

MEMORANDUM

To: Harry Evans, Secretary.....

From: Charles Hamilton, Chairman.....

Senate Committee on Agenda and
Rules

Senate Library Committee

Subject: Library Loans Policy - Information
Date: January 13, 1983.....

In accordance with the responsibility vested in it by Senate, the Senate Library Committee has considered and accepted the minor changes in the Library Loans Policy and herewith I am transmitting this information to you as information.

Appendix C is new to the policy and reflects a change from issuing free library cards to approved extra-mural applicants to one of charging. Other changes are editorial or relate to charge changes that relate to significant cost differentials from the time charges were last set.

Charles L. Hamilton

/dab

REGISTRAR'S NOTE:-

Under Senate Paper S.82-37 on May 17, 1982 Senate approved the following motion:-

"That Senate delegate to the Senate Library Committee the authority to make minor changes to Library Loans Policy regulations, with the understanding that the Committee will inform Senate of such changes at the earliest opportunity"

The present paper provides information.

SIMON FRASER UNIVERSITY

MEMORANDUM

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LIBRARIAN

Subject.....

From..... RICHARD MALINSKI

HEAD, LIBRARY LOANS

Date..... NOVEMBER 24, 1982

Would you please take the following list of minor changes to the Senate Library Committee for their consideration. The list includes the wording as in the November 7, 1972 Loans Policy, the minor changes incorporated in the November 1982 Policy and a brief comment on the changes.

A. LENDING PERIOD

1972 Policy

- Item 3 - materials borrowed from the General Collection become due on the last day of the examination period.
- material borrowed within the two week period prior to the last day of examinations will not be due until the end of the examination period of the following semester.

1982 Policy

- materials become due on the seventh day of the examination period and should be returned to the Library on or before that day (page 2).
- materials borrowed thirteen days prior to this semester's due date will not be due until the next semester due date (page 2).

Comments:

By specifying the date that the books are due and moving it back by one week, the users are made aware of their semester end obligations at a more timely point in the semester. Having the renewal date and due date one week earlier has benefited students and faculty who are leaving campus before the examinations start and who want to renew their books.

B. CATEGORIES OF LOANS

1972 Policy

- Item 6 ii - Audio Visual Equipment
- Item 7 v - Audio Visual Equipment Loans

1982 Policy

- No mention of Audio Visual Equipment

Comments:

Audio Visual Equipment has been removed because this comes under the jurisdiction of the Instructional Media Centre.

C. END OF SEMESTER FINES

1972 Policy

- Item 7 ii - Borrowers who have failed to return all materials by the fourteenth day following the last day of exams will be fined \$5.00.
- As soon as material becomes overdue a notice of the fine and a list of the overdue materials will be mailed to the borrower.

1982 Policy

- \$5.00 fine commences twenty-one days after due date. (Appendix A, section 1b).

Comments:

A list of outstanding books and overdue books is available at the Recalls counter from the start of the renewal period. An overdue notice is sent out one week after the due date but before the fines commence. The onus is still upon the borrower to return Library materials by the due date.

With these changes the Library has brought in a suspension period prior to levying fines, instituted a notice after overdue but prior to fines and recognized that end of semester fines should not be as onerous as recall fines.

D. SPECIAL LOANS FINES

1972 Policy

- Item 7 iv - Failure to return materials on special loans within five days after the due date will result thereafter a fine of \$1.00 per item.
- As soon as material becomes overdue an overdue notice will be sent.

1982 Policy

- The procedure is as follows: Borrowing privileges are suspended and a \$1.00 per day fine commences the day after the item is due. An overdue notice is sent in the regular bill cycle. In addition, the Collections Division attempts to call the patron.

Comments:

The Library recognizes that special loans are for in-house use materials and as such their quick return is necessary. Changing the fine draws this priority clearly to the patron's mind.

E. PROCESSING CHARGE

1972 Policy

- Non stated but was and still is \$5.00.

1982 Policy

- Not instituted but noted as \$10. (Appendix A, page 2, section 5).

Comments:

The \$5.00 fee which was established more than ten years ago does not cover the cost of processing the records or cataloguing a replacement if bought. A charge of \$10.00 would be more in line with the majority of cases.

F. REPLACEMENT CHARGES

1972 Policy

- Item 7 vi - Borrowers will be charged for lost or damaged materials and equipment.
- Overdue materials or equipment not returned within a reasonable time, again at the discretion of the Library, will be deemed lost and the cost of replacement charged to the borrower.

1982 Policy

- The new policy specifies in more detail what the various charges are (see section 5 in Appendix A).

Comments:

The stipulation of replacement costs informs the patrons more clearly what they can expect if losses occur. It also illustrates the increasing costs incurred for the benefit of all users.

G. EXTRA-MURAL READERS

The new statement approved by Senate is attached as Appendix C of the 1982 Policy.

November 19, 1982

SIMON FRASER UNIVERSITY

LIBRARY LOAN POLICY

LIBRARY CARDS

Any member of the public may use materials in the Library during regular library hours. However, users must have a valid library card in order to borrow materials and to have access to special services. This card is not transferrable and must be presented when borrowing materials.

The borrower whose name appears on the card is responsible for all use made of that card until the Library is notified of its loss or theft. Replacement cards for those lost, stolen or damaged will be made available for a fee at the Registrar's office. A change of address must be reported to the Library Loans Department as soon as possible.

There are two basic categories of Library cards. SFU or SFU-related people will be issued a card automatically by the Registrar's office. All others will be authorized by Library Loans. A complete breakdown of categories and costs is given in Appendix C, Extra-Mural Readers.

All borrowers, when issued library cards, are subject to the same regulations and have the same privileges with the exception of Interlibrary Loans and the Reserve Collection.

BORROWER RESPONSIBILITIES

Borrowers are responsible for all materials and equipment taken out on their cards and must comply with the regulations.

In the event of a disruption of normal library services, or of a disruption of public mail or transportation services, the borrower remains responsible for adhering to these regulations, and the penalties in this policy will continue to apply.

In these situations, the Library may not be able to notify readers about material that has been recalled; therefore the borrower is responsible for enquiring weekly at the Loans

Division on the Burnaby campus, or the appropriate office of a non-Burnaby campus, to determine if any material borrowed has been recalled.

Also, in the above abnormal situations, the borrower is responsible for returning all materials to the Library on the dates they would normally come due in accordance with the terms of this policy. The Library will attempt to facilitate the in-person return of materials, and, if they are returned by mail, the date of the postmark will be considered the official date of return for the purposes of calculating penalties.

The borrower must present a doctor's certificate in order to be excused for overdue materials because of illness.

BORROWING REGULATIONS

1) General Collection

The general collection consists of all publications on the open shelves and in storage with the exception of

- i) those in Reserve
- ii) those designated as non-circulating or otherwise covered by special loan regulations.

The Loan period for all materials in the general collection is one semester. All materials become due on the seventh day of the examination period and should be returned to the Library on or before that day. All material borrowed thirteen days prior to this semester's due date will be due on the seventh day of the examination period of the following semester. Renewal of materials may be made at this time as well. The due date will always be stamped on the date label located in the front of the book.

Each borrower is entitled to keep circulating material for a minimum of two weeks. The holder of the material is obliged to return recalled items on or before the date indicated on the recall notice.

If demand for an item is high (i.e. more than two recalls are requested), it will be transferred to the Reserve collection until demand has fallen.

The Library may recall material at any time.

Failure to return recalled materials will result in suspension of borrowing privileges for all collections and will incur fines or fees as described in Appendix A.

2) Reserve Collection

The Reserve collection consists of all print and phonotape materials shelved in the Reserve room.

a) There are currently four Reserve loan periods:
2 hour, 4 hour, 24 hour and 3 day. The period is marked on each loan card. Different loan periods may be in effect for copies of the same title. It is the borrower's responsibility to check these cards carefully. Other loan periods may be established at the discretion of the Head of the Loans Division.

2 Hour Loan

Due two hours from time taken out.

Overnight: 2 hours before closing of Reserves section until 10:00 am next day.

4 Hour Loan

Due four hours from time taken out.

Overnight: 4 hours before closing of Reserves section until 10:00 am next day

Sat - Sun due at 11:00 am

24 Hour Loan

Due 24 hours from time taken out.

Sat - Thur: due 24 hours after check-out

Fri: from 5:00 pm Friday to 11:00 am Sunday.

3 Day Loan

Due three days from time taken out.

Monday - due same time of day Thursday.

Tuesday - due same time of day Friday.

Wednesday - due 11:00 am Sunday

Thursday }
Friday } - due same time of day Monday.

Saturday - due same time of day Tuesday.

b) Failure to return materials when they are due will incur a fine upon items that are an hour or more overdue and that have holds placed on them or that are not returned by the semester end due date. Borrowers who have incurred a fine will be suspended from borrowing from all collections until the fine is paid and the material returned (see Appendix A for schedule).

3) Special Loans

The following materials are available only on special loan:

- a) Periodicals - this includes bound backfiles as well as unbound current issues
- b) Reference works
- c) Special collections
- d) Microform collections
- e) Statistics Canada collection
- f) Maps, pamphlets and miscellaneous materials
- g) Equipment

Special loans are governed by the following regulations:

- (a) All loans must be authorized by a librarian or staff member to whom this authority has been delegated.
- (b) Loan periods, though at the discretion of the authorizing librarian, are generally for only a few days and never exceed the semester end. Materials in constant demand may be restricted to library use only.
- (c) The Library reserves the right to hold the user's Library card while the material is out on Loan.
- (d) An overdue notice will be sent when material becomes overdue.

(e) Failure to return materials on time will result in suspension of borrowing privileges for all collections and will incur fines and fees as described in Appendix A.

4) Interlibrary Loans

When SFU Library borrows material from another institution on behalf of a member of the Simon Fraser University Community, it assumes the responsibility of enforcing the loan regulations of the lending library. Since repeated failure to observe the regulations of the lending institution may result in its refusal to lend to the SFU Library, an SFU user who does not observe the due date for returning an interlibrary loan will not be permitted to borrow from any collections in the SFU Library or through interlibrary loan, until the material is returned. Readers will be fined for overdue books as in Appendix A.

Renewals may be requested, but are not necessarily granted as this incurs an additional charge to SFU:

(a) One day before the due date if the material was borrowed from UBC.

(b) Four days before the due date if borrowed elsewhere. Undergraduate requests will be searched only throughout B.C., unless specially authorized by the professor. Alumni requests will be sent only to B.C. locations.

LOST OR DAMAGED MATERIALS AND EQUIPMENT

Borrowers will be charged for lost or damaged materials and equipment, including items borrowed through interlibrary loan. Failure to pay such charges will result in a suspension of borrowing privileges for all collections until payment is made. After materials or equipment have been reported lost, no further fines will accrue.

In cases of long overdue material or equipment in which the borrower does not respond, the Library will declare the unreturned items lost and the cost of replacement will be charged to the

borrower.

APPEALS

Decisions made by the Loan Division about penalties may be appealed through the Senate Library Penalties Appeal Committee (see Appendix B).

PLEASE NOTE:

THE RECALL SYSTEM WORKS ONLY AS WELL AS THE COOPERATION BETWEEN THE LOAN DIVISION AND OUR PATRONS.

IT IS THE FULL RESPONSIBILITY OF OUR PATRONS TO INFORM THE LIBRARY OF ANY ADDRESS CHANGES. FACILITIES FOR ADDRESS CHANGES ARE AVAILABLE AT THE RECALL COUNTER.

FINES COULD ACCRUE BECAUSE OF A WRONG ADDRESS IN OUR FILES.

WE GREATLY APPRECIATE YOUR COOPERATION.

APPENDIX A

PENALTIES

1. GENERAL LOANS

- (a) Failure to return a recalled item by the due date:
 - Suspension of borrowing privileges
 - \$1.00 per day per item to a maximum of \$25.00 per book.
- (b) Failure to return all materials by the due date:
 - Suspension of borrowing privileges when books become overdue.
 - After 21 days, \$5.00 fine irrespective of the number of unreturned items.
 - After 14 more days, the fine will be increased \$1.00 per day to a maximum of \$25.00 per borrower.
- (c) After the \$25.00 maximum has been reached, lost book processing charges will be, and lost book replacement charges, may be assessed.

2. RESERVE LOANS

- (a) For print materials and lecture tapes an hour or more overdue and which have holds placed on them:
 - \$1.00 per hour, up to \$5.00 per day, to a maximum of \$25.00 per item.
- (b) For music tapes an hour or more overdue and which have holds placed on them:
 - 25¢ per hour up to \$1.00 per day, to a maximum of \$25.00 per item.
- (c) Lost tapes incur a \$3.00 replacement charge, plus a \$10.00 processing charge. Lost photocopied items incur a replacement cost of 10¢ per page plus 25¢ for the folder, plus a \$10.00 processing charge.
- (d) When not returned by the semester end due date and when no holds have been placed, general loan fines

pertain (see 1(b) above).

3. SPECIAL LOANS

Failure to return materials by the due date:

- Suspension of borrowing privileges.
- \$1.00 per day to a maximum of \$25.00 per item.

4. INTERLIBRARY LOANS

Failure to return materials by the due date:

- Suspension of borrowing privileges.
- \$1.00 per day to a maximum of \$25.00 per borrower.

5. REPLACEMENT CHARGES

- (a) Suspension of borrowing privileges until fees are paid.
- (b) Book materials: average annual cost of the book within its particular subject plus \$10.00 processing charge.
- (c) Microform materials: \$10.00 processing charge plus \$10.00.
- (d) There may be a binding surcharge of \$4.85 for paperback books.
- (e) Equipment: current replacement costs plus \$10.00 processing charge.
- (f) In all cases, if the patron demonstrates that the material is actually available below the assessed costs, the replacement charges will be reduced, and conversely if the value of the material or subsequent costs to the Library are greater than the above rates, there will be an added charge.

6. UNPAID ACCOUNTS

Where charges have not been paid within 60 days of having been incurred, accounts may be placed in the hands of a collection agency for recovery. Passed by the Board of Governors in August 1971.

APPENDIX B

SENATE COMMITTEES

LIBRARY PENALTIES APPEAL COMMITTEE (Standing)

<u>MEMBERS</u>	<u>CONDITIONS</u>
Faculty Member }	Elected by and from the Senate Library Committee
Faculty Member }-	
Faculty Member }	
Student Senator	- { Elected by and from the Senate Library Committee
Undergraduate Student }	Elected by the Student Society
Graduate Student }-	
Head of Loans Division	Non-Voting
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 unjustly
penalized for an infraction of the Library Loan Policy and
to make the final decisions.

PROCEDURE: Any individual who is aggrieved by the decision of the
Loan Division of the Library concerning penalties may
petition, in writing, to the head of the Division that the
case be considered by the Library Penalties Appeal
Committee. The individual will be notified by letter/
telephone of the date of the meeting and may speak to the
Committee on the grievance. The Loan Division will provide
documentation for the Library and the individual may contest
the evidence or enter any circumstances that may be germane.
The decision of the Committee is final.

PENALTIES IMPOSED WILL BE SUSPENDED WHILE AN APPEAL IS WAITING TO BE
HEARD BY THE COMMITTEE, AND FINES WHICH HAVE BEEN PAID AND WHICH ARE
SUBSEQUENTLY DEEMED UNFAIR BY THE COMMITTEE WILL BE REFUNDED.

Approved by Senate Jan.10, 1972.

Procedure revised by Senate Jan 14, 1974 and Sept.8, 1975.

November, 1982

EXTRA-MURAL READERS

A. There are two basic categories of library cards. They are:

1. Regular Library Cards - These are issued by Registrar's Office to SFU or SFU related people as named below:

<u>SFU STUDENTS</u>	<u>SFU FACULTY/STAFF</u>	<u>SFU RELATED</u>
Undergraduates	Full-time	Daycare
Graduates	Retired	Cleaners
Alumni	Part-time (Continuing)	SFSS
Audit	Visiting Faculty (paid)	Food Services
		Bank of Nova Scotia
		School & Faculty Associates
		Microtel employees in Discovery Park

2. Extra-mural Library Cards - These are authorized by Library Loans prior to being issued by Registrar's:

- a. Non-paying Group - SFU special audit students
 - *Currently registered Graduate students of B.C. Universities (this does not include people who have left a University or are Alumni of other Universities)
 - *Faculty of B.C. and non-B.C. Universities
 - *Faculty of B.C. Government-funded Colleges
 - *"Institute" Participants includes Mentor/Enrichment Prgm.
 - Visiting Faculty (non-paid)
 - Research Assistants associated with SFU Faculty
 - Conference/Workshop conveners
 - *Senior Citizens
- b. Paying Group
 - *Business connected individuals
 - *B.C. and Canada Government staff
 - *General public
 - *Teachers of Primary and Secondary schools
 - *Teachers at Private and non-Government funded colleges
 - *Private Researchers
 - *Part-Time (Temporary) staff or Full-Time (Temporary) staff who are at SFU for less than 4 months

*To be checked "For Library Use Only": This means that privileges are only for the Library - not for Gym, Theatre, Pub, etc.

B. The following specifies the conditions for the issuance of Extra-mural Borrowers' Cards:

1. Cards will be issued to individuals only. (No company cards will be issued.)
2. Date of issuance will be September 1 of each year and the date of expiry will be the following August 31.
3. Where applicable, the fee will be \$30.00 annually or \$15.00 after April 1.
4. Cards will be authorized by the Library Loans Division with fees collected there. Cards will be issued by the Registrar's Office.
5. Access will be to the General Collection. There will be no access to Interlibrary Loans or the Reserve Collection.
6. Applicants for extra-mural cards must make application at the General Loans counter of the Library.

SIMON FRASER UNIVERSITY

S. 83-29

MEMORANDUM

As amended at
Senate 7/2/83

To..... SENATE.

From..... SENATE COMMITTEE ON ACADEMIC PLANNING/
SENATE COMMITTEE ON AGENDA AND RULES:

Subject..... REVISED PROCEDURES FOR CURRICULUM
APPROVAL.

Date..... 25 JANUARY 1983.

Copies of the terms of reference, purpose, etc. of the various committees as they currently exist are attached to the back of this paper for reference purposes.

in principle

MOTION 1: "That Senate approve the system of curriculum approval outlined in J. M. Munro's memorandum of August 14, 1981, and that consequent revisions be made in the terms of reference of the Senate Committee on Academic Planning, the Senate Committee on Undergraduate Studies, and the Assessment Committee for New Graduate Programs"

If Motion 1 is approved:-

MOTION 2: Delegation

"That Senate delegate to Faculties authority for approval of new courses, changes in existing courses, and changes in program requirements. It is understood that these actions will be reported to other Faculties and that any major revision would be considered by the Senate Committee on Academic Planning and by Senate. (Major is defined to include any program or curriculum change having significant impact on more than one Faculty, as determined by the Chairman of the Committee.) Current procedures involving prior consultation between departments on curriculum and program matters of mutual interest will continue."

If Motion 1 and Motion 2 are approved:-

MOTION 3: Senate Committee on Academic Planning - Change in terms of reference

"That Senate approve change in terms of reference number 2 to read as follows:-

'To review and recommend to Senate all proposals involving new programs, major modifications to existing programs, or major curriculum revisions. (Major is defined to include any program or curriculum change having significant impact on more than one Faculty, as determined by the Chairman of the Committee.) The criteria set out in S.80-98 will, as applicable, guide the Committee in making its recommendations.' "

If Motion 1 and Motion 2 are approved:-

MOTION 4: Senate Committee on Undergraduate Studies - Change in Purpose

"That Senate approve change in Purpose A to read as follows:

'A. To consider and make recommendations to Senate on all matters involving changes in the general regulations and policies affecting undergraduate programs in the University's academic standards; (2) the need for coordination of programs' "

Graduate Studies - Note

At present there are three committees, the Senate Graduate Studies Committee, the Executive Committee of the Senate Graduate Studies Committee, the Assessment Committee for New Graduate Programs. Terms of reference for the first two committees do not include specific mention of curriculum revision. At present, for the first committee consideration of such matters is governed by the following statement "3. To consider matters referred to it by Departments and Faculties or by the Dean of Graduate Studies and to make recommendations to the appropriate body(ies)". No formal change in wording for the first two committees is proposed.

It is proposed that change of wording be made for the "Assessment Committee for New Graduate Programs". At present it is intended to continue with the existing form of membership and to review this in the light of experience under the new terms of purpose.

If Motion 1 and Motion 2 are approved:-

MOTION 5: Assessment Committee for New Graduate Programs - Change in Purpose

"That Senate approve change in purpose and note (1) to read as follows:-

'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 Committee on Academic Planning 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 Senate committee.' "

SIMON FRASER UNIVERSITY

MEMORANDUM

o.....Senate Committee on.....
.....Agenda and Rules.....
Subject....Revised Procedures for.....
Curriculum Approval

From...J.M. Munro, Chairman.....
Senate Committee on
...Academic Planning.....
Date...January 20, 1983.....

At its meeting of December 15, 1982, the Senate Committee on Academic Planning approved the following motion:

"That the system of curriculum approval outlined in J.M. Munro's memorandum of August 14, 1981, be approved and that consequent revisions be made in the terms of reference of the Senate Committee on Academic Planning, the Senate Graduate Studies Committee, and the Senate Committee on Undergraduate Studies."

The attached papers provide a general description of the revised procedures, a rationale for the revision, and a summary of the responses.

Consideration of this change by Senate requires approval of delegation of powers from Senate to the Faculties and changes in the terms of reference of the Senate Committee on Academic Planning, the Senate Graduate Studies Committee, and the Senate Committee on Undergraduate Studies.

A. Delegation

That Senate delegate to Faculties authority for approval of new courses, changes in existing courses, and changes in program requirements. It is understood that these actions will be reported to other Faculties and that any major revision would be considered by the Senate Committee on Academic Planning and by Senate. (Major is defined to include any program or curriculum change having significant impact on more than one Faculty, as determined by the Chairman of the Committee.) Current procedures involving prior consultation between departments on curriculum and program matters of mutual interest will continue.

B. Senate Committee on Academic Planning

- "2. To review and recommend to Senate all proposals involving new programs, major modifications to existing programs, or major curriculum revisions. (Major is defined to include any program or curriculum change having significant impact on more than one Faculty, as determined by the Chairman of the Committee.) The criteria set out in S.80-98 will, as applicable, guide the Committee in making its recommendations."

January 20, 1983

C. Senate Graduate Studies Committee

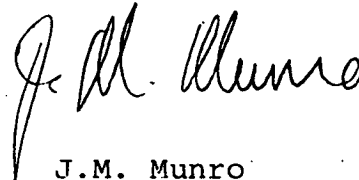
Terms of reference for this Committee do not include specific mention of curriculum revision. Presently, consideration of such matters is governed by the following statement:

- "3. To consider matters referred to it by Departments and Faculties or by the Dean of Graduate Studies and to make recommendations to the appropriate body(ies)."

D. Senate Committee on Undergraduate Studies

- "A. To consider and make recommendations to Senate on all matters involving changes in the general regulations and policies affecting undergraduate programs in the University taking into consideration:

- (1) the University's academic standards
- (2) the need for co-ordination of programs."



J.M. Munro

:jeh
attachments

file
75-32

SIMON FRASER UNIVERSITY

MEMORANDUM

To..... Senate Committee on Academic
Planning

From..... J.M. Munro

..... Vice-President, Academic

Subject..... Revised Procedures for Curriculum
Approval

Date..... December 6, 1982

On August 4, 1981, I wrote to the Senate Committee on Agenda and Rules proposing a new system for curriculum approval. (A copy of this memorandum is attached). Subsequently, this proposal was distributed widely in the University for comment and reaction.

The responses from the Faculties, the Senate Committee on Undergraduate Studies, and the Senate Graduate Studies Committee are summarized in Harry Evans memorandum of November 19, 1982, (copy attached).

I am forwarding this proposal now to the Senate Committee on Academic Planning for consideration of the following motion:

That the system of curriculum approval outlined in J.M. Munro's memorandum of August 14, 1981, be approved and that consequent revisions be made in the terms of reference of the Senate Committee on Academic Planning, the Senate Graduate Studies Committee, and the Senate Committee on Undergraduate Studies.

In asking the Committee to consider this motion, I am aware that my proposal does not have universal support. Nevertheless, the changes "...would save time, reduce costs, and put the weight of decision-making responsibility for changes in the curriculum where it belongs -- at the departmental and Faculty level for minor changes and at Senate for major changes." Other advantages of this proposal include a focussing of the attention of the two Senate program committees on the design and operation of programs at the University level (responsibilities which now tend to be buried by curriculum processing) and allowing the Senate Committee on Academic Planning to range widely over proposals involving new programs or major changes in existing programs. The definition of a "major" curriculum change would include any change having significant impact on another Faculty.

J.M. Munro

:jeh

att. (2)

To.....Senate Committee on.....
.....Agenda & Rules.....
Subj. Revised Procedures for
Curriculum Approval

From.....J. M. Munro.....
.....Vice-President..Academic..
Date.....August 4, 1981.....

The following proposal for changes in the system of curriculum approval is presented to the Senate Committee on Agenda & Rules with the expectation that it would be referred to SCUS, SCAP, and the Faculties for comment and review before being considered by SCAR in its role as Senate's "Committee on Committees". The proposal was discussed with Deans and Chairmen this spring.

Simon Fraser University has had an unusually elaborate system for considering and approving changes in curriculum. At many universities, decisions to change existing courses or to introduce new, single courses are made at the Department level without any formal consideration even at the Faculty level. Because of the requirements of British Columbia's university legislation, we have always had a more elaborate and time-consuming process requiring review of decisions made at earlier levels of consideration. The history of Simon Fraser University has probably added to this natural, statutory emphasis on review of earlier decisions.

The level of institutional maturity and mutual trust that Simon Fraser University has now been able to achieve should permit the introduction of appropriate simplification in procedures for curriculum approval. The changes proposed below effectively involve the delegation of Senate authority to Faculty Curriculum Committees.

1. New courses, changes in existing courses, and changes in program requirements would be approved by Faculty Curriculum Committees (undergraduate or graduate) acting on delegated Senate authority. These actions would be reported to Curriculum Committees in other Faculties and to Senate for information and transmittal for Board of Governor's approval. Faculty Curriculum Committees would be expected to be fully aware of the need to consult with other Faculties which might be affected by proposed changes.
2. Major curriculum revisions would be reviewed by the Senate Committee on Academic Planning for recommendation and subsequent approval by Senate and Board. The definition of "major" would include any curriculum change having significant impact on another Faculty. Decisions as to the necessity for SCAP review of curriculum revision would be made by the Secretary of Senate acting for the Chairman of Senate.

3. General program regulations (undergraduate or graduate) would continue to be considered by either the Senate Committee on Undergraduate Studies or the Senate Graduate Studies Committee before presentation to Senate. This would apply whether the changes in these program regulations were initiated in the Senate Committees or at the Departmental or Faculty level.
4. All new programs would be considered by the Senate Committee on Academic Planning to include review of both their academic merit and the planning priorities of the University. Existing procedures for consideration of new graduate programs by the Senate Graduate Studies Committee would continue to apply.

The changes proposed here would save time, reduce costs, and put the weight of decision-making responsibility for changes in the curriculum where it belongs--at the Department and Faculty level for minor changes and at Senate for major changes. Experience with the present modest delegation of authority from Senate to the Senate Committee on Undergraduate Studies and Senate Graduate Studies Committee confirms this view.


J. M. Munro

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SIMON FRASER UNIVERSITY

MEMORANDUM

To..... SENATE COMMITTEE ON AGENDA AND RULES.

From..... H. M. EVANS,
SECRETARY.

Subject..... PROPOSED REVISED PROCEDURES FOR
CURRICULUM APPROVAL (UNDERGRADUATE
STUDIES, GRADUATE STUDIES).

Date..... 19 NOVEMBER 1982.

Some Background Information:

(Where appropriate the pertinent reference papers are provided herewith).

1. On August 4, 1981 the Vice-President Academic submitted to the Senate Committee on Agenda and Rules proposed Revised Procedures for Curriculum Approval. SCAR instructed that the proposals be distributed broadly to a number of bodies for discussion, review and comment and this was done under covering memorandum dated October 15, 1981 from me. (See copy)

Distribution was to occur in stages, with the first stage including Deans of Faculties, Student Society President, Departmental Chairmen, Faculty Curriculum Committees (Undergraduate and Graduate), with responses to be submitted to me. (See copy)

After receipt of the responses the second stage would occur involving the Senate Committee on Undergraduate Studies (through its Chairman), the Senate Graduate Studies Committee (Executive and Full-Through the Chairman), and the Senate Committee on Academic Planning (through the Chairman). Distribution to the latter committee might occur following preliminary responses from SCUS and from Graduate Studies. (See copy)

2. The Registrar's memo of February 26, 1982 to the Senate Committee on Undergraduate Studies and to the Senate Graduate Studies Committees initiated stage 2 and requested that SCUS and that Graduate Studies place this topic on the committee agendas for thorough discussion, review and comment. (See copy).

Responses were to be sent to the Secretary, Senate Committee on Agenda and Rules, due by April 2, 1982.

That memorandum referred to a number of specific items, and drew attention to the fact that the responses already received varied quite markedly. The responses basically were from Deans of Faculties on behalf of Faculties. See SCUS 82-6, page 2, items 4 and 5 as follows:

- (a) the Faculty of Arts supportive, with some concerns and suggestions on implementation
- (b) the Faculty of Education requiring some modifications, with some general support, with some opposition to any changes
- (c) The Faculty of Interdisciplinary Studies supportive of changes, with some query and comment
- (d) the Faculty of Science expressing reservations to the point of strong disapproval.

Given the wide variation in responses it was not deemed appropriate at that stage to make submission to SCAP on the preliminary responses, but that this should be held pending further data.

3. In response to the Registrar's memo of February 26, 1982 the topic was placed on the agenda of SCUS for thorough discussion on March 9, 1982. (See the copy of the Minutes of SCUS, March 9, 1982). These are provided

to give as clear a picture as possible of the points of support and of concerns. That committee approved two motions as follows:-

Moved by R. Brown, seconded by T. Calvert

"That SCUS, with reference to SCUS 82-6 Proposed Revised Procedures for Curriculum Approval, forward information that the committee approves in principle the recommendations in the Munro memorandum, with some changes, and with the proviso that the expressions of concerns with regard to implementation also be forwarded. Approval in principle is to indicate acceptance of the general idea.

The Committee observes need of the following:-

Point 1 needs to be spelled out clearly and with care, with emphasis on mechanisms, on implementation procedures, timeliness, dissemination of information, routes of action and related items.

Point 2 for detailed curriculum review should involve action by SCUS.

Point 3 - Some change in wording or clarification is required on 'general program regulations'."

MOTION CARRIED.

Moved by R. Brown, seconded by T. Calvert

"That SCUS, with reference to SCUS 82-6 Proposed Revised Procedures for Curriculum Approval, forward information that the committee agrees in principle that there should be a reduction in the flow of material through this committee requiring direct action, but there is a continuing important role for this committee. Materials en route through the system should be screened and forwarded to this committee for direct action as required or when warranted; otherwise it should be forwarded only for information or some items may by-pass the committee."

MOTION CARRIED.

There was some discussion of reducing significantly work flow as earlier proposed in the URC recommendations and in the later recommendations by SCUS in 1979.

On March 9, 1982 there was not direct adoption of the proposals submitted to SCUS.

4. At the graduate studies level the Registrar's memo of February 26, 1982 was placed on the agenda of the Executive Committee of the SGSC for March 15, 1982. The minutes of that meeting are rather non-informative but the topic was carried forward to the SGSC through the McGinn memo dated March 26, 1982 (see these items).

The SGSC debated the topic on March 29, 1982 and approved the following motion on a vote of 6 in favour, 5 opposed:-

"the Senate Graduate Studies Committee supports in principle the changes as proposed in J. Munro's memo of August 4, 1981. Final approval is subject to receiving additional information concerning procedures to be followed and to having input to the mechanisms for these changes".

In response to request by the Registrar for greater clarification on the debate, decisions and general position the Dean of Graduate Studies responded in memo dated April 26, 1982 describing the attendance, motion, vote and discussion (6 to 5), and indicated his strong personal disagreement with the basic proposal. (See copy).

5. At that stage it seems evident:-

- i) that there is desire to improve present operating practice
- ii) that there is quite strong disagreement on some aspects of how that might be attempted
- iii) that there is desire to ensure that any replacement system is described and reviewed by the bodies in advance of implementation to ensure its adequacy
- iv) that significant improvements in operating practices may be obtained utilizing some of the principles suggested in the URC report, but modified as accepted by SCUS in 1979, but which were not implemented pending final decisions on URC.

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

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:
 - 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.

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

- 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.
 - 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 those 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.

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

PURPOSE

1. To ensure that the standards approved by Senate are maintained.
2. To consider matters of policy related to Graduate Studies and to make appropriate recommendations to Senate.
3. To consider matters referred to it by Departments and Faculties or by the Dean of Graduate Studies and to make recommendations to the appropriate body(ies).

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

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).

8. ASSESSMENT COMMITTEE FOR NEW GRADUATE PROGRAMS (ACNCP) - Standing
(Reporting Category "A")

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.