

SIMON FRASER UNIVERSITY

Memorandum

*As amended by
Senate Sept. 18/95*

To: Senate

From: W. Ron Heath, Secretary
Senate Committee on Agenda and Rules

Date: September 5, 1995

Subject: Changes to various Senate Committees

The Senate Committee on Agenda and Rules approves and recommends the following motion to Senate:

MOTION: "that Senate approve, as set out in S.95-52, the revised committee structures and terms of reference for the Senate Committee on Undergraduate Studies (SCUS) and the Senate Appeals Board (SAB); and the membership and terms of reference of the Committee to Review Undergraduate Admissions (CRUA); and the dissolution of the Senate Undergraduate Admissions Board (SUAB), for implementation commencing at the beginning of the 96-1 Spring Semester, and further that Faculties advise SCAR by November 1st, 1995 of the new procedures and committee structures that will be put in place within the Faculties to support the revised responsibilities"

Simon Fraser University

Office of the Vice-President, Academic

Memorandum

TO: Senate Committee on Agenda
and Rules

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

SUBJECT: Changes to Various
Senate Committees

DATE: August 10, 1995

I am attaching a proposal for the revision of Senate's undergraduate committees. The purpose of the proposal is to simplify the structure by abolishing the Senate Undergraduate Admissions Board and placing its responsibilities with the Senate Committee on Undergraduate Studies (SCUS). There are also proposed modifications to the Senate Appeals Board. The proposal has been under discussion for several years.

The current structure dates from the 1970s. I believe that the proposed changes, which have the support of both the Senate Committee on Academic Planning and the Senate Committee on Undergraduate Studies, would improve the functioning of this important area.



J. M. Munro

SIMON FRASER UNIVERSITY
Office of the Registrar
Memorandum

From: Nick Heath, Director of Admissions
To: Ron Heath, Registrar
Date: 26 April 1995

Subject: Proposed new committee: Committee to Review Undergraduate Admissions (CRUA)
Amendments to terms of reference SAB, SCUS
Dissolution of SUAB

Proposal:

- A. To create a new sub - committee of SCUS, to be known as the Committee to Review Undergraduate Admissions (CRUA), to be responsible for:
- Adjudication of admission requests, as required by Senate policy (e.g. if policies on Diverse Qualifications are approved)
 - Adjudication of appeals for admission and re-admission
 - Adjudication of appeals relating to transfer credit
- B. To expand the role of SCUS to include:
- Setting and supervising policies on admission and transfer credit
 - Setting and supervising policy on continuance and standing
- C. To re-define the role of the Senate Appeals Board (SAB) to deal specifically with a variety of appeals from current or former undergraduate students and only when a department or faculty has already made a judgment on the merit of the case. To revise the membership of SAB, reflecting the dissolution of SUAB.
- D. To dissolve SUAB.

Suggested, revised terms of reference and membership of each are attached in the Appendix.

Current committee responsibilities and rationale for change

The Senate Undergraduate Admissions Board (SUAB) has two main tasks:

- Setting policy on admission and transfer credit (Affects intending new students.)
- Setting policy on standing and continuance (Affects continuing students.)

Both functions relate generally to academic standards. SCUS shares responsibility for academic standards and policies, but its duties focus on grading and curriculum. Representation on SUAB is similar to that on SCUS, drawing membership from the faculties, students and Senate. Separation of these functions and the different reporting levels of SCUS (to SCAP) and SUAB (directly to Senate) has led to inconsistencies. Controversial issues, such as direct admission to Kinesiology, could have been resolved more readily at SCAP, rather than at Senate. Although the two

committees, SUAB and SCUS, could report in parallel to SCAP on undergraduate matters, there appears to be insufficient business to occupy two similar committees. Consequently, it is proposed that SUAB's duties be transferred to SCUS and that SUAB be dissolved.

The **Senate Committee on Undergraduate Studies (SCUS)** is responsible for curriculum and standards. Its concerns for such matters as grading standards tie in directly to policies on continuance and standing, which are currently the responsibility of a different committee, i.e. SUAB. Transferring all these responsibilities to one committee, responsible for the whole u/g program, creates better conditions for an integrated approach to undergraduate regulations and services.

The **Senate Appeals Board (SAB)** is chiefly responsible for considering cases *'wherein an individual feels aggrieved by the decision of the Registrar (re.) admission, re-admission, standing, or credit transfer policy, when special circumstances are present.'*

In practice, it has two main tasks:

- Adjudication of appeals (actually first requests) for withdrawal.

These appeals are almost entirely retroactive and appellants are all continuing or former students. In most cases, SAB is the first and last decision-making body in the process. A separate proposal suggests that regulations be changed, to send such requests first to the student's faculty. If this is approved, the SAB terms of reference should be changed accordingly.

- Adjudication of appeals for admission and re-admission

Appellants are intending new students and former students. The initial decision being appealed was made by the Registrar's Office, U/G Admissions. The Secretary of SAB is the Registrar's delegate and has been the Director of Admissions since the earliest days of SAB. This position is considered to be too closely linked to the initial decision for the appearance of impartiality, in cases dealing with admissions. It is proposed that the Director of Admissions should be a resource person for the members hearing the appeal and should not be present during the in-camera discussion.

Adjudication of admissions cases is likely to be needed if the University establishes a policy on Diverse Qualifications. Also it is desirable for certain other admission and transfer credit decisions to be referred to an adjudication committee, even though the cases might not meet the strict requirements for consideration by the Senate Appeals Board.

At most Canadian universities admission appeals are the responsibility of a separate committee.

For these reasons, a separate admission appeal/review committee is suggested, to be designated **Committee to Review Undergraduate Admissions (CRUA)**.

Appendix Committee Terms of Reference

Current Terms of Reference - SUAB

SENATE UNDERGRADUATE ADMISSIONS BOARD (SUAB)

(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Academic Vice-Pres or designate	Chair - Non-voting except in case of a tie			
Director of Admissions				
Student Member	Selected by	1 yr		
Alternate	Student Society	1 yr		
Student Senator	Elected	1 yr		
Student Senator	by	1 yr		
Alternate	Senate	1 yr		
Faculty Member (Applied Sciences)	Elected	2 yrs		
Alternate		2 yrs		
Faculty Member (Arts)	by	2 yrs		
Alternate		2 yrs		
Faculty Member (Business Admin.)	respective	2 yrs		
Alternate	Faculty	2 yrs		
Faculty Member (Education)	Undergraduate	2 yrs		
Alternate	Curriculum	2 yrs		
Faculty Member (Science)		2 yrs		
Alternate	Committees	2 yrs		
Senator	Elected by and from Senate	2 yrs		
Director of Academic Advice Centre	Non-voting			

Purpose:

- a) 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.
- b) At the request of the Director of Admissions to review applications that are in the C to C+ range and

those that may be deficient or involve special or extenuating circumstances.

Procedures

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.

The Director of Admissions is charged with the review and selection of applicants from Range I and II (2.0 - 2.49 GPA) categories of B.C. High School students. Range II (2.0 - 2.24 GPA) applicants must present strong supporting documentation before serious consideration will be given. The Director may call upon the Senate Undergraduate Admissions Board to review some cases.

Applicants selected for admission by SUAB will be admitted as regular students without conditions. 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.

Committee meetings are scheduled at least twice per semester.
SUAB reports to Senate in April of each year.

Proposed Terms of Reference - CRUACOMMITTEE TO REVIEW UNDERGRADUATE ADMISSIONS (CRUA)

- Standing (Reporting to Senate Committee on Undergraduate Studies)

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Assoc Academic Vice-Pres -or designate	Chair - Votes in case of a tie			
Registrar or designate	Secretary Non-voting			
Student Member	Elected by	2 yrs	May 31, 1998 *	
Student Member	Selected by Senate	2 yrs	May 31, 1997 *	
Alternate	Student Society	2 yrs	May 31, 1997	
Faculty Member	Elected	2 yrs *	May 31, 1998 *	
Faculty Member	by Senate	2 yrs *	May 31, 1997 *	
Alternate		2 yrs	May 31, 1997	

Purpose:

To consider appeals for admission or re-admission to the University, where special circumstances are present, or where policy requires adjudication of an admission decision by a representative committee. To consider cases wherein an individual contests a decision of the Registrar to deny admission or re-admission to the University or to a grant transfer credit or advanced standing in his or her specific case, when special circumstances are present. Student exchange applicants who have a grievance arising from the exercise of the Senate Committee on International Activities' responsibilities shall have the right of appeal to the CRUA, when special circumstances are present. To recommend to SCUS on policy revisions, when situations arise in which admission or transfer credit policies appear to conflict with university goals and objectives.

Quorum: A quorum is two voting members, in addition to the Chair.

Committee meetings are scheduled monthly or at the call of the Chair.
CRUA reports to SCUS in April of each year.

- * To allow for continuity of membership, in the first election the candidate receiving the highest number of votes for the "Regular" position will have a three-year term of office; the candidate receiving the next highest number of votes will have a two-year term of office. Thereafter, all positions will be filled for a two-year term of office.

Current Terms of Reference - SABSENATE 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	Chair (Non-voting except in case of a tie, in which case it would be mandatory to vote)			
Faculty Member Alternate*	Elected by and from SUAB			
Faculty Senator Alternate*	Elected by and from Senate			
Student Member Student Member Alternate Student Alternate Student	Selected by the Student Society			
Registrar (or designate)	Secretary - Non-voting			

* The faculty alternates may take the places of either faculty representative.

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 or her specific case, when special circumstances are present. Student exchange applicants who have a grievance arising from the exercise of the Senate Committee on International Activities' responsibilities shall have the right of appeal to the SAB.

The Chair 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 Chair, the selection shall be resolved by SUAB.

Meetings convened regularly at the call of the Chair.
SAB reports to Senate in April of each year.

Proposed Terms of Reference - SABSENATE 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	Chair (Votes in case of a tie)			
Faculty Member	Elected by	2 yrs **	May 31, 1998 **	
Faculty Member	Senate	2 yrs **	May 31, 1997 **	
Alternate*		2 yrs **	May 31, 1998 **	
Alternate*		2 yrs **	May 31, 1997 **	
Student Member	Selected <i>Elected</i>	2 yrs ***	May 31, 1997 ***	
Student Member	by the <i>by</i>	2 yrs ***	May 31, 1996 ***	
Alternate Student	Student <i>Senate</i>	2 yrs ***	May 31, 1997 ***	
Alternate Student	Society	2 yrs ***	May 31, 1996 ***	
Registrar (or designate)	Secretary - Non-voting			

* The faculty alternates may take the places of either faculty representative.

Purpose:

To consider cases wherein a student or former student feels aggrieved by the decision of a faculty, department or other administrative unit relating to a registration in courses, withdrawal from the University, eligibility for graduation, approval to a program or matter relating to academic standing, when special circumstances are present.

The Chair 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. In the event that the regular voting members of SAB are unable to agree by majority vote on the selection of a Chair, the selection shall be resolved by Senate.

Quorum: A quorum is three voting members.

Meetings convened monthly or at the call of the Chair.

SAB reports to Senate in April of each year.

** To allow for continuity of membership, in the first election the candidates receiving the highest number of votes for the 'Regular' and 'Alternate' positions will have a three-year term of office; the candidates receiving the second highest number of votes will have a two-year term of office. Thereafter, all positions will be filled for a two-year term of office.

*** To allow for continuity of membership, in the first election the candidates receiving the highest number of votes for the 'Regular' and 'Alternate' positions will have a two-year term of office; the candidates receiving the second highest number of votes will have a one-year term of office. Thereafter, all positions will be filled for a two-year term of office.

Current Terms of Reference - SCUSSENATE COMMITTEE ON UNDERGRADUATE STUDIES (SCUS)

- Standing (Reporting to Senate Committee on Academic Planning)

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Associate Vice-President, Academic (or designate)	Chair			
Registrar	Secretary			
University Librarian, (or designate)				
Applied Sciences Arts Business Admin. Education Science	Chairs of Faculty Undergraduate Curriculum Committees			
Undergraduate Student	Chosen by Student Forum			
Undergraduate Student Senator	Elected by and from Senate			
Director of Records, Schedules, Graduate Studies, Academic Resource Office	Ex-officio (non-voting)			

Quorum:

A majority of voting members, including one student.

Purpose:

- To consider and make recommendations to SCAP 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.
- To review the results of current evaluation processes and bring significant discrepancies to the attention of SCAP, the Faculties and the Departments concerned.
- To recommend to SCAP 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 SCAP Authority to SCUS

As a result of restructuring (S.87-8) SCUS became a sub-committee of SCAP and responsibilities previously delegated to SCUS by Senate were delegated to SCAP with the understanding that SCAP could further delegate appropriate responsibilities to SCUS. At its meeting of September 16, 1987, SCAP delegated the following responsibilities to SCUS, (SCAP 87-4):

- Authority concerning waiver of the two semester time lag requirement before first offering of undergraduate courses (S.75-189).
- 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 SCAP its actions on those matters (S.78-73).
- Authority 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 and to report such actions in summary form to SCAP for information at its next meeting and the Board for ratification. (S.78-10 and S.78-159).

4. Responsibility to receive, on a semester basis, reports from Deans of Faculties on topics covered under Special Topics (S.79-90).
5. Authority to approve revisions in the list of courses recognized for inclusion in an area studies program.
6. Responsibility to approve and review practices and procedures with respect to the University's Registration Priority System (S.85-59).

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

Meetings convened at the call of the Chair.

SCUS reports to SCAP in September of each year (SCAP 87-4, Sept. 16, 1987).

Proposed Terms of Reference - SCUSSENATE COMMITTEE ON UNDERGRADUATE STUDIES (SCUS)

- Standing (Reporting to Senate Committee on Academic Planning)

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Associate Vice-President, Academic (or designate)	Chair			
Registrar	Secretary			
University Librarian, (or designate)				
Applied Sciences Arts Business Admin. Education Science	Chairs of Faculty Undergraduate Curriculum Committees			
Undergraduate Student	Selected by Student Society	1 yr	May 31, 1996	
Undergraduate Student Senator	Elected by and from Senate	1 yr	May 31, 1996	

Quorum:

A majority of voting members.

Purpose:

- A. To consider and make recommendations to SCAP 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 course evaluation processes and bring significant discrepancies to the attention of SCAP, the Faculties and the Departments concerned.
- C. To recommend to SCAP 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.
- D. To monitor and review the effects of current undergraduate evaluation, standing and continuance policies and to recommend revisions SCAP, when necessary.
- E. To recommend to and receive from SCAP policy on undergraduate admissions, re-admissions, and credit transfer and, where necessary, to provide general direction in the interpretation of such policies.

Delegation of SCAP Authority to SCUS

As a result of restructuring (S.87-8) SCUS became a sub-committee of SCAP and responsibilities previously delegated to SCUS by Senate were delegated to SCAP with the understanding that SCAP could further delegate appropriate responsibilities to SCUS. At its meeting of September 16, 1987, SCAP delegated the following responsibilities to SCUS, (SCAP 87-4):

1. Authority concerning waiver of the two semester time lag requirement before first offering of undergraduate courses (S.75-189).
2. 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 SCAP its

actions on those matters (S.78-73).

3. Authority 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 and to report such actions in summary form to SCAP for information at its next meeting and the Board for ratification. (S.78-10 and S.78-159).
4. Responsibility to receive, on a semester basis, reports from Deans of Faculties on topics covered under Special Topics (S.79-90).
5. Authority to approve revisions in the list of courses recognized for inclusion in an area studies program.
6. Responsibility to approve and review practices and procedures with respect to the University's Registration Priority System (S.85-59).
7. Responsibility to vary the outcomes of individual academic end-of-semester student evaluations when the effect of the policy is contrary to its purpose and when the student involved is prevented by the policy from further registration.

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

Meetings convened at the call of the Chair.

SCUS reports to SCAP in September of each year (SCAP 87-4, Sept. 16, 1987).