

SIMON FRASER UNIVERSITY

MEMORANDUM

To: Senate

From: J.M. Munro, Chair
Senate Committee on
Academic Planning

Subject: Changes in Committee

Date: September 13, 1990

Action taken by the Senate Committee on Academic Planning at its meeting of September 12, 1990 gives rise to the following motion:

MOTION:

"That Senate approve the change in committee structure as follows:

Senate Committee on Academic Planning: for Committee Secretary (non-voting) replace Director of Analytical Studies by Director, Academic Planning Services.

The Director of Analytical Studies would continue as a non-voting committee member."

SIMON FRASER UNIVERSITY
VICE-PRESIDENT, ACADEMIC

SCAP 90-12

MEMO

TO: Senate Committee on
Academic Planning

FROM: J. M. Munro
Vice-President,
Academic

RE: Changes in Committee

DATE: September 4, 1990

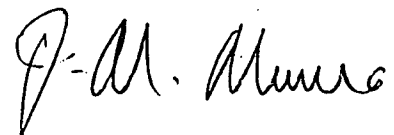
Two changes in the organization of the office of the Vice-President, Academic have resulted in the need to recommend changes in the memberships of the Senate Committee on Academic Planning and the Senate Committee on Enrollment Management Planning. The changes in the office are the redistribution of responsibilities between the Associate Vice-President, Academic, Ross Saunders and me because of other changes in the University's organization and the appointment of Alison Watt as Director, Academic Planning Services in response to the greatly increased level of activity in this area.

The recommended changes in committees are as follows:

1. Senate Committee on Academic Planning: for Committee Secretary (non-voting) replace Director of Analytical Studies by Director, Academic Planning Services. **
2. Senate Committee on Enrollment Management Planning: for Chair replace Associate Vice-President, Academic by Vice-President, Academic (or designate). My present plans are to serve as Chair myself. The Associate Vice-President, Academic would continue as a Committee member.

The first change requires approval of SCAP and Senate. Since SCEMP is a sub-committee of SCAP, only SCAP's approval is needed for the second change.

JM/nm



** Note to Senate: In Item 1 above, SCAP approved an amendment which would have the Director of Analytical Studies serve as a (non-voting) committee member.

SENATE COMMITTEE ON ACADEMIC PLANNING (SCAP)

- Standing (Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>
Vice-President, Academic	Ex-officio, Chair	
Associate Vice- President, Academic	Ex-officio, Vice-Chair	
Executive Director Administrative Services	Ex-officio, (non-voting)	
Dean of Applied Sciences		
Dean of Arts		
Dean of Business Administration		
Dean of Education		
Dean of Science		
Dean of Continuing Studies		
Dean of Graduate Studies		
Senator	Elected	2 yrs
Senator		2 yrs
Senator	by	2 yrs
Senator		2 yrs
Senator	and	2 yrs
Senator (Lay Member)		2 yrs
Senator (Lay Member)		2 yrs
Senator (Student)	from	2 yrs
Senator (Student)		2 yrs
Senator (Student)	Senate	2 yrs
Librarian (or designate)		
Registrar	Non-voting	
Director of Analytical Studies	Secretary (Non-voting)	

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 consider and make recommendations to Senate on all proposals involving new undergraduate and graduate programs and courses, or major modifications to existing programs and courses, according to the criteria specified in S.80-98, and to report to

Senate for information and the Board of Governors for ratification, in a summary form, all proposed revisions to an existing course or program for which SCUS or SGSC, acting under delegated authority, has concluded all matters.

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.

Delegation of Senate Authority to SCAP:

Senate approved on April 6, 1987 that SCUS become a subcommittee of SCAP (S.87-8), thereby having reporting responsibilities to SCAP rather than Senate, and that responsibilities previously delegated to SCUS by Senate be delegated to SCAP with the understanding that SCAP might further delegate appropriate responsibilities to SCUS.

At the meeting of SCAP on September 16, 1987, SCAP approved the delegation of those responsibilities to SCUS, with appropriate amendments to require that such items be reported to SCAP in a timely manner.

Notwithstanding this authority, SCAP retains the right to forward for consideration by Senate any matter which, in the judgement of the Committee or its Chair, requires such consideration.

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.