

## MEMORANDUM

SENATE	From SENATE COMMITTEE ON
	NON-CREDIT INSTRUCTION
Subject SENATE COMMITTEE ON CONTINUING EDUCATION	Date NOVEMBER 12, 1974

MOTION 1. "That Senate approve, as set forth in S-74- , the structure, composition and terms of reference of a Senate Committee on Continuing Education, to succeed the Senate Committee on Non-Credit Instruction, as follows:

A. Membership

Six Senators, elected by Senate  
The Dean of Continuing Education - Chairman

B. Terms of Appointment

The six senators elected by Senate are to be appointed for periods of two years, except that in the first instance three members will be appointed for two years and three for one year.

C. Terms of Reference

(1) To advise Senate on policy with respect to the overall development of the University's continuing education credit and credit-free program.

(2) In respect of credit-free programs, to review at regular intervals existing and proposed programs in terms of their need, objectives, clientele served, and other relevant factors.

(3) To review and approve credit-free courses each semester.

(4) To develop procedures for the approval of various categories of credit-free instruction.

(5) To report to Senate at least once annually with respect to its above-noted responsibilities.

(6) To report to Senate as requested by Senate."

If 1 is approved

MOTION 2. "That until Senate can conduct the required election, those who served as members of the Committee on Non-Credit Instruction serve as members of the Committee on Continuing Education.

SIMON FRASER UNIVERSITY

S.74-170

MEMORANDUM

Mr. Harry Evans

Secretary of Senate

Subject

From Jack Blaney, Dean

Continuing Education

Date November 12, 1974

Enclosed are two Motions with comments which I wish placed on the Agenda for the December 2nd meeting of Senate.

  
Jack Blaney

JB/lc

# SIMON FRASER UNIVERSITY

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MOTION 2. "That until Senate can conduct the required election, those who served as members of the Committee on Non-Credit Instruction serve as members of the Committee on Continuing Education.

## Comments Regarding the Above Motion

The Senate Committee on Non-Credit Instruction initially was established to bring some order into the offering of non-credit courses and to act as Senate's agent for controlling the quality of these courses. Both purposes have been achieved. However, with anticipated growth in the development of the University's continuing education activities, the Committee on Non-Credit Instruction is of the opinion that procedures for approving non-credit courses should become more flexible than those previously adopted (S73-44) and that the Committee (or its successor) should concern itself not only with this function but also with broader policy questions concerning the overall development of the University's continuing education activities.

In essence, the present Committee suggests that the proposed Committee on Continuing Education undertake the following kinds of tasks:

- (1) The development of criteria that should govern the kinds of credit-free programs provided by the University.
- (2) The formulation and supervision of procedures for approving credit-free instruction that would ensure Senate control over quality but which, at the same time, would encourage initiatives in program development and meaningfully involve those individuals best able to make judgements about program content and administrative feasibility.
- (3) The identification and assessment of goals and priorities for the University's continuing education activities with the view to formulating recommendations for Senate's consideration. Excluded from the committee's tasks would be any scrutiny of credit courses and curricula; rather, its concern would be for broader issues such as accessibility to current and proposed programs.
- (4) The consideration of policy and other questions submitted to it by Senate.