

MEMORANDUM

To.....	SENATE	From.....	SENATE COMMITTEE ON AGENDA AND RULES
Subject.....	REPORTS, STUDENT REPRESENTATION	Date.....	FEBRUARY 17, 1981

FOR ACTION, FOR INFORMATION	- FACULTY OF ARTS	I
FOR INFORMATION	- FACULTY OF EDUCATION	II
FOR INFORMATION	- FACULTY OF INTERDISCIPLINARY STUDIES	III
FOR INFORMATION	- FACULTY OF SCIENCE	IV

III. ACTIONS PROPOSED FOR MARCH MEETING OF SENATE

A. For Action, For Information - Report - Faculty of Arts I

MOTION: a) "That Senate approve that each Department in the Faculty of Arts be authorized to select one student representative to participate and vote in meetings of the Faculty of Arts and to vote in Faculty referenda. Each Department shall determine the qualifications, method of selection, and term of office of its student representative, but student representatives must be registered in the current or immediately preceding semester."

b) "That the remainder of the Report be for information at this time."

B. For Information - Reports - Faculty of Education II Faculty of Interdisciplinary Studies III Faculty of Science IV

MOTION: "That the Reports of -
Faculty of Education II
Faculty of Interdisciplinary Studies III
Faculty of Science IV
be for information at this time."

The intent is that there be no further action directly on the Reports at this time until specific recommendations are made by the Faculty concerned. It is expected that Senate may wish to direct or instruct each Faculty as to the desires or intent of Senate relative to further action to be taken. Senate may reiterate its charge, more clearly, to a Faculty to discharge its responsibilities and to report back to the Chairman/Secretary of Senate in sufficient time for inclusion of report on the agenda for the May meeting.

The Senate Committee on Agenda and Rules was of the opinion that the wording of such instructions, to properly reflect the then current intent/desires of Senate, need await some aspects of discussion relative to the report with motion of the Faculty of Arts at the March 2 meeting. It then is intended that

some direction be given by the Chair, if needed (on the advice of SCAR if and as required at that meeting), to ensure that any instructions approved are very clear. Specific motion, therefore, may be developed at Senate within this general area and with necessary limitation.

SIMON FRASER UNIVERSITY

MEMORANDUM

To.....	SENATE	From.....	SENATE COMMITTEE ON AGENDA AND RULES
Subject.....	REPORTS, STUDENT REPRESENTATION		
	I. FACULTY OF ARTS		
	II. FACULTY OF EDUCATION	Date.....	FEBRUARY 16, 1981
	III. FACULTY OF INTERDISCIPLINARY STUDIES		
	IV. FACULTY OF SCIENCE		

- I. A. 1. On March 7, 1977 (Paper S.77-22) the Faculty of Arts presented motion to Senate on this topic of student representation for that Faculty. A number of procedural issues were raised, there was intent that further information be obtained and motion was made "that consideration of Paper S.77-22 be postponed until the next meeting of Senate."
2. The basic topic of student representation was next placed before the Senate Committee on Agenda and Rules in late January 1978, and on recommendation of that body a draft covering the nature and terms of a proposed ad hoc Senate Committee on Student Representation was placed before Senate (Paper S.78-18) for the February 6, 1978 meeting of Senate for information and informal discussion, with intent to present a proposal for formal consideration by Senate at its meeting of March 6, 1978. Senate approved the proposed committee and terms of reference of the Senate Committee on Student Representation. Two faculty Senators and one lay Senator were elected to the Committee on May 8, 1978; two student members were selected by the Student Forum. The Committee was to make its recommendations to Senate by October 31, 1978.

Because of some of the technicalities encountered in the 1977 discussion a legal opinion was obtained (February 1, 1978) to clarify one of the main questions pertaining to responsibilities of Senate in these matters. A copy is provided herewith as Appendix I.

- B. The SCSR undertook its discussions, questionnaires, meetings, and other activities in various ways over some two years. Reports were received by SCAR in August 1979 and in April 1980 with request made by that body for additional information and for some changes in structure of reporting to facilitate discussion at Senate when the final report was to be presented to that body.

The Report - Senate Committee on Student Representation (Paper S.80-134) on the recommendation of SCAR was placed on the agenda for the November 1980 meeting of Senate for discussion but not for formal placing of motions on the recommendations and actions therein. It was made clear that the intent was for the Report to be placed on the agenda for the December 1980 meeting of Senate for formal action with motions at that time. This was done under Paper S.80-164 (in conjunction with S.80-134).

- C. At the meeting of Senate held December 1, 1980 pertaining to Paper S.80-164 on Student Representation the Senate approved a motion with amendments added instructing that each Faculty be directed to discharge its responsibilities under Section 39(b) of the University Act and to report back to the Chairman/Secretary of Senate by February 10, 1981, and (see Section II. A. 1. below for the full motion).

II. Some Information on the Present Situation - Discharge Responsibilities and Report

- A. 1. Provided herewith as Appendix II is a copy of the communication from the Secretary of Senate to the Dean of each Faculty, entitled STUDENT REPRESENTATION, setting in flow the requirements for action by each Faculty to discharge responsibilities and report by February 10, quoting virtually verbatim from the Senate minutes of the December 1 meeting.

(Note: Because of some adjustments to the University Act in recent years, Section 39(b) and Section 40 previously were Section 40(b) and Section 41 respectively.)

- B. 1. Recently, at Senate, there has been some suggestion that this material should have been before Senate by February 9. The date for receipt by the Chairman/Secretary was February 10 with indication of potential need for time after that to organize the materials for proper discussion at Senate.
2. The responses from the four Faculties vary, and have presented some problem in compilation for proper consideration at SCAR and Senate.
3. To the knowledge of the Secretary of Senate, up to the present time at the undergraduate level no Faculty has requested or received approval by Senate (or of the Board if such be required) on student representation under Section 39(b), etc. - with the exception of the Faculty of Arts which initiated request in 1977 but on which discussion was postponed.
4. It need be noted that at various times at Senate, at formal or informal committees, there has been discussion (often non-conclusive) of the intent of Section 39(b) of the University Act as follows:

39. The powers and duties of a faculty are
- (b) to provide for student representation in the meetings and proceedings of the faculty.

Some of these difficulties have arisen from varying perceptions of the authority and responsibility and place of a department, or program, etc., relative to a Faculty and to Senate and within the University Act; some result from the imprecise language of the Act. There has not been clear resolution and Senate may wish to make its determination on one or more of these matters.

Insofar as the "Faculty," or in some cases "faculty," is concerned, unfortunately a number of revisions subsumed largely as editorial in very recent revisions of the Act, have aggravated rather than reduced this problem. Certain earlier versions of the Act used marginal notations to identify brief paragraph content statements, and this is continued. However, some versions use "Faculty" in the margin and in the paragraph content, some use "faculty" in the margin and "Faculty" in the paragraph (obviously correct in some cases, possibly incorrect in others) and other combinations. The most recent edition provides no solutions to the questions presently before SFU Senate.

- C. 1. Three Faculties (Education, Interdisciplinary Studies, Science) have each reported under what is taken to be the portion of the enquiry "... that this report contain advisory bodies."

It is taken that each of these three reports is for information only at this stage as there is no action component recommended by the Faculty. Senate may decide to issue further instructions to those Faculties concerning the intent of its previous discussions or as a result of discussion to be undertaken on March 2.

Those reports are provided herewith as follows:

For Information, Report - Faculty of Education	II
For Information, Report - Faculty of Interdisciplinary Studies	III
For Information, Report - Faculty of Science	IV

2. One Faculty, the Faculty of Arts, has submitted motion to undertake action under Section 39(b). It has also reported for information under the second portion of the charge to it. That Report is provided herewith as follows:

For Action, For Information - Report - Faculty of Arts I

A letter of complaint was submitted to the Chairman of Senate, dated January 30, 1981, by three students concerning certain alleged actions and concerns relative to this topic. A copy of that letter and response from the Chairman are provided herewith as Appendix B, Faculty of Arts. The letter then sent by the Dean to All Faculty, Faculty of Arts, is dated February 11, 1981 and is provided herewith as Appendix A, Faculty of Arts.

The Chairman of Senate, on recommendation of the Senate Committee on Agenda and Rules, has instructed that this report proceed forward to Senate, letters provided.

III. ACTIONS PROPOSED FOR MARCH MEETING OF SENATE

- A. For Action, For Information - Report - Faculty of Arts I

MOTION: a) "That Senate approve that each Department in the Faculty of Arts be authorized to select one student representative to participate and vote in meetings of the Faculty of Arts and to vote in Faculty referenda. Each Department shall determine the qualifications, method of selection, and term of office of its student representative, but student representatives must be registered in the current or immediately preceding semester."

- b) "That the remainder of the Report be for information at this time."

- B. For Information - Reports - Faculty of Education II
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The intent is that there be no further action directly on the Reports at this time until specific recommendations are made by the Faculty concerned. It is expected that Senate may wish to direct or instruct each Faculty as to the desires or intent of Senate relative to further action to be taken. Senate may reiterate its charge, more clearly, to a Faculty to discharge its responsibilities and to report back to the Chairman/Secretary of Senate in sufficient time for inclusion of report on the agenda for the May meeting.

The Senate Committee on Agenda and Rules was of the opinion that the wording of such instructions, to properly reflect the then current intent/desires of Senate, need await some aspects of discussion relative to the report with motion of the Faculty of Arts at the March 2 meeting. It then is intended that some direction be given by the Chair, if needed (on the advice of SCAR if and as required at that meeting), to ensure that any instructions approved are very clear. Specific motion, therefore, may be developed at Senate within this general area and with necessary limitation.

For Information

SIMON FRASER UNIVERSITY

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MEMORANDUM

To Mr. H. M. Evans

From J. W. George Ivany

Secretary of Senate

Dean of Education

Subject REPORT - FACULTY OF
EDUCATION

Date 1981-02-06

For your information, as per your memorandum of December 15, 1980, students are represented on Faculty of Education committees as follows:

Professional Programs Committee

Three students: one to each of three elected representatives elected by and from the lower mainland council of 401/402 representatives, the lower mainland council of 405 representatives, and the interior sites council of PDP representatives respectively. The term of office is for one year normally beginning October 1st. If a member is to be absent for a period of one semester, an alternate may be named by the committee. If a member is to be absent for a longer period, he/she shall be replaced on the committee by election.

Undergraduate Programs Committee

Two students, named by the Director on the recommendation of the Education Students Society President. The term of office is for one year, and will normally begin October 1st. If a member is to be absent for a period of one semester, an alternate may be named by the committee. If a member is to be absent for a longer period, he/she shall be replaced on the committee by nomination.

NOTE: The Undergraduate Programs Committee is currently considering modifying the above to read "Two students, elected from and by members of the Education Student Union and the term of office is for one year, and will normally begin October 1st. If a member is to be absent for a period of one semester, an alternate may be named by the committee. If a member is to be absent for a longer period, he/she shall be replaced on the committee by nomination."

Graduate Programs Committee

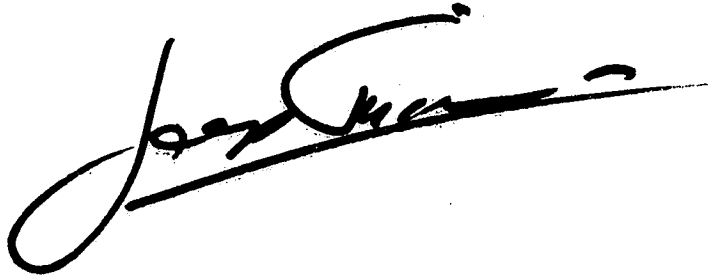
A student (and alternate) elected by and from the graduate students of the faculty. The term of office is for one year, and will normally begin October 1st. If a member is to be absent for a period of one semester an alternative may be named by the Committee. If a member is to be absent for a longer period, he shall be replaced by election.

Faculty Admissions Committee

One student registered in the Professional Development Program elected by and from the students registered in the Professional Development Program. The term of office is for one year, normally beginning October 1st. If a member is to be absent for a period of one semester an alternate may be named by the committee. If a member is to be absent for a longer period, he shall be replaced on the committee by election.

Faculty of Education Meeting

Student members of the Professional Programs Committee, Undergraduate Programs Committee and Graduate Programs Committees are members of the Faculty of Education Meeting.

A large, stylized handwritten signature in black ink, likely belonging to Dr. K. George Pedersen, is written over a horizontal line.

JWGI:nb

cc Executive Committee

Dr. K. George Pedersen, Chairman of Senate

For Information

MEMORANDUM

To Mr. H.M. Evans, Registrar and
Secretary to Senate
Subject Student Representation on
Faculty Committees.

From P.J. Brantingham, Associate Dean
Faculty of Interdisciplinary Studies
Date February 4, 1981

REPORT FACULTY OF INTERDISCIPLINARY STUDIES

This memorandum constitutes the required report to the Senate of Simon Fraser University on the patterns of student representation in the various decisional units within the Faculty of Interdisciplinary Studies.

The Faculty of Interdisciplinary Studies has two major working committees, the Faculty of Interdisciplinary Studies Undergraduate Curriculum Committee (FISC) and the Faculty Graduate Studies Committee (GRIDS).

FISC

Under its terms of reference, FISC is composed of one faculty member (or alternate) from each Department or Program within the Faculty, the Dean of I.D.S. and three students appointed by the Student Society.

Each member of FISC has one full vote.

A quorum is formed by a majority of members of the committee.

At present, there are five departments and six programs. Thus, the current voting composition is a total of 15 voting members: the Dean, 11 faculty members, 3 students.

GRIDS

Under its terms of reference, GRIDS is composed of one faculty member from each department or program offering a graduate degree, the Associate Dean of I.D.S. and two student members appointed by the Student Forum.

Each member of GRIDS has one full vote.

A quorum is composed of a simple majority of the members.

At present, four departments and one program offer graduate degrees. Thus, the current voting composition is a total of 8 voting members: the Associate Dean, 5 faculty members and two students.

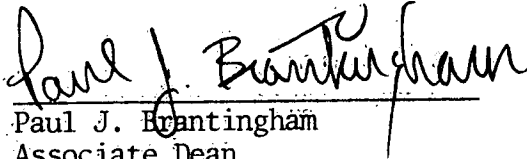
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REGISTRAR'S OFFICE
MAIL DESK

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Each of the departments and programs in the Faculty of Interdisciplinary Studies makes provision for student representation on its principal committees, except that no unit provides for student representation on its Tenure and Promotion Committee (DTC) since this is excluded by the terms of AC 2. Appended, in tabular form, is a summary of current student representation patterns within the various departments and programs of this faculty.


Paul J. Brantingham
Associate Dean

PJB:mmm

Attachment

cc Chairmen, Directors and
Co-ordinators, F.I.D.S.

Student Representation on F.I.D.S

Departmental Committees

<u>Dept.</u>	<u>Committee</u>	<u>Number of Students</u>	<u>How Selected</u>	<u>Number of Votes</u>
C/A	Curriculum (Ugr.)	1	Student Union	1
	Search (1 for each of 5 program areas)	1 sits in on on program area	Student Union	1 on each program area
CMNS	Curriculum (Ugr.)	3	Student Society	?
	Grad Studies	3	Student Society	?
CMPT	Faculty Search	1 grad		1
	T.A. Appointment	1 (Not TA)		1
	Grad Studies	1 grad	Student	1
	Grievance & Grade Appeal	1	Society	1
	Hardware & Software	2	in	2
	Library	1	all	1
	Undergrad Curriculum	2 Ugr.	cases	2
	Faculty Meetings	9 Std't Committee Members		9
CRIM	Faculty Meetings	2 (1 grad, 1 ugr.)	Student Society	1 except on faculty personnel matters
	Appointments	1 grad	Student Society	1
	Curriculum (Ugr.)	1 ugr.	Student Society	1
	Curriculum (Grad)	1 grad	Student Society	1
KINES	Faculty Meetings	3 (1 grad, 2 ugr.)	Student Society	3
	Grad Studies	1 grad	Student Society	3
	Curriculum (Ugr.)	2 ugr.	Student Society	2
	All other Committees	3 (1 grad, 2 ugr.)	Student Society	3

<u>Dept.</u>	<u>Committee</u>	<u>Number of Students</u>	<u>How Selected</u>	<u>Number of Votes</u>
CN.S.	Steering Committee	2	Selected by Director until such time as CNS Student Union is formed.	2
L.A.S.	Steering Committee	5	Student Society	5 votes except on starred matters
	All other Committees	1	Student Society	1
MRM	Faculty Meeting Each Committee (Same student reps. attend all meetings)	1 rep. per entering class	Selected by nomina- tion & secret ballot from members of that class	1 per rep.
W.S.	Co-ordinating Committee	1	W.S. Student Union	1
	All other Committees	1	W.S. Student Union	1
A.M.E.	Co-ordinating Committee	0	N.A.	0

MEMORANDUM

To H.M. Evans
Secretary to Senate
Subject STUDENT REPRESENTATION

From M. Jacques
Dean of Science Office
Date 1981 02 09

REAR-FACULTY OF SCIENCE

The current procedures regarding student representation on Faculty of Science committees are as follows:

Faculty of Science Undergraduate Curriculum Committee

Provides for 2 student representatives.
Terms of Reference are attached.

Faculty of Science Graduate Studies Committee

Provides for 2 student representatives.
Terms of Reference are attached.

Biophysics Curriculum Committee

Provides for 1 student representative.
Terms of Reference are attached.

Mathematical Physics Curriculum Committee

Provides for 1 student representative.
Terms of Reference are attached.

Chemical Physics Curriculum Committee

Provides for 1 student representative.
Terms of Reference are attached.

Biochemistry Curriculum Committee

Provides for 1 student representative.
Terms of Reference are attached.

We have recently provided the Student Society with a list of the vacancies which require filling at this time and are awaiting a response.

There are, as well, several committees within this Faculty that do not currently provide for student representation:

Dean's Advisory Committee: The role of this committee is as a forum for project discussion and a sounding board for the Dean. No specific role in policy approval.

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Nominating Committee: The committee role is to ensure that a sufficient number of nominees are proposed for each relevant position that arises. It is a nominating committee only.

Faculty of Science Computer Users' Committee: Established to review aspects of University computer policy which affect the Faculty of Science.

High School Liaison Committee: To promote and facilitate closer liaison with the high schools.

Extended Studies Advisory Committee: To ensure that ESD students within the Faculty of Science are adequately advised and to forward their applications accordingly.

If you require further information, please advise this Office.

/mgj
Encls.

M. Jacques
M. Jacques

TERMS OF REFERENCE

CHEMICAL PHYSICS COMMITTEE

I. Membership:

1. The Dean or his designate (Chairman).
2. Two representatives from each of the Departments of Chemistry and Physics named by those Departments. A Departmental representative might also be Chairman.
3. One student in good standing to be named by the Student Union from students who are majors or honors students in the Chemical Physics Program in the 5th level or above.

II. Terms of Office:

Two years renewable. Memberships to run for two academic years, September - August. Each Department will name, by a method of its choice, the members to serve on the Committee, from an identified subset of faculty with an interest in, and demonstrated knowledge of, Chemical Physics. Preferably, the expiry dates of the membership of the representatives will fall in alternate years.

III. Terms of Reference:

To consider, make recommendations and supply information to the FUGCC on all matters pertaining to undergraduate studies, undergraduate curricula and candidates for graduation in the Chemical Physics Program. To consider matters referred to the Committee by the Dean or by the FUGCC.

IV. Operation:

1. The time, place and agenda of any meeting shall be set by the Chairman.
2. Meetings shall be scheduled 4 days in advance, and the agenda and supporting papers shall be delivered to members at least 48 hrs. before each meeting.
3. The Chairman shall be obliged to call a meeting within 10 days at the request of any Committee member. The request must be in writing, must state the business to be discussed and must include necessary supporting documentation.
4. The quorum shall be one representative from each participating Department and must include the Chairman for the Committee.

5. During consideration of an individual student's case, including degree recommendation, the Chairman shall require the student representative to absent him/herself, unless the student involved has requested in writing that the student representative be present.
6. Recommendations to the FUGCC shall be by majority decision. The Chairman shall ensure that recommendations are sent in writing to the Faculty of Science Undergraduate Curriculum Committee with full supporting documentation. The views of the dissenting minority, if applicable, shall also be included.
7. In case of the absence of a voting member at any Committee meeting it is the responsibility of that member to ensure that an alternate attends the meeting. Failing this, the Chairman of the Committee, may, at his discretion, ask another faculty member from the Department in question to serve in place of the absent member.

V. Responsibilities of the Committee:

1. It shall be a responsibility of the Curriculum Committee to develop an undergraduate curriculum in Chemical Physics. It shall seek to interdigitate its curriculum with those of existing Departments and shall depend upon them for service curricula. The Committee reports to the FUGCC on matters of curricula.
2. The Committee will have the responsibility for all normal, non-budgetary matters relating to instruction, e.g. counseling and evaluation of students, developing seminars, short courses, lecture series, etc.

VI. Relation of the Committee to Parent Departments:

1. Faculty members of the Curriculum Committee will be members of the existing parent Departments, or equivalent administrative units, without prejudice. The parent Departments will be responsible for all administrative matters relating to a Faculty committee member, including tenure, promotion, contract renewal, and salary.
 2. All research matters of the Faculty member will be the responsibility of his Department.
 3. It will be the responsibility of the course instructor's Department to assist him in budgetary matters relating to instruction, e.g. the assignment of T.A.'s, purchase of instructional equipment, allocation of teaching space, etc.
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TERMS OF REFERENCE

MATHEMATICAL PHYSICS COMMITTEE

I. Membership:

1. The Dean or his designate (Chairman).
2. Two representatives from each of the Departments of Mathematics and Physics named by those Departments. A departmental representative might also be Chairman.
3. One student in good standing to be named by the Student Forum from students in the Mathematical Physics Program in the 5th level or above.

II. Terms of Office:

Two years renewable. Memberships to run for two academic years September - August. Each Department will name, by a method of its choice, the members to serve on the Committee. Preferably, the expiry dates of the membership of the representatives will fall in alternate years.

III. Terms of Reference:

To consider, make recommendations and supply information to the FUGCC on all matter pertaining to undergraduate studies, undergraduate curricula and candidates for graduation in the Mathematical Physics Program. To consider matters referred to the Committee by the Dean or by the FUGCC.

IV. Operation:

1. The time, place and agenda of any meeting shall be set by the Chairman.
2. Meetings shall be scheduled 4 days in advance, and the agenda and supporting papers shall be delivered to members at least 48 hours before each meeting.
3. The Chairman shall be obliged to call a meeting within 10 days at the request of any Committee member. The request must be in writing, must state the business to be discussed and must include necessary supporting documentation.
4. The quorum shall be one representative from each participating Department and must include the Chairman for the Committee.
5. During consideration of an individual student's case, including degree recommendation, the Chairman shall require the student representative to absent him/herself, unless the student involved has requested in writing that the student representative be present.

6. The complete deliberations of the Committee shall not be made public, but minutes of the meetings shall be available to any member of the Faculty of Science for perusal. Further, the Committee is at liberty to invite guests to attend and participate in meetings when required.
7. Recommendations to the FUGCC shall be by majority decision. The Chairman shall ensure that recommendations are sent in writing to the Faculty of Science Undergraduate Curriculum Committee with full supporting documentation. The views of the dissenting minority, if applicable, shall also be included.
8. In case of the absence of a voting member of any Committee meeting it is the responsibility of that member to ensure that an alternate attends the meeting. Failing this, the Chairman of the Committee, may, at his discretion, ask another faculty member from the Department in question to serve in place of the absent member.

V. Responsibilities of the Committee:

1. It shall be a responsibility of the Curriculum Committee to develop an undergraduate curriculum in Mathematical Physics. It shall seek to interdigitate its curriculum with those of existing Departments and shall depend upon them for service curricula. The Committee reports to the FUGCC on matters of curricula.
2. The Committee will have the responsibility of all normal, non-budgetary matters relating to instruction, e.g. counseling and evaluation of students, developing seminars, short courses, lecture series, etc.

VI. Relation of the Committee to Parent Departments:

1. Faculty members of the Curriculum Committee will be members of the existing parent Departments, or equivalent administrative units, without prejudice. The parent Departments will be responsible for all administrative matters relating to a Faculty committee member, including tenure, promotion, contract renewal, and salary.
 2. All research matters of the Faculty member will be the responsibility of his Department.
 3. It will be the responsibility of the course instructor's Department to assist him in budgetary matters relating to instruction, e.g. the assignment of T.A.'s, purchase of instructional equipment, allocation of teaching space, etc.
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TERMS OF REFERENCE

FACULTY OF SCIENCE GRADUATE STUDIES COMMITTEE

I. Membership

1. The Dean of Science or his designate.
2. One representative from each of the Departments in the Faculty of Science to be named by the Department. This representative will normally be the Chairman of the Departmental Graduate Program Committee or his designated alternate from among the faculty members of the Committee.
3. Two students in good standing to be selected by and from the graduate students registered in the Faculty of Science programs. Not more than one student from any one department will serve on the Committee at the same time.
4. The Chairman shall be selected from among the members for a two year term.

II. Quorum:

The quorum shall consist of one faculty representative from each of the Departments in the Faculty.

III. Terms of Reference:

1. To consider and make recommendations to the Faculty on all submissions from Departments and program committees pertaining to graduate studies, taking into consideration the academic standards of the Faculty and the need to coordinate the graduate programs.
 2. To recommend to Faculty students who have completed the requirements for the degree. During consideration of an individual student's case, including degree recommendation, the Chairman shall require student representatives to absent themselves if the student concerned has so requested that the representative be absent. In all cases, students will be notified prior to consideration of their case.
 3. To consider such business as the Dean of Science, Dean of Graduate Studies or the Faculty shall refer to the Committee with respect to graduate studies.
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TERMS OF REFERENCE

BIOPHYSICS COMMITTEE

I. Membership:

1. The Dean or his designate (Chairman).
2. One representative from each of the Departments of Biological Sciences and Physics named by those Departments. A Departmental representative might also be Chairman.
3. One student in good standing to be named by the Student Forum from students who are majors or honors students in the Biophysics Program in the 5th level or above.

II. Terms of Office:

Two years renewable. Membership to run for two academic years, September - August. Each Department will name, by a method of its choice, the members to serve on the Committee, from an identified subset of faculty with an interest in, and demonstrated knowledge of, Biophysics. Preferably, the expiry dates of the membership of the representatives will fall in alternate years.

III. Terms of Reference:

To consider, make recommendations and supply information to the FUGCC on all matters pertaining to undergraduate studies, undergraduate curricula and candidates for graduation in the Biophysics Program. To consider matters referred to the Committee by the Dean or by the FUGCC.

IV. Operation:

1. The time, place and agenda of any meeting shall be set by the Chairman.
2. Meetings shall be scheduled 4 days in advance, and the agenda and supporting papers shall be delivered to members at least 48 hrs. before each meeting.
3. The Chairman shall be obliged to call a meeting within 10 days at the request of any Committee member. The request must be in writing, must state the business to be discussed and must include necessary supporting documentation.
4. The complete deliberations of the Committee shall not be made public, but minutes of the meetings shall be available to any member of the Faculty of Science for perusal. Further, the Committee is at liberty to invite guests to attend and participate in meetings when required.
5. The quorum shall be one representative from each participating Department and must include the Chairman for the Committee.

6. During consideration of an individual student's case, including degree recommendation, the Chairman shall require the student representative to absent him/herself, unless the student involved has requested in writing that the student representative be present.
7. Recommendations to the FUGCC shall be by majority decision. The Chairman shall ensure that recommendations are sent in writing to the Faculty of Science Undergraduate Curriculum Committee with full supporting documentation. The views of the dissenting minority, if applicable, shall also be included.
8. In case of the absence of a voting member at any Committee meeting it is the responsibility of that member to ensure that an alternate attends the meeting. Failing this, the Chairman of the Committee, may, at his discretion, ask another faculty member from the Department in question to serve in place of the absent member.

V. Responsibilities of the Committee:

1. It shall be a responsibility of the Curriculum Committee to develop an undergraduate curriculum in Biophysics. It shall seek to interdigitate its curriculum with those of existing Departments and shall depend upon them for service curricula. The Committee reports to the FUGCC on matters of curricula.
2. The Committee will have the responsibility for all normal, non-budgetary matters relating to instruction, e.g. counseling and evaluation of students, developing seminars, short courses, lecture series, etc.

VI. Relation of the Committee to Parent Departments:

1. Faculty members of the Curriculum Committee will be members of the existing parent Departments, or equivalent administrative units, without prejudice. The parent Departments will be responsible for all administrative matters relating to a Faculty committee member, including tenure, promotion, contract renewal, and salary.
 2. All research matters of the Faculty member will be the responsibility of his Department.
 3. It will be the responsibility of the course instructor's Department to assist him in budgetary matters relating to instruction, e.g. the assignment of T.A.'s, purchase of instructional equipment, allocation of teaching space, etc.
-

TERMS OF REFERENCE

FACULTY OF SCIENCE UNDERGRADUATE CURRICULUM COMMITTEE

I. Membership:

1. The Dean of Science or his designate.
2. The Chairman (or designate) of the Undergraduate Curriculum Committee from each of the Departments in the Faculty of Science.
3. One representative from the Department of Geography to be named by the Department.
4. ~~One representative from each of the other Faculties will be invited to participate in the deliberations of the Committee on a non-voting basis.~~
~~One representative from the Academic Advice Centre will be invited to participate in the deliberations of the Committee on a non-voting basis.~~
One representative from each of the other Faculties will be invited to participate in the deliberations of the Committee on a non-voting basis.
5. One representative from the Academic Advice Centre will be invited to participate in the deliberations of the Committee on a non-voting basis.
6. One representative from the Academic Advice Centre will be invited to participate in the deliberations of the Committee on a non-voting basis.

Note: The Dean of Science, after appropriate consultations, will appoint the Chairman of the Committee from among the voting members. The term of office may be 1 or 2 years.

II. Terms of Office:

Variable and dependent upon the Departments' Undergraduate Curriculum Committee composition.

III. Terms of Reference:

1. To consider and make recommendations to the Faculty on all submissions from Departments and program committees pertaining to undergraduate studies, taking into consideration the academic standards of the Faculty and the need to coordinate the undergraduate programs.
2. To recommend to Faculty students who have completed the requirements for the degree. During consideration of an individual student's case, including degree recommendation, the Chairman shall require student representatives to absent themselves, unless the student involved has requested in writing that the student representatives be present.

- III. 3. To consider such business as the Dean or the Faculty shall refer to the Committee with respect to undergraduate studies.

IV. Operation

1. There shall be regular meetings of the Committee and its subcommittees.

For a regular meeting the time, place and agenda is to be made known at least 4 days prior to the time of the meeting. The term "made known" is to mean that Committee or subcommittee members have the agenda with supporting documents delivered to their departmental mail boxes.

2. The time, place and agenda of any meeting shall be set by the Chairman.

The Chairman shall be obliged to call a meeting within 10 days at the request of any Committee member, such request having been made in writing with the business to be discussed stated and supporting documents supplied.

3. The quorum for a regular meeting shall be one member from each department of the Faculty of Science.

4. The complete deliberations of the Committee shall not be made public, but minutes of the meetings are available to any member of the Faculty of Science for perusal. Further, the Committee is at liberty to invite guests to attend and participate in meetings when desired.

5. Any faculty member shall not only have the right, but shall be encouraged to present his views, either by supplying a written statement of his views to the Chairman or by requesting the Chairman to allow his presence at a Committee meeting for the purpose of presenting his views verbally.

6. Recommendations and reports to the Faculty shall be by majority decision if they arise out of a regular business item on the agenda of a regular meeting. The Chairman shall prepare and deliver the majority report to Faculty at its next meeting. The dissenting minority shall have the right to present its own report to Faculty at the same meeting. The reports should be concise and give the reasons for the views of the Committee.

They should also make mention of all those viewpoints taken into consideration by the Committee if there is likelihood of controversy. They may be presented in writing or orally, but the latter only if there is no likelihood of either controversy or of the matter being brought before Senate at a later date.

- IV. 7. In the case of the absence of a voting member at any Committee meeting it is the responsibility of that member to ensure that an alternate attends the meeting. Failing this the Chairman may, at his discretion, ask another faculty member from the department in question to serve in place of the absent member.
8. The Chairmen of the interdepartmental programme committees shall be sent agendas. The Chairmen of the respective interdepartmental committees shall be invited to attend any meeting of the FUGCC at which, in the opinion of the FUGCC Chairman, items are to be considered which might directly or indirectly affect the operation of that programme. It is expected that the Chairmen of these interdepartmental programme committees be consulted by the departments before such items are submitted to the FUGCC.
-

TERMS OF REFERENCE
BIOCHEMISTRY COMMITTEE

I. Membership

1. Members from each of the Departments of Biological Sciences, Chemistry, Kinesiology, and Physics named by those Departments. Membership on the Committee will be open to faculty members whose academic interests are in, or contiguous with, biochemistry.
2. Two students in good standing, named by the Student Forum from students who are major or honours students in the Biochemistry Programme in the 5th level or above.
3. The Dean of Science or his designate.
4. The Chairman of the Committee shall be appointed by the Dean of Science after seeking a specific recommendation from the Biochemistry Committee. The Chairman shall be a full voting member of the Committee.

II. Terms of Office

1. Chairman: Normally for two years, commencing September 1.
2. Members: Membership shall be reviewed every two years, prior to September 1, by the appropriate Departments in consultation with the Dean.
3. Students: Membership of the two students shall be reviewed annually during September in consultation with the Student Forum.

III. Terms of Reference

1. To review and amend, as deemed necessary, the biochemistry *curriculum*.
2. To develop new *curricula* for the Biochemistry Programme.
3. To consider matters pertaining to the Biochemistry Programme, referred to the Committee by the Dean of FUGCC.
4. To provide the Dean and FUGCC with information pertaining to the Biochemistry Programme.
5. To be responsible for non-budgetary matters relating to instruction in Biochemistry, such as counselling, evaluation of students, developing seminars, short courses, etc.

IV. Operation

1. The time, place and agenda of any meeting shall be set by the Chairman.
2. Meetings shall be scheduled at least 4 days in advance, and the agenda and supporting papers shall be delivered to members at least 48 hours before each meeting.
3. The Chairman shall be obliged to call a meeting within 10 days at the request of any two Committee members. The request must be in writing,

must state the business to be discussed and must include necessary supporting documentation.

4. The quorum shall be five, including the Chairman or his designate. Of these five, at least one must be from each of the Departments of Chemistry and Biological Sciences.
5. The complete deliberations of the Committee shall not be made public, but minutes of the meetings shall be available to any member of the Faculty of Science on request. Further, the Committee is at liberty to invite guests to attend and participate in meetings when required.
6. Recommendations to the FUGCC shall be by majority decision. The Chairman shall ensure that recommendations are sent in writing to the FUGCC with full supporting documentation. The views of the dissenting minority, if applicable, shall also be included.
7. Student representatives shall absent themselves when the case of an individual student is being discussed, unless the student in question has specifically requested in writing that the student representatives be present.
8. An Executive Committee, composed of the Chairman of the Biochemistry Committee and four other members of that Committee, one of whom shall be a student, one a faculty member from the Department of Biological Sciences, and one a faculty member of the Department of Chemistry, shall be elected by the Biochemistry Committee. The role of the Executive Committee will be determined by the Biochemistry Committee.

V. Relation of the Committee to the Parent Departments

1.

The parent Departments will be responsible for all administrative and research matters relating to the Committee members.

2. The Committee has no responsibility for budgetary matters relating to the instruction of Biochemistry courses, e.g., the assignment of T.A.'s, purchase of instructional equipment, allocation of teaching, space, etc.

MEMORANDUM

To Mr. H. M. Evans,
Secretary of Senate
Subject REPORT ON STUDENT REPRESENTATION
FACULTY OF ARTS

From R. C. Brown,
Dean of Arts
Date January 27, 1981

Attached are the reports of the 11 departments in the Faculty of Arts regarding student representation at the departmental level.

The Faculty of Arts itself has two standing committees, with the following student representation:

- (1) Undergraduate Studies Committee - The Arts President of the Student Society or his/her designate.
- (2) Graduate Studies Committee - No student representation.

There is no provision for student representation at general meetings of the Faculty.

Motion:

"That Senate approve that each department in the Faculty of Arts be authorized to select one student representative to participate and vote in meetings of the Faculty of Arts and to vote in Faculty referenda. Each department shall determine the qualifications, method of selection, and term of office of its student representative, but student representatives must be registered in the current or immediately preceding semester."

Please note that the above motion has the unanimous support of the Chairmen in the Faculty of Arts.

RCB/lm
Attachs.

RC Brown
R. C. Brown

RECEIVED

JAN 28 1981

REGISTRAR'S OFFICE
MAIL DESK

MEMORANDUM

To Robert Brown, Dean
Faculty of Arts
Subject Dept. Student Representation
Policy

From R. Shutler, Jr., Chairman
Archaeology R5J
Date Dec. 12, 1980

1. A graduate student representative elected by the graduate students sits on the Department Graduate Program Committee, and has a vote in all matters relating to graduate students except admission and evaluation of graduate students.
2. The Department has an active undergraduate association with a faculty representative.
3. Graduate and undergraduates have input into any major curriculum changes.
4. A student is on the Summer Youth Employment Program Committee.
5. Graduate students rank prospective full-time faculty, and collectively have one vote (their decision has always coincided with that of the faculty).
6. The Department Chairman is consistently available to graduate and undergraduate students for consultation.

/pls

OFFICE OF THE DEAN

DEC 15 1980

FACULTY OF ARTS

SIMON FRASER UNIVERSITY

MEMORANDUM

To... *Sheila Roberts, Administrative Assistant*

...*Dean of Arts*.....

Subject... *STUDENT REPRESENTATION REPORT*.....

From... *G. Cal Hoyt, Chairman*.....

...*Business Administration*.....

Date... *January 9, 1981*.....

1. *Students are represented on the undergraduate curriculum committee. There were also student representatives on the curriculum planning committee (whose work is now complete).*
2. *The Student-Faculty Relations Committee (2 students, 2 faculty members) handles any student's complaints about classroom performance and, especially, grading and other appeals.*
3. *There is no student representative on Appointments Committee or DTC. However, students are welcome (through the Student Association) to provide input to these committees and to attend colloquia given by candidates for faculty positions.*
4. *Each MBA class elects a committee which forms a link to the program director and the MBA Steering Committee.*

GCH:ssp

MEMORANDUM

To..... R.C. Brown, Dean
..... Faculty of Arts
Subj. STUDENT PARTICIPATION

K. Okuda
From... K. Okuda, Chairman
..... Department of Economics
Date... December 19, 1980

I am listing below the Committees of the Department and the number of students on each of them.

COMMITTEES OF THE DEPARTMENT OF ECONOMICS

	<u>Total Members</u>	<u>Number of Students</u>
Departmental Tenure Committee	7	0
Appointments Committee	4	0
Undergraduate Curriculum Committee	6	3
Graduate Curriculum Committee	8	3
Student/Faculty Relations Committee	4	2
Seminar Committee	2	0
Graduate Admissions Committee	4	0
Library	1	0
Canadian Studies Representative	1	0
Latin American Studies Representative	1	0
Seminar	2	0
African/Middle East Program Representative	1	0

OFFICE OF THE DEAN**DEC 22 1980****FACULTY OF ARTS**

KO/dw

SIMON FRASER UNIVERSITY

MEMORANDUM

To R. Brown, Dean

Faculty of Arts

Subject Student Representation

From A. Lebowitz, Associate Chairperson

Department of English

Date January 23, 1981

Students sit on three Department Committees: The Graduate Curriculum Committee, The Undergraduate Curriculum Committee and The Appointments Committee. The number of students on each committee is:

Graduate Curriculum Committee: three students of whom two must be graduate students. The third student may be a graduate student or an Honors undergraduate.

Undergraduate Curriculum Committee: four students of whom three must be undergraduates.

Appointments Committee: one student.

The student representatives on Department Committees are elected by the English Student Union.



Andrea Lebowitz

AL/rj

OFFICE OF THE DEAN

JAN 27 1981

FACULTY OF ARTS

MEMORANDUM

To..... Dr. R.C. Brown
Dean
Faculty of Arts
Subject..... Graduate & Undergraduate
Members on Dept'al. Committes

From..... E.J. Hickin
Chairman
Dept. of Geography
Date..... January 6, 1981

OFFICE OF THE DEAN

JAN - 7 1981

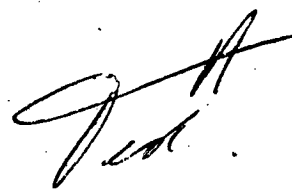
FACULTY OF ARTS

Listed below is a breakdown of the graduates and undergraduates on our departmental committees:

Undergraduate Studies Committee:	(5 faculty) 5 undergraduates Plus Chairman & D.A.
Graduate Studies Committee:	(5 faculty) 5 graduates Plus Chairman & Secretary
Resources Committee:	(3 faculty) (2 staff) 2 graduates 1 undergraduates Plus Chairman & D.A.
*Budget Committee:	(3 faculty) Plus Chairman & D.A.
Library Committee:	(2 faculty) 1 graduate 1 undergraduate
Appointments & Guest Lecturers Comm.:	(2 faculty) 1 graduate 1 undergraduate Plus Chairman & Secretary
*Promotions & Tenure Committee:	(6 faculty) Plus Chairman
Departmental Meeting Representatives:	1 graduate 2 undergraduates

* These two committees have no undergraduates or graduates as members.

E.J. Hickin
/mgb



SIMON FRASER UNIVERSITY

MEMORANDUM

To Dr. R. C. Brown,
Dean of Arts

From Department of History

Subject Student Representation: History

Date January 26, 1981

This is to indicate that the Department of History Constitution provides for the following student representation:

1. Departmental Meetings

Six students, including one graduate student, two History majors, one honors student and two lower level History students, duly elected by the History student body.

2. Grievance Committee

In special cases, where staff or TA's are involved, and on an ad hoc basis, one staff member or one TA, chosen by lottery, will be given full voting membership.

3. Library Committee

To consist of one member from each stream, plus one student member, the chairman to be elected by the committee.

4. Faculty-Student Liaison Committee

Four students and three faculty members.

5. Undergraduate Studies Committee

Three faculty and three students.

/lm

MEMORANDUM

To.....Dr. R.C. Brown, Dean of Arts.....
.....
Subject..Student Representation.....

From Dr. Neville J. Lincoln, Chairman.....
.....Languages, Literatures, Linguistics...
Date..January 23, 1981.....

With reference to our telephone conversation today, this is to confirm that the student representation in my Department is as follows:

1. Plenary - student representative from each division, 1 grad student
2. Divisions - 1 upper level student, 1 grad student if available
3. Appointment Committees - 1 senior student from the division concerned
4. Salary and Tenure Committees - None

The representatives at the Divisions and Plenary are not allowed to be present when individual students are being discussed.

N.L.

OFFICE OF THE DEAN

JAN 26 1981

FAL OF ARTS

NJL/ef

SIMON FRASER UNIVERSITY

MEMORANDUM

To: Dean R.C. Brown,
Faculty of Arts
Subject: Student representation on Dept.
Committees

From: F.Q. Quo,
Chairman,
Department of Political Science
Date: December 4, 1980

This Department has the following student representation on its various Committees:

Department as a Whole Committee: One undergraduate student; one graduate student.

Dept. Curriculum Committee: One undergraduate student.

Dept. Graduate Studies Committee: One graduate student.

Dept. Appointments Committee: One undergraduate student; one graduate student.

FQQ/mg

F.Q. Quo
F.Q.Q.

with exting printed

MEMORANDUM

To Dr. R.C. Brown

From Marilyn Bowman

Dean of Arts

Psychology Department

Subject Student Representation in Psychology

Date December 23, 1980

OFFICE OF THE DEAN

JAN - 9 1981

FACULTY OF ARTS

I Policy

I enclose two departmental policy documents concerning student representation in psychology, as needed by your office for January 10.

- (a) Dated October 26, 1972 (2 pages) concerns Undergraduate Student representation, outlining 3 representatives on the Undergraduate Studies Committee and one on Space & Equipment Committee, providing that the students are elected using certain procedures to ensure a reasonable level of experience and involvement in the concerns of the department. Student representatives have full votes in the Committee and in department meetings on issues from that Committee.
- (b) Dated September, 1968 concerns Graduate Students. Essentially they are given parity on the Graduate Studies Committee, one seat each on Space & Equipment Committee and Undergraduate Studies Committee. Procedures for the election of these student committee members are similarly spelled out, as are voting privileges. These documents comprise the official departmental policy, which in fact is not closely adhered to in practice.

II Practice

Because the Undergraduate students have persistently failed to organize elections in the manner spelled out, and in many years have not had students interested in departmental committee work, a much more informal system is currently in place. The Psychology Students Association is urged each fall to select two students for the USC. When they are selected (even if not through a proper election) we have permitted them to sit as committee members with full voting rights. Should there be any move to increase undergraduate membership to 3 on the committee I will call for proper elections. There has been no undergraduate student member on the Space & Equipment Committee during my four years at Simon Fraser, basically due to lack of student interest.

At the Graduate level we currently have three student members on the GSC which is short of the parity allowed by departmental policy. These students were not elected in accordance with the policy requirements. I actively solicited graduate student elections in the fall and to date have never been informed of the outcome by the students; I know that students were elected using casual procedures, for the Applied/Clinical program (which was invented after the department policy), and do not believe graduate students have taken on any tasks in either Space & Equipment or in the Undergraduate Committee.

Summary

We have active, voting student members on a number of departmental committees, but these placements are not an accurate representation of department policy which allows for fuller representation while requiring more stringent election procedures.

M. Bowman

Revision #3

26 October 1972.

Department of PsychologyPolicy Statement on Undergraduate Student Representation

I. The Department agrees to recognize undergraduate student representatives on the following major standing departmental committees, in the following numbers:

- A. Undergraduate Studies Committee - 3 representatives.
- B. Space & Equipment Committee - 1 representative.

II. Terms of reference of student representatives.

- A. Each student representative shall be a full voting member, both in the committee on which he sits and in the departmental meeting, with respect to all matters within the terms of reference in his committee with the exception of matters pertaining to individuals.
- B. Students shall not normally be present during discussions of issues on which they are not eligible to vote.
- C. The term of office for a student representative shall be one year from the date of his election. The student must name a proxy to serve on his behalf if he does not register in any one semester.

III. Elections

- A. Student representatives shall be elected by secret ballot.
- B. The returning officers for each election shall be one faculty member and one student, both chosen by the outgoing U.G.S. Committee.
- C. Names and student numbers of all students voting in each election shall be made available to the Department.

IV. Electorate

- A. A student may vote in an election for student representatives by virtue of belonging to at least one of the following categories:
 - 1. All Psychology honors students.
 - 2. All Psychology majors who have taken or are currently registered in a 200-, 300-, or 400- level Psychology course other than Psychology 201.
 - 3. All students currently registered in a 200-, 300-, or 400- level Psychology course other than Psychology 201.

- B. The three requirements listed in IV.A. above shall be the only requirements for eligibility to vote for student representation.

V. Eligibility to stand for election

- A. A student may stand for election to the office of student representative by virtue of belonging to both of the following categories:
1. All students with fifth, sixth, seventh, or eighth semester standing who are Psychology majors (including honors) and who have been registered at SFU for at least two semesters.
 2. All students who are not on academic probation.
- B. The two requirements listed in V.A. above shall be the only requirements to stand for election to the office of student representative.

VI. Ombudsman

- A. The Department agrees to recognize a student to be known as the "Ombudsman", who will represent to individual faculty members matters of complaint by individual students. Should any matter not be thus resolvable, the Ombudsman may, through the Chairman, bring it to the attention of the Department.
- B. The Ombudsman shall be elected by secret ballot, with names and student numbers of those voting to be made available to the Department. The returning officers shall be the same as those in the election for student representatives. The term of office for the Ombudsman shall be, as an interim measure, for one semester. The U.G.S. Committee is directed to make recommendations to the Department regarding the term of office of the Ombudsman.
- C. A student shall be eligible to both stand for election and vote for Ombudsman by virtue of satisfying either of the following criteria:
1. Be eligible to vote for student representatives;
 2. Be currently registered in any Psychology course.

VII. Any ambiguities arising with respect to the interpretation or intent of this document shall be resolved by faculty in the departmental meeting.

September, 1968

AGREEMENT ON GRADUATE STUDENT COMMITTEE PARTICIPATION IN THE DEPARTMENT OFPSYCHOLOGY

as resolved in Departmental Meetings of 7 and 13 August, 1968.

PROPOSALS1. Graduate Studies Committee

- a. There is to be an equal voting number of faculty members and graduate students on the Graduate Studies Committee. The graduate student representatives will act on the committee only in those matters directly related to the graduate program and curriculum. They will not be present during discussion or voting involving individuals.
- b. Graduate student representatives on this committee will be elected from the body of all registered Psychology graduate students for a one year term at the beginning of each October. Only those students who are registered in at least their third semester at SBU as full Psychology graduate students, with a minimum B average in their previous semester, will be eligible to sit on the committee.

2. Space and Equipment Committee

There will be one voting member graduate student on the Space and Equipment Committee, who will be elected in the same manner as the graduate student representatives on the Graduate Studies Committee.

3. Undergraduate Curriculum Committee

There will be one graduate student member, without voting powers, on the Undergraduate Curriculum Committee, who will be elected in the same manner as the graduate student representatives on the Graduate Studies Committee.

4. Committee of the Whole

Graduate students, who are voting members of the other committees, also serve as full voting members of the Committee of the Whole. Their voting powers, however, are to be restricted to recommendation which they helped formulate at the Committee level.

MEMORANDUM

To Bob Brown

Dean of Arts

Subject STUDENT REPRESENTATION

From Ray Bradley

Chairman of Philosophy

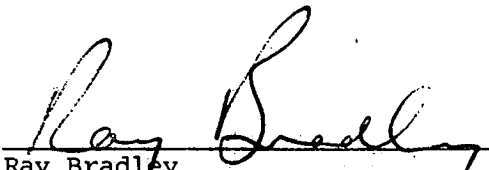
Date January 16, 1981

Until recently the department has followed a policy of informal consultation with members of its student body rather than of institutionalized representation. This policy has proved satisfactory not only to us but also to the Philosophy Student Union.

Nevertheless we are about to change it. I expect the department at its next meeting to give formal approval to student representation:

- a) at meetings of the Committee of the Whole;
- and
- b) on those of its subcommittees which deal with matters other than hiring, renewal, promotion, tenure and salaries (i.e. matters currently dealt with by the Recruiting Committee and the DTC).

I shall advise you in due course of the details of our new policy.


Ray Bradley
Chairman of Philosophy

RB:MA

MEMORANDUM

To..... Robert C. Brown, Dean.....

From..... R.W. Wyllie, Chairman.....

..... Faculty of Arts.....

..... Sociology & Anthropology.....

Subject..... Student Representation.....

Date..... January 5, 1981.....

OFFICE OF THE DEAN

JAN -7 1981

FACULTY OF ARTS

At the present time, student representation in this department takes the following form:

- 1) 2 undergraduates in Department Meetings with voice and vote.
- 2) 1 undergraduate in Curriculum Committee with voice and vote.
- 3) 1 undergraduate in Appointments Committee with voice and vote.
- 4) 1 graduate student in Department Meetings with voice and vote.
- 5) 1 graduate student in Graduate Studies Committee with voice and vote.

Early in the Spring '81 semester the department will discuss and vote on a proposal to amend the Department Constitution; if passed, this motion would give student representatives the right to participate in secret ballots (referenda) conducted in the department.

MEMORANDUM

To DEANS OF FACULTIES

From H. M. EVANS

SECRETARY OF SENATE

Subject STUDENT REPRESENTATION

Date DECEMBER 15, 1980

At its meeting of December 1, 1980 in debate of Paper S.80-164 - Report - Senate Committee on Student Representation, the Senate passed motion as follows:

"That each Faculty be directed to discharge its responsibilities under Section 39(b) of the University Act and to report back to the Chairman/Secretary of Senate by February 10, 1981, -

and
that this report contain a description of the amount and type of student representation on each of the several decision making and/or advisory bodies within the Faculty and with any associated academic program of the Faculty as well as a description of the method(s) used to select the student representation for these decision making and/or advisory bodies,
or shall indicate that the Faculty and its associated academic programs have accepted the recommendations of the Senate Committee on Student Representation and shall give a definite date for the full implementation of these recommendations."

The draft minutes of Senate indicate the following:-

"Reports from Faculties are to come forward to the Chairman of Senate or to the Secretary of Senate in order that they can be appropriately compiled before transmission to Senate; that if there is to be reference in the report from any Faculty for inclusion of any specific recommendation from the Committee's report it will be necessary that the specific recommendation now being made be clearly stated and not merely noted through cross reference to the earlier report; that the item refers to a definite date for full implementation but any regulatory submissions require approval by Senate, and some likely by the Board, before implementation could be entertained."

The following sections of the University Act pertain:

39. The powers and duties of a faculty are
 - (b) to provide for student representation in the meetings and proceedings of the faculty.
40. A general rule or regulation made by a faculty is not effective or enforceable until a copy has been sent to the senate and the senate has given its approval.

Each Dean of Faculty is requested to initiate action and to ensure that any response(s) is coordinated to provide clarity and facilitate discussion later at Senate.

If further information is required, please inform me.

Distributed to:

R. C. Brown, Dean of Arts
J.W.G. Ivany, Dean of Education
T. W. Calvert, Dean of Interdisciplinary Studies
B. P. Clayman, Acting Dean of Science



HME/rn

cc K. G. Pedersen
J. M. Munro
J. M. Webster

MEMORANDUM

vacating office

To ALL FACULTY,
FACULTY OF ARTS

From R. C. BROWN,
DEAN OF ARTS

Subject
Date FEBRUARY 11, 1981.

By now most of you will have received a copy of a letter addressed to the President from three student union representatives who were invited to attend the recent meeting of the Faculty of Arts. The authors of the letter complain that the agenda was stacked against them, that I acted in "bad faith", and that my comments at the meeting included "glaring inaccuracies". Because I believe these claims to be gross distortions, I feel obliged to set the record straight - especially for those of you who did not attend the meeting.

The first four items on the agenda were those that are normally dealt with at the start of a meeting (minutes of last meeting, committee reports, etc.). The two items of concern to the students (Course Drop Period and Student Representation) followed immediately. That there was insufficient time to allow them to address the second of these issues is regrettable - but is not evidence of "bad faith". In fact, I invited the student representatives to address the Arts chairmen on this issue at their next meeting, should they chose to do so.

The alleged "glaring inaccuracies" refer to comments of mine near the end of the meeting regarding the Faculty of Arts report to Senate on student representation which I was to make on February 9. I stated my intention to request that the following motion of the Faculty be reintroduced to Senate:

"That Senate approve that each department in the Faculty of Arts be authorized to select one student representative to participate and vote in meetings of the Faculty of Arts and to vote in Faculty referenda. Each department shall determine the qualifications, method of selection, and term of office of its student representative, but student representatives must be registered in the current or immediately preceding semester."

This motion was approved by the Faculty of Arts in 1978 and was presented to Senate by Dean Munro. After considerable debate, it was deferred and the Senate Committee on Student Representation was formed to report on the general issue of student representation.

The Committee presented its report in December of 1980 but Senate chose not to consider it. Instead, it approved the motion that follows:

FACULTY OF ARTS

FEBRUARY 11, 1981

"That each Faculty be directed to discharge its responsibilities under Section 39(b) of the University Act and to report back to the Chairman/Secretary of Senate by February 10, 1981, and that this report contain a description of the amount and type of student representation on each of the several decision making and/or advisory bodies within the Faculty and within any associated academic program of the Faculty as well as a description of the method(s) used to select the student representatives for these decision making and/or advisory bodies;

or shall indicate that the Faculty and its associated academic programs have accepted the recommendations of the Senate Committee on Student Representation and shall give a definite date for the full implementation of these recommendations."

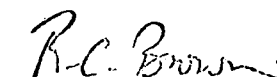
In short, the Faculty of Arts established its view on student representation at the Faculty level more than two years ago. As for departmental representation, discussions with many of you and all of your chairmen have convinced me that there is very little support for "full implementation of (the Committee's) recommendations". Hence my intention to choose the first option in the December 1980 Senate motion.

I find it regrettable that three students chose to circulate an ill-judged letter of complaint to you when they could have used the money to circulate their brief that time limitations preempted at the Faculty meeting. In any event, you still have the opportunity to convince me that my perception of your wishes regarding departmental student representation is wrong. Unless and until I am so convinced, I will proceed in the manner indicated above.

The "Drop Date" Issue

While I have your attention, I should comment briefly on the drop date issue. A number of you have encouraged me to attempt to shorten the 9-week drop period. This concern stems from a perception that several problems are created by the present system. I agree with that perception, but obviously not everyone does. Later in the semester, I will circulate a paper giving a full definition of the problem, with a summary of the arguments for and against, and will solicit your opinion on the issue.

RCB/lm


R. C. Brown

30 January 1981

Dr. George Pedersen
Chairperson
SFU Senate

OFFICE OF THE DEAN

FEB-2 1981

FACULTY OF ARTS

Dear Dr. Pedersen,

On behalf of the council of student unions in the Faculty of Arts we wish to register this protest against the recent actions of the present Dean of Arts, Mr. Robert Brown, at the Faculty's general meeting of 29 January 1981.

Prior to this meeting the members of our council received a commitment from Dean Brown that we would be permitted an opportunity to address the faculty at the general meeting on two issues: the Dean's proposal for a three-week drop period, and the Faculty's decision in response to the Senate direction of December, 1980, regarding student representation in the Faculty and Departments.

We attended the Faculty general meeting as visitors. As a result of the way the Dean had structured the agenda, and because of his failure to manage the meeting, we were not given an opportunity to address the members of the Faculty on the question of student representation, and the Faculty were prevented from considering the decision of Senate of 1 December 1980. The relevant sections of the motion include:

"this report contain a description of the amount and type of student representation on each of the several decision making and/or advisory bodies within the Faculty and within any associated academic program of the Faculty....
and

"or shall indicate that the Faculty and its associated academic programs have accepted the recommendations of the Senate Committee on Student Representation and shall give a definite date for the full implementation of these recommendations."

Although the Senate resolution clearly asks the Faculties to choose from between two alternative courses of action, the Dean reported to the Faculty who were present at that meeting that the Senate had simply asked the Faculty to submit a report on their current practices. He made no mention of the second alternative provided. Furthermore, he failed to report that the 'reporting requirements' applied to each of the Faculty's departments, and not simply the procedures followed by a few Faculty-wide decision-making bodies.

The Dean offered his brief verbal report right before the adjournment of the meeting. When a member of our delegation attempted to correct these glaring inaccuracies, the Dean responded by saying that he had met with his department heads, and they had already decided on the 'reporting requirements' (and without any reference to the Faculty's departments). He then quickly declared the meeting adjourned.

**ASSOCIATION des ÉTUDIANTS
de SIMON FRASER**

**SIMON FRASER
STUDENT SOCIETY**

By his actions the Dean has prevented the members of the faculty from giving consideration to Senate's decision of 1 December. By his actions, Dean Brown has also denied student representatives an important opportunity to make our views known to the faculty on this issue.

The Dean's actions in this matter constitute a rather blatant act of bad faith in relation to the legitimate position of students. We believe his actions also must call into question any report the Dean may attempt to make to the Senate in response to its 1 December decision.

We are bringing this matter to your attention as the chairperson of Senate (and of the Senate's standing committee on agenda and rules - SCAR) in the hope that you will take all appropriate steps to insure that the students and the instructional staff in the Faculty of Arts are provided an opportunity to fairly and openly address the 1 December decision of Senate.

Thank you for your prompt attention to this matter.

Respectfully submitted on behalf of the
Arts Student Unions.



Cheryl Ann Dawson



Peter Armitage



Nick Witheford

cc: All Arts Faculty Members
All Senators

CD-PA-NW/edb
Cupe Local 2396



SIMON FRASER UNIVERSITY, BURNABY, B.C., CANADA V5A 1S6
OFFICE OF THE PRESIDENT: 291-4641

February 5, 1981

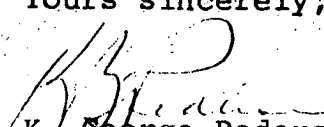
Ms. Cheryl Ann Dawson
Mr. Peter Armitage
Mr. Nick Witheford
for Arts Student Unions

This will acknowledge receipt of your letter of January 30, 1981 concerning Dr. R. Brown's alleged actions at the Faculty's general meeting held on January 29, 1981. I have read carefully the concerns you have expressed in your letter and will ensure that a copy of it is circulated to all members of Senate.

I have also discussed the contents of your letter with Dr. Brown, who has indicated that, from his perspective, your remarks misrepresent the events that took place at that meeting.

Dr. Brown will be writing to the members of the Faculty of Arts with regard to your concerns.

Yours sincerely,


K. George Pedersen,
President

/mp
cc Dr. R. Brown, Dean of Arts
✓ Mr. H. Evans, Secretary of Senate



RECEIVED

FEB 9 1981

REGISTRAR'S OFFICE
MAIL DESK

ASSOCIATION des ÉTUDIANTS de SIMON FRASER

SIMON FRASER STUDENT SOCIETY

30 January 1981

Dr. George Pedersen
Chairperson
SFU Senate

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simon fraser university | burnaby, b.c. v5a 1s6 | telephone 291-3181

université simon fraser | burnaby, c.-b. v5a 1s6 | téléphone 291-3181

ASSOCIATION des ÉTUDIANTS de SIMON FRASER

SIMON FRASER STUDENT SOCIETY

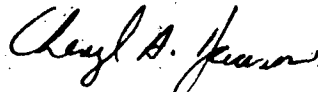
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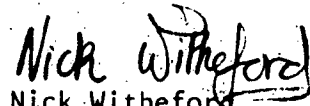
Respectfully submitted on behalf of the
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