

SIMON FRASER UNIVERSITY
Office of the Vice-President, Academic

MEMORANDUM

TO: Senate

FROM: John Waterhouse
Vice-President, Academic

RE: SFU at Surrey

DATE: March 25, 2002

This memorandum provides an update to Senate on the developments regarding the closure of TechBC and the agreement between SFU and the Ministry of Advanced Education, which is attached.

Background

SFU was approached informally in the fall of 2001 and formally in a letter from the Deputy Minister of Advanced Education in December 2001, with a request to submit a proposal on how the students of the Technical University of British Columbia could be accommodated if the government decided to wind up the University. Several British Columbia universities and colleges submitted proposals to the Ministry either individually or as members of consortia. Simon Fraser University submitted two proposals in December of 2001, one consortium proposal and one of its own.

The Ministry of Advanced Education invited representatives of Simon Fraser University to discuss its individual proposal with Ministry staff on January 18, 2002. As a result of these discussions, a more detailed proposal was submitted to ministry staff on January 22, 2002. Further refinement of this proposal led to the University receiving the attached memorandum of understanding. The announcement about TechBC was made by the Government on February 7, 2002.

Prior to the March 4th Senate meeting at which enabling motions were discussed, SCUP considered the Technical University of British Columbia proposals on two separate occasions and SCAR discussed the basic elements of the agreement in January, and the program arrangements and planning directions in February, 2002.

A special meeting of SCUP on January 23rd considered information in relation to the proposal for SFU to assume responsibility for students and programs at the Technical University of British Columbia.

A second special meeting of SCUP on February 22nd considered three enabling motions for TechBC students and programs. The three motions included:

Motion 1:

That Senate approve in principle the establishment of a program which will provide existing undergraduate students at the Technical University of British Columbia the opportunity to complete an appropriate SFU degree. This program is expected to be in effect for at least three years, *and at most four,** and will start on 1 September 2002. The detailed programmatic arrangements will be developed over the next few months and will be subject to the usual University approval processes.

*amended by Senate

Motion 2:

That Senate approve in principle the admission of graduate students currently enrolled at the Technical University of British Columbia into appropriate graduate programs in accordance with Simon Fraser University Graduate Programs policies and procedures.

Motion 3:

That under the direction of SCUP, a long-term plan will be developed to examine the possibility of integrating the TechBC programs into the regular SFU offerings. SCUP will direct this planning process and report to Senate in 2003-01 or earlier.

SCAR considered the issues at its meeting of February 19, 2002.

Developments since the Senate Meeting of March 4, 2002

Since passage of the enabling motions from Senate the following steps have been taken:

- A program structure has been established. Martin Laba, Director of the School of Communication has been appointed as Acting Director of the Program until May 31, 2002.
- The program will report to a Council of Deans comprised of the Deans of Applied Sciences, Arts and Business Administration. The Dean of Applied Sciences is the primary Dean and program policies of the Faculty of Applied Sciences will apply to the programs.
- An Appointments Committee, comprised of representatives of the Schools of Computing Science, Engineering Science and Contemporary Arts and the Faculty of Business Administration, has considered the teaching and research needs of the program and has interviewed 53 candidates for term positions in the program.
- SCUP has approved the creation of two committees, one for short-term program analysis and one for long term academic planning.
- Due diligence activities are nearing completion under the direction of the Vice President, Finance and Administration, the Associate Vice President, Policy, Equity and Legal and other relevant individuals.

- A start-up team under the leadership of Joanne Curry with Tom Calvert, Ron Marteniuk and KC Bell has developed detailed financial plans and has managed various aspects of the start up activities for SFU at Surrey. The wind-down of Tech BC is being carried out by a ministry-appointed trustee, Bob Hobart.
- Under the direction of KC Bell, students are being kept as informed as possible about developments relevant to their future programs.
- Plans for an appropriate administrative support structure at Surrey are being developed.

encl.

Memorandum of Understanding

Simon Fraser University

Surrey Campus

Between:

Simon Fraser University (SFU)

And:

Ministry of Advanced Education (AVED)

This Memorandum of Understanding (MOU) is intended to set out the general intent of AVED and SFU related to implementing Cabinet's decision of February 7, 2002 that "SFU create a satellite campus to manage the Technical University of British Columbia (TechBC) students currently enrolled and consider future growth opportunities". The MOU is not intended to create binding legal obligations between parties.

SFU will be responsible for ensuring an orderly transfer for the students currently enrolled at TechBC and will establish a satellite campus in Surrey. SFU will operate the campus under SFU's existing legislation and governance structure.

AVED will be responsible for providing financial resources as outlined below and will manage the wind up of TechBC.

1. Current TechBC Students

SFU will take the necessary steps to accommodate the educational needs of the current TechBC students and will assist students in completing degree programs with a minimum of disruption. SFU will also make best efforts to assist the current TechBC graduate students in identifying alternative programs.

Students currently enrolled in TechBC will be given the opportunity to earn a degree from SFU. New students will be considered SFU students.

2. Programs

Initially, SFU proposes to offer existing TechBC programs to provide senior TechBC students the opportunity to complete their studies. The proposed next stage is a planned integration of the interactive arts and information technology programs into the SFU curriculum. It is further proposed that the TechBC management and technology students will be accommodated in the SFU business and technology programs.

3. Student Enrolment Targets

Student enrolment targets include 400 full-time equivalent (FTE) students in 2002/03; 600 FTEs in 2003/04; and 800 FTEs in 2004/05. Provincial government support for future enrolment increases above the 800 FTE target are subject to negotiation.

4. Provincial Operating Funding

a. Operating Grant Per Student

The operating grant per undergraduate student will be calculated as follows:

- Up to 50 percent of the annual enrolment target at \$12,000 per FTE, provided the enrolments contribute to the New Era commitment to Double the Opportunity; and,
- The balance of the annual enrolment target at \$9,600 per FTE.

The operating grant per graduate student will be funded at \$20,000 per FTE.

The provincial operating grant will be linked to the annual enrolment targets and will decreased proportionately if SFU does not achieve the enrolment targets.

b. Facilities Rent

The actual amount of funding provided will be based on the terms and conditions of the existing and negotiated contract. SFU will make every effort to reduce future facilities lease costs when negotiating the new lease.

c. Transition Funding

One-time transition funding of \$500,000 will be provided in 2002/03 to include but is not limited to: student counselling; start up costs; transition administrator; legal and related due diligence costs; and e-learning assessment.

d. Academic Support

Support of \$1,500,000 in 2002/03 and 2003/04 will be provided to include but is not limited to: administration; library; student services, such as registrar and co-operative education; computer services; audio visual and learning support services; publications, media and recruitment; and operations.

Expenditures on these items for 2004/05 and thereafter will be reviewed to determine the appropriate amount. SFU will make best efforts to reduce this amount after start up and as the student enrolment target increases to 800 FTEs.

e. Estimated Provincial Operating Funding

Attachment 1 outlines the estimated provincial operating funding from 2002/03 to 2004/05 based on the assumptions noted above. Allocations for future years are subject to negotiation. Funding and enrolment targets will be included in the annual budget letter provided to SFU.

5. Current TechBC Faculty

SFU will make best efforts to accommodate as many of TechBC current faculty as possible. Hiring will occur on the basis of merit and in accordance with SFU policies and procedures.

6. Wind up of TechBC

a. Transition Administrators

SFU and AVED will each appoint a transition administrator.

The SFU transition administrator will work with TechBC and AVED to manage the transition of students and other related issues.

The AVED transition administrator will work with TechBC and SFU officials to manage the immediate transition period and develop plans for the wind up of TechBC. The AVED transition administrator will also facilitate the transfer of assets, existing facilities lease, research contracts and other items to SFU.

b. Transfer of Assets to SFU

SFU and AVED will work together to transfer tangible and intellectual property of TechBC to SFU in relation to programs that SFU will be taking on. In addition, SFU and AVED will facilitate reasonable access of intellectual property to the public post-secondary institutions. SFU and AVED will work together to facilitate the transfer of other assets.

c. Transfer of Existing Facilities Lease

SFU and AVED will work together to negotiate arrangements to transfer the existing lease for Surrey Place Mall to SFU.

d. Research Grants and Contracts

SFU and AVED will work together to facilitate the process of transferring responsibility for TechBC research projects where appropriate, including those that have been approved by the Canada Foundation for Innovation, the British Columbia Knowledge Development Fund and the Natural Sciences and Engineering Research Council.

e. TechBC Obligations

The AVED transition administrator will work with TechBC to wind up TechBC activities, including human resource issues, contractual penalties and liabilities.

f. General Issues

AVED will facilitate Ministerial approval for SFU of the degree programs currently approved for TechBC for which SFU will be assuming responsibility.

7. Transition Dates

SFU and AVED will work together to determine a detailed transition schedule that will include the following:

- a. SFU will assume responsibility for current TechBC students following receipt of grade assignments for the current academic year;
- b. SFU will assume responsibility for new student applications effective immediately; and,

- c. SFU will assume responsibility for the assets, existing facilities lease and research grants and contracts after reviewing with due diligence. The transition will be effective as soon as possible.

8. Other issues

a. Commitment to On-line Learning

SFU will assess and agree to use advanced technologies to support on-line learning, as demonstrated through current activities.

b. Good Faith

Each party agrees to act honestly and in good faith with the interests of TechBC students, faculty and staff in mind.

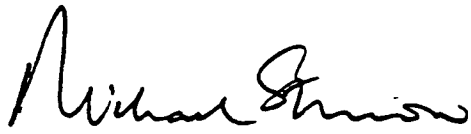
Attachment

1. Estimated Provincial Operating Funding

This agreement is accepted on behalf of the following parties:

Gerry Armstrong
Deputy Minister
Ministry of Advanced Education

Date



Dr. Michael Stevenson
President and Vice-Chancellor
Simon Fraser University

February 28, 2002
Date

SFU SURREY CAMPUS

Total Provincial Operating Funding

	2002/03	2003/04	2004/05
OPERATING COSTS			
FTE Funding			
New Era Programs ¹	2,400,000	3,600,000	4,800,000
Non-New Era Programs ²	1,920,000	2,880,000	3,840,000
Graduate Students ³		to be determined	
Subtotal FTE Funding	4,320,000	6,480,000	8,640,000
Academic Support Services ⁴	1,500,000	1,500,000	to be determined
Facilities Rent ⁵		to be determined	
Transition Cost	500,000	-	-
Total Operating Costs	6,320,000	7,980,000	8,640,000

FTEs			
Undergraduate Enrolment			
New Era Programs	200	300	400
Non-New Era Programs	200	300	400
Graduate Enrolment		to be determined	
Total FTEs	400	600	800

Notes

- 1 Based on 50% of annual enrolment target at \$12,000 per FTE as funded under the New Era comment to Double the Opportunity.
- 2 Based on 50% of annual enrolment target at \$9,600 per FTE.
- 3 To be funded based on actual enrolment at \$18,000 per FTE.
- 4 Academic support for 2003/04 and beyond - to be determined.
- 5 Facilities rent to be funded on actual costs.