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MEMORANDUM

ATTENTION Senate **DATE** January 14, 2025
FROM Mary O'Brien,
Chair of Senate Graduate Studies
RE: Committee (SGSC)
Course Changes



For information:

Acting under delegated authority at its meeting of **January 7, 2025**, SGSC approved the following course changes, effective **Fall 2025**:

Faculty of Applied Sciences

School of Sustainable Energy Engineering

- 1) Course Change: (Title, Description): SEE 811

Faculty of Arts and Social Sciences

School for International Studies

- 2) Course Change: (Description): IS 800
Course Change: (Title): IS 830

School of Criminology

- 3) Course Change: (Description): CRIM 870



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MEMORANDUM

ATTENTION Associate Dean Research and Grad Studies, Faculty of
Applied Sciences

DATE October 22nd,
2024

FROM Dr. Vahid Hosseini, Graduate Program Chair, School
of Sustainable Energy Engineering

PAGES 1

RE: Changes to the title and calendar description of SEE 811

This memo is to request approval of changes to the title and calendar description of SEE 811.

This is anticipated to appear in the SEE calendar for Fall 2025

The rationale for these changes is that SEE 811 was previously offered successfully, equipping students with essential skills in technical writing, which is a critical step in their knowledge dissemination journey. Based on the course's success, we recommend broadening its scope and changing the title from "Technical Communication Skills" to "Research Methodology and Communication Skills." The revised course will not only cover technical writing but also introduce topics such as literature review, defining research questions, and key research methodologies. These updates will ensure that students are well-prepared to conduct impactful research at SEE. It is advised that students take this course early in their program in consultation with their academic supervisor.

X 

Dr. Vahid Hosseini
Associate Professor and SEE Graduate Program Chair

GRADUATE COURSE CHANGE

Attach a separate document if more space is required.

Course Subject/Number SEE 811	Units 3	Effective Term and Year Fall 2025
Course Title Technical Communication Skills		
Rationale for Change: The course title and calendar description is updated for a broader scope, to better prepare students for conducting research early on in their program.		

Proposed Changes (Check all that apply)

☐ Course number
 ☐ Units*
 ☒ Title
 ☒ Description
 ☐ Prerequisite
 ☐ Other _____

Complete only the fields to be changed

FROM	TO
Course Subject/Number	Course Subject/Number
Units	Units*
Course Title Technical Communication Skills	Course Title (max 100 characters) Research Methodology and Communication Skills
Course Short Title Technical Communication Skills	Course Short Title (max 30 characters) Research and Comm Skills
Description Communication skills, knowledge and strategies to support successful graduate student research in engineering including communicating clearly and concisely with interdisciplinary, technical, and non-technical audiences. Students will learn to identify areas for investigation, propose a writing project, source relevant and reliable literature, use an intentional writing process, address rhetorical issues of audience, purpose and style, and practice constructive, analytical and empowering peer review. A special emphasis will be communicating with policy audiences. Students will practice clear, concise, and impactful professional presentations for interdisciplinary audiences.	Description Students develop essential skills and foundations for building successful research and professional careers in academia and industry. Topics covered include defining research and its procedures, literature retrieval and management, data management, technical communication, research proposal and grant writing, research ethics, writing papers for scientific journals, presentation skills, and thesis writing.
Prerequisite	Prerequisite
Other	Other

* Program requirements may need to be revised when course units are changed. Please review the calendar and submit any relevant program revisions resulting from this course change.

REMINDER: All course changes must be identified on a cover memo and confirmed as approved when submitted to FGSC and SGSC.

CONTACT PERSON

Department / School / Program Sustainable Energy Engineering	Contact name Vahid Hosseini	Contact email vhossein@sfu.ca
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DEPARTMENTAL APPROVAL

Department Graduate Program Committee Vahid Hosseini	Signature Vahid Hosseini Digitally signed by Vahid Hosseini Date: 2024.10.17 12:23:57 -07'00'	Date 2024-10-17
Department Chair Zafar Adeel	Signature Adeel Digitally signed by Zafar Adeel Date: 2024.10.18 17:27:21 -07'00'	Date 18 October 2024

FACULTY APPROVAL

Faculty Graduate Studies Committee (FGSC) Parvaneh Saeedi	Signature Parvaneh Saeedi Digitally signed by Parvaneh Saeedi Date: 2024.11.27 17:04:43 -08'00'	Date 11/27/2024
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SENATE GRADUATE STUDIES COMMITTEE APPROVAL

Senate Graduate Studies Committee (SGSC) Mary O'Brien	Signature Mary O'Brien	Date January 14, 2025
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ADMINISTRATIVE SECTION (for Graduate Studies only)

Course Attribute: _____
Course Attribute Value: _____
Instruction Mode: _____
Attendance Type: _____

If different from regular units:
Academic Progress Units: _____
Financial Aid Progress Units: _____



Memo

Attention Mary O'Brien, Vice-Provost and Dean, Graduate Studies

From Kate. Slaney, Associate Dean, Graduate and Postdoctoral Studies, FASS

Subject Items for SGSC meeting

Date October 28, 2024

Dear Mary,

The following were approved by the Faculty of Arts and Social Sciences Graduate Studies Committee on October 8, 2024, and are forwarded to the Senate Graduate Studies Committee for approval. Please include them on the next SGSC agenda.

1 Department of French

~~New Course FREN891 Proposal~~
~~To be effective for Fall 2025~~

2 Department of International Studies

~~Calendar Change~~
~~Graduate Course IS800 Change~~
~~Graduate Course IS830 Change~~
~~New Course IS-804 Proposal~~
~~To be effective for Fall 2025.~~

3 Department of Criminology

~~Graduate Course CRIM870 Change~~
~~To be effective for Fall 2025~~

4 Department of Psychology

~~Calendar Change~~
~~Graduate Course PSYC990, PSYC897, PSYC892, PSYC890, PSYC836, PSYC815, Change to be effective for as soon as possible.~~

5-Department of Philosophy

Calendar Change

To be effective for Fall 2025

Please add these items for consideration at the next SGSC meeting. Thank you.

Sincerely,

A handwritten signature in grey ink, appearing to be 'K Slaney', with a horizontal line extending to the right and a diagonal stroke at the end.

Kathleen (Kate) Slaney
Associate Dean, Graduate and Postdoctoral Studies,
Faculty of Arts and Social Sciences
Simon Fraser University



TO: Kate Slaney, FASS Associate Dean
FROM: Christopher Gibson, Graduate Program Chair, School for International Studies
CC: Elizabeth Cooper, Director, School for International Studies
DATE: September 23, 2024
RE: Changes to Masters in International Studies curriculum

Dear Dean Slaney,

As of September 9, 2024, the School for International Studies faculty have approved the following curricular changes to the Master in International Studies (MAIS) program to be effective in Fall 2025 or as early as possible. The changes consist of the following:

- ~~First, IS806 (State Failure and Reconstruction: Comparative Perspectives) will change from being a required course to being an elective course.~~
- ~~Second, IS801 (Politics, Institutions and Development) will also change from being a required to an elective course.~~
- ~~Third, a new, required course named IS804 (Approaches to International Studies) will be added. It will cover key substantive and theoretical areas related to our three streams of coursework. The new course form that we previously submitted describes its content.~~
- ~~Fourth, to maintain the total required credit count for the degree at its current level and accommodate the three changes above, we propose to change the program's calendar entry so that all students are required to take one more elective than is currently stated.~~
- Fifth, we are updating the course calendar description for IS 800 (Problems of International Policy and Practice) to describe a change in its format.
- Finally, IS830 (Analytic Approaches for International Studies) will be renamed IS830 (Methods for International Studies) to clarify its focus as a methods course, with minimal changes to the calendar description and content.

Accompanying this memo are the associate forms required for these proposals: a program change form, a course change form for IS 800, and a course change form for IS 830. Please note that we previously submitted a new course form for IS 804 in order to meet the earlier deadline for new course proposals. We hope that these proposals will be considered together at the Fall 2024 FASS Graduate Curriculum Committee meeting. Thank you for your consideration.

Sincerely,

Christopher Gibson
Graduate Program Chair, School for International Studies

GRADUATE COURSE CHANGE

Attach a separate document if more space is required.

Course Subject/Number IS 800	Units 4	Effective Term and Year Fall 2025
Course Title Problems of International Policy and Practice		
Rationale for Change: The revision will better introduce students to the key themes in international studies and the work of faculty members in these areas.		

Proposed Changes (Check all that apply)

☐ Course number
 ☐ Units*
 ☐ Title
 ☒ Description
 ☐ Prerequisite
 ☐ Other _____

Complete only the fields to be changed

FROM	TO
Course Subject/Number	Course Subject/Number
Units	Units*
Course Title	Course Title (max 100 characters)
Course Short Title	Course Short Title (max 30 characters)
Description An inter-disciplinary course which aims to bring to bear different perspectives on problems of International policy and practice. The particular problems taken up will change over time in light of global developments and current events.	Description Highlights different perspectives on problems of international policy and practice. The particular problems taken up will change over time in light of global developments and current events. Will also feature guest lectures from IS faculty members, allowing student to acquaint themselves with their work and cutting-edge debates in their field.
Prerequisite	Prerequisite
Other	Other


* Program requirements may need to be revised when course units are changed. Please review the calendar and submit any relevant program revisions resulting from this course change.

REMINDER: All course changes must be identified on a cover memo and confirmed as approved when submitted to FGSC and SGSC.


CONTACT PERSON

Department / School / Program School for International Studies	Contact name Christopher Gibson	Contact email clgibson@sfu.ca
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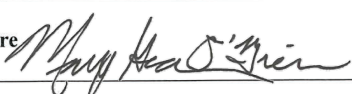
DEPARTMENTAL APPROVAL

Department Graduate Program Committee Christopher Gibson	Signature Christopher Gibson <small>Digitally signed by Christopher Gibson Date: 2024.09.23 10:04:28 -07'00'</small>	Date September 23, 2024
Department Chair Elizabeth Cooper	Signature 	Date September 23, 2024

FACULTY APPROVAL

Faculty Graduate Studies Committee (FGSC) Kate Slaney	Signature 	Date 2024-10-30
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SENATE GRADUATE STUDIES COMMITTEE APPROVAL

Senate Graduate Studies Committee (SGSC) Mary O'Brien	Signature 	Date January 14, 2025
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ADMINISTRATIVE SECTION (for Graduate Studies only)

Course Attribute: _____
Course Attribute Value: _____
Instruction Mode: _____
Attendance Type: _____

If different from regular units:
Academic Progress Units: _____
Financial Aid Progress Units: _____

GRADUATE COURSE CHANGE

Attach a separate document if more space is required.

Course Subject/Number IS 830	Units 4	Effective Term and Year Fall 2025
Course Title Analytic Approaches for International Studies		
Rationale for Change: The change clarifies that the course focuses on methods for conducting research in international studies, rather than analysis of data.		

Proposed Changes (Check all that apply)

☐ Course number
 ☐ Units*
 ☒ Title
 ☐ Description
 ☐ Prerequisite
 ☐ Other _____

Complete only the fields to be changed

FROM	TO
Course Subject/Number	Course Subject/Number
Units	Units*
Course Title Analytic Approaches for International Studies	Course Title (max 100 characters) Methods for International Studies
Course Short Title	Course Short Title (max 30 characters)
Description	Description
Prerequisite	Prerequisite
Other	Other


* Program requirements may need to be revised when course units are changed. Please review the calendar and submit any relevant program revisions resulting from this course change.

REMINDER: All course changes must be identified on a cover memo and confirmed as approved when submitted to FGSC and SGSC.

CONTACT PERSON

Department / School / Program School for International Studies	Contact name Christopher Gibson	Contact email clgibson@sfu.ca
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DEPARTMENTAL APPROVAL

Department Graduate Program Committee Christopher Gibson	Signature Christopher Gibson <small>Digitally signed by Christopher Gibson Date: 2024.09.23 10:15:47 -07'00'</small>	Date September 23, 2024
Department Chair Elizabeth Cooper	Signature 	Date September 23, 2024

FACULTY APPROVAL

Faculty Graduate Studies Committee (FGSC) Kate Slaney	Signature 	Date 2024-10-30
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SENATE GRADUATE STUDIES COMMITTEE APPROVAL

Senate Graduate Studies Committee (SGSC) Mary O'Brien	Signature 	Date January 14, 2025
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ADMINISTRATIVE SECTION (for Graduate Studies only)

Course Attribute: _____
 Course Attribute Value: _____
 Instruction Mode: _____
 Attendance Type: _____

If different from regular units:
 Academic Progress Units: _____
 Financial Aid Progress Units: _____

MEMO

To : Kate Slaney, FASS Graduate Studies Committee
From : Evan McCuish, Associate Director, Graduate Programs
Re : Course Change CRIM 870 Directed Readings
Date : September 24, 2024

The attached course change is approved by the School of Criminology Graduate Program Committee. This change should be effective for Fall 2025. Please include this on the next SGSC agenda.

Course change: CRIM 870 Directed Readings

Summary: to make explicit a maximum of one CRIM 870 enrollment for MA students, and a maximum of two CRIM 870 enrollments for PhD students.

Sincerely,



Evan McCuish
Associate Director, Graduate Programs
School of Criminology

GRADUATE COURSE CHANGE

Attach a separate document if more space is required.

Course Subject/Number	CRIM 870	Units	3	Effective Term and Year	Fall 2025
Course Title Directed Readings					
Rationale for Change (if more space is required, add a separate page): To make explicit that MA students may take CRIM 870 for credit once during their MA degree program, while PhD students may take CRIM 870 for credit twice during their PhD degree program.					

Proposed Changes (Check all that apply)

☐ Course number ☐ Units* ☐ Title ☒ Description ☐ Prerequisite ☐ Other _____

Complete only the fields to be changed

FROM	TO
Course Subject/Number	Course Subject/Number
Units	Units*
Course Title	Course Title (max 100 characters)
Course Short Title	Course Short Title (max 30 characters)
Description Intensive readings under the supervision of a faculty member, in areas of interest related to the student's program.	Description (course descriptions should be brief and should not begin with phrases such as "This course will..." or "The purpose of this course is..." If the grading basis is satisfactory/unsatisfactory include this in the description. Max of 50 words) Intensive readings under the supervision of a faculty member, in areas of interest related to the student's program. MA students may take a maximum of one Directed Studies course during their program. PhD students may take a maximum of two Directed Studies courses during their program.
Prerequisite	Prerequisite
Other	Other


* Program requirements may need to be revised when course units are changed. Please review the calendar and submit any relevant program revisions resulting from this course change.

REMINDER: All course changes must be identified on a cover memo and confirmed as approved when submitted to FGSC and SGSC.


CONTACT PERSON

Department / School / Program	Contact name	Contact email
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DEPARTMENTAL APPROVAL

Department Graduate Program Committee	Signature 	Date
Department Chair	Signature 	Date 2024.09.10

FACULTY APPROVAL

Faculty Graduate Studies Committee (FGSC) Kate Slaney	Signature 	Date 2024-10-30
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SENATE GRADUATE STUDIES COMMITTEE APPROVAL

Senate Graduate Studies Committee (SGSC) Mary O'Brien	Signature 	Date January 14, 2025
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ADMINISTRATIVE SECTION (for Graduate Studies only)

Course Attribute: _____

Course Attribute Value: _____

Instruction Mode: _____

Attendance Type: _____

If different from regular units:

Academic Progress Units: _____

Financial Aid Progress Units: _____