

MEMORANDUM

SENATE

From SENATE COMMITTEE ON NON-CREDIT
INSTRUCTION

Subject

1. Report on Committee Activities,
Fall Semester, 1973
2. Report on Committee Activities,
1973-74

Date February 11, 1974

MOTION: "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 byCourse 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

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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
Computing Centre	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

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Arts Centre & D. Cole,
Department of History

Continuing Education and
Kinesiology

Continuing Education

Continuing Education

Continuing Education

B.C. Artists and Their Art

Intro. to Dance Therapy-Level 2

Japanese Conversation

Watergate Lecture Series

Arab/Israeli Lecture Series.

SIMON FRASER UNIVERSITY

MEMORANDUM

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From SENATE COMMITTEE ON NON-CREDIT
INSTRUCTION

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Fall Semester, 1973
2. Report on Committee Activities,
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Date February 11, 1974

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Department of Modern Lang.	Mandarin Chinese - Advanced

.....3

Arts Centre & D. Cole,
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SIMON FRASER UNIVERSITY

MEMORANDUM

To SENATE

From SENATE COMMITTEE ON NON-CREDIT INSTRUCTION

Subject 1. REPORT ON COMMITTEE ACTIVITIES
FALL SEMESTER 1973
2. REPORT ON COMMITTEE ACTIVITIES
1973-74

Date FEBRUARY 14, 1974

This report is divided into two sections as indicated above. The first of these sections is presented to Senate for action on the lines of the Motion set out on the attached Motion sheet, while the second is transmitted to Senate for information according to the requirements of S.73-153, Senate Rules - Reports of Committees.

1. The Senate Committee on Non-Credit Instruction has approved the courses listed on the attached Motion sheet for offering during the Spring semester, 1974. Course proposal forms for each of these courses are attached. The courses are now submitted to Senate for its ratification.

Evaluations of courses offered in both the Fall semester, 1973 and the Spring semester, 1974 are also attached. It is the intention of the Committee that such evaluations should be secured from the agencies offering courses on a continuing basis so that the proposal for renewed offering for a course and its evaluation for the previous semester may be considered at the same time. Since procedures for receiving evaluations had to be established at the beginning of this semester, evaluations were not received in time to follow this procedure for the courses listed. It is hoped, however, that this will be done in future.

It should be noted that the Arts Centre courses, all of which have been marked as rejected on page 2 of the course proposal forms, were so marked after the meeting of 2nd November, 1973 because the Committee was initially provided with insufficient information on which to base its consideration of each course. The submissions were referred to the Arts Centre for amplification and clarification and subsequently reconsidered at the meeting of 4th December at which they were approved.

2.a. Terms of Reference and Membership

Under the terms of S.73-45, the Senate Committee on Non-Credit Instruction was established by Senate at its meeting of April 2, 1973. The terms of reference and a list of the original membership of the Committee are attached. Since the establishment of the Committee, its membership has remained the same except for the resignation of Drs. Weinberg and Williams whose Senate terms ended in May, 1973. These Senators were replaced by Dr. Sadleir and Mr. Daem.

b. Operating Guidelines and Procedures

As noted in S.73-121, Report on Committee Activities, Summer semester, 1973, a copy of which is attached, the Committee identified two problems with which it had to deal at the beginning of its activities. The first of these was that of facilitating the offering of non-credit courses in the University during the Fall semester, 1973, while the second was that of establishing, on a long-term basis, operating guidelines and procedures for the Committee. Having dealt with the first of these problems in the manner indicated in S.73-121, the Committee addressed itself to the second problem and produced the attached set of guidelines and procedures which were received by Senate as part of S.73-121.

3. Actions under Terms of Reference

- a. "To consider for approval ... non-academic departments."

The Committee considered courses submitted to it for offering in the Fall semester in the manner indicated in S.73-121 (see memorandum from the Chairman to the Committee members dated October 19, 1973, a copy of which is attached). These courses were ratified by Senate at its November 5, 1973 meeting.

Courses for the current semester have been considered according to the guidelines set out in S.73-121 and are submitted to Senate for its ratification as part of this report.

In cases where doubt arises concerning the applicability of the terms of reference to particular courses, Senate's charge provides that the question of applicability be decided by the Vice-President, Academic. Doubt has arisen in three cases, those of a glass-blowing course; a course of lectures offered by the Geography Department, and a photographic course offered by Archaeology Department students. In the first and third cases, it was decided that the terms of reference did not apply, while, in the second, the decision was that they did.

- b. "Approval shall ... approval."

No course has been offered for a second time without renewed consideration by the Committee.

- c. "To report promptly ... Senate."

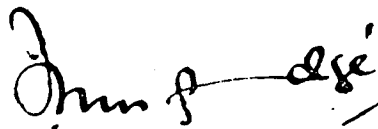
The Committee has had some purely operational problems in meeting this requirement to report "promptly;" and it has not yet been able to resolve them entirely. But it hopes to be able to settle them by the beginning of the Summer semester or, at the latest, by the Fall. This question is attached to the major task of the Committee, the evaluation both of course proposals and of course offerings. As was indicated in section 1 above, it is hoped that, in future, course evaluations from the previous semester will be available to Committee members to assist them in their consideration of course proposals for the subsequent semester. The ready availability of such information will enable the Committee to do its job more thoroughly.

It will also enable it to report to Senate both more adequately and more promptly. The second of these is a requirement of the Committee's terms of reference; and it is hoped that in future, the Committee will be able to report to the first Senate meeting of each semester rather than the somewhat later meeting which has been the case in the past two semesters.

4. Other Matters Discussed

In the course of its deliberations, the Committee has identified a number of problems which, while they do not come within its terms of reference or those of Senate, nevertheless seemed to require attention and discussion. The two major questions in this area are listed below.

- a. The Committee has noted, with some dismay, the apparent waste of resources involved in the publicizing and administration of non-credit programs. It has recommended that, in an effort to reduce this waste, the Division of Continuing Education should coordinate and arrange for publicity for all the non-credit programs within the University. It is hoped that the application of this provision will lead to both a more effective and more economical administration of non-credit programs within the University.
- b. The Committee has also discussed, at some length, the question of fee payment for non-credit programs. It has become apparent that great disparity exists, both in principle and in practice on this question. It is the Committee's view that the University must address itself to this question and that a policy, uniformly applicable to all non-credit instruction, must be adopted. Thus, as well as asking the Vice-President, Academic to review the question of financing non-credit instruction in general, the Committee has referred the question of fee payment for non-credit courses to the President for discussion by the three Vice-Presidents.



I. Mugridge

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: SFU library

Address: _____ Tel. _____

Proposed Course Title: Access to Information
 (please attach a full description of the course, indicating
 course content, etc.)

Proposed Instructor: L. Thomas & librarians
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: _____

Anticipated Expenses Total: Total absorbed by library budget.

Publicity Requirements: Non-credit Activities Schedule 74-1
 (please provide details of type of promotion required, e.g. news-
 paper, general mailing, special mailing).

Intended "target" audience: Undergrads, Open to students
faculty & staff
 (i.e. why is this course
 necessary, for whom is it
 intended?)

Proposed time period for course:

Commencement date: Jan. 16, 1974 End date: _____
for 5 weeks

mon ___ tue ___ wed ☒ thu ___ fri ___ sat ___ sun ___

Time: from 12 30
3 30 to 1 30
4 30

Location Proposed: Library Committee Room

Enrolment: Maximum: 100 Minimum: _____

For office use:

Date received: Oct. 3/73 Course number: 1-NC74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: ☒ Rejected: _____

Reason for Rejection: _____

Action: ☒ _____

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
Senate Committee on Non-Credit Instruction
Division of Continuing Education
Simon Fraser University
Burnaby 2, B. C.

Name/Department/Division proposing course: Reading & Study

Address: _____ Tel. _____

Proposed Course Title: Reading & Study 001 (8 week course)
(please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: P. L. Franklin, B. Bowman, W. Smith, Reading Asst.
(please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: _____

Anticipated Expenses Total: NIL

Publicity Requirements: Non-credit activities schedule
(please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: Registered SFU students & fac. & staff

(i.e. why is this course necessary, for whom is it intended?)

Non-Credit course proposal form
page 2 -----

Proposed time period for course:

Commencement date: Jan. 14/1974 End date: April 1974

mon tue wed thu fri sat sun Open

Time: from Open to

Location Proposed: 3057AQ SFU

Enrolment: Maximum: 350/sem. Minimum:

For office use:

Date received: Oct 3/73 Course number: 2-NC74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: ✓ Rejected:

Reason for Rejection:

Action: ✓

COURSE PROPOSAL FORM

Course Title: Reading and Study 001 - 8 week section

Full Description of Course: Reading and Study 001 is a non-credit course for training students in effective methods of reading and study. It consists of a one-hour lecture, one-hour tutorial and one-hour lab session per week. Purposeful, flexible reading skills and planned scheduled study techniques are emphasized. Increased reading speed is one aspect of the training, but the main emphasis is on speed of comprehension. A student's present reading skills and study patterns are assessed prior to individual programming.

Main areas of emphasis:

- rapid reading and comprehension
- correlation of lectures and reading material for essays or exam purposes.
- critical reading
- exam writing
- notetaking and listening
- concentration and retention

Requirements for Entrants:(if any): Registered in present semester at SFU

Rationale for the Course: To help students deal effectively with course and degree requirements.

For Whom is the Course Intended: Registered SFU students
(course is also open to interested Faculty and staff)

Proposed Dates, Time and Place of Offerings:

First eight weeks of each Semester
Jan. - April; May - August; September - December
Formal lecture-tutorial time
Labs continue for whole semester
Time: 9:30 - 3:30 (Each student registers for 3 hours per week - time to be chosen from Non-Credit Programs and Activities Schedule; an example is attached)

Place: AQ 3058, AQ 3057, and AQ 3052

Proposed Instructors: Regular Reading and Study staff
P.L. Franklin, Director
B. Bowman, Assistant to Director
W. Smith, Reading Assistant
Reading Assistant - (at present one short)

Proposed Student Fee: NIL

Minimum number of students: 350 per semester, Spring and Fall; 200 - Summer

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Proposed Course Budget: covered in regular fiscal budget

Expenses: Instructor(s) stipend(s): _____

Travel & Accomodation _____

Rental of Facilities: _____

Equipment and Materials; _____

Other expenses (list): _____

TOTAL COST _____

Anticipated Revenue: _____ NIL

Net Cost of Proposed Course: _____ NIL

Special Details of Proposed Course:

Signature of the Author of the Proposal: Wm. L. Fisher

Date Oct 3, 1943

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
Senate Committee on Non-Credit Instruction
Division of Continuing Education
Simon Fraser University
Burnaby 2, B. C.

Name/Department/Division proposing course: Reading & Study

Address: _____ Tel. _____

Proposed Course Title: R & S 001 (4 week course)
(please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: P. Franklin, B. Bowman, W. Smith
(please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: _____

Anticipated Expenses Total: nil

Publicity Requirements: Non-credit activities schedule
(please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: Students - free

(i.e. why is this course necessary, for whom is it intended?)

non-students - \$60

Proposed time period for course:

Commencement date: 9th week of sem. 74-1 End date: 12th week

mon ☐ tue ☐ wed ☐ thu ☐ fri ☐ sat ☐ sun ☐ open

Time: from _____ to _____

Location Proposed: 3058 AQ SFU

Enrolment: Maximum: 50 Minimum: _____

For office use:

Date received: Oct 3/73 Course number: 3NC74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: ☒ Rejected: ☐

Reason for Rejection: _____

Action: ☒

COURSE PROPOSAL FORM

(Non-Credit)

Course Title: Reading and Study 001 - 4 week section

Full Description of Course: Reading and Study 001 is a non-credit course for training students in effective methods of reading and study. It consists of a one-hour lecture, one-hour tutorial and one-hour lab session per week. Purposeful, flexible reading skills and planned scheduled study techniques are emphasized. Increased reading speed is one aspect of the training, but the main emphasis is on speed of comprehension. A student's present reading skills and study patterns are assessed prior to individual programming.

Main areas of emphasis:

- rapid reading and comprehension
- correlation of lectures and reading material for essays or exam purposes
- critical reading
- exam writing
- notetaking and listening
- concentration and retention

Requirements for Entrants (if any): Registered at SFU for present semester or for next semester

Rationale for the Course: as for 8 week course

For Whom is the Course Intended: Especially relevant to special or mature students in their first semester or just prior to their first semester at SFU.
- also open to interested faculty, staff and regular students

Proposed Dates, Time and Place of Offerings:

Ninth to twelfth week of each semester

- formal lecture-tutorial time
- labs continue to end of semester

Time: each student registers for two, 1 1/2 hour sessions per week or three 1 hour sessions per week between 9:00 a.m. and 3:00 p.m.

Proposed Instructors: Reading and Study Staff -
P. L. Franklin, Director
B. Bowman, Assistant to Director
W. Smith, Teaching Assistant

Proposed Student Fee: Free to registered students
\$60 to non-registered students

Maximum number of students: 50

Proposed Course Budget: covered in regular fiscal budget

Expenses: Instructor(s) stipend(s): _____

Travel & Accomodation _____

Rental of Facilities: _____

Equipment and Materials; _____

Other expenses (list): _____

TOTAL COST _____

Anticipated Revenue: _____ NIL

Net Cost of Proposed Course: _____ NIL

Special Details of Proposed Course:

Signature of the Author of the Proposal: Jerry L. Forder

Date Oct 5/13

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
Senate Committee on Non-Credit Instruction
Division of Continuing Education
Simon Fraser University
Burnaby 2, B. C.

Name/Department/Division proposing course: Reading & Study

Address: _____ Tel. _____

Proposed Course Title: English Language Program
(please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: Lee Highfoot Lyn Grants
(please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: _____

Anticipated Expenses Total: _____

Revenue $5 \times \$60 = \300

Publicity Requirements: Non-credit activities schedule
(please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: Students - free

(i.e. why is this course necessary, for whom is it intended?)

non-students - \$60

Proposed time period for course:

Commencement date: Jan 1974 End date: April 1974

mon ☐ tue ☐ wed ☐ thu ☐ fri ☐ sat ☐ sun ☐ Open

Time: from _____ to _____

Location Proposed: R & S Centre SFU

Enrolment: Maximum: 35 Minimum: _____

For office use:

Date received: Oct 3/73 Course number: 4NC74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: ☒ Rejected: ☐

Reason for Rejection: _____

Action: ☒

COURSE PROPOSAL FORM

(Non-Credit)

Course Title: Reading and Study Centre, English Language Program

Full Description of Course: Reading, Writing & Structure, Pronunciation and Aural Comprehension Skill Improvement for Non-native speakers of English

Requirements for Entrants (if any):
Demonstrated need (assessment)

Rationale for the Course: To remove language impediments to successful academic performance

For Whom is the Course Intended: Registered students who are non-native speakers of English and some potential Simon Fraser University students who require additional language competency for entrance

Proposed Dates, Time and Place of Offerings:
3 semesters
Jan. - Apr.; May - Aug.; Sept. - Dec.
at the Reading and Study Centre

Proposed Instructor(s): Lee Lightfoot
Lyn Grants

Proposed Student Fee: Free to registered students (NON-registered students, \$60)

Maximum number of Students: 35

Proposed Course Budget: Included in regular Reading and Study Centre Budget

Expenses: Instructor(s) stipend(s); _____

Travel & Accomodation: _____

Rental of Facilities: _____ (for off-campus course using rented space)

Equipment & Materials: _____

Other expenses (list): _____

TOTAL COST: _____

Anticipated Revenue:
Student fees: \$300

Net Cost of Proposed Course: NIL

Special Details of Proposed Course:

Signature of the Author of the Proposal: William L. Lightfoot

Date: Oct 3/73

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
Senate Committee on Non-Credit Instruction
Division of Continuing Education
Simon Fraser University
Burnaby 2, B. C.

Name/Department/Division proposing course: Reading & Study

Address: _____ Tel. _____

Proposed Course Title: Typing Course
(please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: M. Jones
(please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: _____

Anticipated Expenses Total: _____

Revenue $30-40 \times \$15.00 = \$450 - 600$

Publicity Requirements: Non-credit schedule
(please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: Registered Students, staff, faculty

(i.e. why is this course necessary, for whom is it intended?) _____

Proposed time period for course:

Commencement date: Jan 1974 End date: April 1974

mon ☐ tue ☐ wed ☐ thu ☐ fri ☐ sat ☐ sun ☐

Time: from _____ to _____

Location Proposed: AQ 3053 SFU

Enrolment: Maximum: 30 - 40 Minimum: _____

For office use:

Date received: Oct 3/73 Course number: SNCT4

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: ☒ Rejected: ☐

Reason for Rejection: _____

Action: ☒

COURSE PROPOSAL FORM

(Non-Credit)

Course Title: Reading and Study, Typing Course

Full Description of Course: Course designed to teach keyboard by touch - control and about the operating parts of a type-writer

Requirements for Entrants (if any): NONE

Rationale for the Course: To enable students to type their own papers/thesis (assignments)

For Whom is the Course Intended: Registered SFU students (course also open to interested Faculty and staff)

Proposed Dates, Time and Place of Offerings: For full semester (see example of Programs and Activities schedule attached)
Place: AQ3053

Proposed Instructor: M. Jones

Proposed Student Fee: \$15/semester

Maximum number of students: 30 - 40 per semester

Proposed Course Budget: included in regular fiscal budget

Expenses: Instructor(s) stipend(s): _____

Travel & Accomodation: _____

Rental of Facilities: _____ (for off-campus course using rented space)

Equipment & Materials: _____

Other expenses (list): _____

TOTAL COST: _____

Anticipated Revenue:

Student fees: \$450 - \$600

Net Cost of Proposed Course:

NIL

Special Details of Proposed Course:

Signature of the Author of the Proposal: Perry L. Fisk

Date: Oct 3/73

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
Senate Committee on Non-Credit Instruction
Division of Continuing Education
Simon Fraser University
Burnaby 2, B. C.

Name/Department/Division proposing course: Reading & Study

Address: _____ Tel. _____

Proposed Course Title: Rapid Reading
(please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: P. Franklin
(please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: 150⁰⁰

Anticipated Expenses Total: _____

Revenues \$ 1950⁰⁰

Publicity Requirements: _____
(please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: Business & Professional Community

(i.e. why is this course necessary, for whom is it intended?) _____

Proposed time period for course:

Commencement date: Feb 1974 (8 wks) End date: March 1974

mon _ tue _ wed _ thu _ fri _ sat _ sun _

Time: from 7.00 pm to 9.00 pm

Location Proposed: AQ 3057 & 3058 SFU

Enrolment: Maximum: 30 Minimum: _____

For office use:

Date received: Oct 3/73 Course number: 6NC74

Date Submitted to Non-Credit Committee: NOV 3/73

Approved: _____ Rejected: _____

Reason for Rejection: _____

Action: _____

COURSE PROPOSAL FORM

(Non-Credit)

Course Title: Rapid Reading for the Business and Professional Community

Full Description of Course: An eight week evening program stressing rate and comprehension in reading for recreation and business

Requirements for Entrants (if any): NONE

Rationale for the Course: Enable the business and professional person to process reading material quickly and effectively

For Whom is the Course Intended: For the business and professional person

Proposed Dates, Time and Place of Offering:

Feb - March 1974

7:00 - 9:00 p.m.

Place: AQ3057, AQ3058

Proposed Instructor: Regular Reading and Study Staff

Proposed Student Fee: \$65 (includes textbook)

Maximum number of students: 30

Proposed Course Budget:

Expenses: Instructor(s) stipend(s): _____
(depends on staff availability)

Travel & Accomodation: _____

Rental of Facilities: _____ (for off-campus course using rented space)

Equipment & Materials: _____

Other expenses (list): Advertising 150.00
Postage, Office Supplies

TOTAL COST: _____

Anticipated Revenue:

Student fees:

1800.00 cse fee
150.00 bk fee

Net Cost of Proposed Course: _____

Special Details of Proposed Course:

Signature of the Author of the Proposal:

Date:

Jerry L. Gresham
Oct 3/73

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: ENGLISH

Address: _____ Tel. _____

Proposed Course Title: ENGLISH 001-0 WRITING. The principles and practice of Expository Writing
 (please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: Professor Gordon Elliott
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) NoneTravel: NoneRentals & Other Expenses: NoneAnticipated Expenses Total: None

Publicity Requirements: None
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: S.F.U. Students, as a service course, to assist them in preparation of essays.
 (i.e. why is this course necessary, for whom is it intended?)

Proposed time period for course:

Commencement date: Jan 7, 1974 End date: March 22

mon ___ tue ___ wed ___ thu ___ fri ___ sat ___ sun ___

Time: from ___ to ___

Location Proposed: SFU Lecture hall and class room

Enrolment: Maximum: 60 Minimum: 1

For office use:

Date received: Oct 15/73 Course number: 7NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: ✓ Rejected:

Reason for Rejection:

Action: ✓

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: University Counselling ServiceAddress: 200 TC Tel: 291-3694

Proposed Course Title: "Couple-ing"
 (please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: Dr. C.R. Brasfield, Mrs. D.M. Brasfield
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) \$100.00

Travel: _____

Rentals & Other Expenses: _____

Anticipated Expenses Total: \$100.00Revenues $5 \times \$20 = \100

Publicity Requirements: Newspaper, general mailing
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: Married or unmarried couples

(i.e. why is this course necessary, for whom is it intended?) from the university and general community. Course to provide personalized marital training in primary areas of relationship.

Proposed time period for course:

Commencement date: January 28, '74 End date: April 1, '74

mon ☒ tue ☐ wed ☐ thu ☐ fri ☐ sat ☐ sun ☐

Time: from 5:30 P.M. to 7:30 P.M.

Location Proposed: University Counselling Service 200TC

Enrolment: Maximum: 5 couples Minimum: 3 couples

For office use:

Date received: Oct 16/73 Course number: 8 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: ☒ Rejected: ☐

Reason for Rejection: Newspaper

Action: _____

THE COUPLE-ING PROGRAM

For each applicant couple, the program really begins with an explanation of the nature of the content of the program. If, in the view of the couple, the program is interesting and potentially useful to them, they will be asked to complete a variety of "screening" measures. The screening measures are:

- (a) A conjoint interview by the program team.
- (b) Completion of the Minnesota Multiphasic Personality Inventory.
- (c) In the case of doubtful assessments, referral to the consulting psychiatrist for further assessment.

Applicant couples would be screened out of the program for grossly disturbed intra-psychic functioning (psychotic states or severely neurotic conditions) or an assessment by the program team of imminent break-up of the relationship of the couple. Any couples so screened out of the program would be offered referral to appropriate treatment resources.

If the applicant couple were accepted into the program, they would be asked to agree to completion of all research measures prior to, after and during the program. They would also be asked to sign a release of confidentiality of the information gathered through the research assessments, which would include a clause insuring that any publication of the assessment material would be entirely anonymous.

Applicant couples meeting the criteria for acceptance into the program would be seen as a group containing a maximum of five couples. The group would meet for one two-hour session per week for ten weeks. It is felt that the group milieu is an important facet of the program in providing for modelling and vicarious learning. In that sense, the rationale for group programs for couples is the same as the rationale for any group program.

Throughout the program, the intimate dyadic relationship will be viewed as a system of multiple levels of communication as suggested by Haley (1963). However, only the first four sessions of the program would be formally labelled "Communication".

The first session will serve to set the emphasis of the communication section of the program on the identification and labelling of positive affective states, with negative affective states identified for purposes of definition only. Specifically, each member of the group will be asked to introduce his/her partner to the rest of the group in terms of that which they find about the partner to be sufficiently attractive that they have chosen to form an intimate dyadic relationship. This introduction would be initiated by the program team in order to provide a modelling experience for the other dyads. As well as providing a positive focus from the outset of the program, this procedure also allows each dyad to make reality comparisons with other couples.

Following the introduction, the group would be given a theoretical overview of the intimate dyadic relationship as a system and directed to consider and discuss role expectations within the context of an intimate dyadic relationship. As Haley mentions, "any marital partner was raised in a family and so given long and thorough training in implicit and explicit rules for how people should deal with each other. When a person gets married he attempts to deal with a spouse who was given training in a different institution. The couple must reconcile long-term expectations which have all the emotional force of laws of life". (1963, p. 218). The importance of these considerations will be further emphasized through the use of a printed discussion hand-out which will form the basis for the balance of the communication section.

Finally, in the first session, the group will be prepared for the use of videotape and videotape re-play in the next three sessions.

The second session will introduce videotape vignettes of individuals, presumably in an intimate dyadic relationship. (Vignette A - Male; Vignette B - Female) exhibiting messages which conflict on affective and explicit content communication levels. (Haley, 1963, pps. 220-221). Members of the group will be asked to respond to the mixed message vignette of the opposite sex. Further, members of the group will be asked to identify with the presenter of the mixed message in the vignette and

respond affectively to response vignettes from the actor of the opposite sex (Vignettes C, D, - Male; Vignettes E, F. - Female) which show unitary responses either to explicit content only or to affective content only. In essence, each member of the group will be asked to predict the quality of their own interaction after a presumed dyadic partner of the opposite sex responds either to their affective state only or the explicit content of the communication only. This procedure should serve to identify the importance of the identification and labelling of affective responses as opposed to explicit content responses.

Following the introduction to the videotape through the use of videotape vignettes, the group will be introduced to the Interpersonal Process Recall model developed by Kagan et al. (1969). This is a procedure which formalizes the "second chance" phenomenon described by Alger and Hogan, "when, on play-back, a person becomes aware of a feeling he was experiencing during the original episode, he then has a second chance to communicate this feeling to the others present in a more direct way". (1969, p. 89). For modelling purposes, the program team will videotape a discussion, between themselves, of the sex-role relationship expectations as outlined in the first session. This short (three to five minutes) videotape will then be immediately re-played, with each partner of the program team stopping the tape at appropriate points to either emphasize, re-state or explicate affective reactions occurring during the initial discussion.

After the modelling of the Interpersonal Process Recall by the program team, each dyad will be asked to discuss and videotape their own sex-role expectations within their relationship. These videotapes will be individually re-played immediately after each discussion, with both members of the program team acting as facilitators for explication of non-verbal or unclear affective cues occurring during the discussion. It should be mentioned here that both members of the program team have received training from Dr. Kagan in the use of the Interpersonal Process Recall mode.

Not only does the immediate replay of the discussion with the partner provide experiential learning of the partner's affective states, as well as individual affective states, but the observation of other couples completing the task should provide for extensive vicarious learning (Bandura and Walters, 1963). To insure the attention necessary in order for this vicarious learning to take place, the group as a whole will be asked to comment on the quality of the videotape interaction after each Interpersonal Process Recall is completed. This overall procedure introduced in session two will also occupy the balance of sessions three and four.

Session five will introduce the area of conflict resolution. This session will begin with a brief lecture and discussion of styles of dyadic conflict along with a printed hand-out detailing typical verbal statements associated with each style. This lecture and discussion will be followed by a vignette of a couple arguing about a conflict and using five different unfair and ineffective styles of conflict resolution as outlined by Bach (1968). The vignette will then be re-played in a manner similar to Interpersonal Process Recall (Kagan et al, op. cit.) with the tape stopped at each point of a "bad" methodology of conflict resolution. The group will be asked to try to identify the specific methodology then being exemplified.

The group will then be introduced to the concept of negotiation and the specific model used in the program will be that developed by Weiss, Hops and Patterson (1972). This model is essentially a change from the usual quid pro quo model; - if X (something the husband desires) then Y (something the wife desires), to the following model: Given X and Y, if X, then F+ (something the wife desires) and if Y, then H+ (something the husband desires).

The model will be explained theoretically, with emphasis upon the importance of the accurate identification of positive affective states for both self and partner. This procedure should serve not only to clarify the negotiation model but also underline the importance of the communication model established in Section I of the program.

Following the introduction of the negotiation conflict model, a vignette will be shown in which a couple negotiates the same conflict shown in the previous vignette of an ineffective argument. After the vignette, it will again be re-played, showing the critical points of the negotiation. Following the vignette, the program team will, in vivo, negotiate a similar conflict and videotape it. The videotape will immediately be replayed in the Interpersonal Process Recall format, with each member of the program team stopping the tape at various points to identify the affective response occurring at each point.

Each dyad will then be required to practice, at home on their own, negotiation of an actual conflict which they will videotape the following week. This negotiation of conflict for each dyad will be videotaped and they will complete an Interpersonal Process Recall of the negotiation followed by program team and group critique of the negotiation practice.

Again, this procedure allows for both modelling and vicarious learning. The rules of the conflict negotiation procedure and the model of negotiation itself will be further detailed for each member of the group by means of another handout.

Session eight will serve to introduce the topic of sexuality to the program. Nixer (1961) has written that the greatest single cause for family unit destruction and divorce in this country is a fundamental sexual inadequacy within the marital unit. The present authors would suggest, (partly on the basis of data obtained during the pilot studies for this proposal) that much of the sexual inadequacy is due to either lack of accurate specific information with regard to sexual interaction or lack of communication between intimate dyadic partners about specifically sexual interactions. It is toward these two areas of sexual dysfunction (lack of specific accurate information and lack of communication about sexual interaction) that the sexuality part of the program would be directed. In the eighth session, the program team would each role-play a patient seeking sexual information, having learned considerable sexual misinformation

and suffering from some form of minor sexual dysfunction. The dissemination of accurate sexual information would be accomplished not only by the role-playing but also, within the context of the role-playing, delivery of information orally and through audio-visual display from such texts as Masters and Johnson (1966) and Ford and Beach (1951).

In the role of the patient, each of the program team will be instructed to talk with their spouse about specifically sexual information and the minor dysfunction. The program team will then further role-play the patient "couple" attempting to talk with each other about the sexual interactions and their difficulties within those interactions. Following this role-playing the session will be opened to questions and discussion from members of the group about specific sexual information not otherwise covered in the session.

The ninth session will begin with the showing of a film, "Sexuality and Communication", (Chernick & Chernick, 1972) which clearly ties in the areas of sexual functioning and communication. This film will be followed by discussion of the necessity of adequate functioning within the sexual area of the dyadic system in order to facilitate functioning in other areas. This session will also allow for further questions from the group with regard to application of communication techniques within the area of sexual functioning.

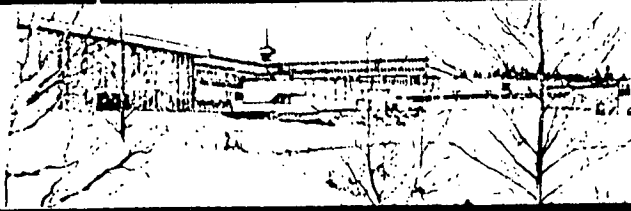
The tenth session will be almost entirely devoted to a description of currently available treatments for a variety of sexual dysfunction. These treatments will be described by the program team and will be drawn primarily from the work of Masters and Johnson (1970) and LoPiccolo and Lobitz (1972). Finally, the program team will role-play a demonstration of the use of the conflict resolution techniques within the highly vulnerable area of specifically sexual interaction.

The tenth session will terminate the formal program here proposed. However, it should be clearly noted that, following the tenth session and throughout the program as a whole, it will be made very clear and explicit to each couple in the program that

they may request additional sessions for themselves alone with regard to any part of the program. Further, if any couple requests treatment for a particular area of dysfunction and no referral is possible, that treatment will be provided, as a service, by the treatment team.

REFERENCES

- ALGER, I. & HOGAN, P. The use of videotape recordings in conjoint marital therapy. American Journal of Psychiatry, 1967, 123, 1425-1430.
- BACH, G. R. & WYDEN P. The Intimate Enemy. New York: William Morrow & Company, Inc., 1968.
- BANDURA, A. & WALTERS, R. H. Social Learning and Personality Development. New York: Holt, Rinehart and Winston, Inc., 1963.
- CHERNICK, Beryl & CHERNICK, A. B. Sexuality and Communication. Toronto: Mobius Productions Ltd., 1971.
- HALEY, J. Marriage Therapy. Archives of General Psychiatry. 8. 213-234, 1963.
- KAGAN, N., SCHAUBLE, P., RESNIKOFF, A., DANISH, S.J. & KLATHWOHL, D. R. Interpersonal Process Recall. Journal of Nervous and Mental Diseases, 1969, 148, (4) 365-374.
- LoPiccolo, J. & LOBITZ, W. C. Behavior therapy of sexual dysfunction. Paper presented at Fourth Annual International Conference on Behavior Modification, Banff, Alberta, Canada, 1972.
- MASTERS, W. H. & JOHNSON, Virginia E. Human Sexual Response. Boston: Little, Brown & Company, 1966.
- MASTERS, W. H. & JOHNSON, Virginia E. Human Sexual Inadequacy. Boston: Little, Brown & Company, 1970.
- NIZER, L. My Life in Court. New York: Doubleday, 1961.
- WEISS, R. L., HOPS, H., & PATTERSON, G. R. A framework for conceptualizing marital conflict, a technology for altering it, some data for evaluating it. In: L. A. Hamerlynck & F. W. Clark (Eds.) Critical Issues in Behavior Modification: Proceedings of the 4th Banff International Conference on Behavior Modification, Research Press, 1973.



DIVISION OF CONTINUING EDUCATION

SIMON FRASER UNIVERSITY, BURNABY 2, B.C., CANADA
Telephones: 291-4564 / 291-4565

COUPLE - ING

Spring - 1974 - January - April

Commencing January 14, 1974 the Division of Continuing Education and the University Counselling Service will be offering a non-credit course/program for couples. The course/program is limited to five couples only, who will be asked to complete psychological tests as a part of the process of the course/program. The instructors are Dr. C. R. Brasfield of the University Counselling Service and Mrs. D. M. Brasfield of the Division of Mental Health, City of Vancouver. The course is intended to cover three main areas of dyadic interaction; 1) interpersonal communication, 2) negotiation of "marital" conflict, and 3) sexuality.

Time: Monday evenings 5:30 - 7:30 P.M. for ten sessions

Place: S.F.U. Campus - University Counselling Service,
Room 200 T.C.

Fee: \$20.00 per couple (non-students)

Please attend the first class for further information and registration.

9 NC 74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
Senate Committee on Non-Credit Instruction
Division of Continuing Education
Simon Fraser University
Burnaby 2, B. C.

Name/Department/Division proposing course: Kinesiology / Cont. EducAddress: SFU

Tel. _____

Proposed Course Title: Introduction to Dance Therapy (2nd offering)
(please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: Amy Greenfield
(please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) Min. 10 x 25⁰⁰ - 250⁰⁰ Max 30 x 25⁰⁰ - 750⁰⁰ 500⁰⁰
(dependent upon enrolment)

Travel: to be arrangedRentals & Other Expenses: Film, Xeroxing etc 50⁰⁰Anticipated Expenses Total: 50⁰⁰ - 100⁰⁰

Publicity Requirements: Activation schedule
(please provide details of type of promotion required; e.g. newspaper, general mailing, special mailing).

Intended "target" audience: Professionals in the field of
rehabilitation, special education
(i.e. why is this course necessary, for whom is it intended?) etc

Amy Greenfield
(Instructor)

✓ E.W. Benito
Chairman
Kinesiology

Proposed time period for course: 8 weeks

Commencement date: 14 Jan 1974 End date: March 1974

mon ☒ tue ☐ wed ☒ thu ☐ fri ☐ sat ☐ sun ☐ ~~not yet decided~~

Time: from 7.30 pm to 9.00 ~~not yet decided~~

Location Proposed: ~~SFU Mini Gym~~ - ~~ASB~~ Bldg 3 Fae of Ed

Enrolment: Maximum: 30 Minimum: ~~10~~ 10

For office use:

Date received: Oct. 17/73 Course number: 9-NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: ☒ Rejected: ☐

Reason for Rejection: Flyer + newspaper

Action: _____

Shpend! -

$$3 \text{ hrs} \times 8 \text{ wks} \times 25^{\text{m}} = \$600$$

C.E. max \$500

SIMON FRASER UNIVERSITY

CONTINUING EDUCATION

in conjunction with the

DEPARTMENT OF KINESIOLOGY

is offering this Spring,
a non-credit course entitled:

'INTRODUCTION TO DANCE THERAPY'

January 16, 1974 to
March 6, 1974.
7.00pm - 10.00pm
Wednesdays.

Building #2
Faculty of Education
S.F.U.
Fee: \$25.00

Instructor : Amy Greenfield, M.Sc.

A DEFINITION.....

Dance Therapy is the use and understanding of expressive body movement for the purpose of integrating our physical and emotional selves. Involved in the study of dance therapy is the exploration of our own movement potentialities, and how we communicate non-verbally in group situations. The settings in which dance therapy is used are varied; they range from clinics, hospitals, and residential treatment centres to schools and community recreation centres. Dance therapy has been included in the treatment programs for physically and emotionally handicapped individuals, as well as being a unique and educational movement experience for normal adults and children.

* * * *

INTENDED FOR.....

This course is intended for university students, continuing education students, student teachers, and teachers. Other professionals in the fields of physical education, health sciences, rehabilitation, special education, and dance would also find dance therapy useful in terms of their understanding of group interaction and learning within a classroom or professional environment. Through the utilization of movement observation skills a teacher or professional will be more sensitive to the needs of the people he is working with.

* * * *

THE COURSE.....

The objectives of this course would be twofold:

- 1) To introduce the students to a survey of the literature on dance therapy, and to offer them a basic understanding of the theories involved in the field. Movement observation skills will also be introduced.
- 2) To help the students become more aware of their own movement repertoires and their own movement potentialities. Movement will be studied as non-verbal communication within the group context, as well as on a personal level.

Structure: The course would be divided into two parts; one part would involve a one and one-half hour seminar, revolving around a discussion of the literature and theories involved in the field. The other part would involve a one and one-half hour laboratory. The laboratory would consist of practical sessions in movement awareness integrating the dance therapy principles outlined in the seminar. Video and film will be used as resource material.

* * * *

AMY GREENFIELD,
M.Sc.

=====

Amy Greenfield has an M.Sc. degree from Hunter College, New York, and a B.Sc. degree from the University of Wisconsin. Both degrees are in the field of Dance Therapy.

Amy's background includes extensive teaching experience in modern dance, folk dance, and ballet, as well as advanced study in the areas of Clinical Psychology, Kinesiology, Anatomy, and Movement Observation and Analysis. Her most recent assignment has been at Bronx State Hospital, New York, where she worked as a dance therapist with severely disturbed adult patients. She has been a guest dance therapist at "The Maples" - the adolescent division of the Burnaby Mental Health Centre.

~~73-5~~
10NC 74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
Senate Committee on Non-Credit Instruction
Division of Continuing Education
Simon Fraser University
Burnaby 2, B. C.

Name/Department/Division proposing course: DENES DEVENYI

Address: PHYSICAL PLANT (SFU) Tel. 3254

Proposed Course Title: THE PHOTOGRAPHER'S EYE
(please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: DENES DEVENYI.
(please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) 450⁰⁰ 500

Travel: 50

Rentals & Other Expenses: 80 20⁰⁰
Film 2.50 Projectionist Material Exhibit

Anticipated Expenses Total: \$580

Revenue: \$900 \$1000

Publicity Requirements: normal
(please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: GENERAL PUBLIC

(i.e. why is this course necessary, for whom is it intended?) (AS WELL AS MANY SFU STUDENTS)

see attached.

Non-Credit course proposal form
page 2 -----

Proposed time period for course:

Commencement date: Febr 6 /74 End date: APR 10/74

mon ___ tue ___ wed X thu ___ fri ___ sat ___ sun ___

Time: from 8pm to 10 pm

Location Proposed: SFU *no fixed seating - 6 5226A*
ph 6220 56
6/22

Enrolment: Maximum: 25 Minimum: 15

For office use:

Date received: Oct. /73 Course number: 10 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: ✓ Rejected: _____

Reason for Rejection: Flyer + newspaper

Action: Book room, 5014 AQ *5014 AQ*

Evaluated Aug/73

Signature: Jane Devan
Date: Oct. 31st/73

Committee for the review of non-credit courses in Continuing Education.

Gentlemen:

This is a submission for approval of a course in creative photography.

The course was already offered three times at Simon Fraser University so its success must be familiar to you. (Over-subscribed, 27 instead of 25 and making a net profit of over \$300.00).

The enthusiasm of these students carried over to the Workshop II which, just last May, had a group shop in the Gallery of Photography (the course was given at U.B.C. but half of the students were from S.F.U.).

The course is conceptual not directly involved with technique and is certainly at the University level. (U.B.C. has offered it 25 times and is scheduled for the Fall as well). The area where S.F.U. is located certainly can fill this class again.

As an article attached by myself (1969) and D. Coleman (1972) shows, photography education is very much in demand.

I trust the above information is enough for you to make a favourable decision. The reputation of the course and my teaching method have always been able to generate excessive interest and good public relations for the offering institution.

Should you need any additional information, please contact me at local 3254 or by mail:- Physical Plant and Planning Department.

Yours truly,

Denes Devenyi

COURSE PROPOSAL PLAN

(Non-Credit)

Course Title: THE PHOTOGRAPHER'S EYE
(creative photography workshop)

Full Description of Course:

Emphasis will be upon the creative process involved in seeing the world through the camera's eye--the photographic vision--rather than upon camera craft and the technique of picture taking. Those attributes that give a picture enduring value such as space relationship, composition, tonal values, etc. the elements of Gestalt photography will be studied. Includes lectures, demonstrations and extensive discussion of students' work. Of value to interested amateur and serious professional.

Requirements for Entrants (if any):

None

Rationale for the Course:

The course has been a great success now both at U.B.C. and at Simon Fraser for 14 semesters (25 courses at U.B.C. and 3 courses at S.F.U.)

For Whom is the Course Intended?

General (student and public)

Proposed Dates, Time and Place of Offering:

S.F.U. 10 evenings, starting October 3, 1973 (Wednesday)

Proposed Instructor:

(Attach resume if not regular SFU Faculty or Staff)

Denes Devenyi

Proposed Student Fee: \$40.00

Maximum Number of Students: 25 (S.F.U. registration was 27 in the fall of 1972 and spring of 1973) see attached

Special Details of Proposed Course:

Proposed Course Budget:

Expenses: Instructor(s) stipend(s):	450
Travel & Accommodation:	50
Rental of Facilities: (for off-campus courses using rented space)	-
Equipment & Materials: film	\$10.
projector	\$20.
misc.	\$50.
Other expenses (list):	
TOTAL COST	\$580.

Anticipated Revenue:
Student Fees:

Net Cost of Proposed Course:

Over \$300. each was saved both in the fall of 1972 and spring of 1973.
This saving could even be more and in both cases it helped the Department
to sponsor other courses.

Signature of the Author of the Proposal: _____

Date: _____

**DIVISION OF
CONTINUING EDUCATION**

SIMON FRASER UNIVERSITY, BURNABY 2, B.C., CANADA
Telephones: 291-4564 / 291-4565

THE PHOTOGRAPHER'S EYE: CREATIVE PHOTOGRAPHY WORKSHOP
SPRING 1974 #10NC74

The Division of Continuing Education at Simon Fraser University will be offering a creative photography workshop during February, March and April, 1974. The workshop will be given by Mr. Denes Devenyi, who is a well-known Canadian photographer who has had several one-man exhibitions in this country and abroad. Mr. Devenyi has also published both articles and photographs in many national and international magazines.

Emphasis will be upon the creative process involved in seeing the world through the camera's eye - the photographic vision - rather than upon camera craft and the technique of picture taking. Those attributes that give a picture enduring value such as space relationship, composition, tonal values, etc. - the elements of Gestalt photography - will be studied. Includes lectures, demonstrations and extensive discussion of students' work. Of value to interested amateur and serious professional.

Time: 8.00 pm - 10.00 pm. (Wednesday)

Date: Commencing Wednesday, February 6, 1974.

Place: SFU Campus - 5014AQ

Fee: \$35 per person

Advanced registration is advised as the course is limited to 25 persons. To register, please complete the registration form and mail together with a cheque or money order payable to Simon Fraser University to: Division of Continuing Education, Simon Fraser University, Burnaby 2, B.C.

Registration Form: Photography Course #10NC74 - Spring, 1974

NAME: _____

ADDRESS: _____

DAY TELEPHONE: _____

NIGHT TELEPHONE: _____

☐ I am enclosing a cheque or money order for \$35.00.

☐ I will make payment at the first class.

No refunds will be issued after the second class. An administrative charge of \$3 will be assessed for all cancellations.

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
Senate Committee on Non-Credit Instruction
Division of Continuing Education
Simon Fraser University
Burnaby 2, B. C.

Name/Department/Division proposing course: Dept. of Recreation

Address: Gym, SFU Tel. 3313

Proposed Course Title: Gen. Educ. Activity Classes
(please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: See list
(please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) None

Travel: _____

Rentals & Other Expenses: _____

Anticipated Expenses Total: Various fees etc.

Publicity Requirements: Activities Schedule NC
(please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: Students, staff, faculty

(i.e. why is this course necessary, for whom is it intended?)

Proposed time period for course:

Commencement date: See list End date: _____

mon ___ tue ___ wed ___ thu ___ fri ___ sat ___ sun ___

Time: from _____ to _____

Location Proposed: _____

Enrolment: Maximum: _____ Minimum: _____

For office use:

Date received: Oct 22 Course number: 11 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: ☒ Rejected: ☐

Reason for Rejection: _____

Action: ☒ _____

CHILDRENS RECREATION PROGRAM

Sponsored by the Department of Recreation, Simon Fraser University

DATES..... January 19th to March 30th, 1974 (11 weeks inclusive)
DAY..... Saturday mornings TIME..... 9:30 a.m. - 12:30 p.m.
PLACE..... Physical Development Centre, Simon Fraser University
AGES..... 8 to 14 inclusive - BOYS and GIRLS
COST..... \$20.00 per child, or \$50.00 for 3 or more of the same family
INSTRUCTION.... There are 12 qualified and experienced instructors.
Chief Instructor is Jeff Cope. Program Coordinator is Chris Beaton.

PROGRAM WILL INCLUDE 40 minutes of the following activities:

1. Swimming instruction by qualified Red Cross swimming instructors. Includes lifesaving and/or post senior Red Cross tests.
2. Gymnastics and movement education.
3. Games activities - badminton, basketball, soccer, volleyball, floor hockey, touch football.

NOTE: Arts and crafts run all morning, and may be attended instead of 1, 2, or 3 above.

AND...ONE HOUR OF CHOICE ACTIVITY FROM THE FOLLOWING:

Outdoor Recreation: Hiking, orienteering, ropes course. Overnight trip to Mount Whistler Cabin \$5.00 (optional).

Advanced Gymnastics: Olympic equipment and trampoline.

Advanced Aquatics: A choice of diving, water polo, skin diving, (snorkels, masks and fins), competitive swimming, and synchronized swimming.

Advanced Games: Learning and competition in soccer, softball, floor hockey.

Arts and Crafts: Painting, drawing, modeling.

Registration will be complete well before the start of the program, and you should register your child as soon as you receive this form.

REGISTER BY: (1) Personal payment at the Recreation Department.

- (2) Mailing the registration form and your cheque or money order payable to Simon Fraser University to: Childrens Recreation Program, Recreation Department, Simon Fraser University, Burnaby 2, B.C.

****REGISTRATION ONLY ACCEPTED ON RECEIPT OF A CHEQUE, MONEY ORDER, OR CASH****

Each child should bring: running shoes, shorts, t-shirt, bathing suit and towel with name tags. Lockers will be available. DO NOT BRING watches and valuables.

INFORMATION: Tel 291-3675

FAMILY RECREATION PROGRAM

RECREATION DEPARTMENT

SUNDAYS 2:30 - 4:30 P.M.

JANUARY 20 - MARCH 24

THE PROGRAM IS FOR SFU FAMILIES, STUDENTS, FACULTY & STAFF

THERE IS NO FEE AND THE PROGRAM WILL BE IN TWO PARTS

1. GYM - for 1 hour. This will include "keep-fit classes" for adults, gymnastics club for all ages, and games such as volleyball, badminton and floor hockey.
2. POOL - for 1 hour. This includes LESSONS for 30 minutes and Recreational swim and games for 30 minutes. The tiny tots pre-swim program has been moved from mid-week to the Sunday time. PLUS SWIMMING LESSONS for all age groups and abilities will be arranged.

All families should register at the Recreation Office by 4:30 p.m., Wednesday, January 16th.

Please indicate your interests to help us in staff selection.

An orientation MEETING TO THE FAMILY RECREATION PROGRAM FOR PARENTS WILL BE HELD ON THURSDAY, JANUARY 17th, at 12:30 p.m. in AQ 3003. MEET THE INSTRUCTORS AND HAVE SOME INPUT INTO THE PROGRAM.

FOR FURTHER DETAILS, CONTACT THE DEPARTMENT OF RECREATION, SIMON FRASER UNIVERSITY, 291-3675.

Department of Recreation

General Education Activity Classes

- week of January 14th to week of March 18th.
- progressive instruction for 10 weeks, unless otherwise noted.
- instruction offered free to students, faculty and staff.

AQUATICS

Beginning Swim —		
Tues. and Thurs.	1:30 - 2:20 p.m.	Pool
Intermediate Swim —		
Tues. and Thurs.	2:30 - 3:20 p.m.	Pool
Advanced Swim —		
Mon. and Wed.	1:30 - 2:20 p.m.	Pool
Lifesaving —		
Mon. and Wed.	2:30 - 3:20 p.m.	Pool
Competitive Swim —		
Mon. thru Fri.	8:30 - 9:20 a.m.	Pool

FITNESS

Adult Fitness (exercise plus jog or swim) —		
Mon. thru Fri.	12:30 - 1:20 p.m.	Pool Deck
Weight Training (body building) —		
By consultation	Call 291-3675	Weight Room
Circuit Training —		
Mon. thru Thurs.	12:30 - 1:20 p.m.	Aux. Gym
Yoga (10 weeks) —		
Beginning:	4:00 - 5:00	
Mon. and Wed.	3:30 - 4:20 p.m.	Rotunda 313
Intermediate:		
Mon. and Wed.	2:30 - 3:20 p.m.	Rotunda 313

SPORTS AND GAMES

Bridge —		
Tuesday	7:00 - 10:00 p.m.	South Court Lounge
Golf —		
Mon. and Wed.	10:30 - 11:20 a.m.	Gym
Gymnastics —		
Tues. and Thurs.	6:00 - 7:30 p.m.	Aux. Gym
Badminton —		
Monday	9:00 - 10:00 p.m.	Gym
Trampoline —		
Thursday	12:30 - 2:20 p.m.	Aux. Gym

COMBATIVES

Fencing —		
Beginning:		
Monday	1:30 - 2:20 p.m.	Aux. Gym
Intermediate:		
Monday	2:30 - 3:20 p.m.	Aux. Gym
Karate —		
Tues. and Thurs.	8:00 - 10:00 p.m.	Aux. Gym

DANCE

International Folk Dance —		
Wednesday	8:00 - 10:00 p.m.	South Court Lounge

OUTDOOR PROGRAM

Skin Diving (4 weeks; NAUI certification) —

- \$20.00 activity fee covers ocean dive expenses.
- starts Tuesday, Jan. 15th, limit 20 students.

Lectures:	6:00- 8:00 p.m.	Tues.	AQ 3153
Practicals:	8:30-10:30 p.m.	Tues.	Pool

OUTDOOR PROGRAM (cont'd)

Scuba (6 weeks; NAUI certification) —

- \$20.00 activity fee covers ocean dive expenses.
- starts Tuesday, Feb. 12th, limit 10 students (names from hat).
- Lectures: 6:00- 8:00 p.m. Tues. AQ 3153
- Practicals: 8:30-10:30 p.m. Tues. Pool
- prerequisite: NAUI Skin Diving Course, or equivalent, plus Scuba Club membership.
- Swim test: Friday, Feb. 8th 8:30 p.m. Pool

Sport Diving (3 weekends) —

- prerequisite: qualified diver and Scuba Club member.
- six ocean dives (3 weekends) to different environments. One trip will require renting a boat.
- starts Saturday, March 2nd, limit 10 students.
- students responsible for own wetsuit rental, share of boat charter, and travel expenses.
- organizational meeting on Wednesday, Feb. 27th, at 4:30 p.m. in the S.F.O.C. Equipment Room.

Downhill Skiing (Grouse Mountain) —

- Special Discount Fee \$30.00 (includes equipment rental and lift pass valid 9:30-1:00 p.m. or 1:00-6:00 p.m.)
- short skis, but not Headway.
- four (4) 1-1/2-hr. lessons once per week.
- cost is \$20.00 with your own equipment and \$10.00 with your own equipment and a season's pass.
- fee payable at registration at the Recreation Office in the Gym (no refunds). Register immediately.
- instruction suited to any level of skill.
- each class needs 30 minimum to go at following times:

Monday	10:00 a.m. 2:00 p.m.	January 14th - February 4th
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Friday	10:00 a.m. 2:00 p.m.	February 8th - March 1st
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For more information on the Outdoor Program and for details of Outdoor Club trips and equipment rentals, obtain the Outdoor Program booklet from the Recreation Office or the S.F.O.C. Equipment Room. Both are in the gym/pool building.

The Department of Recreation also sponsors the following programs. For details call Local 3675 or check at the Gym.

1. Club sports (Soccer, Ice Hockey, Water Polo, etc.)
2. Intramurals (including Bridge)
3. Casual recreation (drop-in)
4. Family recreation (with instruction, Sunday afternoons)
5. Children's Recreation (instruction, Saturday mornings)
6. Children's Summer Recreation (July and August)

The Director, Martin Hendy, or Assistant to the Director, John Buchanan, are happy to discuss problems or new ideas for physical recreation at Simon Fraser University.

13 Nov 74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: Dept. of RecreationAddress: SFU Tel. 3675Proposed Course Title: Family Recreation Program on Children's Rec. Program
 (please attach a full description of the course, indicating course content, etc.)Proposed Instructor: Various
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) Dept. budget

Travel: _____

Rentals & Other Expenses: _____

Anticipated Expenses Total: _____

Publicity Requirements: Non credit activities schedule
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).Intended "target" audience: SFU Families, students, faculty & staff
 (i.e. why is this course necessary, for whom is it intended?)

Proposed time period for course:

Commencement date: Jan 20 End date: March 24

mon ___ tue ___ wed ___ thu ___ fri ___ sat ___ sun ☒

Time: from 2.30 to 4.50

Location Proposed: Gym SFU

Enrolment: Maximum: none Minimum: none

For office use:

Date received: _____ Course number: 13 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: ☒ Rejected: _____

Reason for Rejection: _____

Action: ☒ _____

FAMILY RECREATION PROGRAM

RECREATION DEPARTMENT

SUNDAYS 2:30 - 4:30 P.M.

JANUARY 20 - MARCH 24

THE PROGRAM IS FOR SFU FAMILIES, STUDENTS, FACULTY & STAFF

THERE IS NO FEE AND THE PROGRAM WILL BE IN TWO PARTS

1. GYM - for 1 hour. This will include "keep-fit classes" for adults, gymnastics club for all ages, and games such as volleyball, badminton and floor hockey.
2. POOL - for 1 hour. This includes LESSONS for 30 minutes and Recreational swim and games for 30 minutes. The tiny tots pre-swim program has been moved from mid-week to the Sunday time. PLUS SWIMMING LESSONS for all age groups and abilities will be arranged.

All families should register at the Recreation Office by 4:30 p.m., Wednesday, January 16th.

Please indicate your interests to help us in staff selection.

An orientation MEETING TO THE FAMILY RECREATION PROGRAM FOR PARENTS WILL BE HELD ON THURSDAY, JANUARY 17th, at 12:30 p.m. in AQ 3003. MEET THE INSTRUCTORS AND HAVE SOME INPUT INTO THE PROGRAM.

FOR FURTHER DETAILS, CONTACT THE DEPARTMENT OF RECREATION, SIMON FRASER UNIVERSITY, 291-3675.

NON-CREDIT COURSE PROPOSAL FORM

14 WC 74

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: Dept. of RecreationAddress: SFU Tel. 3 6 7 5

Proposed Course Title: Children's Recreation Program
 (please attach a full description of the course, indicating
 course content, etc.)

Proposed Instructor: Jeff Cope + 11 others
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) Dept. Budget

Travel: _____

Rentals & Other Expenses: _____

Anticipated Expenses Total: _____

Revenue: \$20 per child or \$50 for 3 or more

Publicity Requirements: _____
 (please provide details of type of promotion required, e.g. news-
 paper, general mailing, special mailing).

Intended "target" audience: Boys & Girls 8-14 yrs

(i.e. why is this course
 necessary, for whom is it
 intended?)

Proposed time period for course:

Commencement date: Jan 19/74 End date: March 30/74

mon ☐ tue ☐ wed ☐ thu ☐ fri ☐ sat. ☒ sun ☐

Time: from 9-30 am to 12-30 pm

Location Proposed: SFU Gym

Enrolment: Maximum: 120 Minimum: none

For office use:

Date received: Oct-25/73 Course number: 14 Nc 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: ☒ Rejected: ☐

Reason for Rejection: _____

Action: ☒

CHILDRENS RECREATION PROGRAM

Sponsored by the Department of Recreation, Simon Fraser University

DATES..... January 19th to March 30th, 1974 (11 weeks inclusive)
DAY..... Saturday mornings TIME..... 9:30 a.m. - 12:30 p.m.
PLACE..... Physical Development Centre, Simon Fraser University
AGES..... 8 to 14 inclusive - BOYS and GIRLS
COST..... \$20.00 per child, or \$50.00 for 3 or more of the same family
INSTRUCTION.... There are 12 qualified and experienced instructors.
Chief Instructor is Jeff Cope. Program Coordinator is Chris Beaton.

PROGRAM WILL INCLUDE 40 minutes of the following activities:

1. Swimming instruction by qualified Red Cross swimming instructors.
Includes lifesaving and/or post senior Red Cross tests.
2. Gymnastics and movement education.
3. Games activities - badminton, basketball, soccer, volleyball, floor hockey, touch football.

NOTE: Arts and crafts run all morning, and may be attended instead of 1, 2, or 3 above.

AND...ONE HOUR OF CHOICE ACTIVITY FROM THE FOLLOWING:

Outdoor Recreation: Hiking, orienteering, ropes course. Overnight trip to Mount Whistler Cabin \$5.00 (optional).

Advanced Gymnastics: Olympic equipment and trampoline.

Advanced Aquatics: A choice of diving, water polo, skin diving, (snorkels, masks and fins), competitive swimming, and synchronized swimming.

Advanced Games: Learning and competition in soccer, softball, floor hockey.

Arts and Crafts: Painting, drawing, modeling.

Registration will be complete well before the start of the program, and you should register your child as soon as you receive this form.

REGISTER BY: (1) Personal payment at the Recreation Department.

- (2) Mailing the registration form and your cheque or money order payable to Simon Fraser University to: Childrens Recreation Program, Recreation Department, Simon Fraser University, Burnaby 2, B.C.

****REGISTRATION ONLY ACCEPTED ON RECEIPT OF A CHEQUE, MONEY ORDER, OR CASH****

Each child should bring: running shoes, shorts, t-shirt, bathing suit and towel with name tags. Lockers will be available. DO NOT BRING watches and valuables.

INFORMATION: Tel 291-3675

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/~~Division~~ proposing course: CC + AAddress: / Tel. 4263

Proposed Course Title: 741-W401 MADRICAL SINGERS.
 (please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: JON WASHBURN
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) /Travel: /Rentals & Other Expenses: WITHIN DEPARTMENTALAnticipated Expenses Total: FUNDS.

Publicity Requirements: NIL
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: SFU Students Faculty and
Staff - few local community.
 (i.e. why is this course necessary, for whom is it intended?) W402 REQUIRED

Proposed time period for course:

Commencement date: 9 JANUARY End date: APRIL 3.

mon ___ tue ___ wed ☒ thu ___ fri ___ sat ___ sun ___

Time: from 5 pm to 7 pm

Location Proposed: STUDIO II

Enrolment: Maximum: 16. Minimum:

For office use:

Date received: Oct 25/73 Course number: 15 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: Rejected: ☒

Reason for Rejection: lack of info

Action: memo sent to Arts Centre requesting
more info on all Arts courses

Approved Dec 4, subject to memo contents.
(see attached)

Madrigal Singers

The word "madrigal" as the title of a musical composition, is found from the late 13th and early 14th centuries, when in Italy it was applied to secular and unaccompanied vocal compositions for 2 or 3 voices, in the simple harmony of the day.

The re-emergence of the word in its musical sense (it had come to be used poetically) came in the 16th century, when the Flemish composers, who resided in Italy, and the Italian composers themselves wrote secular unaccompanied choral compositions under the title. The Flemish and Italian madrigal repertoires of this period are of great importance. This new genre spread all over Europe rapidly, and became the most important musical form characteristic of the late Renaissance.

In musical style, the madrigal stemmed from the High Renaissance motet (with reference to the simple frottola of the 1480s). It is a characteristically short piece for 4 or more voices consisting of sections in fugal imitation and sections of harmonic setting.

The madrigal reached England in 1588 with the publishing of Musica Transalpina, a collection of Italian Madrigals with the words translated into English. The English madrigals which developed from that point to the mid 17th century are a mine of poetry. The setting of the notes to the words has almost invariably been done with high skill; not only are changes of moods closely reflected, but definite point is given to every expression of the poet, so far as possible. The whole corpus of English madrigal poetry was collected by Dr. E. R. Fellowes in one volume in 1920, and from 1913 to 1924 he issued the whole of the music in 36 volumes. The 36 volumes are currently held in the University library.

Pre-requisites for this course should be the ability to read musical notation and the concurrent membership of the choral workshop W402. Admission should be by a successful audition adjudicated by the current Resident or Visiting Artist.

The workshop, while emphasizing the English madrigal and music of the Renaissance will also include works of other times and styles and will emphasize:

- Voice Production
- Diction
- Phrasing
- Rhythmic Accuracy
- Blending
- A cappella Reading
- A cappella Singing
- The preparation of music for performance.

Two or three performances are expected from this performing group per semester, both on and off-campus.

The Madrigal Singers will be limited to 16 people.

16 Nov 74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/~~Division~~ proposing course: CC+AAddress: _____ Tel. 4263

Proposed Course Title: 741 - W402 CHOIR.
 (please attach a full description of the course, indicating
 course content, etc.)

Proposed Instructor: JON WASTBURN.
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: WITHIN DEPARTMENTALAnticipated Expenses Total: FUNDS

Publicity Requirements: NIL
 (please provide details of type of promotion required, e.g. news-
 paper, general mailing, special mailing).

Intended "target" audience: SFU Students, Faculty and Staff
- few local community.
 (i.e. why is this course
 necessary, for whom is it
 intended?)

Proposed time period for course:

Commencement date: JANUARY 8. End date: APRIL 2.

mon ☐ tue ☒ wed ☐ thu ☐ fri ☐ sat ☐ sun ☐

Time: from 4.30 pm to 6.30 pm

Location Proposed: STUDIO II.

Enrolment: Maximum: 40 Minimum:

For office use:

Date received: OCT 25/73 Course number: 16 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: Rejected: ☒

Reason for Rejection:

Action: See 15 NC 74

W402 Choir

A choir, in our sense of the meaning, is a group of people who have joined together to sing songs in unison, or in parts, simultaneously. The Choral Workshop is meant for those with little experience in music reading and singing. It is advised that this workshop be taken in conjunction with the Voice Production/Sight-Reading Workshop W403, to complement the theoretical with the practical side of vocal work.

A wide variety of music from varying periods will be chosen for practice. Emphasis in this workshop will be on:

- Diction
- Blending of voices
- Four-part singing
- A cappella singing

Enrollment should be limited to 40, as the present facilities and resources of the Centre for Communications and the Arts prohibit a larger enrollment.

17 Nov 74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/~~Division~~ proposing course: CCTAAddress: _____ Tel: 4263

Proposed Course Title: 741 - W 463 VOICE PRODUCTION AND SIGHT READING.
 (please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: JON WASHBURN.
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: WITHIN DEPARTMENTALAnticipated Expenses Total: FUNDS.

Publicity Requirements: NIL
 (please provide details of type of promotion required, e.g. news-
 paper, general mailing, special mailing).

Intended "target" audience: SFU Students, Faculty and Staff.
- few local community.
 (i.e. why is this course
 necessary, for whom is it
 intended?)

Proposed time period for course:

Commencement date: JANUARY 9. End date: APRIL 3.

mon ☐ tue ☐ wed ☒ thu ☐ fri ☐ sat ☐ sun ☐

Time: from 12:30 pm to 1:30 pm.

Location Proposed: STUDIO II.

Enrolment: Maximum: 50.20 Minimum:

For office use:

Date received: OCT 25/73 Course number: 17 NC 74

Date Submitted to Non-Credit Committee: NOV 2/73

Approved: Rejected: ✓

Reason for Rejection:

Action: See 15 NC 74

1.4.3 Voice Production and Sight-Reading

It was stated in the general introduction that the voice is a musical instrument with an additional power of framing words and allying these with its tones. Voice production is the study of this musical instrument. This entails a practical study of sound production (via the vocal chords and alottis) and the resonating agents.

The Voice Production section of the Workshop will emphasize:

- Proper breathing
- Proper posture for singing
- Positions of tongue, larynx, and related organs and muscles
- Correct vowel production
- Resonance and flexibility of tone

Prior to approximately 1025 A.D. sight-reading was not possible. The traditional plainsong of the church was learnt by ear, and so passed down from generation to generation, and the notation was merely sufficient to indicate to the singer which piece of plainsong he was to take from his memorized store, and to remind him of its general shapes. With the invention of the staff and system, around 1025 A.D., and its successors around the globe, sight-reading has been taught with varying success. The Centre for Communications and the Arts' Voice Production and Sight-Reading Workshop uses three of three differing approaches to aid the student. The approaches to music learning are by the composers and music educators Kodaly, Orff, and Hindemith.

The Kodaly method teaches a comprehensive and progressive series of ear and sight-singing exercises designed to promote an understanding of interval and tonality. The certainty of intonation which is achieved by this method forms a sound basis for every type of later musical study. In its earlier stages the method uses the pentatonic scale. Kodaly has developed musical literacy, the ability to mentally hear from the printed note and to put into symbols any musical thought, as a right that should be as natural as literacy in one's own language.

Carl Orff's approach will also provide an ideal basis for further study. It is mainly an introduction to the fundamentals of rhythm, harmony and melody with the goal making the student rhythmically secure and independent, along with an involvement in ensemble musical production.

The Hindemith text, Elementary Training for Musicians, is exactly what it is. The emphasis of this section of the workshop will be on:

- Building and improving skills of recognizing and reproducing pitches at sight
- Building and improving rhythmic skills
- Coordination of skills

It should be noted that the text for the Voice Production section of the workshop is by Ralph Appelman of Indiana University "The Science of Vocal Production". A companion series of 5 recordings provide demonstrations of

numerous scientific theories and principles presented by Dr. Appelman.
Maximum enrollment is 20.

NON-CREDIT COURSE PROPOSAL FORM

18 NCT4

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
Senate Committee on Non-Credit Instruction
Division of Continuing Education
Simon Fraser University
Burnaby 2, B. C.

Name/Department/~~Division~~ proposing course: CETAAddress: _____ Tel. 4263

Proposed Course Title: 741-W351 INTRODUCTION TO VIDEO.
(please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: BRIAN GUNS.
(please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: WITHIN DEPARTMENTALAnticipated Expenses Total: FUNDS.

Publicity Requirements: NIL
(please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: SFU students, Faculty and Staff
(i.e. why is this course necessary, for whom is it intended?) with few local community.

Proposed time period for course:

Commencement date: _____ End date: _____

mon ☒ tue _____ wed _____ thu _____ ~~fri~~ ~~sat~~ ~~sun~~ **CONFIRMED**

Time: from ^{12:30} ~~7:30~~ to ^{2:30} ~~4:30~~

Location Proposed: AQ 5135. 3/3

Enrolment: Maximum: 15 Minimum: _____

For office use:

Date received: Oct 25/73 Course number: 18 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: _____ Rejected: ☒

Reason for Rejection: _____

Action: See 15 NC 74

VIDEO

"The electronic media have unique characteristics and qualities. Electric television photography and sound have natural aspects which separate television from other media. Television is a medium in which we can make. And making, objectify ourselves.

"Only recently has television been thought of as a medium independent of other media. To such an extent as it has been thought of this way previously, the histories of theatre, journalism, motion pictures, and radio have been essentially influential.

"And until only recently, the history of other arts has had little credence or relevance.

"Now it is possible to think in other ways."¹

"There is no material an artist uses today that is not available to others for other uses. What makes his use of the material different from others' uses is his attitude toward it."²

Although there will be a basic grounding in the technology and techniques of television production, the workshops will not have as their sole aim the teaching of a technical skill. Rather the video equipment, and the skills required to operate it, will be one of the means in an attempt to discover and expand new ways of using the medium.

The material of video is the electron. The electron is finite and the effects of its movements can be studied upon the surface graphs of oscilloscopes as sine curves and wave forms. Video is concerned with time, storage, delay, synchronization, amplitude, amplification and modulation.

1. Introduction to Video

The Workshop will consist of a structured introduction to half-inch portable Sony camera systems and a one-inch studio Phillips plumbicon camera system. The other equipment studied will include: sync generator, switcher, wave forms monitor, audio amplifier and mixer, videotape recorders and editors. There will be an opportunity to practice simple video productions. Field trips are planned to Metromedia, Cable-10, Community 10, B.C. Educational TV at BCIT, etc.

Admission should be by permission of the Resident after personal interviews. Early application required. Maximum 15.

¹ Alice Howard, Videospace, National Center for Experiments in Television. 1972, p.9.
² Ibid, p. 26.

NON-CREDIT COURSE PROPOSAL FORM

19 NC 74

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/~~Division~~ proposing course: CC + AAddress: / Tel: 4263

Proposed Course Title: 741 - W352 CONTINUING VIDEO.
 (please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: BRIAN GUNS.
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) /Travel: /Rentals & Other Expenses: WITHIN DEPARTMENTALAnticipated Expenses Total: FUNDS.

Publicity Requirements: NIL
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: SFU Faculty and Staff
with few local community.
 (i.e. why is this course necessary, for whom is it intended?)

Proposed time period for course:

Commencement date: _____

End date: _____

mon ___ tue ☒ wed ___ thu ___ fri ___ sat ☒ sun ___

Time: from 7:30 to 8:30

to 6:30

Location Proposed: _____

AQ3135

Enrolment: _____

Maximum: _____

15

Minimum: _____

For office use:

Date received: 04/25/73

Course number: _____

19 NC 74

Date Submitted to Non-Credit Committee: _____

Nov 2/73

Approved: _____

Rejected: _____

✓

Reason for Rejection: _____

Action: _____

See 15 NC 73

W352 Continuing Video

Suitable experience or W351 is a pre-requisite for application for this course. The Workshop participants will be expected to expand their community contacts from field trips, and will be encouraged to find new ways of "distributing" the original video works they will devise and develop during the semester. The major emphasis in the Workshop (while recognizing the merits of traditional TV studio practices) will be in the creative use of video in the "artistic" (the challenge of generating and organising new types of electronic imagery), "social" (the use of video as an instrument in the process of social change) and "psychological" (the use of video in exploring interpersonal relationships, participant/observer problems etc.) fields.

Admission should be by permission of the Resident after personal interviews. Early application required. Maximum 15.

20 Nov 74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/~~Division~~ proposing course: CC + AAddress: _____ Tel. 4263

Proposed Course Title: 741 - W301 Super 8mm Film
 (please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: VINCENT VACTIEKUNAS
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: _____

Anticipated Expenses Total: _____

~~WITHIN DEPARTMENTAL
FUNDS~~

Publicity Requirements: NIL
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: _____

(i.e. why is this course necessary, for whom is it intended?)

SFU Students Faculty and
Staff with some local
community

Proposed time period for course:

Commencement date: _____

End date: _____

mon ___ tue ___ wed ☒ thu 10 fri BE sat ___ sun ___

Time: from 1:30 to 3:30

Location Proposed: AQ 3B1

Enrolment: Maximum: 15 Minimum: _____

For office use:

Date received: Oct 25/7 Course number: 20 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: _____ Rejected: ☒

Reason for Rejection: see 15 NC 74

Action: _____

FILM

With the simultaneous invention of the motion picture camera by the Frenchman Marey and an Englishman William Friese-Green in 1889, and the spectacular improvement in the methods of projection in the year 1895, Cinema was born. A creative problem that arose with motion pictures can be traced back to the character of the invention. Technical improvements in communication facilitate the distribution of existent art forms, but the motion picture camera and projector introduced questions regarding what is photographed and projected - questions which could not be referred to previous artistic experience and which are still not fully answered.

The Film Workshops are not merely a means of imparting technical knowledge to the "student" but also provide a forum for the exploration of such questions. One of last year's students was commented upon in a recent letter by Serge Losique, Director of the Conservatory of Cinematographic Art as follows:

"...the young intelligent filmmaker at Simon Fraser University and his name is Christopher Aikenhead. There is no student in this country who knew to handle better camera and to create film than him."

The general approach will include:

- Original concept
- Preparation of script
- Budgeting
- Planning - personnel, actors, sets, props, costumes, lighting, colour/monochrome, shooting schedule, etc.
- Choice of equipment and filmstock
- Shooting
- Lighting - studio/on location
- Sound recording
- Working on the sound track
- Art work and animation
- Editing
- Obtaining prints with final sound-on-film Answer Print

1301 Super 8mm Film

The student of this introductory production-oriented Workshop will be exposed to all elements of practical film-making in Super 8mm. The participant will learn about the film medium in general, while engaged in making his/her own, or a group project film in Super 8mm. This experience will involve the student in the conceptual, preparatory, production and post-production stages of the film-making process. The student will be expected to complete his/her film in the time schedule assigned by the Resident.

Admission should be by permission of the Resident through personal interview with each applicant. Early application is required. This workshop is limited to 15.

NON-CREDIT COURSE PROPOSAL FORM

21 NC 74

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: CC + A

Address: _____ Tel. 4263

Proposed Course Title: 741-W312 16 mm FILM.
 (please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: VINCENT VAITEKUNAS.
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: _____

Anticipated Expenses Total: _____

WITHIN DEPARTMENTAL FUNDS.

Publicity Requirements: NIL
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: SFU Students, Faculty and
Staff with some
local community
 (i.e. why is this course necessary, for whom is it intended?)

Proposed time period for course:

Commencement date: _____

End date: _____

mon ___ tue ___ wed ☒ thu ___ fri ___ sat ___ sun ___

Time: from 1:30 to 3:30

Location Proposed: AQ 3131.

Enrolment: Maximum: 15. Minimum: _____

For office use:

Date received: Oct 25/73 Course number: 21 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: _____ Rejected: ☒

Reason for Rejection: See 15 NC 74

Action: _____

NON-CREDIT COURSE PROPOSAL FORM

22 Nov 74

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/~~Division~~ proposing course: CCAAddress: _____ Tel. 4263

Proposed Course Title: 741-W202 ELEMENTARY DANCE.
 (please attach a full description of the course, indicating
 course content, etc.)

Proposed Instructor: ZELLA WOLOFSKY
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: _____
 WITHIN DEPARTMENTAL
 FUNDS.

Anticipated Expenses Total: _____

Publicity Requirements: NIL
 (please provide details of type of promotion required, e.g. news-
 paper, general mailing, special mailing).

Intended "target" audience: SFU students, Faculty and Staff —

(i.e. why is this course
 necessary, for whom is it
 intended?) a few from the local community.

Proposed time period for course:

Commencement date: JANUARY 7, 1974 End date: APRIL 1, 1974.

mon ☒ tue ☐ wed ☐ thu ☒ fri ☐ sat ☐ sun ☐

Time: from 7.00 pm to 8.30 pm.

Location Proposed: DANCE FLOOR - SFU THEATRE.

Enrolment: Maximum: 35 Minimum:

For office use:

Date received: Oct 25/73 Course number: 22 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: Rejected: ☒

Reason for Rejection:

Action: See 15 NC 74

DANCE

Dance is the mother of the arts. The impulse to express one's feelings in the dance is instinctive and universal. It was of primary importance in primitive societies to evoke and appease the gods. Throughout history, dance as a recreation and expressive art form has enriched the cultural life of the people as well as being of great benefit to the individual participant.

The modern dance is an art form of our times. Formed from innovations in the early part of this century, it does not rely heavily on outworn traditions. Students of the modern dance are encouraged to make their own dances and hence, to expand their creative potential.

ED02 Elementary Dance

Aims to introduce the student to dance technique and expand the individual's movement vocabulary. Limitation 35.

ED04 Intermediate/Advanced Dance

Continues the development of the body as an instrument of expression. Elements of the Cunningham and Nikolai warm-up techniques are used. Exploration of the interrelationships of movement and space. Limitation 35.

ED08 Production Workshop

Students will be required to learn basic contemporary dance choreography skills by choreographing dances and by dancing in other, more skilled choreographers' dances. The culmination of this workshop would be a public production.

The emphasis of the Workshop will be on:

- The special styles of movement
- Emotional expressiveness
- Difficulty of accomplishment

Participants in the Production Workshop will be expected to be enrolled in ED04. Admission by permission of the Dance Programme Director. Limited to 15.

NON-CREDIT COURSE PROPOSAL FORM

23 Nov 74

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: CC+H.Address: _____ Tel. 4263

Proposed Course Title: 741-W204 INT/ADVANCED DANCE.
 (please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: IRIS GARLAND.
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: WITHIN DEPARTMENTAL FUNDS

Anticipated Expenses Total: _____

Publicity Requirements: NIL.
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: SFU Students, Faculty + Staff.
- few from local community.
 (i.e. why is this course necessary, for whom is it intended?)

Proposed time period for course:

Proposed time period for course: _____
Commencement date: 8 JANUARY 1974 and date: 4 APRIL 1974.

mon tue ✓ wed thu ✓ fri sat sun

Time: from 4.30 pm to 7.00 pm.

Location Proposed: Dance floor - SFO Theater.

Enrolment: Maximum: 35 Minimum:

For office use:

Date received: Oct 25/73 Course number: 23 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: _____ Rejected: _____ ✓

Reason for Rejection: See 15NC74

Action:

NON-CREDIT COURSE PROPOSAL FORM

24 NC 74

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: CC+AAddress: _____ Tel. 4263

Proposed Course Title: 741 - W208 CHOREOGRAPHERS' WORKSHOP
 (please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: IRIS GARLAND
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: WITHIN DEPARTMENTAL FUNDS.

Anticipated Expenses Total: _____

Publicity Requirements: NIL
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: MORE ADVANCED STUDENTS FROM

(i.e. why is this course necessary, for whom is it intended?)
W204.

Proposed time period for course:

Commencement date: JANUARY 7, 1974 End date: APRIL 3, 1974

mon ☒ tue ☐ wed ☒ thu ☐ fri ☐ sat ☐ sun ☐

Time: from 4:30 pm to 6:30 pm

Location Proposed: Dance floor SPU Theatre.

Enrolment: Maximum: 15. Minimum:

For office use:

Date received: Oct 25/73 Course number: 24 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: Rejected: ☒

Reason for Rejection: See 15 NC 74

Action:

NON-CREDIT COURSE PROPOSAL FORM

25 NC 74

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
Senate Committee on Non-Credit Instruction
Division of Continuing Education
Simon Fraser University
Burnaby 2, B. C.

Name/Department/~~Division~~ proposing course: CCIAAddress: / Tel. 4263

Proposed Course Title: 741 - W 410 BEGINNING RECORDED
(please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: DAVID SKULSKI.
(please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) /Travel: /Rentals & Other Expenses: WITHIN DEPARTMENTALAnticipated Expenses Total: FUNDS.

Publicity Requirements: NIL
(please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: SFU Students Faculty and
(i.e. why is this course Staff. - few local
necessary, for whom is it community.
intended?)

Proposed time period for course:

Commencement date: JANUARY 7 End date: APRIL 1.

mon ☒ tue ☐ wed ☐ thu ☐ fri ☐ sat ☐ sun ☐

Time: from 4.30 to 5.30

Location Proposed: STUDIO II.

Enrolment: Maximum: 25. Minimum:

For office use:

Date received: Oct-25/73 Course number: 25 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: Rejected: ☒

Reason for Rejection:

Action: See 15 NC 74

Instrumental Workshops

Recorder Workshops W410, W411, W413

A variety of instruments are included under the heading of Recorder; however, they all have in common the fact that they are flutes of the whistle-mouthpiece, end-blown type, as distinct from those of the side-blown type, which are the true flutes.

The fipple flutes, or recorders, have had an enormous role in musical life for centuries. Specimens made from sheep bones have been found in burial mounds and dated as early as the Iron Age. The enormous popularity of the recorder during the 16th and 17th centuries is realized when one recalls the frequent references to it in English literature (Shakespeare, Milton, Pepys, etc.). Henry VIII was a recorder player and possessed 76 recorders, as well as 78 transverse flutes.

During the 18th century the instrument fell into disuse, and it should be noted that no instrument of this type has formed any regular part of an orchestra since the days of Bach and Handel, although occasional appearances in later scores can be found. Handel sometimes demanded as many as four recorders in his orchestral pieces. Actual recorders are, however, now revived, as a feature of the movement for the bringing into use again of the 16th and 17th century English and other music. From the late 1920s, recorders have been in common use in many countries, particularly Great Britain and Germany.

Both solo and concerted recorder music is now available in large quantities, and one of the recorder's advantages is, that of all the true musical instruments, this is the cheapest, and the easiest to learn.

There exists for treble recorder such works as 4 Sonatas by Handel and 6 by Daniel Purcell, 3 by Telemann, and many by lesser composers.

The three workshops planned are for beginners, intermediate and advanced students. This is one area where the Centre is able to offer intensive workshops, and while all the workshops emphasize the following instruction, the level or intensity in each area will vary according to the capacity of the students:

- Rudiments of music
- Breath control
- Articulation
- Fingering

Advanced Workshop will also emphasize:

- The history of the recorder
- Instrumental techniques in playing the descant, treble, alto, tenor, or bass recorders
- Tone production
- Musical style in differing periods
- Modern and ancient recorder literature
- Ensemble playing

26 Nov 74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
Senate Committee on Non-Credit Instruction
Division of Continuing Education
Simon Fraser University
Burnaby 2, B. C.

Name/Department/~~Division~~ proposing course: CCTAAddress: / Tel. 4263Proposed Course Title: 741 - W411 INTERMEDIATE RECORDER
(please attach a full description of the course, indicating course content, etc.)Proposed Instructor: DAVID SKULSKI
(please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) /Travel: WITHINRentals & Other Expenses: DEPARTMENTAL FUNDS.Anticipated Expenses Total: /Publicity Requirements: NIL.
(please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).Intended "target" audience: SFU Students faculty
(i.e. why is this course and Staff - few local
necessary, for whom is it community.
intended?)

Non-Credit course proposal form
page 2 -----

Proposed time period for course:

Commencement date: JANUARY 7. End date: APRIL 1.

mon ☒ tue ☐ wed ☐ thu ☐ fri ☐ sat ☐ sun ☐

Time: from 5.30 pm to 6.30 pm.

Location Proposed: STUDIO II.

Enrolment: Maximum: 25. Minimum:

For office use:

Date received: Oct 25/73 Course number: 26 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: Rejected: ☒

Reason for Rejection: ☒ See 15 NC 74

Action:

NON-CREDIT COURSE PROPOSAL FORM

27 N - 74

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: CCIA.Address: _____ Tel. 4263

Proposed Course Title: 741 - W413 ADVANCED RECORDER
 (please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: DAVID SKULSKI.
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____ WITHINRentals & Other Expenses: _____ DEPARTMENTAL FUNDS

Anticipated Expenses Total: _____

Publicity Requirements: NIL
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: SFU Students, faculty and staff - few local community.
 (i.e. why is this course necessary, for whom is it intended?)

.. Non-Credit course proposal form
page 2 -----

Proposed time period for course:

Commencement date: JANUARY 8 End date: APRIL 2.

mon _ tue ☒ wed _ thu _ fri _ sat _ sun _

Time: from 4.30 pm. to 6.30 pm

Location Proposed: THEATRE 118. TO BE CONFIRMED.

Enrolment: Maximum: 15 Minimum: _____

For office use:

Date received: Oct 25/73 Course number: 27 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: _____ Rejected: _____

Reason for Rejection: See 15 NC 74

Action: _____

28 Ni 74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
Senate Committee on Non-Credit Instruction
Division of Continuing Education
Simon Fraser University
Burnaby 2, B. C.

Name/Department/Division proposing course: CC+A.

Address: _____ Tel. 4263

Proposed Course Title: 741-W491 RENAISSANCE ENSEMBLE
(please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: DAVID SKULSKI.
(please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) /

Travel: _____

Rentals & Other Expenses:

Anticipated Expenses Total: FUNDS.

Publicity Requirements: Nil.
(please provide details of type of promotion required, e.g. news-
paper, general mailing, special mailing).

Intended "target" audience: SFU Students faculty and
Staff - few local community.

(I.e. why is this course necessary, for whom is it intended?)

Proposed time period for course:

Commencement date: JANUARY 8. End date: APRIL 2.

mon ☐ tue ☒ wed ☐ thu ☐ fri ☐ sat ☐ sun ☐

Time: from 7:30 pm to 9:30 pm.

Location Proposed: STUDIO II.

Enrolment: Maximum: 15. Minimum:

For office use:

Date received: 04-25/73 Course number: 28 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: Rejected: ☒

Reason for Rejection: See 15 NC 74

Action:

Ensemble Workshops

191 Renaissance Ensemble

The Renaissance, with its combination of humanism and its new emphasis on *joli de vivre*, brought a renewed and discriminated study of all forms of art. As the movement looked back to Greek civilization for its inspiration, music was of necessity included. Indeed music was considered to be one of, if not the highest of the arts. The early 16th century Italians named Michelangelo Buonarroti "Il Divino". Only one other man in that time was so honoured: Francesco Canova da Milano, a lutenist and composer. His compositions were strictly for the lute, and this might give some indication as to the position that music and musicians held in the eyes of the Italians of the Renaissance.

A vast body of musical literature of all types and forms has been left from this time. This literature was written for a variety of musical instruments: many different string instruments, wind instruments and keyboard instruments of both types. Along with the recent revival of interest in the recorder has been a revival of interest in other instruments of the Renaissance time including krumphorns, lutes, viols, harpsichords, cornetts, sackbuts, etc.

The purpose of the workshop will be to study and play music of the Renaissance period using facsimiles of the appropriate instruments in the appropriate combinations. The music of the period 1450 - 1600 includes dances, sacred music, chamber music and vocal music in transcription.

The major emphasis of the workshop will be upon a study of the historical styles and the problems of ensemble performances. This workshop should be limited to a maximum of 15 persons, which is necessitated by the performance characteristics of the music of the time.

NON-CREDIT COURSE PROPOSAL FORM

29 JUL 74

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: CC + AAddress: / Tel. 4263.

Proposed Course Title: 741 - W492 INSTRUMENTAL WORKSHOP
 (please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: DAVID SKULEKI.
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) /Travel: WITHIN DEPARTMENTALRentals & Other Expenses: FUNDS.Anticipated Expenses Total: /

Publicity Requirements: Nil.
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: SFU Students, Faculty and Staff. - few local community.
 (i.e. why is this course necessary, for whom is it intended?)

Proposed time period for course:

Commencement date: JANUARY 10 End date: APRIL 11

mon ☐ tue ☐ wed ☐ thu ☒ fri ☐ sat ☐ sun ☐

Time: from 4:30 pm to 6:30 pm

Location Proposed: Studio II

Enrolment: Maximum: 15 10 Minimum:

For office use:

Date received: Oct 25/73 Course number: 29 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: Rejected: ✓

Reason for Rejection: See 15 NC 74

Action:

1492 Instrumental Workshop

From the "classical period" on a greater distinction was made between chamber music and those larger musical forces which had become or were becoming a standard, e.g. the symphony, the opera, etc.

Alongside the recreation of the masterpieces of symphonic literature, we have a heritage of superb writing for various smaller combinations of instruments which are still in usage.

The objective of the workshop will be to explore the standard chamber music repertoire with the specific exclusion of the string quartet repertoire.

While there are many combinations of instruments, such as the duet sonata for violin and piano or cello and piano, there are also sonatas for clarinet and piano and horn and piano etc. There are (more usefully for this workshop) a good many compositions for "chamber orchestra" i.e. some comparatively large combinations with only one instrument to a "part".

It should be noted that it is of the essence of true chamber music that a quality of importance, as between the different instruments, should be recognized. In this it resembles the madrigal music of the 16th century.

The workshop will concentrate on "chamber music" in the sense in which we use the term today, which change of meaning dates from Haydn. Other composers studied and played during this workshop will include Dvorak, Beethoven, Brahms, Mozart, Hummel and some 20th century composers.

The emphasis in this workshop will be upon the usual ensemble problems of unification of style, understanding intonation, etc.

Admission should be by permission of the Resident only, and a maximum of 10 should be considered for enrollment, with only one of this number being a pianist.

NON-CREDIT COURSE PROPOSAL FORM

30 NC 74

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: CCIA.Address: / Tel. 4263

Proposed Course Title: 741-W499 "AT HOME" AND REHEARSAL
 (please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: PURCELL STRING QUARTET
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) /Travel: /Rentals & Other Expenses: WITHIN DEPARTMENTALAnticipated Expenses Total: FUNDS.

Publicity Requirements: NIL
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: SFU Students, faculty and
Staff - few local
 (i.e. why is this course necessary, for whom is it intended?) community.

Proposed time period for course:

Commencement date: JANUARY 9 * End date: MARCH 27

mon ___ tue ___ wed ☒ thu ___ fri ___ sat ___ sun ___

Time: from 5 pm to 8 pm

Location Proposed: TO BE ANNOUNCED

Enrolment: Maximum: 50 ^{- 15 is playing} Minimum: _____

* FOLLOWING DATES ONLY JANUARY 9 - 16 - 30
FEBRUARY 6 - 13 - 20
MARCH 6 - 13 - 27

For office use:

Date received: Oct 25/73 Course number: 30 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: _____ Rejected: ☒

Reason for Rejection: See 15 NC 74

Action: _____

W499 "At Home" and Rehearsal

This is a specific workshop, organized to utilize the talents of the Purcell String Quartet during their term of residency at Simon Fraser. At advertised times, on their return from giving school concerts, concerts and community residencies, they are available to meet with music lovers on campus. As these are not regular dates, the Quartet will adapt these meetings to the needs of those assembled. If non-playing music lovers comprise the group, the Quartet will rehearse and discuss points of style and interpretation. If string players are present, the Quartet will coach in the basics of string playing.

This Workshop varies in musical emphasis from the W492 Instrumental Workshop in that it only takes string players and that it will deal with the string quartet repertoire as well as embracing "chamber music" in all concepts pre- and post-Haydn.

The emphasis in the Workshop may vary from meeting to meeting and will usually comprise the study of varying styles, fingering, bowing, and ensemble problems.

Due to the size of the area usually scheduled, and its fire regulations, the Workshop will be limited to 50.

NON-CREDIT COURSE PROPOSAL FORM

31 N - 74

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: CCCA.Address: _____ Tel. 4263

Proposed Course Title: 741 - W501 THEATRE COMPANY WORKSHOP
 (please attach a full description of the course, indicating course content, etc.)

Proposed Instructors: HAGAN BEGGS / KEITH PEPPER
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: WITHIN ~~DEPT~~ DEPARTMENTALAnticipated Expenses Total: FUNDS.

Publicity Requirements: NIL
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: SFU Students Faculty and Staff
- few local community.
 (i.e. why is this course necessary, for whom is it intended?)

Non-Credit course proposal form
page 2 -----

Proposed time period for course:

Commencement date: JANUARY 7. End date: APRIL 1.

mon ☒ tue ☐ wed ☐ thu ☐ fri ☒ sat ☐ sun ☐

Time: from 4.30 pm to 7 pm.

Location Proposed: CONCRETE THEATRE / THEATRE 115.

Enrolment: Maximum: 35 Minimum:

For office use:

Date received: Oct 25/73 Course number: 31 Nc 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: Rejected: ☒

Reason for Rejection: See 15 Nc 74

Action:

THEATRE

Another of the arts that can be traced back centuries, Theatre has evolved along a multitude of paths. The present Canadian theatrical pedagogic situation is somewhat typical of many aspects of Canadian life, viz. caught betwixt and between the British way of Theatre Schools and the ubiquitous University Drama Department of the USA. Canada has her National Theatre School and a number of University Drama Departments, but doesn't seem to have made up her mind whether this compromise is better or worse than total adherence to either extreme, or indeed is a liveable compromise?

The Theatre Workshop at Simon Fraser has taken the compromise to its heart in having professional theatre persons teaching non-credit workshops at a university. Our approach is backed by Theodore Shank¹ where he explains that the various elements contributing to a performance, such as the acting and directing, the scenic design and the sound and light effects, all can be identified (and hence, studied) as separate entities, but that these aspects of drama actually derive meaning only when they are expressed in concert, through the means of performances and, necessarily, before audiences.

There is an attempt in the Workshop to unify the "students" into a theatre "Company". There is a desire to take away the separation of areas and develop the theatrical faculties of all "Company" members. It will be limited to 35.

2501 Theatre Workshop

The Workshop will explore:

Voice
Movement
Masks
Design
Backstage
Production work

¹ Theodore Shank, The Art of Dramatic Art, Dickenson, Belmont, California, 1969
Chapter 2.

NON-CREDIT COURSE PROPOSAL FORM

32 N 74

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
Senate Committee on Non-Credit Instruction
Division of Continuing Education
Simon Fraser University
Burnaby 2, B. C.

Name/Department/Division proposing course: CC+A

Address: _____ Tel. 4263

GPA - GPB

Proposed Course Title: 741 - N541 LIGHTING WORKSHOP.
(please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: MICHAEL IRWIN/KENNETH DIDRICH.
(please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts)

Travel: Wilton

Rentals & Other Expenses: DEPARTMENTAL FUNDS.

Anticipated Expenses Total: _____

Publicity Requirements: Nil
(please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: SPU students Faculty and
(i.e. why is this course staff with few local community
necessary, for whom is it - FROM WSO
intended?)

Proposed time period for course:

Commencement date: JANUARY 8 End date: APRIL 2.

mon tue ☒ wed thu fri sat sun

Time: from 4.30 pm to 6.30 pm.

Location Proposed: SFU THEATRE.

Enrolment: Maximum: 35 Minimum:

For office use:

Date received: OCT 25/73 Course number: 32 NC 74

Date Submitted to Non-Credit Committee: NOV 2/73

Approved: Rejected: ☒

Reason for Rejection: See 15 NC 74

Action:

Group A lighting Crew Skills
max 15

Group B Operation Skills
max 5

Skill Workshops

The objective of the Skill Workshops is to provide the student with a range of specific skills which will enable him to be freer artistically in the design and execution of the particular art form that he has chosen.

The Skill Workshops are mainly intended for those persons who are enrolled or have been enrolled in one of the Centre for Communications and the Arts workshops. From time to time, however, other students may be admitted by permission of the instructor.

W451 Lighting Workshop: Group A - Lighting Crew Skills

This Workshop is to provide students with the working techniques and language of stage lighting crews. Specific items to be taught include:

- Stage light optics theory
- Differing types of lights and their functional variations
- Maintenance techniques
- Hanging and plugging routines
- Patch-board usage
- Focussing routines
- Basic light console operation
- Reading lighting plots
- Follow-spot operation

There will be two hours a week on specific instruction, and 8 hours practical on-the-job training as a member of a work crew preparing the lighting for a Centre for Communications and the Arts' presentation.

Persons should wear old clothes or a coverall. There will be a limitation of 15 persons per workshop, due to size of facilities.

Group B - Lighting Operation Skills

The Lighting Operation Skills Workshop will endeavour to provide the student with a method of stage light operation which could be applicable anywhere with any production. To facilitate this the Workshop will provide specific skills in the operation of the Strand LC board which will be used to illustrate the general method of operation.

Specific skills to be taught:

- Light plot organization principles
- Mechanical aids to organizing - control systems
- Data Collection
- Data analysis and organization
- Cue sheet symbols and preparation
- Rehearsal routines
- Performance routines
- Operating peculiarities and techniques

NON-CREDIT COURSE PROPOSAL FORM

33 N-74

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: CC-11AAddress: _____ Tel. 4263

Proposed Course Title: 741 - W 551 AUDIO TECHNIQUES WORKSHOP.
 (please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: MICHAEL (RWIN).
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: _____

Anticipated Expenses Total: WITHIN DEPARTMENTAL FUNDS.

Publicity Requirements: NIL
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: SFU Students faculty and Staff - few local community
 (i.e. why is this course necessary, for whom is it intended?) - FROM WSO

Proposed time period for course:

Commencement date: JANUARY 9 End date: APRIL 3

mon ☐ tue ☐ wed ☒ thu ☐ fri ☐ sat ☐ sun ☐

Time: from 4.30pm to 6.30pm.

Location Proposed: AUDIO STUDIO - THEATRE 118.

Enrolment: Maximum: 35.10 Minimum:

For office use:

Date received: Oct 25/73 Course number: 33 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: Rejected: ✓

Reason for Rejection: See 15 NC 74

Action:

Group A must be taken before enrolling in Group B.

Two hours a week are committed for specific instruction which, upon completion of assigned exercises and tests, will be followed by supervised operation of two approved shows of sufficient complexity to require an extensive application of the skills taught. The student will then be an "approved operator" and be able to operate Centre for Communications and the Arts productions without supervision.

The complexity and size of the facilities limits the number of students at any one time in this Workshop to 5.

U551 Audio Technical Skills

The objective of this workshop is to provide the student with skills in audio tape creation and operation to the level of his interest and the capability of audio equipment available.

Specific skills to be taught:

- Basic theory of audio recording and reproductive systems: monophonic, stereophonic, and quadraphonic
- Use of tape recorders, record players, microphones, mixers, a Putney synthesizer and any signal process equipment available.
- Use of various tapes
- Tape editing techniques
- The interfacing of film and video equipment with audip systems

Two hours a week of specific instruction is the commitment of this course, and various projects will be suggested to advance the learning and practice of audio skills.

The limitation in size and equipment in our audio studio require that we put a limit of 10 students per Workshop, with assistance throughout the rest of the week on projects, on a one-to-one instructor-student basis.

U571 Sceneshop Skills

The objectives of the Sceneshop Skills Workshop will be to provide the student with a basic knowledge of safety in the use of the shop power tools, and with basic scenery-making skills.

Specific skills to be taught:

The safe use and operation of hand-held circular
saws, table circular saws, radial arm saws,
band saws, press and jointer.
Familiarity with various scene-making materials
Flat construction
Platform construction

Preference is given to those persons enrolled in the Theatre Workshop.

Old clothes or a carpentry smock should be worn. Time commitment will be 2 hours a week of specific instruction, and the students will be required to have an intensive involvement in the construction of at least two sets per semester - the specific skills required for the solution to the problems inherent to the set design and construction will be taught either during the workshop period or on a one-to-one basis at other times in the week.

For reasons of safety and the size of the facility, the number of students must be limited to 10 per workshop.

NON-CREDIT COURSE PROPOSAL FORM

34 NC 74

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: CC + A

Address: _____ Tel. 4263

Proposed Course Title: 741 - W571 SCENESHOP WORKSHOP.
 (please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: MARTIN VIKSTEN
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: _____

Anticipated Expenses Total: _____

Publicity Requirements: NIL
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: SFU students, Faculty and Staff. - few local community.
 (i.e. why is this course necessary, for whom is it intended?) - from W501.

Proposed time period for course:

Commencement date: JANUARY 10. End date: APRIL 4.

mon ☐ tue ☐ wed ☐ thu ☒ fri ☐ sat ☐ sun ☐

Time: from 4.30 pm to 6.30 pm.

Location Proposed: THEATRE SCENESHOP

Enrolment: Maximum: 35 Minimum: 10

For office use:

Date received: Oct 25/73 Course number: 34 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: _____ Rejected: ☒

Reason for Rejection: See 15 NC 74

Action: _____

SIMON FRASER UNIVERSITY

NC 173-146

MEMORANDUM

Approved
with memo

Senate Committee on Non-Credit

Instruction

Subject: Centre for Communications and the Arts
Workshops - Spring, 1974

From: Tony Besant
Workshop Coordinator
Centre for Communications and the Arts

Date: 3 December, 1973

Would you please find attached, further information on all of our proposed workshops for the Spring of 1974. I am sorry that this information was not available at your last meeting, but trust that it is now sufficient for your requirements. In laying out the information, I have tried to follow, as far as possible, the example of the Silkscreen Workshop prepared by the Simon Fraser Student Society. I would like to thank Dr. McClaren for giving me copies of this proposal as an example to be followed. If there are further questions concerning the operation of our workshops that are not covered in this memorandum or the attachments, I, or any member of our staff, would be more than willing to meet with you at your convenience.

Dr. McClaren has kindly suggested that I outline our procedures for registration, enrollment and collection of fees. Before giving those specifics I should first like to comment on the general nature of our workshops. The workshop programme, as it has been operating for the past four years, is based on the "Artist in Residence" concept. The "Artist in Residence" is usually a professional artist who, for a period of one to three years, takes time from his/her professional commitments to work with students in the University setting. The Resident Artist (or Artists) is appointed in each area, on the recommendation of a Search/Evaluation Committee comprised of students from the workshops concerned (in that "art area"), and members of the Vice-President Academic's Arts Advisory Committee. The Resident Artists are staff members of the University, and under special contract with the University through the good offices of the Vice-President, University Services.

The Residents are chosen as professionals, and as such they have achieved a high standing in their respective fields. They bring to their work at Simon Fraser a discipline and dedication that demands a similar attitude from the students. The workshops vary in most of the arts from an introduction to the basic techniques and concepts of the art, to performing ensembles. The emphasis in any workshop is provided not only by the Resident Artist's specialized areas of interest, but also by an articulation of the students' needs in that particular semester.

The Resident Artist concept has been so successful at Simon Fraser that the Centre for Communications and the Arts has been approached by the Media Institute of New York to provide them with information in their research for a group of eastern universities in the United States of America, including Harvard.

As the relationship between the Resident Artist and the individual student would seem to be even more crucial in the operation of a "workshop" as compared with a "course", it will be apparent that there is a "critical mass" in each of our workshop areas for the workshop to function effectively.

This is effected not only by size of enrollment, but also by facilities, equipment, etc. In the great majority of cases our workshops are at, or approaching, a maximum enrollment figure.

"Students" of the Centre Workshops are regular registered students at the University, faculty, and staff as well as persons from the surrounding community who are interested in our non-credit activities. The only distinction amongst these "students" at this time is that the Board of Governors have authorized fees to be charged against those Centre "students" who are not current SFU Library card holders. The fees that are charged, are charged on the basis of the University audit fee. While our workshops differ in intensity and the amount of time required per week, we have endeavoured to roughly classify our workshops into "beginning" and "advanced" at a basic equivalency of three or five credit hours. There are the occasional courses that do not fit these criteria. Some courses have no charge as they are "writing ensembles"; these have been omitted from the fee structure of the Board of Governors. The Board of Governors has indicated that there will be no waiver of fees. Laboratory fees are charged only in the areas of Film and Video, and are applicable to all the Centre "students" who are registered in those areas.

The fees are collected by identifying those individuals who are not current SFU Library card holders, and requesting them to visit the Arts Centre office or by visiting them in the evening workshops, and issuing University numbered receipts for the money collected.

As far as registration is concerned, pre-registration is required for certain of our workshops. For example, in film, the number of applicants is limited and the Resident goes through a process of interviews with each applicant. He then makes a choice as to the number of individuals who will work together as a group within the workshop. Final registration in all workshops occurs at the first meeting of the workshop after the initial application is applied on one of the forms available at the Arts Centre office.

Mr. McIlaren has questioned whether our workshops are available to day-time and evening students. As most of our workshops have a majority of faculty, staff, and students enrolled, we have had to avoid scheduling the workshops during the hours of 8:30 - 4:30, as far as possible. It is not possible that we could effectively schedule workshops during the day in competition with computer-scheduled credit courses.

It must be noted that while we advertised, for example, the Film 16mm course, 731-7312 as meeting on Wednesdays from 1:30 to 3:30 p.m., that this is only a set time for a two-hour seminar (usually stretching to four or five hours), and that this is only a section of the workshop activity. The activity takes place at all hours of the day and often night throughout the seven days of the week. This activity is mainly in small groups. It is only during the two-hour seminar that all of the workshop members are guaranteed to be present in the same place at the same time. The rest of that part of the week beyond the two-hour Wednesday seminar when

the actual films are made. This, of course, requires an extensive time commitment from both the student and the Resident Artist.

As the workshops appear to be of a different nature to that of a non-credit "course", I would like to suggest, with all due respect, that in future semesters, the Committee give consideration to a review of such workshops at the end of the semester in which they are held. At that time detailed information can be supplied as to the actual course content, and/or committee members could avail themselves of the opportunity to personally observe the workshop (or the workshop-in-performance) during the semester, which observation is by far the better evaluation process for non-verbal art forms such as Dance. The review, if positive, could then lead to a further offering of that workshop in the following semester. In the case of a new workshop, perhaps a more general concept might be accepted in future, with again, a following review.

USIC - VOCAL AND INSTRUMENTAL WORKSHOPS

Vocal Workshops

The voice is a musical instrument, but with the additional power of framing words and allying these with its tones.

The singer, and the training he undergoes, has to take account of the function of the voice as a tone-producing instrument with a word-producing apparatus attached, and its function as word-producing instrument with a tone-production apparatus attached. The song is an artistic compromise between these two functions.

No songless people have ever been discovered. Some Australian aboriginal tribes are said to be without musical instruments, but even they have well-developed songs. The development of song amongst European peoples was greatly influenced by certain institutions. The Christian Church early made use of song, motivated it, and then from time to time sought to control it. In fact the growth of a large corpus of church song led to the establishment in Rome of an official school of song around 590 A.D. The prohibition of congregational singing by the Council of Trent in 1567 A.D. increased the importance of trained choirs and gave further impetus to the movement for the definite cultivation of singing.

Since those times, many and varied vocal forms and styles have been developed. Our vocal workshops endeavour to give: a grounding in the technique of voice production and sight-reading, a basic grounding in song singing and a more specialized experience in the performance-oriented musical singers. These workshops are described in more detail in the attached forms.

NON-CREDIT COURSE PROPOSAL FORM

35 NC 74

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: Dept. of Recreation
 Address: _____ Tel. 3176

Proposed Course Title: Ropes Course Clinic : Physical + Psychological Challenge
 (please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: Martin Hendy
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: _____

Anticipated Expenses Total: _____

No fee charged.

Publicity Requirements: _____
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Intended "target" audience: School Teachers recreation workers
 (i.e. why is this course necessary, for whom is it intended?) _____

Proposed time period for course:

Proposed time period for course:

Commencement date: April 16 End date: April 17

mon tue ✓ wed ✓ thu fri sat sun (2 Sessions)

Time: from 4:30 pm to 6 pm

Location Proposed: _____

Enrolment: Maximum: 20 Minimum: _____

For office use:

Date received: Oct 25/73 Course number: BS NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: _____ ✓ Rejected: _____ ?

Reason for Rejection: Newspaper

Action: _____

SIMON FRASER UNIVERSITY

MEMORANDUM

To Dr. Milt McClaren,
Division of Continuing Education

From Martin Hendy,
Director of Recreation

Subject Ropes Course Clinic

Date October 25, 1973

I offer the following clinic for Spring Semester.
Should we charge, if so what? I would put monies to
maintenance of course.

What: Ropes Course Clinic: Physical & Psychological Challenge
When: Tues., April 16 4:00-6:00 p.m.) choose one session;
Wed., April 17 4:00-6:00 p.m.) limit 20 per session
Who: School teachers, recreation workers
Cost: ?
Leader: Martin Hendy, Director of Recreation, Simon Fraser University

MH

Martin Hendy.

MH/sc
Att.

THE ROPES COURSE AT SIMON FRASER UNIVERSITY

DESCRIPTION

The Recreation Department at Simon Fraser University has set up on campus a ropes course of the type used by Outward Bound. The course consists of a series of obstacles or stations set up in trees at from 3 to 20 feet above the ground. Close by there is another station - a beam problem - and it is planned to add a third station soon--a wall problem. The course is physically and psychologically demanding, but has been successfully used by boys and girls from Grade 5 upwards.

PURPOSE

The purpose of the course is to provide adults and school children with an exposure to affective education techniques. The ropes course emphasises a solo challenge; the beam emphasises a problem-solving approach requiring cooperation and leadership.

SCHOOL VISITS

One-and-a-half hours should be allowed actually at the site for a group of thirty. Buses may be parked by the Gym, 5 min. away. A half-day or full-day visit may be spent on campus in conjunction with the ropes course.

Haheeno Park contains a 1-mile trail, a play area, and totem poles. There are many other trails to hike and maps are obtainable free from the Recreation Department. The ropes course is available from mid-May to mid-October. From June through August, guided campus tours are also available and it is possible to rent the swimming pool at times. During September/October, tours and pool are not available. From late October to early May, the weather is generally unsuitable for the ropes course.

CLOTHING

Old clothes and runners should be worn. Long sleeves and long pants are best for boys and girls.

LEADERS

Trained student leaders will be provided free. A class of thirty children needs two leaders plus the teacher.

BOOKING

Book through ~~Jack Chaska~~, 291-3176. At least two days notice is required. There is no charge.

NON-CREDIT COURSE PROPOSAL FORM36
70 N. 74

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: H. Hammerly et al., DMI

Address: Department of Modern Languages Tel. 291-3551
Simon Fraser University 291-3544 (messages)

Proposed Course Title: Teaching to Speak a Second Language - 1
 (please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: Dr. H. Hammerly, Mr. B.D. Kaneen, Mrs. I. Sawyer
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) 3 @ 25.00Travel: -----Rentals & Other Expenses: 99.00 (for an estimate of 40 participants)Anticipated Expenses Total: 174.00

Publicity Requirements: direct mailing to approx. 200 teachers
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

special mailing

Intended "target" audience: Secondary school language teachers
 (i.e. why is this course necessary, for whom is it intended?) who are interested in techniques for teaching the spoken language and in practice in the preparation of materials based on these techniques.

This type of non-credit course is necessary because this has been found to be the weakest aspect in the preparation of secondary school language students coming to S.F.U.

March 16/74

Proposed time period for course:

Commencement date: December 8, 1973 End date: December 8, 1973

mon ☐ tue ☐ wed ☐ thu ☐ fri ☐ sat ☒ sun ☐

Time: from 9:30 a.m. to 4:15 p.m.

Location Proposed: Simon Fraser University

Enrolment: Maximum: open Minimum: 15

For office use:

Date received: Oct 25/73 Course number: 36 NC 74

Date Submitted to Non-Credit Committee: Nov 2/74

Approved: _____ Rejected: ☒

Reason for Rejection: Timing considered wrong.

Action: letter sent to Dr Hammerly

Approved Dec 4/73
for March offering
Resubmitted

SIMON FRASER UNIVERSITYMemorandum

To: Dr. M. McClaren, Acting Director
Division of Continuing Education

From: Dr. H. Hammerly, DML

c.c.: Dr. I. Mugridge, Assistant Vice-
president, Academic
Dr. Ch.P. Bouton, Chairman, DML
Dr. B.E. Bartlett, Chairman,
Ctte. for the Establishment
of a French Language Training
Centre

Subject: Resubmission of Proposed
Workshop for Language
Teachers

Date: December 3, 1973

The purpose of this memorandum is to resubmit for consideration by the Senate Committee on Non-Credit Instruction the workshop I had proposed for December 8.

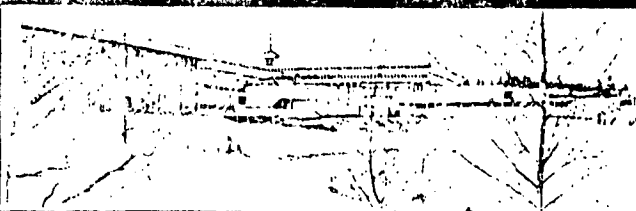
The following changes apply:

- (1) The new date is March 9, 1974 (the second Saturday in March).
- (2) Dr. Bouton, at his request, does not appear in the program, since it may present views different from his. The welcoming and introductory remarks are therefore given by myself (not on behalf of the DML but on behalf of the faculty participating in the workshop).
- (3) An editorial change: the title of the workshop changes to "Teaching the Speaking of a Second Language."

Regarding this and other workshops that I may wish to organize, please note that:

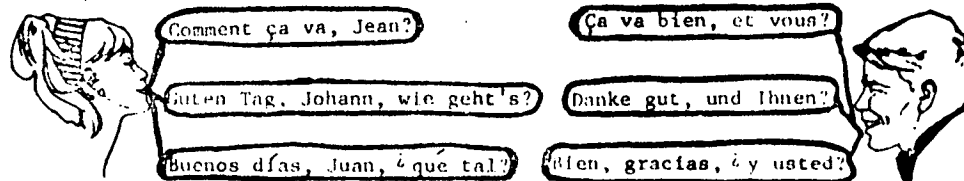
--the DML Committee on Language Teaching and Applied Linguistics (the appropriate body according to Dr. Bouton himself) approved of my plans to organize workshops by a referendum vote of 5-1-1;

--the Committee for the Establishment of a French Language Training Centre has never agreed, formally or informally, that the existence of such a centre would require a "unified" view on second language pedagogy. The attached memo from Dr. Bartlett to Dr. Mugridge expresses the position of the Committee regarding my proposed workshop(s). Should the French Language Training Centre continue to be used as an excuse to restrict my academic freedom, I shall not hesitate to bring the matter to the attention of Victoria and, if necessary, of Ottawa: I doubt very much that they will approve of their funds being used in that manner.



**DIVISION OF
CONTINUING EDUCATION**

ADVERTISING...



TEACHING HOW TO SPEAK A SECOND LANGUAGE - I *****

A one-day practical workshop for second language teachers offered by members of the Department of Modern Languages with the support of the Division of Continuing Education, Simon Fraser University.

Main Topic: The Teaching of Oral Grammar

The emphasis of this workshop will be on the practical aspects of the topic, with some general sessions and two working sessions by language devoted to the preparation and presentation of various types of oral grammatical exercises. The persons in charge of the sessions have all had many years experience in teaching students to speak second languages with the techniques to be presented.

Also planned for the program is the showing of a film to be followed by general discussion.

Date and Time: Saturday, March 16, 1974
 9.30am - 4.15pm

Place: 8100 Classroom Complex, Simon Fraser
 University, Burnaby, B.C. (free parking
 on Lot B)

Registration Fee: \$5.00, including cafeteria-style lunch.

Please complete and mail the registration form below.

(The workshop will have to be cancelled if less than 15 teachers register by March 12, 1974).

I would like to attend your March 16 Workshop -

Name: _____ School: _____

Language(s) taught: _____

Telephone(s): _____

Mail to-day together with your registration fee
of \$5.00 payable to Simon Fraser University, to:

March 16 Workshop
Division of Continuing Education
Simon Fraser University
Burnaby, B.C.
V5A 1S6

51321

37 NC 7k

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
Senate Committee on Non-Credit Instruction
Division of Continuing Education
Simon Fraser University
Burnaby 2, B. C.

Name/Department/Division proposing course: FACULTY OF EDUCATION (now Ed)Address: SFU Tel. 291-3615

Proposed Course Title: STRUCTURAL COMMUNICATION (see attached article)
(please attach a full description of the course, indicating article)
course content, etc.)

Proposed Instructor: KIGRAN EGGAN
(please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) Travel: Rentals & Other Expenses: Xerox/Catering 50⁰⁰Anticipated Expenses Total: 50⁰⁰

No fee.

Publicity Requirements: SPECIAL MAILING OF DESCRIPTION ADV.
(please provide details of type of promotion required, e.g. news-
paper, general mailing, special mailing). list coming
Sum ad.

Intended "target" audience: TEACHERS / ~~ADMINISTRATORS~~ / ADMINISTRATORS

(i.e. why is this course necessary, for whom is it intended?)
NEW TECHNIQUE OF PRACTICAL USE
TO THE ABOVE

Dates

Friday 22nd Feb 1974
Sat 23rd Feb 1974

Proposed time period for course:

Commencement date: Feb 1/74 End date: at day

mon ☐ tue ☐ wed ☐ thu ☐ fri ☒ sat ☒ sun ☐

Time: from 10.00 to 4.00

Location Proposed: SFU ADMIN. BUILDING 3173

Enrolment: Maximum: ✓ Minimum: 6

For office use:

Date received: Oct 29/74 Course number: 37 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: ☒ Rejected: ☐

Reason for Rejection: _____

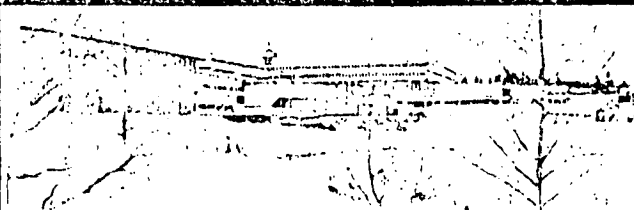
Action: Approved subject to paper mentioned in vitae being submitted. Now attached sent to AcVP

Description of Structural Communication Course Content and Proposed Format

The course will be run as a two-day workshop. The general objective is to familiarize those attending with the psychological background and the practical uses of the recently invented technique called Structural Communication.

The first day will begin with a description of the 'historical' background of the technique and the aims of its inventors. Examples of the technique's uses in teaching, simulation, assessment, and discussion guidance will then be given. S.C. Study Units and Discussion Units will then be worked through by the group, and to conclude we will begin to compose a unit together.

The second day will be taken up with taking the unit begun the previous day to a more advanced stage. The steps involved in composing a unit will then be outlined explicitly. Finally each member of the group will begin composing a unit which they will complete at some future date.



DIVISION OF CONTINUING EDUCATION

SIMON FRASER UNIVERSITY, BURNABY 2, B.C., CANADA
Telephones: 291-4564 / 291-4565

WORKSHOP IN STRUCTURAL COMMUNICATION

The third workshop in Structural Communication will take place at Simon Fraser University on February 22nd and 23rd. Details may be obtained from Dr. Kieran Egan, Faculty of Education, SFU (Phone 291-3615) or the Division of Continuing Education.

Structural Communication is a new technique invented in England. It is designed to teach the structure of curriculum materials as well as, and at the same time as, the content - that is, it aims to communicate understanding as well as knowledge. It has uses in all curriculum areas, but materials so far developed suggest it works best for Grade Five and up. The technique engages students in relatively sophisticated thinking while they learn.

A number of different forms of the technique have so far been developed, including Study Units, Simulation Units, Assessment Units, and Discussion Units. Participants in the workshop will learn about the principles underlying Structural Communication, and the various forms of it so far developed. Materials published in England will be examined. The main purpose of the workshop however is to teach participants how they can design and use S.C. units in their own classrooms. Emphasis will lie on developing Discussion Units for use in teaching. Participants who show aptitude in using the technique will be invited to assist in developing materials for publication.

Spring/1974

NON-CREDIT COURSE PROPOSAL FORM

39 NC 74

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: Student SocietyAddress: 321 Rotunda, General Office Tel. 291-3181

Proposed Course Title: Silkscreen Workshop
 (please attach a full description of the course, indicating course content, etc.)

Proposed Instructor: Gerry Fuoco Bob Andersson
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) \$700 Paid by SFSS

Travel: _____

Rentals & Other Expenses: \$200 (materials)

Anticipated Expenses Total: \$900
 Revenue \$900 (non-profit)

Publicity Requirements: Continuing Education Brochure
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

PEAK Newspaper, Local Newspaper

Intended "target" audience: students and non-student

(i.e. why is this course necessary, for whom is it intended?) To introduce better community

communications at a relatively inexpensive way,
intended for students & non-students for community
benefits

Proposed time period for course:

Commencement date: January 9 End date: March 29

mon ___ tue ___ wed ☒ thu ___ fri ___ sat ___ sun ___

Time: from 1:30pm - 4:30pm to 6:30pm - 9:30pm (class divided into two groups)

Location Proposed: Graphic Services Cold paint shop - kelvada

Enrolment: Maximum: 30 Minimum: 20
(15 per group) (10 per group)

fee: \$25 includes materials

For office use:

Date received: Oct 1/73 Course number: 39 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: ☒ Rejected: ☐

Reason for Rejection: Flyes & newspapers

Action: _____

Description of Structural Communication Course Content and Proposed Format

The course will be run as a two-day workshop. The general objective is to familiarize those attending with the psychological background and the practical uses of the recently invented technique called Structural Communication.

The first day will begin with a description of the 'historical' background of the technique and the aims of its inventors. Examples of the technique's uses in teaching, simulation, assessment, and discussion guidance will then be given. S.C. Study Units and Discussion Units will then be worked through by the group, and to conclude we will begin to compose a unit together.

The second day will be taken up with taking the unit begun the previous day to a more advanced stage. The steps involved in composing a unit will then be outlined explicitly. Finally each member of the group will begin composing a unit which they will complete at some future date.

November 1, 1973

SILKSCREEN WORKSHOP

Silkscreening is a process that was invented by the Chinese many centuries ago. It is used to create as well as reproduce copies of art work, posters, proclamations, etc. The process is also used in the printing of fabrics and in the advertising field as well as being an art form.

Silkscreening can be done on almost any substance, i.e., paper, fabrics, walls, cans, etc. The possibilities are limitless.

The Course will introduce and instruct students in the techniques involved in silkscreening. Some of the things that will be covered in the course are:

- Theory and a brief history of silkscreening
- Types of equipment necessary
- How to construct a silkscreen
- Sketching a silk
- Types of handcut stencils and how to cut them
- Tusche and block-out stencils
- How to adhere different stencils
- How to do multi-color work, etc.

The individuals in the course will be expected to participate in all facets of silkscreening--from designing a poster to silkscreening it. Each class will involve a Workshop in which individual as well as joint projects will be worked on. These projects will be assigned and decided upon by members of the Class.

Each person should bring a smock or an old shirt, the other equipment will be supplied. The knowledge of how to silkscreen will be conveyed and also each member of the class will have examples of their own creative impulses.

The Course will be limited to ~~40~~ 30 people in order that each may have a more thorough understanding of silkscreening and it's uses.

SILK SCREEN COURSE

The development of silk screens printing from 5000 B.C. to present day.

No prerequisites are required but imagination.

The course will be in 5 parts

1. LAYOUT
2. EQUIPMENT
3. LETTERING
4. DESIGN
5. GRAPHICS

A modern studio will be available to a limited enrolment of only 12. Every student will by the end of the course have designed and printed his or her own poster, flag or shirt. All necessary materials will be provided along with contemporary examples and instruction. The course will lead to modern design and production rather than showcard. A possible advanced course will be available next term for multi-colored registration work. Silk screening will become an art form of individual expression with potential sales value.

- 67 S.G.W.V. Film
- 68 Intermedia Film (20 min. B.W.)
Collage
- 69 Rochdale College
Enviromental Design
- 70 Dance club design and S.S.
- 71 Professional layout artist
- 72 *1 '20" - 6 Queen Graphics School*
- 73 Printing Department, Simon Fraser University

Rf Anderson
Dec. 6 / 73
Local 3/03

SIMON FRASER UNIVERSITY

MEMORANDUM

To Dr. I. Mugridge, Chairman
Senate Committee on Non-Credit Instruction
Subject Non-Credit Courses

From N. Stroppa
Academic Systems Manager
Date October 26, 1973

I have enclosed forms for 4 non-credit courses we would like to offer next semester. Please excuse the quality of the form itself since I made copies from earlier forms that were sent by your office.

Three courses were offered this semester but only two received enough registrants to warrant putting them on - Introduction to APL 1 and Introduction to APL 2. The 'Orientation' Course received very little interest. We hope to correct this by better advertizing which was virtually non-existent. We still believe that all of these are worth offering.



Nino Stroppa
Academic Systems Manager

NS/dk

Rejected Nov 2/73

COURSE PROPOSAL FORM

(Non-Credit)

Course Title: *Introduction to Major Software Packages in the Program Library*

Full Description of Course:

Basic properties of BMD, IBM-SSP, IMSL, SSP, and Message/Data Bank

Requirements for Entrants (if any):

Rationale for the Course:

Users will gain more exposure to these packages and be directed to their appropriate use

For Whom is the course intended:

Anyone at SFU

Proposed Dates, Time and Place of Offering:

Tuesday, Feb 6 1:30 to 3:30 p.m.

Seismic Room, Computing Centre

Proposed Instructor:

(Attach resume if not regular SFU Faculty or Staff).

John Yu

Proposed Student Fee:

Maximum number of Students:

20

Proposed Course Budget:

Expense: Instructor(s) stipend(s):

Travel & Accommodation:

Cost of Facilities:

Equipment & Materials:

Other expenses (list):

TOTAL COST

Anticipated Revenue:

Current Fees:

no fee

Departmental Contribution:

Signature of the Proposer:

Signature of the Program Director:

N. Stopper

Date:

Oct 25 / 73

COURSE PROPOSAL FORM

(Non-Credit)

Course Title: *Introduction to APL 4*Full Description of Course:*Introductory Course to familiarize
user with basic concepts of APL*Requirements for Entrants (if any):Rationale for the Course:*The prospective users to gain quick
familiarity with this computational service*For Whom is the course intended:*Anyone*Proposed Dates, Time and Place of Offering:*Jan 25, Jan 30 2 hrs each 1:30 - 3:30 Seminar Room, Comp Center*Proposed Instructor:

(Attach resume if not regular SFU Faculty or Staff).

*Academic Systems Staff*Proposed Student Fee:Maximum number of Students: 12Proposed Course Budget:

Expenses: Instructor(s) stipend(s): _____

Travel & Accommodation: _____

Rental of Facilities: _____

Equipment & Materials: _____

Other expenses (list): _____

A/V services = \$25

TOTAL COST

\$25

and the following items:

no fee

Proposed Student Fee:

\$25 (to the Comp Center)

Signature of the Author of the Proposal:

Signature of the Author of the Proposal:

M. Skypa

Date:

Oct 25/73

COURSE PROPOSAL FORM

(Non-Credit)

Course Title: *Introduction to APL 2*

Full Description of Course:

*Further extensions to APL 1 -
Functions, input/output*

Prerequisite for the Course:

Signal to "Introduction to APL 1"

For whom is the course intended:

Anyone

Proposed Dates, Time and Place of Offering:

Feb 20 1:30-3:30 Seminar Room, Computing Centre

Proposed Instructor:

(Attach resume if not regular SFU Faculty or Staff).

Academic Systems Staff

Proposed Student Fee:

Maximum number of Students: *20*

Proposed Course Budget:

Expenses: Instructor(s) stipend(s):

Travel & Accommodation:

Rental of Facilities:

Equipment & Materials:

Other expenses (list):

TOTAL COST

\$125

Estimated Revenue:

Other Revenue:

No fee

Estimated Total Project Cost:

\$125 to the Computing Centre

Signature of the Author of the Proposal:

Signature of the Author of the Proposal:

N S Lippa

Date:

Oct 24/73

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: Communication Studies

Address: _____ Tel. _____

Proposed Course Title: Seminar on Noise
 (please attach a full description of the course, indicating
 course content, etc.)

Proposed Instructor: Professor R. Murray Schafer
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Revenues: _____

Stipends: (Please list number and amounts) _____

Travel: _____

Rentals & Other Expenses: _____

Anticipated Expenses Total: none

Publicity Requirements: none
 (please provide details of type of promotion required, e.g. news-
 paper, general mailing, special mailing).

Intended "target" audience: 200

(i.e. why is this course
 necessary, for whom is it
 intended?) Given at the request of the Greater Vancouver
 Regional District.

Proposed time period for course:

Commencement date: Mid December End date: One day duration

mon ☐ tue ☐ wed ☐ thu ☐ fri ☐ sat ☒ sun ☐

Time: from 10:a.m. to 5:00 p.m.

Location Proposed: Communication Studies Laboratories

Enrolment: Maximum: 200 Minimum: 200

For office use:

Date received: Oct/73 Course number: 44 NC 74

Date Submitted to Non-Credit Committee: Nov 2/73

Approved: ☒ Rejected: ☐

Reason for Rejection: _____

Action: Subject to more info being submitted

Signature Received

46.10.77

COURSE PROPOSAL FORM

(Non-Credit)

Approved Nov 1

Course Title:

Introductory Swahili I

Full Description of Course:

See attached course outline

Requirements for Entrants (if any):

None

Rationale for the Course:

To take the place of Swahili 100-3 which is currently before Senate for approval as a permanent credit course. A number of students have already begun studies in Swahili and this course will serve as a continuation and to keep alive any fluency which has been attained during their studies for which no credit has been given.

For Whom is the Course Intended:

Undergraduate students who are currently enrolled in programs of this University.

Proposed Dates, Time and Place of Offering:

During day time courses

Proposed Instructor:

(Attach resume if not regular SFU Faculty or Staff)

Peter Kamau (hourly paid native speaker). He has already taught this as a non-credit course for several semesters.

Proposed Student Fee:Maximum Number of Students: 10Proposed Course Budget:

Expenses: Instructor(s) stipend(s): \$7.35 per hour
 (3 hrs. teaching, 1 hr. preparation = 4 hours total)

Travel & Accommodation : N/A

Rental of Facilities : N/A (for off-campus courses using rented space)

Equipment & Materials : \$420.00

A few additional library books and tapes

Other Expenses (list) : Nil

TOTAL COST : \$802.20

(4 hrs. per week - 13 weeks = 52 hours) (\$382.20)

Anticipated Revenue:

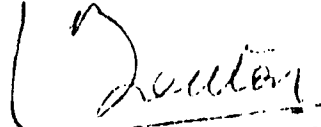
Student Fees:

Net Cost of Proposed Course:

\$802.20

Special Details of Proposed Course:

Senate approval for Swahili I and II courses to be offered for credit is now awaited and the only alternative to provide those students who have already begun their study of that language with the opportunity to maintain the knowledge already acquired is to offer the courses on a non-credit basis during the Spring Semester 1974.

Signature of the Author of the Proposal: 

Date : October 31, 1973

DEPARTMENT OF MODERN LANGUAGES

INTRODUCTORY SWAHILI

Text: Kiswahili Kwa Kitendo

Author: Sharifa Zawawi

References: Swahili Grammar (Including Intonation)
by E.O. Ashton

Basic Structure of Swahili Part II
by James L. Brain

Swahili
by D. V. Perrott

First Week:

Introduction..... Zawawi, pp. 1-12
The Alphabet
Vowels
Consonants
Syllables
Intonation
Dialects

Second Week:

Spelling and Pronunciation..... Ashton, pp. 3-20
Roots, Stems and Affixes
Noun Classes and Concordial Prefixes
The KI- and VI- Classes

Third Week:

The M- and MI- Classes..... Ashton, pp.21-45
The M- and MA- Classes
Verbs and Their Tenses
(Six Primary Tenses)
Pronouns: Personal and Non-Personal
"Somo la Kwanza" (Chapter One) Dialogue..... Zawawi, pp.13-16

Fourth Week:

Adjectival Concepts..... Ashton, pp.46-53
Adjectival Concord
Uninflected Loan Words
The Numerals
Uses of Adjectives
Word Order in Adjectives
"Somo la Pili" (Chapter Two) Dialogue..... Zawawi, pp.17-18
Mtihani - A Quiz

continued.....

Fifth Week:

- The JI- and MA- Classes..... Ashton, pp. 64-69
"Somo la Tatu" (Chapter Three) Dialogue.... Zawawi, pp. 19-20

Sixth Week:

- The N- Classes (Singular and Plural)..... Ashton, pp. 82-91
Nouns of Non-Personal Classes Denoting
Living Things
"Somo la Nne" (Chapter Four) Dialogue..... Zawawi, pp. 21-22

Seventh Week:

- The U- Classes..... Ashton, pp. 104-109
The U- (BU-) Classes
"Somo la Tano" (Chapter Five) Dialogue.... Zawawi, pp. 23-24

Eighth Week:

- The Infinitive Form of the Verb..... Ashton, pp. 123-124
The KU- Class
Mtihani - A Quiz

Ninth Week:

- The Mahali Class and the Adverbial Subject Ashton, pp. 125-132
Intonation
Nominal and Adverbial Subject Compared
"Somo la Sita" (Chapter Six) Dialogue..... Zawawi, pp. 26-28

Tenth Week:

- Verbs and Their Tenses..... Ashton, pp. 133-144
-KA, -KI, -SIPO
Monosyllabic Verbs
Interrogatives..... Ashton, pp. 151-157
Prepositions and Conjunctions..... Ashton, pp. 195-200
"Somo la Saba" (Chapter Seven) Dialogue... Zawawi, pp. 29-32

Eleventh Week:

- The Comparative Degrees (Viz. Inequality). Ashton, pp. 201-277
Verbs and Their Tenses
Derivative Verbs
Formative Suffixes
Compound Tenses
Further Compound Forms
"Somo la Nane and Tisa" (Chapters 8 & 9)
Dialogue..... Zawawi, pp. 33-36

Twelfth Week:

Miscellaneous Notes on Verbs
Revision
Classes End

MTIHANI - FINAL EXAM

COURSE PROPOSAL FORM

(Non-Credit)

Approved Nov 7/71

Course Title:

Reading and Writing Chinese

Full Description of Course:

See attached course outline.

Requirements for Entrants (if any):

None

Rationale for the Course:

To take the place of Chinese 250 which is before Senate for approval as a permanent credit course and has been referred back to the Arts Curriculum Committee. There is also a potentially large student demand for this course.

For Whom is the Course Intended:

Undergraduate students who are currently enrolled in programs of this University.

Proposed Dates, Time and Place of Offering:

During day time courses

Proposed Instructor:

(Attach resume if not regular SFU Faculty or Staff)

Mr. Titus Yu on an hourly paid basis. He has already taught non-credit courses in this Department and has impressed us greatly.

Proposed Student Fee:Maximum Number of Students: 10Proposed Course Budget:Expenses: Instructor(s) stipend(s): \$7.35 per hour
(3 hrs. teaching, 2 hrs. preparation = 5 hours total)Travel & Accommodation : N/ARental of Facilities : N/A (for off-campus
courses using
rented space)Equipment & Materials : \$10.00
A few additional booksOther Expenses (list) : NilTOTAL COST : \$487.75
(5 hrs. per week - 13 weeks = 65 hours per semester) (\$477.75)

Anticipated Revenue:

Student Fees:

Net Cost of Proposed Course:

\$487.75

Special Details of Proposed Course:

Senate approval for Reading & Writing Chinese course to be offered for credit is now awaited and the only alternative to provide students with this course is to offer it on a non-credit basis during the Spring Semester 1974. Since the recent gift by Mr. Harry Chin for the advancement of Chinese studies at this University, there has been a marked interest in the language study at the non-credit courses which are offered.

Signature of the Author of the Proposal:


154
 Date: October 31, 1973

PROPOSED CLASSROOM PROCEDURE
for
READING AND WRITING CHINESE

(submitted by T. YU)

This course is meant to serve a dual purpose: to provide the student with the linguistic equipment of the Chinese language in its contemporary writing style—both vocabulary and sentence structure and to help him acquire two of the major components of language competence, namely, a. reading comprehension and b. written expression. To achieve this goal, the following steps will be pursued:

first, VOCABULARY BUILD-UP

The Chinese form of writing is one consisting principally of ideographs or word-concept characters, and is structurally monosyllabic, in the sense that each syllable is usually one morpheme. Therefore, as an aid to learning, the characters having the fewest strokes are taught first. In point of fact, the number of strokes in each character varies from one to fifty-two, but most characters contain less than 14. Romanization is applied alongside to assist the recognition and memorization of each character by means of association of form and pronunciation. In regard to the pronunciation, the common language or better known as Mandarin which is based on the Peking dialect phonetically has been chosen among all the mutually incomprehensible dialects as the national language of China both by the governments on mainland and in Taiwan, and by sinologists abroad. The class begins by learning 60 to 80 characters weekly; the number will increase rapidly.

second, PHRASE CONSTRUCTIONS

The Chinese language has no inflectional suffixes, prefixes or phonetic modifications to indicate number, person, sex and the like. Whenever necessary, such relations are explicitly stated by the use of suitable words. In the modern written language, polysyllabic, mostly disyllabic, words are derived from and composed of monosyllabic morphemes. Attention is concentrated on the formation of such phrases.

third, SENTENCE PATTERNS

Very simple sentences are used in the early reading lessons and new characters learnt by sight as they are introduced. Weight is placed on the fundamental sentence structures such as, Functionive and Stative Sentences, Equative Sentences and so on and so forth. The materials to be read are carefully chosen with a minimum vocabulary of 1000 characters, which are systematically arranged according to similarities of form, meaning and sound. Attention is drawn to familiarity with the practical uses of individual characters in phrases and sentences. In this connection, sentence-making and essay-composing are emphasized. At this stage the student is gradually^{able} to read newspapers and write simple letters, brief notes or short essays with a minimum stock of characters with some help from the use of dictionaries.

fourth, HANDWRITING PRACTICE

The first step in the modern method of Chinese handwriting is to learn to write the basic strokes of the characters. The second step is for students to copy materials prepared by specialists in writing. Much practice in writing is provided by composition work in which model passages are copied in order to increase the use of written expression.

COURSE PROPOSAL FORM

(Non-Credit)

Approved Nov 2/71

Course Title:

Mandarin Chinese - Advanced

Full Description of Course:

See attached course outline

Requirements for Entrants (if any):

None

Rationale for the Course:

To take the place of Chinese 250-3 which is currently before Senate for approval as a permanent credit course. A number of students have already begun studies in Chinese and this course will serve as a continuation and to keep alive any fluency which has been attained during their studies for which no credit has been given.

For Whom is the Course Intended:

For students wishing to get a grounding in the sounds, words and expressions in Chinese Mandarin and for those with an interest in Chinese history etc. It is intended that the course only be offered to students currently enrolled in courses at SFU.

Proposed Dates, Time and Place of Offering:

Each Thursday, 4:30 - 6:30 p.m. at SFU

Proposed Instructor:

(Attach resume if not regular SFU Faculty or Staff)

A. Hsiao (see attached resume)

Proposed Student Fee:Maximum Number of Students: 10Proposed Course Budget:Expenses: Instructor(s) stipend(s): \$7.35 per hour
(2 hrs. teaching, 1 hr. preparation = ~~3 hrs.~~ total)Travel & Accommodation : N/ARental of Facilities : N/A (for off-campus
courses using
rented space)Equipment & Materials : Nil

Tapes & other written material already available

Other Expenses (list) : NilTOTAL COST : \$859.95

(9 hrs. per week - 13 weeks = 117 hours)

Anticipated Revenue:

Student Fees:

Net Cost of Proposed Course:

\$859.95

Special Details of Proposed Course:

Senate approval for Mandarin Chinese courses to be offered for credit is now awaited and the only alternative to provide those students who have already begun their study of that language with the opportunity to maintain the knowledge already acquired is to offer the courses on a non-credit basis during the Spring Semester, 1974. Since the recent gift of Mr. Harry Chin for the advancement of Chinese studies at this University, there has been a marked interest in the language study at the non-credit courses which are offered.

Signature of the Author of the Proposal:

*[Signature]***157**

SIMON FRASER UNIVERSITY
DEPARTMENT OF MODERN LANGUAGES

COURSE OUTLINE

Andy I-hsiung Hsiao
(a native Chinese)

MANDARIN "CHINESE"

The Department of Modern Languages offers three levels of non-credit MANDARIN "CHINESE". Level one is primarily for Westerners who have little or no knowledge of Mandarin. Level two is primarily for Chinese people who can speak one of the other dialects and are interested in learning to speak Mandarin. Level three is for those who took the level three last time and for those who can write Chinese characters and speak one of the other dialects. Each level is two hours a week.

We will use Elementary Chinese (part I and II) as textbooks. You can buy these two books from Chinese Arts and Crafts (33 E. Hastings).

The study program for each lesson will start with a brief classroom discussion of the composition, pronunciation, meanings, and use of each new character. We have tape recordings covering the sentences and connected text. Listening to the recordings while silently reading the text can be an important help not only learning new terms but also in learning to read with the speed and rhythm of a native Chinese rather than with the haphazard pauses characteristic of a beginning student. This is not simply an aesthetic matter but is vitally related to gaining fluency in reading and speaking.

In learning to speak, the primary emphasis is on achieving facility in uttering sentences rather than simply in memorizing lists of words. Similarly in reading the object is to read diverse materials with speed and comprehension rather than simply to "know" an impressive number of individual characters or to be content with the agonizing translation or decoding which far too often passes for reading. Fluency in reading or speaking can only be achieved by extensive practice of all the interrelated aspects of the reading or speaking process. To accomplish this we must READ, READ, READ, WRITE, WRITE, WRITE, AND SPEAK, SPEAK, SPEAK.

It is high time now for us to learn Chinese which is one of the five official languages of the United Nations and is used by 25% of the world's population.

Contact me at B9225, B7217 (291-4593) or Apt. 305 of SFU (298-1779) if you have any questions.

R E S U M E

Mr. A. Hsiao

Mr. A. Hsiao has conducted the courses applied for in three previous semesters. He has maintained a very good program and has succeeded in bringing a large number of students to within an easy reach of becoming proficient users of the Chinese language. The enrolment in most semesters has been maintained above the ten student mark in the lower two courses and five in the advanced course.

BAG/bg
Oct. 30/73

4/9/00/14

COURSE PROPOSAL FORM

(Non-Credit)

Approved Nov 2/13

Course Title:

Mandarin Chinese - Intermediate

Full Description of Course:

See attached course outline

Requirements for Entrants (if any):

None

Rationale for the Course:

To take the place of Chinese 101-3 which is currently before Senate for approval as a permanent credit course. A number of students have already begun studies in Chinese and this course will serve as a continuation to keep alive any fluency which has been attained during their studies for which no credit has been given.

For Whom is the Course Intended:

For students wishing to get a grounding in the sounds, words and expressions in Chinese Mandarin and for those with an interest in Chinese history etc. It is intended that the course only be offered to students currently enrolled in courses at SFU.

Proposed Dates, Time and Place of Offering:

Each Wednesday, 4:30 - 6:30 p.m. at SFU

Proposed Instructor:

(Attach resume if not regular SFU Faculty or Staff)

A. Hsiao (see attached resume)

Estimated Student Fee:

Maximum Number of Students: 10

Proposed Course Budget:

Expenses: Instructor(s) stipend(s): \$7.35 per hour
 (2 hrs. teaching, 1 hr. preparation = 3 hrs. total)
 Travel & Accommodation : N/A
 Rental of Facilities : N/A (for off-campus courses using rented space)
 Equipment & Materials : Nil
 Tapes & other written material already available
 Other Expenses (list) : Nil

TOTAL COST : \$859.95

(3 hrs. per week - 13 weeks = 117 hours)

Anticipated Revenue:

Student Fees:

Net Cost of Proposed Course:

\$859.95

Special Details of Proposed Course:

Senate approval for Mandarin Chinese courses to be offered for credit is now awaited and the only alternative to provide those students who have already begun their study of that language with the opportunity to maintain the knowledge already acquired is to offer the courses on a non-credit basis during the Spring Semester 1974. Since the recent gift by Mr. Harry Chin for the advancement of Chinese Studies at this University, there has been a marked interest in the language study at the non-credit courses which are offered.

Signature of the Author of the Proposal: [Signature]

Date : OCTOBER 31, 1973

COURSE PROPOSAL FORM

(Non-Credit)

Approved Nov 3/73

Course Title:

Mandarin Chinese - Beginners

Full Description of Course:

See attached course outline

Requirements for Entrants (if any):

None

Rationale for the Course:

To take the place of Chinese 100-3 which is currently before Senate for approval as a permanent credit course. A number of students have already begun studies in Chinese and this course will serve as a continuation and to keep alive any fluency which has been attained during their studies for which no credit has been given.

For Whom is the Course Intended:

For students wishing to get a grounding in the sounds, words and expressions in Chinese Mandarin and for those with an interest in Chinese history etc. It is intended that the course only be offered to students currently enrolled in courses at SFU.

Proposed Dates, Time and Place of Offering:

Each Tuesday, 4:30 - 6:30 p.m. at SFU

Proposed Instructor:

(Attach resume if not regular SFU Faculty or Staff)

A. Hsiao (see attached resume)

Proposed Student Fee:Maximum Number of Students: 10Proposed Course Budget:

Expenses: Instructor(s) stipend(s): \$7.35 per hour
 (2 hrs. teaching, 1 hr. preparation = 3 hrs total)

Travel & Accommodation : N/A

Rental of Facilities : N/A (for off-campus
 courses using
 rented space)

Equipment & Materials : Nil
 Tapes and other written material already available

Other Expenses (list) : Nil

TOTAL COST : \$859.95

(9 hrs. per week - 13 weeks = 117 hours)

Anticipated Revenue:

Student Fees:

Net Cost of Proposed Course:

\$859.95

Special Details of Proposed Course:

Senate approval for Mandarin Chinese courses to be offered for credit is now awaited and the only alternative to provide those students who have already begun their study of that language with the opportunity to maintain the knowledge already acquired is to offer the courses on a non-credit basis during the Spring Semester, 1974. Since the recent gift by Mr. Harry Chin for the advancement of Chinese Studies at this University, there has been a marked interest in the language study at the non-credit courses which are offered.

Signature of the Author of the Proposal: *[Signature]*

Date : October 31, 1973

51 NC 74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Centre for Communications and the Arts
andName/Department/Division proposing course: Dr. Doug Cole, Dept. of History *

Address: _____ Tel. _____

Proposed Course Title: B.C. ARTISTS AND THEIR ART
 (please attach a full description of the course, indicating
 course content, etc.)

Proposed Instructor: See attached list.
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) \$50.00 each artistTravel: if necessaryRentals & Other Expenses: nilAnticipated Expenses Total: Please contact Dr. Cole *

Publicity Requirements: taken care of by Publicity Dept. CC&A, Mary Trainer 3221
 (please provide details of type of promotion required, e.g. news-
 paper, general mailing, special mailing).

Intended "target" audience: General Public, visual artists

(i.e. why is this course
 necessary, for whom is it
 intended?)

*The following departments have contributed funds to support this project for
 the fall, 1973 and the spring, 1974: Vice-President University Services
 Dean of Arts
 Division of Canadian Studies
 Department of History

Proposed time period for course:

Commencement date: January 29, 1974 End date: March 26, 1974

mon ☐ tue ☒ wed ☐ thu ☐ fri ☐ sat ☐ sun ☐

Time: from 8:00 P.M. to _____

Location Proposed: East Concourse Cafeteria

Enrolment: Maximum: 150 Minimum: _____

For office use:

Date received: Nov 2 / 73 Course number: 51 NC 74

Date Submitted to Non-Credit Committee: Dec 4 / 73

Approved: ☒ Rejected: ☐

Reason for Rejection: _____

Action: _____

B.C. ARTISTS AND THEIR ART

January 29	Gathie Falk 2861 West 3rd Avenue Vancouver 8, B.C.
February 12	P.K. Page 32 Exeter Drive Victoria, B.C.
February 26	Roy Kiyoocha Department of Fine Arts University of B.C.
March 12	Gary Lee Nova c/o Granville Grange 1927 Granville Street Vancouver, B.C.
March 26	Brian Fischer 218 West 6th Avenue Vancouver, B.C.

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
 Senate Committee on Non-Credit Instruction
 Division of Continuing Education
 Simon Fraser University
 Burnaby 2, B. C.

Name/Department/Division proposing course: Cont Ed + KinesiologyAddress: 4350 Union St Tel. 4693Bby 2 Tel 291-1518Proposed Course Title: Introduction to Dance Therapy - level II
 (please attach a full description of the course, indicating course content, etc.)Proposed Instructor: Amy Greenfield
 (please attach resume, if not regular SFU faculty)

Anticipated Course Budget:

Stipends: (Please list number and amounts) \$300 (12 hrs x 25⁰⁰)Travel: -Rentals & Other Expenses: -Anticipated Expenses Total: -Revenues: Approx 8 students x \$15 = \$120Publicity Requirements: None
 (please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).Intended "target" audience: Initial group of students
who wished advanced
portion
 (i.e. why is this course necessary, for whom is it intended?)

Amy Greenfield Instructor
 E.W. Branton Ch.
 - Kinesiology

Proposed time period for course:

Commencement date: Jan 17/74 End date: 8 weeks

mon ☐ tue ☐ wed ☐ thu ☒ fri ☐ sat ☐ sun ☐

Time: from 4-00 to 5-30

Location Proposed: SFU

Enrolment: Maximum: 10 Minimum: 5

For office use:

Date received: ~~Nov~~ Nov 13/74 Course number: 52Nc 74

Date Submitted to Non-Credit Committee: Dec 4/73

Approved: ☒ Rejected: ☐

Reason for Rejection: _____

Action: _____

W. Mitchell

W. J. Simpson

W. H. K. K.

W. H. Hellard

W. J. Gann

W. H. Gann > if 1 evening per week

W. H. Engel

W. H. Gann

Course No. 53 NC 74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM

Chairman
Senate Committee on Non-Credit Instruction
c/o Division of Continuing Education
Simon Fraser University
Burnaby 2, B.C.

PROPOSED COURSE TITLE: INTRODUCTION TO JAPAN THROUGH JAPANESE CONVERSATION
(Please attach a full description of the course,
indicating course content, etc.)

SECTION 1. - To be completed for non-credit activities
offered under the auspices of the Division
of Continuing Education.

Proposed Instructor: HIROSHI TANAKA
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: yes
(Please provide details of type of promotion required,
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria PER EVENING \$ 500 24 x 10 wks. \$ 500
(Please list names and amounts)

Travel Expenses:

(Where applicable)

Miscellaneous Expenses:

PHOTO COPYING 30
PROJECTOR 11

Total \$

Revenue:

Course fees:

10

x

\$ 15

Miscellaneous Revenue:

Total \$

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education

Department/Division proposing the course: _____

Proposed Instructor: _____
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: _____
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:

Stipend/Honoraria: _____ \$ _____

Revenues (i.e. fees, etc.) _____ \$ _____

Department/Division subsidizing course: _____

Publicity Requirements:

☐ To be arranged by Department proposing the course

☐ To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

GENERAL PUBLIC PARTICULARLY ANYONE ANTICIPATING FUTURE TRAVEL TO JAPAN EITHER
ON BUSINESS OR FOR PLEASURE

Proposed time period for course: _____ SPRING 74

Commencement Date: Jan 15 '74 End Date: March 19 '74

☐ Mon. ☒ Tues. ☐ Wed. ☐ Thurs. ☐ Fri. ☐ Sat. ☐ Sun.

Time: From 7:30 PM to 9:30 PM

Location Proposed: Small room SFU 7105CC (booked)

Fee to be charged: \$15

Enrollment: Maximum _____ Minimum 10

Any Special Requirements: (i.e. space, equipment, etc.)

Screen & Projector

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction:

For the Fall semester: June 15.
For the Spring semester: October 15.
For the Summer semester: February 15.)

Signature of Proposer: _____ Date: _____

Signature of Instructor: J. E. Amaka Date: _____

Department/Division Authorization: _____
(where applicable)

Date: _____

NOTE: Courses sponsored by Departments,
Centres, or Divisions, should bear the
signature of the Division, Department
or Centre Chairperson.

For Office Use:

Date received: Nov 22/73 Course No. 53 NC 74

Date Submitted to Non-Credit Committee: 1. Dec 4/73
2. _____
3. _____

Approved: ☒ Rejected: 1. _____
2. _____
3. _____

Reason for rejection:
1. _____
2. _____
3. _____

Action: _____

Evaluation Date: _____ Number of times
offered: _____

INTRODUCTION TO JAPAN THROUGH JAPANESE CONVERSATION

Course Outline

This course is intended to familiarize students with simple conversational skills and to introduce them to Japanese culture through language practise, discussion and films.

Week

- | | |
|----|---|
| 1 | Introduction to Japan and the Japanese language:
Hiragana & Katakana |
| 2 | Greetings & Salutations |
| 3 | After the greeting: basic sentence structure |
| 4 | More basic sentence structure: Wa & Ga |
| 5 | Counting |
| 6 | Conversation practise: finding locations |
| 7 | : eating |
| 8 | : shopping |
| 9 | : finding more locations |
| 10 | : making friends |

Films

Each week a film of approximately twenty minutes in length will be shown as listed below. This order is subject to change depending on the availability of the films from the consulate.

- 1 Japan- a profile of the nation today
- 2 Language of Japan
- 3 School life in Japan
- 4 A day in Tokyo
- 5 Living arts of Japan
- 6 Invitation to Japanese architecture
- 7 Gardens of Japan
- 8 Industrial Japan
- 9 Inland sea of Japan
- 10 Japan, land and people

Course No. 54 NC 74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
Senate Committee on Non-Credit Instruction
c/o Division of Continuing Education
Simon Fraser University
Burnaby 2, B.C.

PROPOSED COURSE TITLE: The Watergate: American institutions in crisis
(Please attach a full description of the course,
indicating course content, etc.)

SECTION 1. - To be completed for non-credit activities
offered under the auspices of the Division
of Continuing Education.

Proposed Instructor: Lectures - visiting (H. Fellman
co-ordinator)
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: flyers - public service ann.
(Please provide details of type of promotion required,
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria As attached \$ _____
(Please list names and amounts)

Travel Expenses: _____ \$ _____
(Where applicable) As attached

Miscellaneous Expenses: _____ \$ _____

Total \$ _____

Revenue:
Course fees: _____ x \$ _____ \$ _____

Miscellaneous Revenue: _____ \$ _____

Total \$ _____

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: _____

Proposed Instructor: _____
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: _____
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:

Stipend/Honoraria: _____ \$ _____

Revenues (i.e. fees, etc.) _____ \$ _____

Department/Division subsidizing course: _____

Publicity Requirements:

☐ To be arranged by Department proposing the course

☐ To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

Proposed time period for course: general public
Feb - March

Commencement Date: Feb 20/74 End Date: March 21/74

☐ Mon. ☐ Tues. ☒ Wed. ☐ Thurs. ☐ Fri. ☐ Sat. ☐ Sun.

Time: from 8:00 pm to 10:00 pm

Location Proposed: C9002 - 150 people

Fee to be charged: \$5 for series - \$1 per night.

Enrollment: Maximum _____ Minimum ?

Any Special Requirements: (i.e. space, equipment, etc.)

Film projector, microphone

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.
For the Spring semester: October 15.
For the Summer semester: February 15.)

Signature of Proposer: Mildred Zellman Date: Nov 22/73

Signature of Instructor: _____ Date: _____

Department/Division Authorization: _____
(where applicable)

Date: _____

NOTE: Courses sponsored by Departments,
Centres, or Divisions, should bear the
signature of the Division, Department
or Centre Chairperson.

1002

now booked ✓

reg. letter sent ✓

For Office Use:

Date received: Nov 22/73 Course No. 54 NC 74

Date Submitted to Non-Credit Committee: 1. Dec 4/73
2. _____
3. _____

Approved: ☒

Rejected: 1. _____
2. _____
3. _____

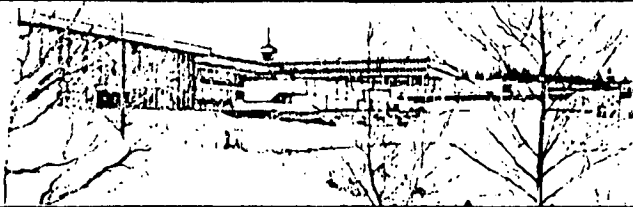
Reason for rejection:

1. _____
2. _____
3. _____

Action: _____

Evaluation Date: _____

Number of times
offered: _____



DIVISION OF CONTINUING EDUCATION

SIMON FRASER UNIVERSITY, BURNABY 2, B.C., CANADA
Telephones: 291-4584 / 291-4585

THE WATERGATE: AMERICAN INSTITUTIONS IN CRISIS

#54NC74

During late February and early March 1974, the Division of Continuing Education will be holding a series of six public lectures on the Watergate crisis. The lectures will be open to the general public, as well as students, staff and faculty at Simon Fraser University, and will take place every Wednesday evening from 8.00pm to 10.00pm in Room C9002 at Simon Fraser University. The series will cost \$5.00 per person or \$1.00 for each individual lecture. Persons wishing to pre-register for this series may do so by completing the form below and mailing it, together with their fee to:

Division of Continuing Education
Simon Fraser University
Burnaby 2, B.C.

Alternatively, payment can be made at the door each Wednesday evening.

<u>PROGRAM</u>	<u>INTRODUCTION & LECTURE</u>	<u>LECTURER</u>
1) Wed Feb. 20	"Poor Richard"	Prof. Michael Fellman Department of History Simon Fraser University
2) Wed Feb. 27	"Watergate & the American Constitutional Structure"	Prof. David Fellman Political Science Dept. University of Wisconsin (Madison)
3) Wed March 6	"The Day They Impeached the Prime Minister"	Prof. H.V. Nelles Prof. of History York University
4) Wed March 13	"Impeachment in Historical Perspective"	Prof. Arthur Bestor Prof. of History University of Washington
5) Wed March 20	"The Press and Watergate" (tentative title)	Mr. David Ablett Vancouver Sun - Ottawa Correspondent; former Washington correspondent.
6) Wed March 27	"Millhouse - A White Comedy"	Film

Further information on both lecture content and lecturer is available in the Division of Continuing Education, telephone 291-4565.

REGISTRATION FORM

Fee: \$5 for six lectures, or \$1 per lecture.
Make cheques payable to Simon Fraser University.

NAME: _____ TELEPHONE: _____

ADDRESS: _____

Please register me for lecture number ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ all
"Watergate Series"

SFU
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Course No. 55 Nc 74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman
Senate Committee on Non-Credit Instruction
c/o Division of Continuing Education
Simon Fraser University
Burnaby 2, B.C.

PROPOSED COURSE TITLE: Lecture Series on Arab/Israeli Conflict
(Please attach a full description of the course,
indicating course content, etc.)

SECTION I. - To be completed for non-credit activities
offered under the auspices of the Division
of Continuing Education.

Proposed Instructor: lecturers (5 David co-ordinator)
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: flyes & public service announcement
(Please provide details of type of promotion required,
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria _____ \$ _____
(Please list names and amounts)

Travel Expenses: _____ \$ _____
(Where applicable)

Miscellaneous Expenses: _____ \$ _____

Total \$ _____

Revenue:
Course fees: _____ x \$ _____ \$ _____

Miscellaneous Revenue: _____ \$ _____

Total \$ _____

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: _____

Proposed Instructor: _____
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: _____
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:

Stipend/Honoraria: _____ \$ _____

Revenues (i.e. fees, etc.) _____ \$ _____

Department/Division subsidizing course: _____

Publicity Requirements:

☐ To be arranged by Department proposing the course

☐ To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

General public
Proposed time period for course: _____

Commencement Date: _____ End Date: _____

☐ Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri. ☐ Sat. ☐ Sun.

Time: from _____ to _____

Location Proposed: _____

Fee to be charged: _____

Enrolment: Maximum _____ Minimum _____

Any Special Requirements: (i.e. space, equipment, etc.) _____

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.
For the Spring semester: October 15.
For the Summer semester: February 15.)

Signature of Proposer: _____ Date: _____

Signature of Instructor: _____ Date: _____

Department/Division Authorization: _____
(where applicable)

Date: _____

NOTE: Courses sponsored by Departments,
Centres, or Divisions, should bear the
signature of the Division, Department
or Centre Chairperson.

(.) Coffee available
9:30 on Thurs
in Blue Room.

For Office Use:

Date received: Nov / 73 Course No. 55 NC 74

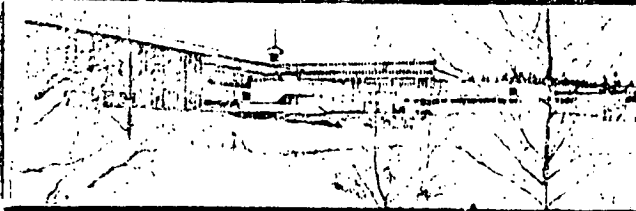
Date Submitted to Non-Credit Committee: 1. Dec 4/73
2. _____
3. _____

Approved: ☒ Rejected: 1. _____
2. _____
3. _____

Reason for rejection:
1. _____
2. _____
3. _____

Action: _____

Evaluation Date: _____ Number of times
offered: _____



DIVISION OF CONTINUING EDUCATION

SIMON FRASER UNIVERSITY, BURNABY 2, B.C., CANADA
Telephones: 291-4564 / 291-4565

CONFLICT IN THE MIDDLE EAST

#55NC74

During February and March, 1974, the Division of Continuing Education will be holding a series of six public lectures. The series will provide some historical background of the Arab-Israeli conflict, but will concentrate on the post-1967 period. Conflict in the contemporary Middle East assumes many forms. The struggle between Arabs and Israelis is the most prominent and will be discussed in each of the lectures in the series. Besides this over-riding issue, other areas of conflict such as Arab oil policy, the Palestinian nationalist movement, different forms of Arab nationalism and the clash of Great Powers will also be discussed, highlighting the complexity of Middle Eastern politics.

The lectures will be open to the general public, as well as students, staff and faculty at Simon Fraser University, and will take place every Thursday evening from 7.30pm to 9.30pm in Room C9002 at Simon Fraser University. A separate Thursday noon hour session will be held at the Burnaby Y.M.C.A. on Canada Way, from 12.00noon to 2.00pm, and babysitting facilities will be available. The series will cost \$5.00 per person or \$1.00 for each individual lecture. Persons wishing to pre-register for this series may do so by completing the form below and mailing it, together with their fee to:

Division of Continuing Education
Simon Fraser University, Burnaby, B.C.
V5A 1S6

Alternatively, payment can be made at the door.

<u>PROGRAM</u>	<u>INTRODUCTION & LECTURE</u>	<u>LECTURER</u>
1) Thurs Feb. 14	"Historical background: Palestinians, Jews and the British."	Prof. J.P. Spagnolo Dept. of History, SFU.
2) Thurs Feb. 21	"1956 and 1967: Rise and Fall of Arab Unity."	Prof. R.L. Cleveland U. of Saskatchewan
3) Thurs Feb. 28	"The Rise of Palestinian National Consciousness"	Prof. Hanna Kassis U.B.C.
4) Thurs March 7	"Oil and Arab Politics"	S. Deguid Dept. of History, SFU
5) Thurs March 14	"The Great Powers and the Arab-Israeli Conflict"	Prof. Ivar Spector U. of Washington
6) Thurs March 21	"The 1973 War"	To be announced.

Further information on both lecture content and lecturer is available in the Division of Continuing Education, telephone 291-4565.

REGISTRATION FORM

Fee: \$5 for six lectures, or \$1 per lecture. Make cheques payable to Simon Fraser University.

NAME: _____ TELEPHONE: _____

ADDRESS: _____

Please register me for lecture number ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ all
"Middle East Series"

SUMMARY OF EVALUATION OF NON-CREDIT COURSES
SEMESTER 73-3

JANUARY 1974

TITLE: Woman's Body/Woman's Mind

TOTAL ENROLMENT: SFU STUDENTS app. 9 NON-SFU STUDENTS app. 158

FEE CHARGED (IF ANY): SFU STUDENTS None NON-SFU STUDENTS None

TOTAL EXPENDITURES: \$134.00 app.

TOTAL REVENUE: None

ADVERTISING: Posters and handouts printed through Central Duplicating. Publicity - SFU Week.

STUDENT FEEDBACK: Informal comments have been very favorable and requests for future programs of a similar nature have been received.

DROP RATE: Not Known

OPERATIONAL PROBLEMS: Not Known

COMMENTS: No special attempt was made to include non-SFU participants.

TITLE: English 001 - Writing

TOTAL ENROLMENT: SFU STUDENTS 45 NON-SFU STUDENTS None

FEE CHARGED: None

TOTAL EXPENDITURE: None

TOTAL REVENUE: None

ADVERTISING: Non-Credit Activities Schedule

STUDENT FEEDBACK: General agreement on the usefulness of the course was indicated and dissatisfaction that no credit is given for it.

DROP RATE: Attendance fell off sharply with the onset of mid-term examinations in credit courses, 10 attended more or less regularly to the end.

OPERATIONAL PROBLEMS: Only in insuring attendance and requiring work of students. Without grades or transcript entry, no form of compulsion can be applied.

COMMENTS: One English Faculty member entirely conducted the course, in addition to serving in one of the Department's other courses.

TITLE: Mandarin Chinese - Beginners

TOTAL ENROLMENT: SFU STUDENTS 20 NON-SFU STUDENTS None

FEE CHARGED: SFU STUDENTS None NON-SFU STUDENTS None

TOTAL EXPENDITURES: App. \$1200.00 (cost of all 3 Mandarin courses)

TOTAL REVENUE: None

ADVERTISING: 25 big posters and Non-Credit Activities Schedule.

STUDENT FEEDBACK: Student response has been good.

DROP RATE: 50%

OPERATIONAL PROBLEMS: No problems in space, staffing or equipment.

COMMENTS: Supported by Dept. of Modern Languages. Some students did not prepare properly for the lessons. All students suggested that the course should be a credit course as it was approved by Senate in December 1973.

TITLE: Mandarin Chinese - Intermediate

TOTAL ENROLMENT: SFU STUDENTS 7 NON SFU STUDENTS None

FEE CHARGED: SFU STUDENTS None NON SFU STUDENTS None

TOTAL EXPENDITURES: included in cost of Beginners course

TOTAL REVENUE: None

ADVERTISING: 25 big posters and Non-Credit Activities Schedule.

STUDENT FEEDBACK: Student response has been good.

DROP RATE: 50%

OPERATIONAL PROBLEMS: None

COMMENTS: As above

page 3

TITLE: Mandarin Chinese - Advanced

TOTAL ENROLMENT: SFU STUDENTS 15 NON SFU STUDENTS None

FEE CHARGED: SFU STUDENTS None NON SFU STUDENTS None

TOTAL EXPENDITURES: included in cost of Beginners course.

TOTAL REVENUE: none

ADVERTISING: 25 posters and Non-Credit Activities Schedule

STUDENT FEEDBACK: Student response has been good.

DROP RATE: 50%

OPERATIONAL PROBLEMS: None

COMMENTS: Same as Mandarin Chinese Beginners & Intermediate

TITLE: Access to Information

TOTAL ENROLMENT: SFU STUDENTS 69 NON SFU STUDENTS None

FEE CHARGED: SFU STUDENTS None NON SFU STUDENTS None

TOTAL EXPENDITURES: \$89.00

TOTAL REVENUES: None

ADVERTISING: Peak, Peak Directory, SFU Week, Posters and Non-Credit
Activities Schedule

STUDENT FEEDBACK: Questionnaire was circulated which resulted in
some design changes.

DROP RATE: 50% or higher.

OPERATIONAL PROBLEMS: None

COMMENTS: Because the course runs for 5 weeks and students have
competing credit courses. This semester the course will
be offered within a 2 1/2 week period at the beginning
of the semester.

page 4

TITLE: Glassblowing

TOTAL ENROLMENT: SFU STUDENTS 8 NON SFU STUDENTS None

FEE CHARGED: SFU STUDENTS None NON SFU STUDENTS None

TOTAL EXPENDITURES: App. \$300

TOTAL REVENUES: None

ADVERTISING: A memo was distributed at the beginning of each semester.

STUDENT FEEDBACK: It is a very useful course.

DROP RATE: Nil

OPERATIONAL PROBLEMS: Nil

COMMENT: Decision taken by committee that it was not necessary to take to Non-Credit Committee as staff oriented project.

TITLE: Introduction to Dance Therapy

TOTAL ENROLMENT: SFU STUDENTS 12 NON SFU STUDENTS 4

FEE CHARGED: SFU STUDENTS \$25.00 NON SFU STUDENTS \$25.00

TOTAL EXPENDITURES: app \$100.00

TOTAL REVENUES: \$375.00

ADVERTISING: Pamphlet and Non-Credit Activities Schedule

STUDENT FEEDBACK: Excellent feedback on questionnaire. Students offered constructive suggestions, criticisms, and subjective analysis. Out of this class a second class was formed to further explore the concepts presented on a more sophisticated level.

DROP RATE: 4

OPERATIONAL PROBLEMS: Class was scheduled in Mini-gym which was unheated and therefore unsuitable for this activity. Forced to move to much less suitable places. This was a major detriment.

COMMENTS: None

page 5

TITLE: Aquatics

TOTAL ENROLMENT: 36 (Campus community only)

FEE CHARGED: None

TOTAL EXPENDITURES: \$300.00

TOTAL REVENUES: None

ADVERTISING: Non-Credit Activities Schedule

STUDENT FEEDBACK: Compiling Formal questionnaire

DROP RATE: 14

OPERATIONAL PROBLEMS: Inadequate space, insufficient equipment.

COMMENT: High drop rate reflects high academic stress here.
High incidence of "no shows" not included in above
figures. Outdoor recreation, particularly skin and
scuba diving are best attended because a fee is charged,
to cover check-out dive expenses.

TITLE: Fitness

TOTAL ENROLMENT: 117 Campus community only

FEE CHARGED: None

TOTAL EXPENDITURES: \$1132.00

TOTAL REVENUES: None

ADVERTISING: Non-Credit Activities Schedule

STUDENT FEEDBACK: Compiling formal questionnaire

DROP RATE: 9

OPERATIONAL PROBLEMS: Inadequate space, insufficient equipment

COMMENT: Same as above

TITLE: Sports & Games

TOTAL ENROLMENT: 55 (Campus community only)

FEE CHARGED: None

TOTAL EXPENDITURES: \$125.00

TOTAL REVENUES: None

page 6

Sports & Games cont.

ADVERTISING: Non-Credit Activities Schedule

STUDENT FEEDBACK: Compiling a formal questionnaire

DROP RATE: 12

OPERATIONAL PROBLEMS: Inadequate space, insufficient equipment

COMMENT: Same as Aquatics

TITLE: Combatives

TOTAL ENROLMENT: 80 (Campus community only)

FEE CHARGED: None

TOTAL EXPENDITURES: \$525.00

TOTAL REVENUES: None

ADVERTISING: Non-Credit Activities Schedule

STUDENT FEEDBACK: Compiling formal questionnaire

DROP RATE: 36

OPERATIONAL PROBLEMS: Inadequate space, insufficient equipment

COMMENT: Same as Aquatics

TITLE: Outdoor program

TOTAL ENROLMENT: 112 Campus community only

FEE CHARGED: None except Skin and Scuba Diving - \$ 20.00 each

TOTAL EXPENDITURES: \$1581.00

TOTAL REVENUES: \$800.00

ADVERTISING: Non-Credit Activities Schedule

STUDENT FEEDBACK: Preparing formal questionnaire

DROP RATE: 12

OPERATIONAL PROBLEMS: Inadequate space, insufficient equipment

COMMENT: Same as Aquatics

page 7

TITLE: Introduction to APL1

TOTAL ENROLMENT: SFU STUDENTS 8 NON SFU STUDENTS 4 (Faculty & Staff)

FEE CHARGED: None

TOTAL EXPENDITURES: None

TOTAL REVENUES: None

ADVERTISING: Computing Centre Newsletter, Non-Credit Activities Schedule

STUDENT FEEDBACK: None

DROP RATE: Not Known

OPERATIONAL PROBLEMS: None

COMMENT: All requirements met by Computing Centre and Audio-Visual.

TITLE: Elementary Dance

TOTAL ENROLMENT: SFU STUDENTS 44 NON SFU STUDENTS 7

FEE CHARGED: SFU STUDENTS None NON SFU STUDENTS \$24.00

TOTAL EXPENDITURES: \$952.00

TOTAL REVENUES: \$168.00

ADVERTISING: Workshop Brochures, Peak Directory, Non-Credit Activities
Schedule

STUDENT FEEDBACK: Formal evaluation will be provided

DROP RATE: Not known

OPERATIONAL PROBLEMS: Insufficient space limits enrolment to 50.

COMMENT: Workshop followed pattern described in course proposal

TITLE: Intermediate/Advanced Dance

TOTAL ENROLMENT: SFU STUDENTS 27 NON SFU STUDENTS 8

FEE CHARGED: SFU STUDENTS None NON SFU STUDENTS \$40.00

TOTAL EXPENDITURES: \$367.00

TOTAL REVENUES: \$320.00

ADVERTISING: Brochure, Peak Directory, Non-Credit Activities Schedule

Intermediate/Advanced Dance cont.

STUDENT FEEDBACK: Not Known

DROP RATE: Not known

OPERATIONAL PROBLEMS: Insufficient space, additional staff required

COMMENT: Workshop followed pattern described in course proposal.
No instructor's salary was charged to the C.C.&A. Staffing
of senior position in program is under special arrangement
with Dept. of Kinesiology and with concurrence of V.P. Academic.

TITLE: Choreographer's Workshop

TOTAL ENROLMENT:

FEE CHARGED: None

TOTAL EXPENDITURES: \$1277.00

TOTAL REVENUES: None

ADVERTISING: Workshop Brochure, Peak Directory, Non-Credit Activities
Schedule

STUDENT FEEDBACK: Formal evaluation will be provided

DROP RATE: Not known

OPERATIONAL PROBLEMS: Insufficient space, additional staff required

COMMENT: Same as above

TITLE: Super 8mm Film Workshop

TOTAL ENROLMENT: SFU STUDENTS: 8 NON SFU STUDENTS 3

FEE CHARGED: SFU STUDENTS: None NON SFU STUDENTS: \$24.00

TOTAL EXPENDITURES: \$4749.00

TOTAL REVENUES: \$182.00 (including 11 Lab. fees - adjusted)

ADVERTISING: Workshop Brochure, Peak Directory, Non-Credit
Activities Schedule

STUDENT FEEDBACK: Formal evaluation will be provided

DROP RATE: Not known

OPERATIONAL PROBLEMS: Constant upgrading of heavily used equipment
is required.

COMMENT: Same as above

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TITLE: 16mm Film Workshop

TOTAL ENROLMENT: SFU STUDENTS 4 NON SFU STUDENTS 11

FEE CHARGED: SFU STUDENTS None NON SFU STUDENTS \$40.00
\$50.00 deposit - Lab fees.

TOTAL EXPENDITURES: \$7119.00

TOTAL REVENUES: \$1190.00 (inc. \$750.00 Lab fees)

ADVERTISING: Workshop Brochure, Peak Directory, Non-Credit Activities
Schedule

STUDENT FEEDBACK: Not known

DROP RATE: Not known

OPERATIONAL PROBLEMS: Space desperately needed (especially during editing) i.e. separate viewing room, at least four more cutting rooms in present studio. Many students have to be turned away and applications for this course are received from across Canada. Number of students in this course cannot be increased unless extra space, staff equipment and money are available. Although this workshop is not accredited students must be prepared to devote as much or more time to it as they do their major. Despite its reputation across Canada, the Workshop has only just received a camera and sound recording equipment of professional caliber. More equipment of this nature is required.

TITLE: Introduction to Video

TOTAL ENROLMENT: SFU STUDENTS 15 NON SFU STUDENTS 3

FEE CHARGED: SFU STUDENTS None NON SFU STUDENTS \$24.00
plus Lab fees charged to all \$10.00 each

TOTAL EXPENDITURES: \$3227.00

TOTAL REVENUES: \$252.00

ADVERTISING: Workshop Brochure, Peak Directory, Non-Credit Activities
Schedule

STUDENT FEEDBACK: Formal evaluation will be provided

DROP RATE: Not known

OPERATIONAL PROBLEMS: Should have lighting grid and more studio furniture. Delays in delivery of video equipment required improvisation by Video resident. **191**

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TITLE: Continuing Video

TOTAL ENROLMENT: SFU STUDENTS 7 NON SFU STUDENTS None

FEE CHARGED: SFU STUDENTS None NON SFU STUDENTS \$40.00 each
Lab fees \$10.00 each

TOTAL EXPENDITURES: \$3227.00

TOTAL REVENUES: \$70.00 (Lab fees)

ADVERTISING: Workshop Brochure, Peak Directory, Non-Credit
Activities Schedule

STUDENT FEEDBACK: Formal evaluation will be provided

DROP RATE: Not known

OPERATIONAL PROBLEMS: Same as above

COMMENTS: Same as above

TITLE: Madrigal Singers

TOTAL ENROLMENT: SFU STUDENTS 15 NON SFU STUDENTS 1

FEE CHARGED: None

TOTAL EXPENDITURES: \$1807.00

TOTAL REVENUES: None

ADVERTISING: Workshop Brochure, Peak Directory, Non-Credit
Activities Schedule

STUDENT FEEDBACK: Not known

DROP RATE: Not known

OPERATIONAL PROBLEMS: Lack of acoustically correct musical space
for performance on campus, also a lack of
effective rehearsal space and instruments
for musical program.

COMMENT: This workshop followed pattern described in course
proposal.

page 11

TITLE: Choir

TOTAL ENROLMENT: SFU STUDENTS 29 NON SFU STUDENTS 1

FEE CHARGED: \$24.00 NON SFU STUDENT None SFU STUDENT

TOTAL EXPENDITURES: \$1807.00

TOTAL REVENUES: \$24.00

ADVERTISING: Workshop Brochure, Peak Directory, Non-Credit
Activities Schedule

STUDENT FEEDBACK: Formal evaluation will be provided

DROP RATE: Not known

OPERATIONAL PROBLEMS: Same as previous course

COMMENTS: This workshop followed pattern as described in
Course proposal.

TITLE: Voice Production and Sight Reading

TOTAL ENROLMENT: SFU STUDENTS 24 NON SFU STUDENTS None

FEE CHARGED: SFU STUDENTS None NON SFU STUDENTS \$8.00

TOTAL EXPENDITURES: \$1025.00

TOTAL REVENUES: None

ADVERTISING: Workshop Brochure, Peak Directory, Non-Credit
Activities Schedule

STUDENT FEEDBACK: Formal evaluation will be provided

DROP RATE: Not known

OPERATIONAL PROBLEMS: None

COMMENTS: This workshop followed pattern described in course proposal.

page 12

TITLE: Beginning Recorder

TOTAL ENROLMENT: SFU STUDENTS: 18 NON SFU STUDENTS 0

FEE CHARGED: SFU STUDENTS None NON SFU STUDENTS \$8.00

TOTAL EXPENDITURES: \$702.00

TOTAL REVENUES: None

ADVERTISING: Workshop Brochure, Peak Directory, Non-Credit
Activities Schedule

STUDENT FEEDBACK: Formal evaluation will be provided

DROP RATE: Not Known

OPERATIONAL PROBLEMS: None

COMMENTS: This workshop followed the pattern described in the
original course proposal.

TITLE: Intermediate Recorder

TOTAL ENROLMENT: SFU STUDENTS: 13 NON SFU STUDENTS 3

FEE CHARGED: SFU STUDENTS: None NON SFU STUDENTS \$8.00

TOTAL EXPENDITURES: \$702.00

TOTAL REVENUES: \$24.00

ADVERTISING: Workshop Brochure, Peak Directory, Non-Credit
Activities Schedule

STUDENT FEEDBACK: Formal evaluation will be provided

DROP RATE: Not known

OPERATIONAL PROBLEMS: None

COMMENTS: This Workshop followed the pattern described in the
Course Proposal.

TITLE: Advanced Recorder

TOTAL ENROLMENT: SFU STUDENTS 5 NON SFU STUDENTS 2

FEE CHARGED: SFU STUDENTS None NON SFU STUDENTS \$24.00

TOTAL EXPENDITURES: \$1027.00

TOTAL REVENUES: \$48.00

Advanced Recorder cont.

ADVERTISING: Workshop Brochure, Peak Directory, Non-Credit
Activities Schedule

STUDENT FEEDBACK: Formal evaluation will be provided

DROP RATE: Not known

OPERATIONAL PROBLEMS: No comments

COMMENTS: This Workshop followed the pattern described in the
Course Proposal

TITLE: Renaissance Emsemble

TOTAL ENROLMENT: SFU STUDENTS 5 NON SFU STUDENTS 3

FEE CHARGED: None

TOTAL EXPENDITURES: \$1007.00

TOTAL REVENUES: None

ADVERTISING: Workshop Brochure, Peak Directory, Non-Credit
Activities Schedule

STUDENT FEEDBACK: Formal evaluation will be provided

DROP RATE: Not known

OPERATIONAL PROBLEMS: Lack of effective credited music program
narrows the number of applicants for such
a performance ensemble.

COMMENTS: This Workshop followed the pattern described in the
course proposal.

TITLE: String/Wind Ensemble

TOTAL ENROLMENT: SFU STUDENTS 3 NON SFU STUDENTS 3

FEE CHARGED: None

TOTAL EXPENDITURES: \$1007.00

TOTAL REVENUES: None

cont.

page 14

String/Wind Ensemble cont.

ADVERTISING: Workshop Brochure, Peak Directory, Non-Credit
Activities Schedule

STUDENT FEEDBACK: Formal evaluation will be provided

DROP RATE: Not known

OPERATIONAL PROBLEMS: Lack of effective credited music program
at Simon Fraser narrows the number of
applicants for such performance ensemble.

COMMENTS: This workshop followed a pattern described in the
course proposal.

TITLE: "At Home" and Rehearsal - Purcell String Quartet

TOTAL ENROLMENT: SFU STUDENTS: 2 NON-SFU STUDENTS: 7

FEE CHARGED: None

TOTAL EXPENDITURES: \$1772.00

TOTAL REVENUES: None

ADVERTISING: Workshop Brochure, Peak Directory, Non-Credit
Activities Schedule

STUDENT FEEDBACK: Formal evaluation will be provided

DROP RATE: Not known

OPERATIONAL PROBLEMS: Lack of accoustically correct performance
space.

COMMENTS: This Workshop followed the pattern described in the
course proposal.

TITLE: Acting Workshop - Hagan Beggs

TOTAL ENROLMENT: SFU STUDENTS 12 NON SFU STUDENTS 7

FEE CHARGED: SFU STUDENTS None NON SFU STUDENTS \$24.00

TOTAL EXPENDITURES: \$6782.00

TOTAL REVENUES: \$168.00

ADVERTISING: Workshop Brochure, Peak Directory, Non-Credit
Activities Schedule

STUDENT FEEDBACK: Formal evaluation will be provided

DROP RATE: Not known

OPERATIONAL PROBLEMS: Space available is mostly multi-purpose. A proper teaching program in theatre can't exist unless there is an area the group can call "their own". If the University is to have a theatre department or theatre section of a credited department, it should consider the construction of facilities specifically for theatre area usage.

It would greatly enhance the operation of the workshop if enough money were available for additional staffing in the areas of costume and movement.

The effect of Non-Credit status on the theatre program seriously affects the enrolment. Initial enthusiasm wanes as students realize that demands are too heavy and often conflict with their credit courses. Credit theatre courses would allow students sufficient time to devote to an intensive study of the theatre. Until a Fine And Performing Arts Department is established here students will not have the time to devote to rehearsals, role preparation, historical approach, production, set building, costuming, set design etc. As long as this condition exists, the theatre will have the utmost difficulty in producing quality plays or students.

TITLE: Design/Technical Workshop - Keith Pepper

TOTAL ENROLMENT: SFU STUDENTS 10 NON SFU STUDENTS 0

FEE CHARGED: SFU STUDENTS None NON SFU STUDENTS \$24.00

TOTAL EXPENDITURES: \$6617.00

TOTAL REVENUES: None

ADVERTISING: Workshop Brochure, Peak Directory, Non-Credit Activities Schedule

STUDENT FEEDBACK: Not known

DROP RATE: Not known

OPERATIONAL PROBLEMS: Same as above

COMMENTS: This workshop followed the pattern described in the course proposal.

page 16

TITLE: Reading & Study 001 - 8 week course

TOTAL ENROLMENT: SFU STUDENTS 250 NON SFU STUDENTS 2

FEE CHARGED: SFU STUDENTS None NON SFU STUDENTS \$60.00

TOTAL EXPENDITURES: \$590.00 (inc. cost of 4 week course & English Language program)

TOTAL REVENUES: \$120.00

ADVERTISING: Peak Newspaper and Non-Credit Activities Schedule

STUDENT FEEDBACK: A course evaluation given to a sample of 68 students of Reading & Study in November 1973 is available.

DROP RATE: 15% at end of week 4, 20% at end of weeks 5 & 6 and 30% after week 7. Not all students are able to take advantage of the full program due to the increased pressures of credit course assignments and midterms which correspond with week 5 in the program.

OPERATIONAL PROBLEMS: Our main operational problem was a vacancy in one staff position which limited enrolment.

TITLE: Reading & Study 001 - 4 week course

TOTAL ENROLMENT: SFU STUDENTS 53 NON SFU STUDENTS None

FEE CHARGED: SFU STUDENTS None

TOTAL EXPENDITURES: Included in expenditures for Reading & Study 001 - 8 week course.

TOTAL REVENUES: None

ADVERTISING: Individual letters to students and University Services "Tent Cards"

STUDENT FEEDBACK: No formal evaluation was given since work was highly individualized but informal comments and "return visits" indicate the Reading & Study Centre is able to meet student's needs.

DROP RATE: Not really applicable

OPERATIONAL PROBLEMS: Staff vacancy placed limitations on amount of individualized instruction given.

COMMENTS: None

page 17

TITLE: English Language Program

TOTAL ENROLMENT: SFU STUDENTS 25 NON SFU STUDENTS 6

FEE CHARGED: SFU STUDENTS None NON SFU STUDENTS \$60.00

TOTAL EXPENDITURES: Included in Reading & Study 001 8-week course

TOTAL REVENUES: \$360.00

ADVERTISING: Peak Newspaper, Non-Credit Activities Schedule

STUDENT FEEDBACK: No formal evaluation was given

DROP RATE: Inapplicable

OPERATIONAL PROBLEMS: Not known

COMMENTS: None

TITLE: Rapid Reading

TOTAL ENROLMENT: SFU STUDENTS 4 NON SFU STUDENTS 18

FEE CHARGED: SFU STUDENTS \$5.00 book fee NON SFU STUDENTS \$65.00

TOTAL EXPENDITURES: \$120.00

TOTAL REVENUES: \$1190.00

ADVERTISING: Mailing list, radio spots

STUDENT FEEDBACK: A course evaluation is available

DROP RATE: 2

OPERATIONAL PROBLEMS: An additional number of teaching hours was required of the day staff members because of staff vacancy.

TITLE: Typing Program (Reading & Study)

TOTAL ENROLMENT: SFU STUDENTS 26 NON SFU STUDENTS 2

FEE CHARGED: \$15.00 (all or part can be waived if student unable to pay)

TOTAL EXPENDITURES: \$6.00

ADVERTISING: Peak Newspaper and Non-Credit Activities Schedule

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Reading & Study Typing Program cont.

STUDENT FEEDBACK: A sample of the evaluation is available.

DROP RATE: Not known

OPERATIONAL PROBLEMS: None

COMMENTS: None

SIMON FRASER UNIVERSITY

S.73-45

MEMORANDUM

To MEMBERS OF SENATE

From ACADEMIC PLANNING COMMITTEE

Subject NON-CREDIT INSTRUCTION

Date MARCH 14, 1973

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

Membership:

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

Terms of Appointment:

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

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

Terms of Reference:

1. To consider for approval all non-credit¹ courses of study, instruction and education, not otherwise approved by Senate, which are proposed under the auspices of SFU or any of its Faculties or Departments, including non-academic departments.
2. Approval shall not extend to more than one offering of any such course; and any subsequent offering must receive the Committee's approval.

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

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

SIMON FRASER UNIVERSITY

S.73-121

MEMORANDUM

Senate

From Senate Committee on Non-Credit Instruction

Subject REPORT ON COMMITTEE ACTIVITIES
SUMMER SEMESTER 1973

Date October 19, 1973

The Senate Committee on Non-Credit Instruction was established during the summer semester 1973. For the information of Senators, a copy of the terms of reference and composition of the Committee are attached.

At the outset, the members of the Committee identified two separate problems with which they were faced. The first of these was to facilitate the offering of non-credit courses in the University for the fall semester 1973. The second was a longer term problem, that of regularizing and systematizing the offering of non-credit courses for subsequent semesters. In attempting to resolve the first of these problems, the Committee requested information on all non-credit courses proposed for offering in the fall semester with a view to examining these offerings. In the event, severe time constraints made it impossible for the Committee to meet and consider all the courses involved; and, in view of this fact and in order to expedite the approval and publication of the full course offerings, the Chairman informed the Committee that it was his intention to approve the submissions himself and to submit them to the Committee for information. A copy of the Chairman's memorandum on this subject is attached. At a subsequent meeting, the full Committee ratified the Chairman's action. Information on each of the courses was approved and is also attached to this report. These courses are now submitted to Senate for its ratification.

In dealing with the second problem, that of establishing guidelines and procedures for future operation, the Committee first discussed the applicability of its terms of reference to the University's non-credit offerings. The result of this discussion was a document laying down the types of courses which would and would not be considered as falling within the Committee's purview. This discussion was followed by further consideration of operating procedures; and a document was also produced defining the method by which the Committee would operate in future. Copies of both of these documents are attached for the information of Senators.



I. Mugridge

Chairman

Encl.

SENATE COMMITTEES

May 7, 1973

SENATE COMMITTEE ON NON-CREDIT INSTRUCTION (standing)

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Vice-President, Academic, or his designate	Chairman (voting)			I. Mugridge
Senator	Elected	2 yrs.	Sep 30/75	P. M. Doherty
Senator		2 yrs.	Sep 30/75	J. F. Ellis
Senator	by	2 yrs.	Sep 30.75	J. M. Munro
Senator		1 yr.	Sep 30/74	H. Weinberg
Senator	Senate	1 yr.	Sep 30/74	E. W. Banister
Senator		1 yr.	Sep 30/74	W. E. Williams
Director of Continuing Education	Non-voting			M. McClaren

TERMS OF REFERENCE:

1. To consider for approval all non-credit¹ courses of study, instruction and education, not otherwise approved by Senate, which are proposed under the auspices of SFU or any of its Faculties or Departments, including non-academic departments.
2. Approval shall not extend to more than one offering of any such course; and any subsequent offering must receive the Committee's approval.
3. To report promptly each semester to Senate for its ratification² the non-credit courses of study, instruction and education which have been approved in the previous semester. Notwithstanding this regular obligation, the Committee shall be empowered to report to Senate at its discretion and be required to report to Senate at the request of Senate.

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

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

Members of the Senate Committee
on Non-Credit Instruction

I. Mugridge
Chairman
Senate Committee on Non-Credit Instruction

Non-Credit Programs and Activities,
Fall Semester, 1973

June 28, 1973

You will recall that, on 11th June, 1973, I sent out a memorandum to all those University agencies offering non-credit courses or programs, informing them of the existence and functions of this Committee. This memorandum also requested submission, through the Office of the Director of Continuing Education, of course proposals for the coming semester. It was my initial intention to allow time for the collection of these submissions and, following this, to place them before the Committee for its consideration. I discovered yesterday, however, that the deadline for transmittal of material for the Fall schedule of non-credit courses to the printer was today. In view of this and of the fact that some of the proposals were not submitted until early yesterday afternoon, it seemed to me that, the only reasonable course was for me to examine the course proposals as carefully as possible and to approve them on behalf of the Committee. I have therefore done this and indicated my approval to the departments concerned. Copies of the memoranda which I have sent to these departments are attached for your information.

I regret the need for this action; but I trust that it will be unnecessary in future. I have now received a proposal from Dr. McClaren on the policies and operating procedures for the Committee and I hope to call a meeting soon after the election of new members at next week's Senate meeting to discuss this proposal. I would then anticipate that the Committee will be able to complete its discussion of these questions in time for the beginning of the Fall semester. This will enable the policies and procedures to be distributed to relevant agencies and for a reasonable deadline to be set for submission of course proposals for the Spring semester, 1974.

I. Mugridge

:ams

DISTRIBUTION

P. Doherty
J.P. Ellis
J.M. Munro
E.W. Barister
M. McClaren

see distribution

I. Mugridge

Assistant Vice-President, Academic

June 11, 1973

The Senate Committee on Non-credit Instruction, established at the May meeting of Senate, recently met to discuss its operating policies and procedures. The members of the Committee agreed unanimously that it was faced with two basic problems. The first of these was to deal with the courses which were being proposed for the Fall semester in such a way as to facilitate their mounting. The second was the longer term problem of establishing adequate policies and procedures for the administration of non-credit instruction.

At the request of the Committee, I am informing the departments likely to be involved in the offering of non-credit courses during the coming academic year, of the existence and method of operation of the Committee. Attached is a copy of the Committee's membership and its terms of reference. For present purposes, the Committee has agreed on the following definition of non-credit courses of study, instruction and education. This phrase will be taken to mean all courses, whether of a semester's duration or less, offered under the auspices of the University or of any of its administrative units. This will not include occasional films, plays, etc., undertaken by groups within the University, or the offering of occasional lectures, seminars or colloquia by academic or other departments. It will, however, include short courses and lecture series, whether offered on or off campus. It should be noted that the terms of reference for the Committee provide that questions of the applicability of the terms of reference shall be referred to the Vice-President, Academic.

Since the Committee is now required to review all non-credit courses offered under University auspices, it will be necessary for it to proceed quickly with its discussions of those courses to be offered during the Fall semester. It would therefore be appreciated if those administrative units proposing to offer such courses during the Fall semester would forward their proposals to the Committee as soon as possible. The courses should be channelled through the office of the Director of Continuing Education who will transmit them to the Committee. I am attaching a form indicating the basic information which the Committee requires for a review of course proposals. I would urge that course proposals be made as detailed as possible.

I. Mugridge

.....2

DISTRIBUTION:

Deans
Department Chairman
Academic Planner
Director Continuing Education
Librarian
Registrar
Academic Advice Centre

cc Mr. S. Roberts
Mr. G. Stuart

CRITERIA FOR DECISIONS ON THE APPLICABILITY OF THE TERMS OF REFERENCE OF
THE SENATE COMMITTEE ON NON-CREDIT INSTRUCTION

1. The Committee will consider the following courses or programs:
 - a. Courses or programs of instructional intent offered by administrative agencies of Simon Fraser University.
 - b. Within the limits of a. above, programs such as courses, workshops or lecture series which have instructional or educational intent and which are normally more than single events.
 - c. Courses, workshops or lecture series which require formal student registration and payment of a fee for attendance.
 - d. Programs, courses, workshops or lecture series which issues certificates or proof of attendance and/or competency.
 - e. Programs, courses, workshops or lecture series which are advertised in the larger community whether to specific groups or to the community in general.
2. It is understood that the Committee will not consider:
 - a. Theatrical performances or events.
 - b. Internal departmental seminars.
 - c. Internal staff or professional training programs.
 - d. Single special events
 - e. Events offered and funded by clubs, private societies or the Student Society.

I. Muiridge
Chairman,
Senate Committee on
Non-Credit Instruction

September 13, 1973

OPERATIONAL PROCEDURES FOR REVIEW OF COURSE PROPOSALS

1. All course proposals from departments, centres, programs or individuals will be submitted to the Chairman of the Senate Committee on Non-credit Instruction on a standard form.
2. All such course proposals will then be reviewed by the Director of the Division of Continuing Education, who will ensure that all proposals are in acceptable form and forward them, with his recommendations to the Committee.
3. The Chairman of the Senate Committee on Non-credit Instruction will communicate the Committee's decisions to the proposers of courses, along with any suggestions from the Committee to the proposer. The Committee will refer any recommendation on fees to the Vice-President, Academic for his consideration and for referral to the President and the Board of Governors.
4. The Division of Continuing Education will arrange for the preparation of publicity materials, the distribution of publicity, the payment of fees and the registration of students (where necessary), as well as other details of the advertisement and operation of courses in consultation with the agency mounting the course.
5. The Committee will receive course proposals on the basis of planning and approving a one semester program. The following deadlines for submission of courses will apply:

For the Fall semester	June 1st
For the Spring semester	November 1st
For the Summer semester	March 1st.

It is recognized that special needs may arise from time to time; but the Committee hopes to regularize the input of course proposals so that there may be adequate lead time to consider proposals, to prepare publicity and so on.

I. Muiridge
Chairman
Senate Committee on Non-credit
Instruction.

September 13, 1973