



Simon Fraser University
Dean of Student Services & Registrar
Memorandum

S.99-1

As amended
by Senate
11/1/99

To: SCAR

From: Ron Heath
Dean of Student Services & Registrar

Subject: Membership and Terms of Reference
- Calendar Committee -

Date: December 22, 1998

Membership

- | | |
|--|---------------------|
| 1 Faculty Senator, elected by and from Senate | 2 year term |
| 1 Faculty Member appointed by SCUS | 2 year term |
| 1 Faculty Member appointed by SGSC | 2 year term |
| 1 Student ^{elected by Senate} appointed by the SFS | 1 year term |
| Registrar | Ex officio (Voting) |
| Assistant to the Registrar (non-voting Secretary) | |

The Committee shall elect its own Chair from among the voting members of the Committee. One Faculty Member position on the Committee will be replaced each year to provide continuity.

Terms of Reference

1. To advise the Registrar on matters relating to the content of the University Calendar.
2. To consider potential changes to established practice, and if appropriate, refer to Senate, for ~~information, advice or approval~~ ^{any} ~~recommendations~~ ^{related changes} relating to content or presentation.

For instance, the Calendar Committee should consider whether or not advertising should be allowed in the Calendar. Should Senate approve the principle of accepting advertising, the Calendar Committee would establish guidelines for the location and types of advertisements to be accepted. The Committee would monitor those advertisements proposed each year.

3. To ^{prepare for Senate approval} ~~review~~ the schedule of dates for future semesters. Changes to established practice will be referred to Senate for approval.
4. To consider matters that may be referred to the Committee by the Registrar or by other Committees of Senate.

Action undertaken by the Senate Committee on Agenda and Rules gives rise to the following motion:

Motion:" that Senate approve the Membership and Terms of Reference – Calendar Committee – as set out in S.99-1."