

SIMON FRASER UNIVERSITY
Senate Committee on International Activities
Memorandum

TO: Senate

FROM: James Busumtwi-Sam
Chair, Senate Committee
on International Activity



RE: SCIA Terms of Reference

DATE: May 21, 2013

At its May 8, 2013 meeting SCIA reviewed and approved the proposal to changes in Membership for the Senate Committee on International Activity effective June 1, 2013.

Motion

That Senate approves the changes to the membership of SCIA as outlined in the accompanying document "Proposed SCIA Terms of Reference".

encl.

MEMO

Office of the Registrar

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To: SCIA**From:** Kate Ross, Secretary
SCIA**Subject:** Proposed Revisions to SCIA**Date:** March 27, 2013

At the SCIA meeting held on March 13, 2013, the proposed membership for SCIA was reviewed and tabled. Members feedback has been incorporated and the following membership is presented for approval.

SCIA Membership

Motion: That SCIA approved the change in Membership for the Senate Committee on International Activities effective June 1, 2013. (Please see attached)

Proposed SCIA Terms of Reference

1. To ensure that proposals for international activities and agreements meet the conditions and criteria established by the [University Policy on International Activities](#), and by the University Policy on Service Contracts.
2. To ensure broad consultation prior to the final approval of any proposal covered by policy GP 23 for which human rights considerations are likely to be a concern.
3. To advise the President with respect to the desirability of entering into international agreements proposed to be undertaken by the University such as memoranda of understanding, contracts, contribution agreements, exchange agreements or similar documents.
4. To approve policy and guidelines for international activities and agreements such as selection criteria for undergraduate and graduate student participation in international and domestic exchange programs, field schools, and risk assessment guidelines.
5. To report annually to Senate.

Members	Conditions	Term
Vice President, External Relations	Chair, Ex-officio	
Vice President, Academic (or designate)	Ex-officio	
Associate Vice President, Students (or designate)	Ex-officio	
Executive Director, SFU International	Ex-officio	
One member from each faculty plus an alternate	Faculty Elected by Senate (in the event that the faculty member is unable to attend, the Faculty Dean is authorized to appoint an alternate replacement)	2 years*
Undergraduate Student (At-large)	Elected by Senate	1 year
Graduate Student (At-large)	Elected by Senate	1 year
Recording Secretary (Non-voting)	Staff Member, Office of the VP External	

- The Committee shall meet at least once each semester and at the call of the Chair.
- Quorum shall be a simple majority of the voting members.
- The Committee may strike sub-committees as required.
- If a matter is urgent and a committee meeting cannot be arranged, the chair is delegated the authority to approve and must report such approvals at the next meeting of the committee.

*in the first year of the new membership, appoint half of the faculty representatives to one year terms and the other to two year terms in order to ensure continuity

Existing SCIA Terms of Reference

1. To ensure that proposals for international activities meet the conditions and criteria established by the [University Policy on International Activities](#), and by the University Policy on Service Contracts.
2. To ensure broad consultation prior to the final approval of any proposal covered by this policy for which human rights considerations are likely to be a concern.
3. To advise the President with respect to the desirability of entering into international activities that are proposed to be undertaken by the University on the basis of a contract, contribution agreement, letter of understanding, or similar document.
4. To maintain an overview and familiarity with international agreements that are entered into by academic or administrative units.
5. To make recommendations to the President on the establishment of any new international or domestic undergraduate or graduate student exchange agreements.
6. *To formulate selection criteria for undergraduate and graduate student participation in international and domestic exchange programs, in consultation with partner institutions and appropriate SFU authorities.
7. *To monitor and where necessary recommend and implement changes to application materials, procedures and deadlines, in consultation with appropriate SFU authorities.
8. *To select successful candidates for exchange programs, based on rigorous application procedures and guidelines.
9. To report annually to Senate.

** Responsibilities delegated by SCIA to SFU International*

Membership

Members	Conditions	Term
President (or designate)	Chair, Ex-officio	
Vice-President, Academic (or designate)	Ex-officio	
Faculty Member (Applied Sciences)		2 years
Faculty Member (Arts and Social Sciences)		2 years
Faculty Member (Business Admin)		2 years
Faculty Member (Communication, Art & Technology)	Elected by Senate (with at least three Senators being elected)	2 years
Faculty Member (Education)		2 years
Faculty Member (Environment)		2 years

Faculty Member (Health Sciences)		2 years
Faculty Member (Science)		2 years
Faculty Member (Lifelong Learning)		2 years
Registrar (or designate)	Ex-officio	
Undergraduate Student Senator	Elected by Senate	2 years
Graduate Student (at-large)	Elected by Senate	2 years
Director Internationalization, SFU International (or designate)	Ex-officio	
Staff representative, SFU International	Ex-officio Secretary (non-voting) scia@sfu.ca	

- The Committee shall meet at least once each semester and at the call of the Chair.
- Quorum shall be a simple majority of the voting members.
- The Committee may strike sub-committees as required.
- Director Internationalization, SFU International (or designate) is designated as Vice Chair.