

**SIMON FRASER UNIVERSITY**

**Memorandum**

**To:** Senate  
**From:** Senate Committee on Agenda and Rules  
**Date:** February 12, 1998  
**Subject:** International Student Exchange Committee (ISEC)

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The International Undergraduate Student Exchange Committee (IUSEC) was approved by Senate in May 1993 as a sub-committee of the Senate Committee on International Activities. At a recent meeting, SCIA approved revision of the membership and terms of reference for IUSEC and a change of name to ISEC (International Student Exchange Committee) to better represent the new responsibilities.

A copy of the revised committee listing is attached for your information.

## Revised Committee

### INTERNATIONAL STUDENT EXCHANGE COMMITTEE (ISEC)

Standing (Reporting to the Senate Committee on International Activities)

| <u>Members</u>                                              | <u>Conditions</u>                   | <u>Term</u> | <u>Expiry Date</u> | <u>Names</u>      |
|-------------------------------------------------------------|-------------------------------------|-------------|--------------------|-------------------|
| Faculty Senator                                             | Chair - Elected by<br>and from SCIA | 2 yrs       | May 31/98          | William Cleveland |
| Faculty Member                                              | Elected                             | 2 yrs       | May 31/98          | Andy Heard *      |
| Faculty Member                                              | by                                  | 2 yrs       | May 31/98          | Rosena Davison    |
| Faculty Member                                              | Senate                              | 2 yrs       | May 31/98          | Randy Sitter      |
| Student<br>(Graduate or Undergraduate)                      | Elected by<br>Senate                | 1 yr        | May 31/98          | Winnie Cheng      |
| Dean of Student Services<br>& Registrar (or designate)      | Ex-officio<br>(Voting)              |             |                    | Ron Heath         |
| Director,<br>International and<br>Exchange Student Services | Ex-officio<br>(Voting)              |             |                    | Randall Martin    |
| Associate Dean of Graduate<br>Studies                       | Ex-officio<br>(Voting)              |             |                    | Jack Martin       |
| Student Exchange<br>Coordinator                             | Secretary<br>(Non-Voting)           |             |                    | Daria Hucal       |

### Responsibilities

1. To formulate selection criteria for undergraduate and graduate student participation in international and domestic exchange programmes.
2. To monitor and where necessary recommend and implement changes to application materials, procedures and deadlines.
3. To select successful candidates for exchange programmes.
4. To advise the Vice-President Academic and President on the desirability or not of entering into new bilateral or consortium-based, international or domestic, graduate or undergraduate exchange relationships or, where appropriate, offering an indication of interest in such relationships.

Note: The Committee shall meet at the call of the Chair and shall determine its own procedures. Quorum shall be a simple majority of the voting members. Student exchange applicants who have a grievance arising from the exercise of the Committee's responsibilities shall have the right of appeal to the Senate Appeals Board (SAB).

\* Elected by Senate September 15, 1997 to fill an existing vacancy