

## SIMON FRASER UNIVERSITY

S.81-148

## MEMORANDUM

To..... SENATE

From..... D. Foth, Secretary

Senate Committee on Continuing Studies

Subject..... S.C.C.S. - ANNUAL REPORT

Date..... October 14, 1981

Please find enclosed three statistical/informational reports on undergraduate extension credit courses and programs and credit-free activities of the Faculties and departments of the University for the period May 1, 1980 through April 30, 1981. These reports constitute the annual report of the Senate Committee on Continuing Studies, submitted for information to Senate at it's meeting of November 2, 1981.



D. Foth

DF/bj

Encl.

## Certificate and Diploma Programs

May 1, 1980 to April 30, 1981

Headcount and course enrollee data for four certificate programs and the Extended Studies Diploma Program are presented, by semester, in the attached table. The following should be noted:

1. The course enrollee data has been incorporated in other reporting structures in the Report on Undergraduate Extension Credit Courses, 1980-81.
2. The Certificate Program in Public History was first offered during 1981-1.

# Certificate and Diploma Program

Headcount and Course Enrollees May 1, 1980-April 30, 1981

PROGRAM	SEMESTER						Total Number Course Enrollees
	1980-2 Head Count (H)	Course Enrollees (E)	1980-3 H	E	1981-1 H	E	
Senior Citizens	9	19	63	99	72	135	253
B.C. Studies	8	11	24	36	25	31	78
Health and Fitness	52	82	90	203	145	341	626
Public History	-	-	-	-	4	5	5
Extended Studies Diploma	81	179	149	334	169	368	881
Total	150	291	326	672	415	880	1843

## REPORT ON CREDIT-FREE ACTIVITIES

May 1, 1980 to April 30, 1981

### I. Credit-Free Activities by Academic Departments

#### A. Courses and Lecture Series

<u>Department/Title of Course or Series</u>	<u>Semester</u>	<u>Hours</u>	<u>Enrolment</u>	<u>Location</u>
<u>Business Administration</u>				
Marketing Effectiveness: Applications from				
Accounting & Finance	80-3	8	26	Four Seasons
Managing Conflict: Applying What We Know	80-3	7	29	Robson Square
Managing Conflict: Applying What We Know	81-1	11	21	Four Seasons
Managerial Work & Managerial Performance	81-1	13	12	Four Seasons
Rosemary Stewart: Seminar With Senior Executives	81-1	5	32	Four Seasons
Management of Groups: Applying What We Know	81-1	7	11	Four Seasons
<u>Foundation Program:</u>				
Business Applications & Control of Computer Projects	80-2	3	11	SFU
Leadership in Management: Policy & Planning	80-3	21	22	Hyatt Regency
Management Communication	80-3	21	22	Hotel Vancouver
Quantitative Analysis	80-3	21	23	Hyatt Regency
Management Communication	80-3	21	25	Hyatt Regency
Introduction to Accounting for Managers	81-1	21	19	Four Seasons
Budgeting and Finance	81-1	21	21	Hyatt Regency
Computer Demonstration	81-1	2	13	IBM Canada
<u>Centre for the Arts</u>				
Summer Intensive Dance Workshop	80-2	100	46	SFU
The Arts and the Computer Workshop	80-3	2	14	SFU
T'ai Ch'i Ch'uan Workshop	80-3	36	6	SFU
Joseph Chaikin Workshop	81-1	30	16	SFU
The Arts and the Computer Workshop	81-1	2	15	SFU
<u>Education, Faculty of</u>				
Classroom Management	80-2	30	32	SFU
<u>Summer Institute for Teacher Education</u>				
What is School Improvement?	80-2	1	40	SFU
Characteristics of the Autonomous School	80-2	1	50	SFU
School Improvement in the '80's	80-2	1	60	SFU
Humans are Social Animals, Schools Should Pay More Attention to that Fact	80-2	1	55	SFU
School Focused Curriculum Development	80-2	1	75	SFU
School Focused In-Service	80-2	1	80	SFU
Interests, Knowledge and Evaluation: Alternative Approaches to Curriculum Evaluation	80-2	1	60	SFU
Towards a Reconceptualization of Curriculum Implementation	80-2	1	55	SFU
International Perspectives on Progressional Development	80-2	1	60	SFU

<u>Department/Title of Course or Series</u>	<u>Semester</u>	<u>Hours</u>	<u>Enrolment</u>	<u>Location</u>
<u>Education, Faculty of</u> Cont'd.				
The Teacher as the Focus of Research and Development	80-2	1	45	SFU
Introducing Innovation to Pupils	80-2	1	50	SFU
Virtues of Diversity: An Eclectic Approach to School Improvement	80-2	1	50	SFU
<u>French Language Training Centre</u>				
ESL in the School Classroom	80-2	25	30	SFU
Steps to Designing ESL Curricula for Special Needs	80-2	25	30	SFU
Communicative Activities for the Second Language Classroom	80-2	25	30	SFU
French for the Classroom Teacher	80-2	60	20	SFU
<u>Kinesiology</u>				
Coaching Theory Level I	80-2	18	13	SFU
Level I & II Tennis Coaching Certification	80-2	17	13	SFU
Coaching Theory Level II	80-3	23	30	SFU
The Inner Athlete	80-3	7	85	SFU
Fitness Testing Workshop	80-3	6	25	SFU
Level I - Volleyball	80-3	16	21	SFU
Designing Physical Fitness Programs	80-3	6	35	SFU
Level I - Coaching Theory	80-3	14	28	SFU
Bodybuilding for Women	80-3	12	64	SFU
Hypothermia	80-3	6½	66	Robson Square
The Psychology of Action	80-3	10	24	Holiday Inn
Level I - Coaching Theory	81-1	15	28	SFU
Level II - Coaching Theory	81-1	23	21	SFU
Progressive Training Strategies for Middle and Long Distance Running	81-1	3	123	SFU
Self-Hypnosis and Weight Control	81-1	5½	67	Robson Square
Body Composition	81-1	6	39	SFU
Diet and Heart Disease	81-1	6	90	Robson Square
Nutrition and Physical Activity	81-1	6	78	SFU
<u>Physics</u>				
Holography Workshop	80-2	42	9	SFU
<u>Continuing Studies</u>				
SFU Labour Education Advisory Committee				
Vancouver-New Westminster Labour Council				
Weekend School:	80-3	11	425	SFU
Women in the Work Force	80-3	2	18	SFU
Write On: Making Your Point on Paper	80-3	11	30	SFU
Effective Chairing	80-3	11	21	SFU
Canada's Political System & How It Really Works	80-3	11	11	SFU
Effective Union Newsletters	80-3	11	11	SFU
Consumer Karate	80-3	11	32	SFU
Public Speaking & Parliamentary Procedure #1	81-1	35	18	Harrison Hot Spr
Public Speaking & Parliamentary Procedure #2	81-1	35	20	Harrison Hot Spr
Public Speaking & Parliamentary Procedure #3	81-1	35	33	Harrison Hot Spr
Leadership Training	81-1	35	14	Harrison Hot Spr
Quality of Work Life	81-1	35	20	Harrison Hot Spr

<u>Department/Title of Course or Series</u>	<u>Semester</u>	<u>Hours</u>	<u>Enrolment</u>	<u>Location</u>
<u>Continuing Studies, Cont'd.</u>				
Time Management #1	81-1	35	7	Harrison Hall
Time Management #2	81-1	35	11	Harrison Hall
Communications #1	81-1	16	20	I.W.A. Hall
Communications #2	81-1	16	25	I.W.A. Hall
<u>Management Development Program for Women:</u>				
Managerial Skills for the New or Prospective Manager	80-3	14	25	Robson Square
Women in Middle Management	80-3	14	25	Robson Square
Management & Small Group Behavior	80-3	14	26	Robson Square
Improving Communication Skills	80-3	14	25	Robson Square
Managerial Skills for the New or Prospective Manager	81-1	14	25	Robson Square
Mathematics of Management & Finance	81-1	14	15	SFU/Downtown
Women in Middle Management	81-1	14	21	SFU/Downtown
Improving Communication Skills	81-1	14	25	Robson Square
Management of People: Working Through Others	81-1	14	29	Robson Square
<u>Seminars for Nonprofit Organizations:</u>				
Planning & Policy Development for Nonprofit Organizations	80-2	14	32	Denman Place
Marketing Strategies for Nonprofit Organizations	80-3	7	17	SFU
Management in the Nonprofit Sector	80-3	14	24	SFU
Management in the Nonprofit Sector	81-1	14	20	SFU/Downtown
Problem Solving: Using Groups Effectively	81-1	14	15	Robson Square
Budgeting: A Practical Seminar	81-1	14	22	Robson Square
<u>SFU Advisory Committee on Ethnic Relations:</u>				
Developing Interculturally Skilled Counsellors	81-1	14	45	Holiday Inn
Cross-Cultural Training for Counsellors and Therapists	81-1	2	25	SFU
<u>Total</u>				
Courses and Lecture Series: 88				
Enrolment: 3,197				

B. Conferences and Symposia

<u>Department/Title of Conference or Symposium</u>	<u>Semester</u>	<u>Hours</u>	<u>Enrolment</u>	<u>Location</u>
<u>Biological Sciences</u>				
U.N. Conference on Soil & Water Pollution	80-2	30	17	SFU
<u>Chemistry</u>				
Chemistry in the 80's	80-3	10	73	SFU
<u>Economics</u>				
Summer Seminar for Economics Instrutors	80-2	30	19	SFU
<u>Education, Faculty of</u>				
Family Choice, Schooling & the Public Interest	80-2	14½	191	Holiday Inn
Education Canada: Federal-Provincial Relations in Education	81-1	16½	157	The Bayshore
<u>English</u>				
The Achievements of F.R. Scott	81-1	10	176	Robson Square
Pacific Northwest Renaissance Conference	81-1	14	73	Robson Square
<u>Interdisciplinary Studies, Faculty of</u>				
The Development of High Technology in B.C.: The Role of Industry, Government & University	80-3	4	105	Robson Square
<u>Philosophy</u>				
Moral Problems in Health Care	80-3	16	187	Hotel Vancouver
Reason, Values & Decision Making on Land Use Issues	81-1	8	44	Hotel Georgia
<u>Psychology</u>				
Drug Abuse: Policy Options for B.C.	81-1	17	119	Century Plaza
<u>Continuing Studies</u>				
<u>Gerontology:</u>				
Meeting the Challenge of the Mentally Impaired Elderly	81-1	16	254	International Plaza Hotel
<u>Justice Institute:</u>				
Police Educators Conference	80-2	24	73	Sands Motor Inn
<u>International Development Research Center</u>				
Symposium	80-3	9½	144	Denman Inn
<u>SFU Advisory Committee on Ethnic Relations:</u>				
Cross-Cultural Perspectives for Human Services Professionals	81-1	15	101	Hotel Vancouver

Total

Conferences and Symposia: 15

Enrolment: 1,733

C. Lectures and Colloquia

<u>Department/Title of Lecture or Colloquium</u>	<u>Semester</u>	<u>Hours</u>	<u>Enrolment</u>	<u>Location</u>
<u>Archeology</u>				
Early Early Man in the New World	80-2	2	100	SFU
Prehistoric Exploration of the World's Longest Cave	81-1	1	130	Robson Squa.
<u>Arts, Faculty of</u>				
The Apartheid Opposition	80-3	2	70	SFU
South Africa's Options	80-3	2	120	Hotel Vancou
<u>Biological Sciences</u>				
How the Environment Regulates the Breeding Season of Fish	80-2	1	45	SFU
Kelp Overgrazing and the Atlantic Coast Lobster Fishery	80-2	1	45	SFU
<u>Business Administration</u>				
The Nature of Managerial Work	81-1	1	100	Robson Squa
Foundation Program Participants & Sponsors with Rosemary Stewart	81-1	3½	50	Four Season
<u>Canadian Studies</u>				
The Constitutional Wrangle	81-1	1½	150	SFU
The Continuing Struggle for Social Justice	81-1	1	250	Robson Squa
<u>Chemistry</u>				
Oxygen - A Toxic Element	81-1	2	80	SFU
<u>Communication</u>				
The Current Crisis in Regulation of Communications in Canada	80-3	1	80	Robson Squa
<u>Criminology</u>				
Informal Discussion on Public Policy Formation	81-1	2	30	SFU
The Role of Empirical Research in the Development of Public Policy in the Justice Field: Some Examples & General Principles	81-1	2	75	SFU
Can Community Goals Be Determined: Can CPTED Exist Within the Current Practices?	81-1	2	25	SFU



<u>Department/Title of Lecture or Colloquium</u>	<u>Semester</u>	<u>Hours</u>	<u>Enrolment</u>	<u>Location</u>
<u>Criminology Cont'd.</u>				
The Image of the Criminal in Contemporary Social Science	81-1	2	30	SFU
History of Criminology	81-1	2	25	SFU
Maximizing Planning Impact	81-1	2	25	SFU
Fixed Goal vs. Multi-Goal Evaluation in Criminal Justice	81-1	2	25	SFU
<u>Economics</u>				
Economics and Survival	81-1	1	25	Robson Square
A Theory of Growth	81-1	2	30	SFU
What Causes Inflation?	81-1	1	100	Robson Square
<u>Education, Faculty of</u>				
Psychological Perspectives on Violence	80-3	1	335	SFU
How A Curriculum Theorist Works	81-1	1	40	SFU
Dilemmas of the Curriculum Field	81-1	2	80	SFU
Cross-Cultural Training for Counsellors and Therapists	81-1	2	30	SFU
<u>English</u>				
English Seminar on E. Pound	80-3	2	10	Hydroft Hall
Readings from New & Recent Work	80-3	1	100	Robson Square
General Theory of Signs	81-1	1	25	SFU
A Theory of 19th Century Culture: The Romantic Tradition	81-1	2	40	SFU
Literature and Behavior	81-1	2	40	SFU
<u>Humanities</u>				
Humanities Colloquium	80-3	3	25	SFU
<u>Kinesiology</u>				
Exercise During Pregnancy	80-3	4	146	Denman Place
Slim Chance in a Fat World	80-3	2	149	SFU
The Muscle Spindle - Past and Present	81-1	1	60	SFU
Are Our Muscles Sentient?	81-1	1	80	SFU
<u>Languages, Literatures and Linguistics</u>				
Problèmes de l'analyse textuelle	80-3	2	43	SFU
La semiologie de l'espace romanesque	80-3	2	30	SFU
Les problèmes de la socio-critique	80-3	2	31	SFU
La Joha de parra	81-1	2	20	SFU
Main Trends in Contemporary Spanish Narrative	81-1	2	20	SFU
Macchu Picchu and Italica in Neruda's Poetry	81-1	1	20	SFU
A Poet's View of Contemporary Spanish Poetry	81-1	2	25	SFU
Asilo poetico/Poetic Asylum	81-1	1	70	SFU

<u>Department/Title of Lecture or Colloquium</u>	<u>Semester</u>	<u>Hours</u>	<u>Enrolment</u>	<u>Location</u>
<u>Latin American Studies Program</u>				
Latin American Literature and the Socio-Political Context	81-1	2	45	SFU
Revolution and Literature in Central and Latin America	81-1	1½	30	SFU
<u>Natural Resources Management Program</u>				
Forest Policy in the Face of Declining Inventories	80-3	2	55	SFU
<u>Philosophy</u>				
Three Lectures on the Metaphysics of Time and Identity	80-3	2	300	SFU
Three Lectures on the Metaphysics of Time and Identity	80-3	2	150	SFU
Three Lectures on the Metaphysics of Time and Identity	80-3	2	125	SFU
Parapsychology and the Philosophy of Science	81-1	1	150	SFU
Growing Belief in the Paranormal (Astrology, ESP, UFO's): A Critical Response	81-1	1	175	SFU
What is the Difference between Science and Pseudo-Science?	81-1	1	70	SFU
The Mind-Body Problem	81-1	2	70	SFU
Some Problems in the Philosophy of Biology	81-1	2	20	SFU
<u>Physics</u>				
From Atom Physics to Flying Trains: The Technological Future of Superconductors	80-3	1	80	Robson Squa
The Electron Transfer Process: Photosynthesis and Solar Cells	80-3	2	75	SFU
The Origin of the Genetic Code	80-3	1	150	SFU
Super Conductivity in Al <sub>5</sub> Compounds	80-3	2	60	SFU
Photo-respiration in Unicellular Algae	81-1	2	30	SFU
Food, Fibre, and Flavour: Carbon Assimilation in Plants	81-1	1½	50	SFU
<u>Political Science</u>				
Political Development: The Case of the United States	80-2	1	35	SFU
<u>Psychology</u>				
How the Brain Processes Information: Recent Advances in the Study of Electrical and Magnetic Fields of the Brain	81-1	1	120	Robson Squa

Department/Title of Lecture or ColloquiumScience, Faculty of

Seismicity Associated with the Eruptions of Mount St. Helens	80-3	1½	300	SFU
Why Are Children's Diseases Special?	80-3	1½	45	SFU
Black Holes	81-1	1½	450	SFU
Physics, Philanthropy and the First Nobel Prizes	81-1	1½	70	SFU
What Insects Can Learn - and How They Do It	81-1	1½	250	SFU
Self-Reference, Intelligence, and Frame- breaking: Spinoffs from Themes in Godel, Escher, Bach	81-1	1½	550	SFU

Sociology and Anthropology

Kampuchea, Afghanistan and the Global Balance of Forces	80-2	1	70	SFU
The Art of Angkor Wat	80-2	1	22	SFU

Women's Studies Program

Seminar on Autobiographical Writing, Jane Rule	81-1	2½	15	SFU
Jane Rule, Creative Writing	81-1	2	20	SFU

Total

Lectures and Colloquia: 73  
Enrolment: 6,661

D. SFU Publications

SFU Publications are packages of print material, audio tape, video tape and 35 mm slides produced from selected conferences, symposia, seminars and workshops, and packages specially developed in collaboration with faculty, professionals in the community, and potential participants. (This list includes only those publications for which packages have been sold; publications completed but not yet marketed are not included).

<u>1980-81</u>	<u>Items Sold</u>
Health Concerns of an Aging Population	180
Meeting the Challenge of the Mentally Impaired Elderly	115
Moral Problems in Health Care	75
Drug Abuse: Policy Options in British Columbia	30
Diet and Heart Disease	15
The Female Athlete	45
Micro-Computers in the Classroom	40
Education Canada	60
Family Choice in Education	52
Multiculturalism and Bilingualism in Education	45
Clinical Concerns in Child Development	20
Indochinese Refugees in British Columbia	120
The Achievements of F.R. Scott	<u>30</u>
Total: 13	827

## II. Credit-Free Activities by Administrative and Academic Service Departments

### A. Courses

<u>Department/Title of Course</u>	<u>Semester</u>	<u>Hours</u>	<u>Enrolment</u>	<u>Location</u>
<u>Computing Centre</u>				
Introduction to Computing Centre Services	80-2	2	21	SFU
Introduction to JCL	80-2	2	20	SFU
Introduction to WYLBUR	80-2	2	25	SFU
Introduction to MTS (3 sessions)	80-2	6	96	SFU
The MTS Editor (3 sessions)	80-2	6	91	SFU
Files & Devices in MTS (2 sessions)	80-2	4	39	SFU
Efficient Use of MTS (2 sessions)	80-2	4	45	SFU
TEXTFORM, Part I (2 sessions)	80-2	4	49	SFU
TEXTFORM, Part II (2 sessions)	80-2	4	35	SFU
Overview of Statistical Software	80-2	2	16	SFU
Plotting I	80-2	2	20	SFU
Plotting II	80-2	2	18	SFU
TROLL, Part I	80-2	2	15	SFU
TROLL, Part II	80-2	2	14	SFU
Statistical Computing with BMDP	80-2	2	15	SFU
Statistical Computing with SPSS	80-2	4	29	SFU
Integrated Graphics	80-2	2	22	SFU
Statistical Computing with MIDAS	80-2	2	15	SFU
Analysis of Variance and Covariance	80-2	2	16	SFU
Introduction to Computing Centre Services	80-3	2	17	SFU
Introduction to JCL (2 sessions)	80-3	4	32	SFU
Introduction to WYLBUR (2 sessions)	80-3	4	33	SFU
Introduction to MTS (2 sessions)	80-3	4	80	SFU
The MTS Editor (2 sessions)	80-3	4	60	SFU
Files and Devices in MTS (2 sessions)	80-3	4	57	SFU
Efficient Use of MTS (2 sessions)	80-3	4	28	SFU
TEXTFORM, Part I	80-3	2	45	SFU
TEXTFORM, Part II	80-3	2	37	SFU
TEXTFORM, Part III	80-3	2	41	SFU
TAXIR	80-3	2	6	SFU
Overview of Statistical Software	80-3	2	22	SFU
Interactive Data Analysis	80-3	2	6	SFU
Time Series Analysis	80-3	2	6	SFU
Statistical Computing with SPSS	80-3	4	36	SFU
Statistical Computing with MIDAS	80-3	2	11	SFU
Analysis of Variance and Covariance	80-3	2	6	SFU
Statistical Computing with BMDP	80-3	2	17	SFU
TROLL, Part I	80-3	2	6	SFU
TROLL, Part II	80-3	2	5	SFU
Plotting I	80-3	2	32	SFU
Plotting II	80-3	2	11	SFU
Integrated Graphics	80-3	2	23	SFU
Introduction to Computing Centre Services	81-1	2	30	SFU
Introduction to JCL	81-1	2	23	SFU
Introduction to WYLBUR	81-1	2	28	SFU
Introduction to MTS (3 sessions)	81-1	6	122	SFU

<u>Department/Title of Course</u>	<u>Semester</u>	<u>Hours</u>	<u>Enrolment</u>	<u>Location</u>
The MTS Editor (3 sessions)	81-1	6	70	SFU
Files & Devices in MTS (2 sessions)	81-1	4	63	SFU
Efficient Use of MTS (2 sessions)	81-1	4	61	SFU
TEXTFORM, Part I	81-1	2	37	SFU
TEXTFORM, Part II	81-1	2	35	SFU
TEXTFORM, Part III	81-1	2	35	SFU
Plotting I	81-1	2	38	SFU
Overview of Statistical Software	81-1	2	20	SFU
Statistical Computing with SPSS	81-1	4	20	SFU
Integrated Graphics	81-1	2	3	SFU
TAXIR	81-1	2	3	SFU
Introduction to Report Generator	81-1	2	6	SFU
Statistical Computing with BMDP	81-1	2	12	SFU
Statistical Computing with MIDAS	81-1	2	8	SFU
Questionnaire Design	81-1	2	36	SFU
FORTTRAN for Researchers (6 sessions)	81-1	12	6	SFU
<u>Reading and Study Centre</u>				
Reading & Study 001	80-2	18	51	SFU
English Language Program	80-2	60	21	SFU
M.B.A. Course	80-2	15	28	SFU
Typing	80-2	11	26	SFU
Reading & Study 001	80-3	18	94	SFU
Mini Course	80-3	9	151	SFU
Rapid Reading for Business and the Professions	80-3	15	25	SFU
Typing	80-3	13	37	SFU
English Language Program	80-3	60	49	SFU
Reading & Study 001	81-1	18	110	SFU
Mini Course	81-1	9	41	SFU
High School Reading Course	81-1	15	27	SFU
Typing	81-1	13	20	SFU
English Language Program	81-1	60	49	SFU
<u>Recreation</u>				
Beginning Swim	80-2	20	27	SFU
Intermediate Swim	80-2	10	16	SFU
Scuba	80-2	32	16	SFU
Beginning Fencing	80-2	20	13	SFU
Intermediate Fencing	80-2	20	6	SFU
Lunchtime Fitness Class	80-2	65	73	SFU
Morning Fitness Class	80-2	65	20	SFU
Swim Fitness	80-2	65	50	SFU
	80-2	25	4	SFU
Personal Skills Development-Gymnastics	80-2	40	9	SFU
Backpacking	80-2	20	10	Off campus
Canoeing - Fastwater	80-2	10	14	Off campus
Canoeing - Flatwater	80-2	10	20	Off campus
Mexican Climb	80-2	120	18	Off campus
Mountaineering	80-2	40	9	Off campus
Orienteering	80-2	6	5	SFU

<u>Department/Title of Course</u>	<u>Semester</u>	<u>Hours</u>	<u>Enrolment</u>	<u>Location</u>
Rock Climbing	80-2	40	19	Off campus
Sailing - CYA	80-2	27	37	Off campus
Laser Sailing	80-2	10	32	Off campus
Racquetball	80-2	4	27	SFU
Squash	80-2	4	43	SFU
Beginning Tennis	80-2	10	56	SFU
Intermediate Tennis	80-2	10	56	SFU
Disc Throwing	80-2	2	2	SFU
Beginning Swim	80-3	20	23	SFU
Bronze Medallion	80-3	30	7	SFU
Intermediate Swim	80-3	10	23	SFU
Scuba	80-3	32	21	SFU
Beginning Fencing	80-3	20	16	SFU
Intermediate Fencing	80-3	20	9	SFU
Karate	80-3	40	27	SFU
T'ai Chi I	80-3	15	31	SFU
T'ai Chi II	80-3	15	5	SFU
4:30 Fitness Class	80-3	65	28	SFU
Lunchtime Fitness Class	80-3	65	98	SFU
Morning Fitness Class	80-3	65	64	SFU
Swim Fitness	80-3	65	49	SFU
Weight Training (Women Only)	80-3	4	54	SFU
Yoga	80-3	25	42	SFU
Level I Coaching Gymnastics	80-3	20	38	SFU
Personal Skill Development - Gymnastics	80-3	40	14	SFU
Canoeing - Flatwater	80-3	10	9	Off campus
Mountaineering	80-3	40	26	Off campus
Sailing - CYA	80-3	27	12	Off campus
Laser Sailing	80-3	10	12	Off campus
Badminton	80-3	10	8	SFU
Racquetball	80-3	4	60	SFU
Squash	80-3	4	45	SFU
Beginning Tennis	80-3	10	12	SFU
Intermediate Tennis	80-3	10	11	SFU
Soccer Skills	80-3	1	16	SFU
Advanced Swim	81-1	10	3	SFU
Beginning Swim	81-1	20	29	SFU
Bronze Cross	81-1	30	5	SFU
Intermediate Swim	81-1	10	23	SFU
Scuba	81-1	32	21	SFU
Tots Swim	81-1	5	20	SFU
Beginning Fencing	81-1	20	12	SFU
Intermediate Fencing	81-1	20	10	SFU
Karate	81-1	40	24	SFU
T'ai Chi I	81-1	15	32	SFU
T'ai Chi II	81-1	15	18	SFU
Dance Fit	81-1	20	19	SFU
4:30 Fitness Class	81-1	65	17	SFU
Lunchtime Fitness Class	81-1	65	142	SFU
Morning Fitness Class	81-1	65	31	SFU

<u>Department/Title of Course</u>	<u>Semester</u>	<u>Hours</u>	<u>Enrolment</u>	<u>Location</u>
Swim Fitness	81-1	65	46	SFU
Weight Training (Women only)	81-1	4	61	SFU
Yoga	81-1	25	53	SFU
Personal Skill Development - Gymnastics	81-1	40	17	SFU
Mountaineering	81-1	40	7	Off campus
Racquetball	81-1	4	63	SFU
Squash	81-1	4	32	SFU
Intermediate Tennis	81-1	10	6	SFU

Total

Courses: 150

Enrolment: 4,636

B. LecturesDepartment/Title of LectureLibrary

Access to Information (2 sections)	80-2	6	40	SFU
Access to Information (3 sections)	80-3	9	120	SFU
Access to Information (7 sections)	81-1	21	195	SFU

Total

Lectures: 12

Enrolment: 355



### III. Summary of Credit-Free Activities and Enrolments

	<u>Courses and Lecture Series</u>		<u>Conferences and Symposia</u>		<u>Lectures and Colloquia</u>	
	<u>No. of Events</u>	<u>Enrolment</u>	<u>No. of Events</u>	<u>Enrolment</u>	<u>No. of Events</u>	<u>Enrolmen</u>
Activities by Academic Departments	88	3,197	15	1,733	73	6,661
Activities by Administrative and Service Departments	150	4,636	-	-	12	355
Total	238	7,833	15	1,733	85	7,016

Total number of activities: 338

Total enrolment: 16,582

Senate Committee on Continuing Studies

REPORT ON UNDERGRADUATE  
EXTENSION CREDIT COURSES  
May 1, 1980 - April 30, 1981

This report describes the numbers of undergraduate extension credit course offerings and associated course enrollee figures of the Departments/Faculties of the University for the period May 1, 1980 through April 30, 1981. By way of definition, extension credit courses include those that are offered on-campus after 4:30 p.m. of the regular semesters or during the days or evenings of Intersession (May-June) or Summer Session (July-August), those that are offered in downtown Vancouver (day or evening), those that are offered off-campus in a classroom (e.g., at Kelowna, Prince George), and those that are available throughout the province via print or print and audio tapes - i.e., directed independent study (correspondence) courses.

A summary of the numbers of extension credit course offerings and the numbers of course enrollees for each type of extension course is presented in Table 1. A total of 19,545 course enrollees was recorded in 633 extension credit course offerings during 1980-81, 14.3% (2,440) more enrollees than for the same period of 1979-80. This increase accounted for nearly one-half of the 8% increase to the total university undergraduate enrollment for the period (72,809 course enrollees, 5,288 more than for 1979-80). The number of enrollees in extension credit courses during 1980-81 represented nearly 27% of the total number of undergraduate enrollees.

## I On-Campus and Downtown Undergraduate Extension Credit Programs

A summary of the number of courses and course enrollees by Faculty for each of the three semesters of 1980-81 and 1979-80 is presented in Table 2. Course enrollees increased by 15%, substantially higher than the 4% increase noted for 1979-80 relative to 1978-79. Major components of the growth include the SFU/Downtown Program (1,961 course enrollees in 1980-81 as compared with 439 in 1979-80) and a 10% increase (480 enrollees) to the Fall Semester 1980 On-Campus Program relative to the Fall Semester, 1979. Considered on a Faculty basis, substantially more courses were offered and enrollment increases recorded in Arts and Interdisciplinary Studies, Science remained about the same, and Education enrollments decreased slightly.

## II Off-campus Undergraduate Credit Programs

A summary of the number of off-campus courses and course enrollees by program is presented in Table 3. Activity in this area decreased relative to 1979-80 and is reflected by a 41% decrease in enrollments (part of the decrease, however, is due to reassigning enrollments in courses for Senior Citizens offered at SFU/Downtown to the Downtown Program). The major components of the decreased off-campus activity include the Kelowna Program (1979-80 was the last year of the B.A. Psychology offerings), the fact that the Latin American Studies Field School was not offered, and the continued planned reduction of the number of sites at which the Faculty of Education's Professional Development Program was offered.

## III Directed Independent Study Courses

Twenty-eight different courses were available in this instructional mode during 1980-81, seven more than during 1979-80. Most courses were

offered during two of the three semesters of the reporting period (courses are sometimes not available due to revisions being undertaken or because the author/supervisor is on leave). The total number of offerings over the period was 59, 13 more than during 1979-80 and the number of course enrollees increased 55% (1,773 vs. 1,140).

#### IV Special Audit Students

The number of people attending classes, day or evening, on- or off-campus, as special audit students during 1980-81 was 212, an increase of 33 (18%) over the same period of 1979-80.

TABLE 1

Numbers of Courses and Course Enrollees for On-Campus Evening and Downtown, Off-Campus and Directed Independent Study Programs for the May 1 through April 30 Periods of 1980-81 and 1979-80

Course Type	Reporting Period				Change in Number of Courses	Change in Number of Enrollees
	1980-81		1979-80			
	Courses	Enrollees	Courses	Enrollees		
On-Campus and Downtown	522	17160	466	14922	+12.0%	+15.0%
Off-Campus	52	612	70	1043	-25.7%	-41.3%
Directed Independent Study	59	1773	46	1140	+28.3%	+55.5%
Total	633	19545	582	17105	+ 8.8%	+14.3%

TABLE 2

Numbers of On-Campus and Downtown Undergraduate Extension Credit Courses and Course Enrollees in the Faculties of Arts, Education, Interdisciplinary Studies and Science for the Three Semesters of 1980-81 Reporting Year (May 1, 1980-April 30, 1981) and the Three Semesters of the 1979-80 Reporting Year

## FACULTIES

Year	Semester	ARTS		EDUCATION		INTERDISCIPLINARY STUDIES		SCIENCE		(E)	Percentage Course and Enrollee Change by Corresponding Semester 1980-81 vs. 1979-80	
		(C)	(E)	(C)	(E)	(C)	(E)	(C)	(E)	(C)	(C)	(E)
1980-1981	Summer (80-2) 1	86	2251	57	1721	26	836	3	164	172	-	+ 3.2%
	Inter-session 2	29	419	24	805	7	88	1	53	1365		
	Summer Session	29	556	30	862	7	142	2	111	1671		
	Semester Evening	28	1276	3	54	12	606	-	-	1936		
	Fall (80-3)	110	3896	14	312	46	1538	6	297	176	+35.4%	+31.5%
	On-Campus	86	3373	14	312	34	1150	6	297	5132		
	Downtown	24	523	-	-	12	388	-	-	986		
	Spring (81-1)	105	3940	13	340	44	1398	9	329	174	+ 6.1%	+11.3%
	On-campus	86	3527	13	340	31	1026	7	273	5166		
	Downtown	19	413	-	-	13	372	2	56	904		
	Total	301	10087	84	2373	116	3772	18	790	522	+12%	+15.0%
1979-1980	Summer (79-2)	85	1929	55	2019	29	735	3	135	172		
	Inter-session	25	484	23	914	5	82	1	42	1522		
	Summer Session	32	539	28	1054	6	94	2	93	1780		
	Semester Evening	28	906	4	51	18	559	-	-	1516		
	Fall (79-3)	80	3263	12	290	30	847	8	252	130		
	Spring (80-1)	105	3724	12	276	38	1157	9	295	164		
	On-Campus	94	3460	11	269	30	994	8	290	5013		
	Downtown	11	264	1	7	8	163	1	5	439		
	Total	270	8916	79	2585	97	2739	20	682	461		
Course & Enrollee Change by Faculty 1980-81 vs. 1979-80		+11.5%	+13.1%	+6.3%	-8.2%	+19.6%	+37.7%	-10.0%	+15.8%			

Includes one course offered at SFU/Downtown with 13 enrollees  
Includes two courses offered at SFU/Downtown with 58 enrollees

Table 3

Numbers of Courses and Course Enrollees Off-Campus for the  
May 1 through April 30 periods of 1980-81 and 1979-80

Program	Reporting Period			
	1980-81		1979-80	
	Courses	Enrollees	Courses	Enrollees
B.C. Studies Certificate	4	76	4	89
Environmental Education	2	32	2	112
Education-Extended Studies Diploma, Degree Completion	13	149	8	99
Fraser Valley-Degree Completion	7	74	12	95
Latin American Studies- Field School	-	-	8	75
Kelowna-Degree Completion	3	30	10	139
Professional Development <sup>1</sup>	18	162	21	272
Senior Citizens <sup>2</sup>	5	89	5	162
Totals	52	612	70	1043

<sup>1</sup> Each course in this program (i.e., Education 401/402 and 405) has 15 semester hours of credit associated with it. The majority of S.F.U. courses, including most of those reported here, carry 3-5 semester hours of credit.

<sup>2</sup> Three additional courses in this program were offered at SFU/Downtown during 1980-81. The 75 course enrollees in these courses are recorded in the SFU/Downtown total.

# SIMON FRASER UNIVERSITY

## MEMORANDUM

To..... SENATORS, CHAIRMEN OF ACADEMIC DEPART-  
MENTS, COMMITTEE MEMBERS

From N. HEATH, DIRECTOR

SECRETARIAT AND OFFICE SERVICES

Subject SENATE AND RELATED COMMITTEES

Date OCTOBER 15, 1981

The attached material contains updated information on membership and terms of reference of Senate and related Committees. We regret that the listings are not complete as a number of vacancies exist on some of the Committees. As memberships are completed, revised listings will be distributed.

encl.



SENATE AND RELATED COMMITTEES

AS OF

OCTOBER 15, 1981

# SENATE AND RELATED COMMITTEES

October 15, 1981

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## SENATE COMMITTEES

1

October 15, 1981

### REPORTING CATEGORIES

The attached lists of Senate Committees have been designated reporting categories in accordance with a motion approved by Senate at its meeting of December 3, 1973. An explanation of the designations is appended below.

#### Reporting Category "A"

A committee whose first function is regularly to place items on the agenda of meetings of Senate shall not present a regular report to Senate beyond the submission of agenda items and the necessary supporting materials.

Senate Committee on Agenda and Rules (SCAR)  
Assessment Committee for New Graduate Programs (ACNGP)  
Senate Committee on Honorary Degrees (SCHD)  
Senate Nominating Committee (SNC)

#### Reporting Category "B"

A standing committee with delegated responsibilities to perform duties on behalf of Senate shall report to Senate at twelve-monthly intervals, except where otherwise stipulated in the charge to the committee; the first report shall be on a date to be agreed upon by the Chairman of the committee and the Chairman of Senate. Where Senate ratification of decisions made by a committee is required it shall be sought at the time of the submission of the committee's report; in the event of Senate failing to ratify such decision or decisions of a committee, the decision or decisions shall stand, and the Senate's failure to ratify shall be interpreted as an instruction to the committee involved that actions of that type shall not be repeated.

Senate Committee on Academic Discipline (SCAD)  
Senate Committee on Academic Planning (SCAP)  
Senate Committee on University Budget (SCUB)  
Senate Committee on Continuing Studies (SCCS)  
Senate Graduate Studies Committee (SGSC)  
Executive Committee of the Senate Graduate Studies  
Committee (ECSGSC)  
Senate Library Committee (SLC)  
Library Penalties Appeal Committee (LPAC)  
Senate Committee on Scholarships, Awards and Bursaries (SCSAB)  
Senate Undergraduate Admissions Board (SUAB)  
Senate Appeals Board (SAB)  
Senate Committee on Undergraduate Studies (SCUS)

#### Reporting Category "C"

A temporary committee established by Senate to perform a limited specified task shall report to Senate by the date stated in its charge.

PART I: SENATE COMMITTEES

A. STANDING COMMITTEES

Note: Section 60 of the University Act states:

"The President is a member of all standing committees of the senate except the standing committee on appeals."

SENATE COMMITTEES

OCTOBER 15, 1981

1. SENATE COMMITTEE ON ACADEMIC DISCIPLINE (SCAD) - Standing  
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Chairman	Elected by and from Senate	1 year	Sep 30/82	M. F. Wideen
Faculty Member	Elected  by Senate	2 years	Sep 30/82	N. M. Swartz
Faculty Member		2 years	Sep 30/82	A. D. Doerr
Faculty Member		2 years	Sep 30/83	A. C. Kazepides
Faculty Member (Alternate)		1 year	Sep 30/82	L. H. Palmer
Student	Selected  by Student Society	1 year	Sep 30/82	B. Kroeker
Student		1 year	Sep 30/82	P. G. Cripps
Student		1 year	Sep 30/82	G. Scott
Student (Alternate)		1 year	Sep 30/82	G. T. McNabb
Registrar	Secretary (non-voting)		H. M. Evans	

RESPONSIBILITIES

1. The Committee is the "standing committee of final appeal for students in matters of academic discipline" referred to in various sections of the University Act.
2. The Committee is established to hear appeals from penalties imposed on students under "Procedures for Dealing with Incidents of Intellectual Dishonesty" and to hear such other appeals and deal with such other matters as Senate or the Chairman of Senate so directs.
3. Senate delegates to the Committee its power and authority to deal with all appeals in matters of academic discipline of students.

PROCEDURES

- a) If the Chairman is absent from any Committee meeting, a quorum of the Committee shall elect an Acting Chairman from among voting members present to act as Chairman of the meeting while the Chairman remains absent.
- b) A quorum of the Committee is 5 members entitled to vote at the meeting.
- c) If a member is involved in a case before the Committee, he or she shall not act as a member of the Committee with respect to that case.
- d) When an appeal has been initiated and new evidence is to be made available the Chairman of the Committee, on consideration of the new evidence, may instruct that the case be further considered with the new evidence by the previous review body, or may permit the appeal to proceed to the Committee with the new evidence to be considered at that level.

Approved by Senate March 2, 1981.

SENATE COMMITTEES

October 15, 1981

2. SENATE COMMITTEE ON ACADEMIC PLANNING (SCAP) - Standing  
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>	
Vice-President, Academic	Ex-officio - Chairman			J. M. Munro	
Associate Vice- President, Academic	Ex-officio - Vice-Chairman			J. M. Webster	
Vice-President, Administration	Ex-officio (non-voting)			G. Suart	
Dean of Arts	Ex-officio			R. C. Brown	
Dean of Education				J.W.G. Ivany	
Dean of Interdis- ciplinary Studies				T. W. Calvert	
Dean of Science				J. F. Cochran	
Dean of Continuing Studies				J. P. Blaney	
Dean of Graduate Studies				B. P. Beirne	
Senator	Elected   by  and  from  Senate	2 years	Sep 30/82	K. Okuda	
Senator		2 years	Sep 30/82	S. N. Verdun-Jones	
Senator		2 years	Sep 30/83	W. L. Cleveland	*
Senator		2 years	Sep 30/83	M. E. Manley-Casimir	*
Senator		2 years	Sep 30/83	K. E. Rieckhoff	*
Senator (Lay Member)		2 years	Sep 30/82	M. J. Overholt	**
Senator (Lay Member)		2 years	Sep 30/83	V. Nielsen	**
Senator (Student)		2 years	Sep 30/82	S. Hinchcliffe	
Senator (Student)		2 years	Sep 30/83	G. T. McNabb	***
Senator (Student)		2 years	Sep 30/82		****
Librarian, or his designate				C. W. MacDonald	
Registrar, or his designate	Non-voting			H. M. Evans	
Director of Analy- tical Studies	Secretary (non-voting)			J. Chase	

TERMS OF REFERENCE

1. To be responsible for the implementation of a system of academic planning based on S.80-98. Specifically, the Committee will undertake the following responsibilities:

SENATE COMMITTEE ON ACADEMIC PLANNING (continued)

- a) To provide periodic assessments of the present and probable future environments of the University, its students, and its community;
  - b) To identify priorities for the development of new academic programs and emerging research areas;
  - c) To gather information concerning initiatives in the development of programs at all levels in the University;
  - d) To ensure coordination of academic planning with the provision of facilities and services, with financial resources, and with planning for the total post-secondary education system in British Columbia.
2. To review and recommend to Senate all proposals involving new programs, or major modifications to existing programs, according to the criteria specified in S.80-98.
  3. To review existing programs according to the criteria set out in S.80-98 for the purpose of assessment and, in some cases, possible expansion, curtailment, or discontinuance.
  4. In carrying out its responsibilities, the Senate Committee on Academic Planning may establish task forces or sub-committees to deal with particular tasks.

Approved by Senate at its meeting of October 6, 1975 to replace the former Presidential Committee - Academic Planning Committee. Changes in membership and changes in terms of reference approved by Senate, December 1, 1980.

Committee meetings normally are scheduled monthly on Wednesdays, two days after the scheduled meeting date of Senate, at 2:00 p.m., with adjournment not later than 5:00 p.m.

SCAP reports to Senate in May of each year.

- \* Elected at meeting of Senate of September 14, 1981 to replace A. S. Arrott, J.P.M. Mackauer and H. Weinberg.
- \*\* Elected at meeting of Senate of September 14, 1981.
- \*\*\* Re-elected at meeting of Senate of September 14, 1981.
- \*\*\*\* Election required to replace J. A. Hanson, resigned.

SENATE COMMITTEES

October 15, 1981

3. SENATE COMMITTEE ON UNIVERSITY BUDGET (SCUB) - Standing  
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>	
Senator	Those	2 years	Sep 30/82	K. Okuda	
Senator	elected	2 years	Sep 30/82	S. N. Verdun-Jones	
Senator	by and	2 years	Sep 30/83	W. L. Cleveland	*
Senator	from	2 years	Sep 30/83	M. E. Manley-Casimir	*
Senator	Senate	2 years	Sep 30/83	K. E. Rieckhoff	*
Senator	to the	2 years	Sep 30/82	M. J. Overholt	**
(Lay Member	Senate	2 years	Sep 30/83	V. Nielsen	**
Senator	Committee	2 years	Sep 30/82	S. Hinchcliffe	
(Lay Member)					
Senator	on Academic	2 years	Sep 30/83	G. T. McNabb	***
(Student)					****
Senator	Planning	2 years	Sep 30/82		
(Student)					

Director of Analy-  
tical Studies

Secretary (non-voting)

J. Chase

Chairman: Elected by and from voting Committee members: S. N. Verdun-Jones

TERMS OF REFERENCE

University Act, Section 36(e): To meet with the President and assist him in the preparation of the University Budget.

Approved by Senate at its meeting of  
October 6, 1975. Membership revised  
December 1, 1980.

Committee meetings normally are scheduled monthly on Wednesdays, two days after the scheduled meeting date of Senate, at 12:30 p.m., with adjournment not later than 2:00 p.m.

SCUB reports to Senate in December of each year.

\* Elected at meeting of Senate of September 14, 1981 to replace A. S. Arrott, J.P.M. Mackauer and H. Weinberg.

\*\* Elected at meeting of Senate of September 14, 1981.

\*\*\* Re-elected at meeting of Senate of September 14, 1981.

\*\*\*\* Election required to replace J. A. Hanson, resigned.



SENATE COMMITTEES

October 15, 1981

4. SENATE COMMITTEE ON AGENDA AND RULES (SCAR) - Standing  
(Reporting Category "A")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>	
President	Ex-officio - Chairman			K. G. Pedersen	
Vice-President, Academic	Ex-officio - Vice-Chairman			J. M. Munro	
Registrar	Ex-officio			H. M. Evans	
Director, Secretariat and Office Services	Ex-officio			N. Heath	
Senator	Elected	2 years	Sep 30/82	J. C. Irwin	
Senator	by and	2 years	Sep 30/83	M. C. Roberts	*
Senator	from	2 years	Sep 30/82	H. Weinberg	
Senator (Student)	Senate	2 years	Sep 30/83	J. M. Crawley	**

TERMS OF REFERENCE

1. To advise the Chairman in determining the items for the Open and Closed agendas of Senate.
2. To recommend to Senate rules and procedures for the conduct of its business.
3. To periodically review the structure and terms of reference of the various standing committees of Senate, and to make recommendations to Senate as appropriate.
4. To consider and take action on behalf of the Senate by referring to the appropriate Senate Committee or Senate all matters that may be referred to Senate by the Board (see Univ. Act, Section 36(p)).

Original approved by Senate September 9, 1968.  
Revision approved by Senate May 7, 1973.  
Membership and terms of reference  
revised September 8, 1975. Specified  
terms for elected members approved  
November 3, 1975.

Committee meetings normally are scheduled at 12 noon thirteen days in advance of regular Senate meetings.

- \* Elected at meeting of Senate of September 14, 1981 to replace G. T. McNabb.  
\*\* Re-elected at meeting of Senate of September 14, 1981.

SENATE COMMITTEES

October 15, 1981

5. SENATE COMMITTEE ON CONTINUING STUDIES (SCCS) - Standing  
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Dean of Continuing Studies	Chairman			J. P. Blaney
Librarian or his designate				T. C. Dobb
Senator (Faculty Member)	Elected  by  and  from  Senate	2 years	Sep 30/82	M. E. Manley-Casimir
Senator (Faculty Member)		2 years	Sep 30/82	J.P.M. Mackauer
Senator (Faculty Member)		2 years	Sep 30/82	M. F. Wideen
Senator (Faculty Member)		2 years	Sep 30/83	E. W. Banister *
Senator (At large)		2 years	Sep 30/83	S. Hinchcliffe **
Senator (At large)		2 years	Sep 30/83	B. A. McKeown **
Senator (Lay member)		2 years	Sep 30/83	
Senator (Student)		2 years	Sep 30/82	R. J. Smith
Senator (Student Alternate)		2 years	Sep 30/82	
Secretary	Non-voting			D. Foth

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 programs.
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 develop procedures for the approval of various categories of credit-free instruction.
4. To report to Senate at least once annually with respect to its above noted responsibilities.
5. To report to Senate as requested by Senate.

SENATE COMMITTEE ON CONTINUING STUDIES (SCCS) - continued

Note: In the event no lay member of Senate is available to serve, Senate may elect a general member of the community to serve in that position.

Original approved by Senate April 2, 1973.  
Committee name, terms of reference and membership revised December 2, 1974. Restructured September 8, 1975. Terms of reference again revised February 5, 1979. Non-voting Secretary added October 6, 1980.

Committee meetings are convened regularly on the first Tuesday of each month at 9:00 a.m.

SCCS reports to Senate in November of each year.

- \* Re-elected at meeting of Senate of September 14, 1981.
- \*\* Elected at meeting of Senate of September 14, 1981 to replace R. D. Gehlbach and B. A. McKeown.

SENATE COMMITTEES

October 15, 1981

6. SENATE GRADUATE STUDIES COMMITTEE (SGSC) - standing  
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Dean of Graduate Studies	Chairman			B. P. Beirne
Dean of Arts or his designate				A. R. Blacknan
Dean of Education or his designate				J.W.G. Ivany
Dean of Interdisciplinary Studies or his designate				P. J. Brantingham
Dean of Science or his designate				J. F. Cochran
Librarian or his designate				E. E. Bridwell
Registrar	Ex officio - Secretary (non-voting)			H. M. Evans
Assistant Registrar	Ex-officio (non-voting)			M. A. McGinn

CHAIRMEN OF DEPARTMENTAL GRADUATE STUDIES COMMITTEES

<u>Arts</u>	
Archaeology	K. R. Fladmark
Business Administration and Economics	L. A. Boland
English	M. Steig
Geography	S. T. Wong
History	C. R. Day
Languages, Literatures and Linguistics	T. A. Perry
Philosophy	D. Zimmerman
Political Science	T. H. Cohn
Psychology	D. L. Krebs
Sociology and Anthropology	K. Dixon
<u>Education</u>	P.E.F. Coleman
	J. J. Tuinman
<u>Interdisciplinary Studies</u>	
Communication	W. Leiss
Criminology	D. Chappell
Kinesiology	J. B. Morrison
Computing Science	T. K. Poiker
<u>Science</u>	
Biological Sciences	R. C. Brooke
Chemistry	D. Sutton
Mathematics	C. Villegas
Physics	M. Plischke

GRADUATE STUDENTS

Arts - Regular Member	1 year	Sep 30/82	No nominations received
Alternate	1 year	Sep 30/82	No nominations received
Education - Regular Member	1 year	Sep 30/82	L. Prupas
Alternate	1 year	Sep 30/82	No nominations received
Int. Studies - Regular Member	1 year	Sep 30/82	R. Mansell
Alternate	1 year	Sep 30/82	No nominations received
Science - Regular Member	1 year	Sep 30/82	No nominations received
Alternate	1 year	Sep 30/82	No nominations received

SENATE COMMITTEES

October 15, 1981

7. EXECUTIVE COMMITTEE OF THE SENATE GRADUATE STUDIES COMMITTEE (ECSGSC) - standing  
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Dean of Graduate Studies	Chairman			B. P. Beirne
Registrar	Ex-officio (non-voting) - Secretary			H. M. Evans
Assistant Registrar, Graduate Studies	Ex-officio (non-voting)			M. A. McGinn
Librarian or his designate				E. E. Bridwell
Faculty Member (Arts)		2 years	Sep 30/82	A. R. Blackman
Faculty Member (Arts)		2 years	Sep 30/83	
Alternate		2 years	Sep 30/83	
Faculty Member (Education)		2 years	Sep 30/82	P.E.F. Coleman
Faculty Member (Education)				
Faculty Member (Int. Studies)		2 years	Sep 30/82	
Faculty Member (Int. Studies)		2 years	Sep 30/83	
Faculty Member (Science)		2 years	Sep 30/82	D. Sutton
Faculty Member (Science)		2 years	Sep 30/83	
Alternate		2 years	Sep 30/83	
Graduate Student		1 year	Sep 30/82	
Alternate		1 year	Sep 30/82	

TERMS OF REFERENCE

1. To consider matters of policy related to graduate studies and to make recommendations to the Senate Graduate Studies Committee.
2. To interpret Senate's policy on admission and other matters pertaining to graduate studies.
3. To consider all matters referred to it by the Dean of Graduate Studies and to make recommendations to the appropriate body(ies).

COMPOSITION

1. The Dean of Graduate Studies, or his designate appointed from the faculty members on the Senate Graduate Studies Committee - Chairman.
2. The University Librarian or his designate.
3. Two members of each Faculty elected by the appropriate Faculty Graduate Studies Committee from the members of that Faculty on the Senate Graduate Studies Committee.
4. Two Graduate Students to be elected by and from the students on the Senate Graduate Studies Committee.
5. The Registrar (non-voting)
6. The Assistant Registrar, Graduate Studies, (non-voting).

EXECUTIVE COMMITTEE OF THE SENATE GRADUATE STUDIES COMMITTEE (ECSGSC) - continuedNotes:

- i) The Committee quorum shall be the Chairman and one faculty member from each Faculty.
  - ii) A voting member of the Committee, if he cannot attend, may send an alternate who shall be a member of the Senate Graduate Studies Committee. Alternates for graduate students shall be graduate students and alternates for faculty members shall be faculty members.
  - iii) Under normal circumstances, committee members under 3 above shall serve two year terms with one member from each faculty elected every year in the Fall semester. Under exceptional circumstances a member may be elected for a shorter term to maintain or introduce the alternate pattern indicated. Members under 3 above shall be eligible for re-election at the end of their terms of office.
  - iv) The member under 4 above shall normally serve a one year term, the election to take place in the Fall semester. He shall be eligible for re-election at the end of his term of office.
  - v) Replacement elections for elected members who resign from or cease to qualify for the Committee shall be held as soon as practicable. A member elected in this way shall serve for the remainder of the term of the member he replaces.
- NB. 1) This Committee is a sub-committee of the Senate Graduate Studies Committee. It was reorganized from the standpoint of membership, conditions, and individual members October 4, 1971.
- 2) Original terms of reference approved by this Committee October 1969. Revised terms of reference approved by Senate January 18, 1971, October 4, 1971, and March 6, 1972. Minor revision approved by Senate September 8, 1974 in membership of the Librarian. Membership again revised September 6, 1976.

ECSGSC reports to Senate in March of each year.

SENATE COMMITTEES

October 15, 1981

8. ASSESSMENT COMMITTEE FOR NEW GRADUATE PROGRAMS (ACNGP) - standing  
(Reporting Category "A")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Dean of Graduate Studies, or his designate	Chairman			B. P. Beirne
Registrar, or his designate	Secretary (non-voting)			H. M. Evans (M. A. McGinn)
Member	Elected by and from the Senate	2 years	Sep 30/83	C. R. Day
Member	Graduate Studies Committee	2 years	Sep 30/83	D. Sutton
Member		2 years	Sep 30/83	J. J. Tuinman
Member - Arts	One member from each Faculty elected by the respective Faculty Graduate Studies Committees	2 years	Sep 30/82	L. A. Boland
Member - Educ.	from the Senate Graduate Studies Committee	2 years	Sep 30/82	P.E.F. Coleman
Member - Int. St.		2 years	Sep 30/82	
Member - Science		2 years	Sep 30/82	M. Plischke
Student Member	Elected by and from Graduate Students on the Senate Graduate Studies Committee	1 year	Sep 30/82	

PURPOSE: Proposals for new graduate programs shall be submitted to the Assessment Committee. The function of the Committee shall be to recommend to the Senate Graduate Studies Committee that it approve, approve with modifications, or reject a proposed program. (All documents concerning the program shall be forwarded to the Assessment Committee through the Dean of Graduate Studies Office.)

- NOTES:
1. This Committee is a standing subcommittee of the Senate Graduate Studies Committee.
  2. A quorum shall be the Chairman and half the voting members.
  3. Continuity - whenever possible a member of the Committee sitting at the start of the consideration of a new program shall continue to serve in meetings on that program until consideration of that program is completed, even if another faculty member has been elected to replace him. Newly elected members shall serve in meetings on proposals coming to the Committee after their election.
  4. Conflicts of interest - in no case shall someone connected with a proposed program take part in the assessment of that program.
  5. Elections shall take place in the Fall semester every year, members elected by the Faculty Graduate Studies Committee being elected in even numbered years, members elected by the Senate Graduate Studies Committee in odd numbered years, and the graduate student elected

for a one year term. When a member must be absent for a considerable length of time or is unable to fill his term on the Assessment Committee, the body which elected him shall elect a replacement to serve for the remainder of his term.

Approved by Senate July 10, 1972,  
Paper S.72-83. Full implementation  
awaits legal opinion.



SENATE COMMITTEES

October 15, 1981

9. SENATE COMMITTEE ON HONORARY DEGREES (SCHD) - Standing  
(Reporting Category "A")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Chancellor	Ex-officio - Chairman			P. T. Cote'
President and Vice-Chancellor	Ex-officio			K. G. Pedersen
Librarian	Ex-officio			T. C. Dobb
Registrar	Ex-officio - Secretary			H. M. Evans
Senator (Faculty of Arts)	Elected			K. Okuda
Senator (Faculty of Education)	by			M. F. Wideen
Senator (Faculty of Interdis- ciplinary Studies)				N.M.G. Bhakthan
Senator (Faculty of Science)	and			K. E. Rieckhoff
Senator (Lay Member)				V. Nielsen *
Senator (Lay Member)	from			
Senator (Student)				R.D.I. Starcevich
Senator (At large)	Senate			M. J. Overholt

PURPOSE: To recommend to Senate candidates for Honorary Degrees.

Approved by Senate March 7, 1966  
Membership revised September 8, 1975.

\* Elected at meeting of Senate of September 14, 1981.

Committee meetings are convened at the call of the Chair.

SENATE COMMITTEES

October 15, 1981

10. SENATE LIBRARY COMMITTEE (SLC) - Standing  
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>	
Academic Vice-President or his designate	Ex-officio			R. C. Brown	
Librarian	Ex-officio - Secretary			T. C. Dobb	
Deputy Librarian	Ex-officio)				
Bibliographical Control Librarian	Ex-officio) Non-voting			C. W. MacDonald	
Collections Librarian	Ex-officio)				
Dean of Continuing Studies	Ex-officio			J. P. Blaney	
Dean of Graduate Studies	Ex-officio			B. P. Beirne	
Senator	Elected by and from Senate	2 years	Sep 30/83	P. G. Cripps	*
Senator		2 years	Sep 30/83	R. D. Gehlbach	*
Senator (Student)		2 years	Sep 30/82	L. R. Hale	
Senator (Student alternate)		2 years	Sep 30/82	A. J. Wotherspoon	
Faculty Member (Arts)	Elected by and from respective Faculties	2 years	Sep 30/82	C. L. Hamilton	
Faculty Member (Education)		2 years	Sep 30/82	B.Y.L. Wong	
Faculty Member (Interdisciplinary Studies)		2 years	Sep 30/83		
Faculty Member (Science)		2 years	Sep 30/83	Y. L. Chow	**

Chairman: Elected by and from voting members of the Committee: C. L. Hamilton

PURPOSE:

1. To advise the University Librarian in:
  - a) formulating policy in regard to the development of library resources for instruction and research
  - b) allocating funds to various fields of instruction and research
  - d) applying Senate policy concerning rules and regulations for the operation of the Library.
2. To report to Senate on matters of policy under discussion by the Committee and to make recommendations to Senate concerning changes in, and additions to, existing rules and regulations for the operation of the Library.

SENATE LIBRARY COMMITTEE (SLC) - continued

3. To report to Senate annually, in September, on the activities of the Senate Library Committee and generally on the operations of the Library.

OPERATING PROCEDURES:

1. The quorum shall consist of five voting members.
2. The Committee shall meet at least once each semester at the call of the Chairman. Special meetings may be called by the Chairman or five voting members of the Committee.

Approved by Senate March 7, 1966;  
terms of office revised January 10, 1972.  
Membership, terms of reference and  
operating procedures revised September  
8, 1975. Membership revised September  
13, 1976 by adding the Dean of  
Continuing Studies.

SLC reports to Senate in September of each year.

\* Elected at meeting of Senate of September 14, 1981 to replace W. S. Barden  
and W. G. Showler

\*\* Elected September 14, 1981 to replace L. K. Peterson.

SENATE COMMITTEES

October 15, 1981

11. LIBRARY PENALTIES APPEAL COMMITTEE (LPAC) - Standing  
(Operating Category "B")

<u>Members</u>	<u>Committees</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Faculty Member (Arts)	As on the	2 years	Sep 30/82	C. L. Hamilton
Faculty Member (Education)	Senate	2 years	Sep 30/82	B.Y.L. Wong
Faculty Member (Int. Studies)	Library	2 years	Sep 30/83	
Faculty Member (Science)	Committee	2 years	Sep 30/83	Y. L. Chow
Student Senator	As on the Senate Library Committee	2 years	Sep 30/82	L. R. Hale
Student Senator	but both Student Senators shall have full member- ship privileges	2 years	Sep 30/82	A. J. Wotherspoon
Undergraduate Student	Selected by the Student			R. Bennett
Graduate Student	Society			P. L. Palmer
Head of Loans Division	Non-voting			R. Malinski

Chairman (elected by and from voting members of the Committee):

TYPE: Standing Committee reporting to Senate Library Committee.PURPOSE: To consider cases wherein an individual feels that he is unjustly penalized for an infraction of the Library Loan Policy and to make the final decision.PROCEDURE: Any individual who is aggrieved by the decision of the Loans Division of the Library concerning penalties may petition, in writing, to the Head of the Division that his case be considered by the Library Penalties Appeal Committee. The individual or his designated representative will be notified by letter/telephone of the date of the meeting and may speak to the Committee on his grievance. The Loans Division will provide documentation for the Library and the individual or his designated representative may contest the evidence or enter any circumstances that may be germane. The decision of the Committee is final.

LIBRARY PENALTIES APPEAL COMMITTEE (LPAC) - continued

QUORUM: A quorum shall include the Chairman (or Acting Chairman) plus three other members, at least one of whom must be a faculty member and one must be a student.

Penalties imposed will be suspended while an appeal is waiting to be heard by the Committee. The fines which have been paid and which are subsequently deemed unfair by the Committee will be refunded.

Approved by Senate January 10, 1972.  
Procedure revised by Senate January 12, 1974. Membership revised September 8, 1975. Membership revised, Procedure revised, Quorum added, December 1, 1980.

SENATE COMMITTEES

October 15, 1981

12. SENATE NOMINATING COMMITTEE (SNC) - Standing  
(Reporting Category "A")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>	
Senator	Elected	1 year	Sep 30/82	P. G. Cripps	*
Senator		1 year	Sep 30/82	W. Leiss	*
Senator		1 year	Sep 30/82	K. Okuda	*
Senator		1 year	Sep 30/82	**	
Senator (Student)	from	1 year	Sep 30/82	R.D.I. Starceovich	***
Senator (Student Alternate)	Senate	1 year	Sep 30/82	A. J. Wotherspoon	***

Chairman: Elected by and from members: K. Okuda

TERMS OF REFERENCE

1. To present Senate as required with the name or names of candidates to fill vacancies however occurring on all Senate committees or sub-committees to which election or appointment is required. It shall be the responsibility of the Registrar, as Secretary of Senate, to inform the Chairman of the Nominating Committee as early as possible, and in any case not less than thirty days prior to a vacancy of such vacancies as may occur on Senate committees or sub-committees.
2. All nominations must reach the Registrar from the Nominating Committee at least fifteen days before the appropriate meeting of Senate, and will then be sent out to Senators at least thirteen days before the meeting of Senate, along with a note pointing out to members of Senate that further nominations may be made by individual members of Senate. Any such nominations must reach the Registrar 72 hours before the meeting of Senate, and no further nominations will be accepted after this time. The Registrar will provide members of Senate at the beginning of a Senate meeting with such further nominations as may have reached him. Oral nominations during the meeting of Senate will not then be allowed.
3. It is the responsibility of the Nominating Committee to satisfy itself as to the availability of all nominees.
4. The Nominating Committee should attempt to bring forward more than the minimum number of names required to fill any vacancy.
5. Persons nominated by the Nominating Committee need not themselves be members of Senate, unless this is required by the University Act or by Senate's own rules.
6. Members of the Nominating Committee are not themselves disqualified in any way from being presented as nominees.

Approved by Senate November 6, 1967.  
Membership revised September 8, 1975.

\* Re-elected at September 14, 1981 meeting of Senate.

\*\* Election required to replace H. Weinberg.

\*\*\* Elected at September 14, 1981 meeting of Senate to replace G. T. McNabb and J. A. Hanson.

SENATE COMMITTEES

October 15, 1981

13. SENATE COMMITTEE ON SCHOLARSHIPS, AWARDS AND BURSARIES (SCSAB) - Standing  
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>	
Chairman	Faculty Senator elected by and from Senate	3 years	Sep 30/84	*	
Faculty Member (Arts)	Elected  by  Senate	2 years	Sep 30/83	H.J.M. Johnston	**
Faculty Member (Education)		2 years	Sep 30/83	M. F. Wideen	**
Faculty Member (Int. Studies)		2 years	Sep 30/83	N.M.G. Bhakthan	**
Faculty Member (Science)		2 years	Sep 30/83	C.H.W. Jones	**
Senator (Lay Member)		2 years	Sep 30/83	*	
Senator (Lay Member)		2 years	Sep 30/82	J. B. Toor	
Faculty Member (Arts)	Elected by and from respective Faculties	2 years	Sep 30/82	L. J. Evenden	
Faculty Member (Education)		2 years	Sep 30/82	M. Zola	
Faculty Member (Int. Studies)		2 years	Sep 30/82	S. Aloï	
Faculty Member (Science)		2 years	Sep 30/82	L. H. Palmer	
Student (Arts)	Four Students selected by Student Society with not more than one from any one Faculty	1 year	Sep 30/82	G. T. McNabb	
Student (Education)		1 year	Sep 30/82		
Student (Int. Studies)		1 year	Sep 30/82	S. Jhally	
Student (Science)		1 year	Sep 30/82		
Director of Financial Aid	Non-voting			V. Loewen	

Note: In the event no lay member of Senate is available to serve, Senate may elect a general member of the community to serve in that position.

TERMS OF REFERENCE

1. To award fellowships, scholarships, exhibitions, bursaries, prizes and other awards which are sponsored or administered by Simon Fraser University.
2. To propose, when requested, candidates for the receipt of certain fellowships, scholarships, exhibitions, bursaries, prizes and other awards which are administered and sponsored by organizations external to Simon Fraser University.

SENATE COMMITTEE ON SCHOLARSHIPS, AWARDS AND BURSARIES (SCSAB) - continued

3. To deal generally, on behalf of Senate, with the establishment or discontinuance of any fellowship, scholarship, exhibition, bursary, prize or other award, including review, modification, and approval of the terms of reference of fellowships, scholarships, exhibitions, bursaries, prizes and other awards.
4. To report in April of each year to Senate on the procedures and criteria developed to implement charges (1), (2) and (3) and actions taken under charges (1), (2) and (3).
5. To make recommendations in the preparation of the budget for financial aid to students.

NON-VOTING MEMBERS

The Director of Financial Aid shall be a non-voting member of the Committee, as shall such other individuals who, in the judgment of the Committee will provide a substantial contribution not offered by one or more of its members.

QUORUM

The quorum shall consist of five Committee members, one of whom must be the Chairman or his designate.

Original approved by Senate April 4, 1966.  
Revision of membership and terms of reference approved by Senate April 10, 1972. Revision of membership March 3, 1975 to include representation of the Faculty of Interdisciplinary Studies. Membership and terms of reference revised September 8, 1975.

Committee meetings are scheduled at least on a semester basis.

\* Elections required to fill vacancies.

\*\* Elected at September 14, 1981 meeting of Senate.

SCSAB reports to Senate in April of each year.



SENATE COMMITTEES

October 15, 1981

14. SENATE UNDERGRADUATE ADMISSIONS BOARD (SUAB) - Standing  
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Academic Vice-President or a designate of his choice	Chairman - non-voting except in case of a tie			J. M. Munro
Director of Admissions				A. C. McMillan
Student Member Alternate	Selected by the Student Society	1 year	Sep 30/82	D. A. Tatarin
			Sep 30/82	
Student Senator	Elected by Senate	1 year	Sep 30/82	P. G. Cripps *
Student Senator Alternate		1 year	Sep 30/82	S. Hinchcliffe *
		1 year	Sep 30/82	A. J. Wotherspoon *
Faculty Member (Arts) Alternate	Elected by respective	2 years	Sep 30/82	G. A. Rhcumer
		2 years	Sep 30/82	J. H. Tietz
		2 years	Sep 30/82	S. C. deCastell
Faculty Member (Education) Alternate	Faculty	2 years	Sep 30/82	D. Common
		2 years	Sep 30/82	S. Wendell
		2 years	Sep 30/82	C. T. Griffiths
Faculty Member (Int. Studies) Alternate	Undergraduate	2 years	Sep 30/82	C. T. Griffiths
		2 years	Sep 30/82	D. Ryeburn
		2 years	Sep 30/82	L. H. Palmer
Faculty Member (Science) Alternate	Curriculum Committees	2 years	Sep 30/82	D. Ryeburn
		2 years	Sep 30/82	L. H. Palmer
		2 years	Sep 30/82	L. H. Palmer
Senator	Elected by and from Senate	2 years	Sep 30/82	L. R. Hale
Director of Academic Advice Centre	Non-voting			M. Cairns
Recording Secretary	Non-voting			

PURPOSE:

- To recommend to and receive from the Senate policy decisions on undergraduate admissions, re-admissions, standing and credit transfer and, where necessary, to provide general direction in the interpretation of such policies.
- To review applications that are in the C to C+ range and those that may be deficient or involve special or extenuating circumstances.

SENATE UNDERGRADUATE ADMISSIONS BOARD (SUAB) - continuedPROCEDURES:

It is the general responsibility of the Registrar to apprise the committee of areas in which policy needs to be formulated or of circumstances which necessitate the review of existing policy. Then, in line with the purpose above, there are three possible procedures which the committee shall follow:

- a) Recommendations to Senate: The Registrar will notify SUAB of need for review or establishment of policy; SUAB will forward recommendations to Secretary of Senate for inclusion on the agenda of next meeting of Senate.
- b) Receive policy decisions from Senate: Senate will instruct the Secretary of Senate to pass policy decisions to the SUAB, and the SUAB will, where necessary, provide general direction to the Registrar in the interpretation of the policy. In cases where Senate requests a recommendation from the SUAB, they will be handled as in a).
- c) Interpretation of existing policy: The Registrar will inform SUAB of the need for an interpretation of an existing policy. The interpretation will be made and transmitted to the Registrar's Office.
- d) Applications in Range I and Range II will be identified by the Admissions Office and SUAB selection/review meetings will be called by the Director of Admissions.

Applicants selected for admissions by SUAB will be admitted as regular students without condition. Applicants not selected in the review process will have the right to file an appeal to the Senate Appeals Board only if they are able to present additional information (which was not available at the time of the SUAB decision) which is relevant and consistent with the criteria used by SUAB.

This Committee, established by Senate at its meeting of July 6, 1970, replaces the former Senate Committee on Undergraduate Admissions and Standings. Membership revised by Senate at its meeting of September 8, 1975. Terms of reference revised by Senate at its meeting of November 5, 1975. Purpose revised January 12, 1981.

Committee meetings are scheduled at least twice per semester.

SUAB reports to Senate in April of each year.

- \* Elected at September 14, 1981 meeting of Senate to replace S. Hinchcliffe, J. A. Hanson and G. T. McNabb.

SENATE COMMITTEES

October 15, 1981

15. SENATE APPEALS BOARD (SAB) - Standing  
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Student or Faculty	Chairman (non-voting except in case of a tie, in which case it would be mandatory that he vote)			W. G. Showler
Faculty Member	Elected by and from SUAB Elected by and from Senate Elected by and from SUAB Elected by and from Senate			D. Ryeburn
Faculty Senator				R. A. Holmes
Faculty Member Alternate				S. Wendell
Faculty Senator Alternate				W. L. Cleveland *
Student Member	Selected by the Student Society			S. Birge
Student Member				C. Roberts
Alternate Student				K. Russell
Alternate Student				T. Brown
Registrar or his Designate	Secretary (non-voting)			H. M. Evans (A. C. McMillan)
Recording Secretary	Non-voting			

PURPOSE: To consider cases wherein an individual feels aggrieved by the decision of the Registrar to apply a particular admission, re-admission, standing or credit transfer policy in his specific case.

The Chairman may be a student or a member of faculty who is not otherwise a member of the Senate Appeals Board, and shall be selected by majority vote of the voting members of the Senate Appeals Board. The selection is subject to ratification by the Senate Undergraduate Admissions Board. In the event that the regular voting members of SAB are unable to agree by majority vote on the selection of a Chairman, the selection shall be resolved by SUAB.

Note: This Committee, established by Senate at its meeting of July 6, 1970, replaces the former Senate Appeals Committee (Admissions and Standings). Revised composition approved by Senate November 9, 1970 and December 6, 1971. Purpose revised by Senate June 5, 1978.

Meetings are convened regularly at the call of the Chair.

SAB reports to Senate in April of each year.

\* Elected at September 14, 1981 meeting of Senate.

SENATE COMMITTEES

October 15, 1981

16. SENATE COMMITTEE ON UNDERGRADUATE STUDIES (SCUS) - Standing  
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Vice-President, Academic or his designate	Chairman			J. M. Munro (J. M. Webster)
Registrar	Secretary (non-voting)			H. M. Evans
Director of Analytical Studies	Non-voting			J. Chase
Librarian, or his designate				T. C. Dobb (E. A. Weinstein)
Arts Education Int. Studies Science	Chairmen of Faculty Undergraduate Curriculum Committees			C. L. Hamilton M. K. Egan N.M.G. Bhakthan A. G. Sherwood
Dean of Arts				R. C. Brown
Dean of Education				J.W.G. Ivany
Dean of Interdisciplinary Studies				T. W. Calvert
Dean of Science				J. F. Cochran
Senator (Lay Member)	Elected by and from Senate			S. D. Carter *
Student - Arts Student - Educ. Student - IDS Student - Science	One member from each Faculty to be chosen by Student Forum			H. McKenzie J. Rowe A. Wotherspoon
Alternate Alternate Alternate Alternate	Student Senators elected by and from Senate			L. R. Hale R.D.I. Starcevich P. G. Cripps R. J. Smith

Chairman: The Chairman of the Committee will be designated by the  
Vice-President, Academic

QUORUM: A majority of the voting members, including one student.

- PURPOSE:
- A. To consider and make recommendations to Senate on all existing and proposed courses, taking into consideration:
    - (1) the University's academic standards;
    - (2) the need for coordination of all undergraduate academic activities within the University.
  - B. To review the results of current evaluation processes and bring significant discrepancies to the attention of Senate, the Faculties and the Departments concerned.

SENATE COMMITTEE ON UNDERGRADUATE STUDIES (SCUS)- continued

- C. To recommend to Senate grading and examination practices appropriate to the University's education process to ensure:
- (1) reasonably consistent and equitable evaluation practices within and across courses;
  - (2) the continued maintenance of high academic standards.

Delegation of Senate Authority to SCUS:

1. Senate delegated authority concerning waiver of the two semester time lag requirement before first offering of undergraduate courses (S.75-189).
2. On June 5, 1978, Senate delegated to SCUS the authority and responsibility to approve practicum courses (which have been formally approved by Senate) for use on Co-operative Education Programs. SCUS will periodically report to Senate its actions on these matters (S.78-73).
3. Senate approved, effective January 1, 1978 (S.78-10) the following motions, and revision to section ii) on December 4, 1978 (S.78-159):
  - i) That the Senate Committee on Undergraduate Studies be authorized to conclude all matters dealing with proposed revision of an existing course unless such revision is undertaken in the context of a major program revision or entails the need for the allocation of additional resources.
  - ii) That such actions be reported in a summary form to Senate for information at its next meeting and the Board for ratification.
  - iii) Notwithstanding the authority granted to it, the Senate Committee on Undergraduate Studies retains the right to forward for consideration by Senate and the Board any matter which, in the judgment of the Committee or its Chairman, requires such consideration.
4. Senate approved on October 1, 1979 delegation to SCUS of responsibility to receive, on a semester basis, reports from Deans of Faculties on topics covered under Special Topics (S.79-90).
5. Senate delegated to SCUS (July 7, 1980, S.80-96) authority to approve revisions in the list of courses recognized for inclusion in an area studies program.

Original approved by Senate March 1, 1971.  
 Membership and quorum revised January 8,  
 1973. Restructured August 12, 1974.  
 Membership and quorum further revised  
 September 8, 1975. Changes in student  
 membership and quorum rule October 3, 1977.

Committee meetings normally are scheduled bi-weekly on Tuesdays at 1:30 p.m., with adjournment not later than 3:30 p.m.

SCUS reports to Senate in September of each year.

\* Elected at September 14, 1981 meeting of Senate.

PART I: SENATE COMMITTEES

B. AD HOC COMMITTEES

PART II: GROUPS OR COMMITTEES FOR WHICH BOARD OR  
SENATE ELECTION PROCEDURES ARE USED

GROUPS OR COMMITTEES FOR WHICH BOARD OR SENATE  
ELECTION PROCEDURES ARE USED

October 15, 1981

1. BOARD OF GOVERNORS

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Chancellor	Elected by Convocation	3 years	May 31/84 and until successor elected.	P. T. Cote
President and Vice-Chancellor			Cessation of office	K. G. Pedersen
Faculty Member	Elected by Faculty Members	3 years	May 31/84	M. L. Bowman
Faculty Member	Jointly	3 years	May 31/84	K. E. Rieckhoff
Lay Member	Appointed by Lieutenant-Governor in Council	3 years	Feb 13/83	G. A. Fierheller
Lay Member		3 years	Dec 13/81	J. M. Robinson
Lay Member		3 years	Nov 8/81	G. W. Hungerford
Lay Member		3 years	Jun 30/84	I. A. Falconer
Lay Member		3 years	Jun 30/84	G. Hamilton
Lay Member		3 years	Jun 30/84	F. H. Moonen
Lay Member		3 years	Jun 30/84	G. Moser
Lay Member		3 years	Jun 30/84	J. B. Toor
Student	Elected by	1 year	May 31/82	I. J. McAskill
Student	Students	1 year	May 31/82	G. T. McNabb
Employee	Elected by full-time employees	3 years	May 31/84	H. J. Newcombe

Note: Lay Members are appointed for three year terms and until successors are appointed.

The Board normally meets on the fourth Tuesday of each month at 7:00 p.m.



GROUPS OR COMMITTEES FOR WHICH BOARD OR SENATE  
ELECTION PROCEDURES ARE USED

October 15, 1981

2. DEAN'S SEARCH COMMITTEE - FACULTY OF EDUCATION

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Academic Vice-President	Chairman			J. M. Munro
Dean	At least two shall be Faculty Deans excluding the incumbent Dean of Faculty and any Dean who is a candidate for the position			B. P. Beirne
Dean				T. W. Calvert
Dean				J. P. Blaney
Faculty Member	Elected by and from the Faculty involved	(at least two of whom must be at the rank of Associate Professor or above)		P. Coleman
Faculty Member				K. Egan
Faculty Member				A. Kazepides
Faculty Member				R. W. Marx
Student Member	Selected by the Student Society from the Faculty involved			
Student Member				

TERMS OF REFERENCE

1. Responsibilities of the Dean's Search Committee (Faculty Dean) shall include:
  - a. deciding whether to include in its search area persons outside the Faculty involved;
  - b. engaging in a search for potential candidates and examining their credentials;
  - c. consulting during the search procedure with all available department chairmen in the Faculty involved;
  - d. receiving expressions, as early as possible in the search process, of opinions and preferences of faculty and students in the Faculty involved;
  - e. consulting with the department(s) most nearly concerned with the academic discipline of any deanship candidate about the standing of the candidate in his discipline;
  - f. requesting, before a candidate is recommended to the President, that the department concerned report on its expectations of being able to assimilate him into its teaching and research program upon termination of his period in office;
  - g. apprising the President of the name of any candidate for appointment so that in advance of making any final recommendation agreement may be reached between the President and the said candidate regarding the terms under which he might be appointed;
  - h. obtaining, in the case of a candidate from within the Faculty ratification by vote of the Faculty involved, of the candidate to be recommended to the President;

DEAN'S SEARCH COMMITTEE - FACULTY OF EDUCATION (continued)

- i. bringing to the President of the University within a reasonable period one or more recommendations for appointment to the position.
2. If the President does not find it possible to recommend to the Board of Governors the appointment of a candidate recommended by the Committee he shall so inform the Committee, and shall supply an explanation of his decision. In such an event the Dean's Search Committee shall undertake once more the responsibilities outlined above.

Composition and Terms of Reference  
approved by Senate September 11, 1978  
and by the Board on September 26, 1978.

GROUPS OR COMMITTEES FOR WHICH BOARD OR SENATE  
ELECTION PROCEDURES ARE USED

October 15, 1981

3. DEAN'S SEARCH COMMITTEE - FACULTY OF INTERDISCIPLINARY STUDIES

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Academic Vice-President	Chairman			J. M. Munro
Dean	At least two shall be Faculty Deans excluding the incumbent Dean of Faculty and any Dean who is a candidate for the position			B. P. Beirne
Dean				J. F. Cochran
Dean				R. C. Brown
Faculty Member	Elected by and from the Faculty involved	(at least two of whom must be at the rank of Associate Professor or above)		N. Cercone
Faculty Member				I. Garland
Faculty Member				T. J. Mallinson
Faculty Member				S. N. Verdun-Jones
Student Member	Selected by the Student Society from the Faculty involved			
Student Member				

TERMS OF REFERENCE

1. Responsibilities of the Dean's Search Committee (Faculty Dean) shall include:
  - a. deciding whether to include in its search area persons outside the Faculty involved;
  - b. engaging in a search for potential candidates and examining their credentials;
  - c. consulting during the search procedure with all available department chairmen in the Faculty involved;
  - d. receiving expressions, as early as possible in the search process, of opinions and preferences of faculty and students in the Faculty involved;
  - e. consulting with the department(s) most nearly concerned with the academic discipline of any deanship candidate about the standing of the candidate in his discipline;
  - f. requesting, before a candidate is recommended to the President, that the department concerned report on its expectations of being able to assimilate him into its teaching and research program upon termination of his period in office;
  - g. apprising the President of the name of any candidate for appointment so that in advance of making any final recommendation agreement may be reached between the President and the said candidate regarding the terms under which he might be appointed;
  - h. obtaining, in the case of a candidate from within the Faculty ratification by vote of the Faculty involved, of the candidate to be recommended to the President;

DEAN'S SEARCH COMMITTEE - FACULTY OF INTERDISCIPLINARY STUDIES (continued)

- i. bringing to the President of the University within a reasonable period one or more recommendations for appointment to the position.
2. If the President does not find it possible to recommend to the Board of Governors the appointment of a candidate recommended by the Committee he shall so inform the Committee, and shall supply an explanation of his decision. In such an event the Dean's Search Committee shall undertake once more the responsibilities outlined above.

Composition and Terms of Reference  
approved by Senate September 11, 1978  
and by the Board on September 26, 1978.

GROUPS OR COMMITTEES FOR WHICH BOARD OR SENATE  
ELECTION PROCEDURES ARE USED

October 15, 1981

4. UNIVERSITY TENURE COMMITTEE - Standing

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Vice-President, Academic				J. M. Munro
Faculty Member (Arts)	Elected	2 years	Sep 30/82	P. Bakan
Faculty Member		2 years	Sep 30/82	B. Schoner
Faculty Member (Education)	by	2 years	Sep 30/83	J. F. Ellis
Faculty Member		2 years	Sep 30/82	G. Kirchner
Faculty Member (Int. Studies)	Individual	2 years	Sep 30/83	D. Chappell
Faculty Member		2 years	Sep 30/82	N.M.G. Bhakthan
Faculty Member (Science)	Faculties	2 years	Sep 30/83	N. R. Reilly
Faculty Member		2 years	Sep 30/82	G. H. Geen

The faculty member serving his second year will have voting privileges at all meetings of the University Tenure Committee, and in his absence the member serving his first year will have voting privileges. When an individual case is being considered both members elected from the same Faculty as the faculty member whose case is being considered shall have voting privileges.

TERMS OF REFERENCE

Committee membership revised February 11, 1972 to elect full-time tenured faculty members to a new University Tenure Committee. It is to be noted that neither a Chairman of a Department nor a Dean is eligible to stand for election to the University Tenure Committee. Neither Deans nor members of the University Tenure Committee are eligible to serve on a Departmental Tenure Committee. A member of a Departmental Tenure Committee could be a candidate in the UTC election but, if elected, would have to resign from the Departmental Tenure Committee.

Meetings of the Committee are convened at the call of the Chair, normally in the Spring semester.