

**SIMON FRASER UNIVERSITY**

**MEMORANDUM**

<b>To:</b>	Senate	<b>From:</b>	Ron Heath Secretary of Senate
<b>Subject:</b>	Change in Membership	<b>Date:</b>	May 10, 1994

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The recent announcements relating to the discontinuance of some senior management positions and the re-alignment of administrative units require changes to the structure and membership of some Senate committees. These changes are noted in the attached.

**Motion:**

"that Senate approve the membership changes to SCAP, SCCS, and SLC as detailed in the attached paper S.94 - 46."

## 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	Chair, Ex-officio, (Voting)			
Associate Vice- President, Academic	Vice-Chair, Ex-officio, (Voting)			
<del>Vice President</del> <del>Administration</del>	<del>Ex-officio (Non-voting)</del>			DELETE
Vice-President Finance and Administration	Ex-officio (Non-voting)			ADD
Dean of Applied Sciences				
Dean of Arts				
Dean of Business Administration				
Dean of Education				
Dean of Science				
Dean of Graduate Studies				
<del>Dean of Continuing Studies</del>				DELETE
Vice-President Harbour Centre and Continuing Studies				ADD
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)	Ex-officio (Voting)			
Registrar	Ex-officio (Non-voting)			
Director Analytical Studies	Ex-officio (Non-voting)			
Director Academic Planning Services	Secretary, Ex-officio (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 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. To receive and review recommendations for the establishment of centres and institutes under AC 35 and forward recommendations to Senate and the Board of Governors.
  5. 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.

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. Revision in membership approved by Senate, October 4, 1982 (S.82-99). Revision in membership to reflect University reorganization approved by Senate, May 13, 1985 (S.85-33). Senate approved that the delegation of Senate authority previously granted to SCUS, be transferred to SCAP with the understanding that SCAP may further delegate appropriate responsibilities to SCUS - April 6, 1987 (S.87-8). Responsibilities delegated to SCUS at the meeting of SCAP on September 16, 1987 (SCAP 87-4). Revision in membership approved by Senate October 1, 1990 (S.90-41). Revision in terms of reference approved by Senate July 6, 1992 (S.92-52)

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.

# 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>
<del>Dean of Continuing Studies</del>	<del>Chair</del>			DELETE
Vice-President Harbour Centre and Continuing Studies	Chair, Ex-officio (Voting)			ADD
Librarian (or designate)	Ex-officio (Voting)			
Senator (Faculty Member)	Elected	2 yrs		
Senator (Faculty Member)		2 yrs		
Senator (Faculty Member)	by	2 yrs		
Senator (Faculty Member)		2 yrs		
Senator (At-large)	and	2 yrs		
Senator (At-large)		2 yrs		
Senator (Lay Member)	from	2 yrs		
Senator (Student)		2 yrs		
Senator (Student Alternate)	Senate	2 yrs		
Secretary	(Non-voting)			

## 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.

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 Dec. 2, 1974. Restructured Sept. 8, 1975. Terms of reference again revised Feb. 5, 1979. Non-voting Secretary added October 6, 1980.

Committee meetings are convened semesterly at the call of the Chair.  
SCCS reports to Senate in November of each year.

# SENATE LIBRARY COMMITTEE (SLC)

- Standing (Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
<del>Vice-President,</del> Research	<del>Ex-officio</del>			DELETE
Vice-President Research and Dean of Graduate Studies	Chair, Ex-officio (Voting)			ADD
Vice-President, Academic	Ex-officio (Voting)			
University Librarian	Secretary, Ex-officio (Voting)			
Associate Librarian	Ex-officio (Non-voting)			
<del>Dean of Continuing</del> <del>Studies (or designate)</del>	<del>Ex-officio</del>			DELETE
Vice-President Harbour Centre and Continuing Studies (or designate)	Ex-officio (Voting)			ADD
<del>Dean of Graduate</del> <del>Studies (or designate)</del>	<del>Ex-officio</del>			DELETE
Senator	Elected	2 yrs		
Senator	by	2 yrs		
Senator (Student)	and	2 yrs		
Senator (Student Alternate)	from Senate	2 yrs		
Faculty Member (Applied Sciences)	Elected	2 yrs		
Faculty Member (Arts)	by	2 yrs		
Faculty Member (Business Admin.)	and from	2 yrs		
Faculty Member (Education)	respective	2 yrs		
Faculty Member (Science)	Faculties	2 yrs		

## Terms of Reference

1. Advises the University Librarian on matters relating to the operation of the Library and the liaison between the Library and academic departments and programs. The areas of advice include the following:

- monitoring the continuing response to the Library Review Report recommendations and organizing subsequent reviews every five years
  - liaison between the Library and academic programs
  - establishing collections priorities
  - review of Library performance data
  - review of major changes in Library systems or operations
2. Advises the Vice President, Academic on matters relating to the size of the Library budget.
  3. Approves guidelines for the allocation of the Library materials budget between various fields of instruction and research.
  4. Recommends changes in rules and regulations for the operation of the Library, such as the Loan Policy.
  5. Reports to Senate annually concerning its activities and the operation of the Library.

The Senate Library Committee meets at least twice each semester at fixed meeting times. Special meetings may be called by the Chair or by three members of the Committee. The quorum is five members.

Approved by Senate March 7, 1966; terms of office revised January 10, 1972. Membership, terms of reference and operating procedures revised Sept. 8, 1975. Membership revised Sept. 13, 1976 by adding the Dean of Continuing Studies. Delegation of Senate authority approved May 17, 1982. Revision of membership to include the Faculty of Business Administration approved by Senate October 4, 1982 (S.82-99). Revision of membership to reflect University reorganization approved by Senate May 13, 1985 (S.85-33). Membership revised to add the Vice-President, Research & Information Systems as ex-officio member and Chair approved by Senate March 10, 1986 (S.86-25). Revision to membership approved by Senate October 1, 1990 (S.90-42). Terms of reference and operating procedures revised July 26, 1993 (S.93-39)