail."

Question was called, and a vote taken.

MOTION CARRIED

II. OFFICERS

- A. "Chairman: The Chairman of Senate is empowered and expected to take the actions he deems necessary to ensure the orderly advancement of the legitimate business of the Senate. In case the President is unable to chair a meeting of Senate, the Academic Vice-President will take the chair. If both the President and the Academic Vice-President are unable to chair, the Chairman shall be the Dean of the Faculty of Arts, or the Dean of the Faculty of Science, or the Dean of the Faculty of Education, or the Dean of the Faculty of Interdisciplinary Studies, in that order."

Amendment was moved by K. Rieckhoff, seconded by A. Emmott,

"That the last sentence be deleted."

J. Munro suggested that "Academic Vice-President" should be changed to read "Acting President," but the Chairman stated that the University interpretation by action of the Board of Governors would be that the Academic Vice-President is the Acting President.

Question was called on the deletion of the last sentence of Section II. A., and a vote taken.

AMENDMENT CARRIED

S. Aronoff enquired if a stipulation was required to specify that in the absence of the President, Acting President, or the Academic Vice-President no Senate meeting would occur, but the Chairman stated that in the absence of those noted there could not be a meeting.

Question was called on the motion as amended, and a vote taken.

MOTION AS AMENDED CARRIED

- B. "Secretary: In the absence of the Registrar, the Chairman shall appoint a Secretary pro tem."

Question was called, and a vote taken.

MOTION CARRIED

V. MEETINGS

A. "Regular:

1. With the exceptions stated here and in (2) and (3) below, Senate shall meet once a month on the first Monday of each month. When the first Monday of the month is an academic holiday, the regular meeting of Senate shall be held on the second Monday. At the commencement of each semester, in January, May and September, the regular monthly meeting of Senate shall be held on the Monday when classes are scheduled to begin.
2. In exceptional circumstances, the Chairman may postpone a regular meeting and instruct the Secretary to inform the members as to the new date.
3. If in the opinion of the Chairman, there is insufficient business to justify a regular meeting, he may cancel the meeting and instruct the Secretary to so inform the members.
4. The Secretary of Senate will mail the notice of meeting, the agenda, and all available supporting papers to members of Senate at least ten days before the meeting.
5. In order to make copies of the material pertaining to open sessions available to members of the University community, copies of the agenda and supporting papers shall be distributed to Departmental Chairmen and shall be placed in the University Library at the time of their distribution to members of Senate.
6. Meetings will be called to order at 7:30 p.m."

Question was called, and a vote taken.

MOTION CARRIED

B. "Special:

1. The Chairman may, when he deems it necessary, call a special meeting of Senate for the purpose of considering urgent items of business."

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Question was called, and a vote taken.

MOTION CARRIED

- "2. Upon receipt of a written petition from eleven members of Senate, at least six of whom shall be members of faculty elected to Senate, the Chairman shall call a special meeting of Senate to consider the items stated in the petition."

Question was called, and a vote taken.

MOTION FAILED

12 in favor
10 opposed
(2/3 vote required)

(Editorial note: on pages 2 and 3 of Paper S.74-31 technically Senate approved B.1, 3 and 4, but not B.2. It was ruled that the approved existing Rule of Senate would continue in effect and that Rule subsumes B.1, B.2, B.3 as follows:

"Special Meetings: The Chairman may call a special meeting of Senate for the purpose of considering an urgent item of business, when he deems it necessary, or on the petition of five members of Senate. Only such urgent items of business as are contained in the notice may be discussed at a special meeting.")

An amendment was moved by A. Hollibaugh, seconded by J. P. Daem, "That the existing rule be altered to delete 'may' and substitute 'shall,'" but it was ruled out of order as amendments to existing rules require Notice of Motion. J. Munro, seconded by T. Sterling, challenged the ruling of the chair. A vote was taken and the ruling of the chair was sustained by a vote of 15 in favor and 6 opposed.

J. P. Daem, seconded by A. Hollibaugh, moved, "That S.74-31 be postponed for two Senate meetings," but the motion was withdrawn.

Moved by J. P. Daem, seconded by E. Swangard,

"That the sections of Paper S.74-31 not yet considered be accepted in their entirety."

Question was called on the motion to accept the balance of Paper S.74-31, and a vote taken.

MOTION CARRIED
UNANIMOUSLY

J. P. Daem then gave Notice of Motion of a series of amendments to the Rules of Senate.

6. REPORTS OF FACULTIES

There were no reports from Faculties.

7. OTHER BUSINESS

1. Notice of Motion

There were no notices of motion.

2. Date of Next Meeting

It was noted that the next meeting of Senate is scheduled for Monday, April 1, 1974, at 7:30 p.m.

3. Other Items

There were no other items.

4. Confidential Matters

The meeting recessed briefly at 9:15 p.m. prior to moving into Closed Session.

H. M. Evans
Secretary