

SIMON FRASER UNIVERSITY
Senate Committee on University Priorities
Memorandum

TO: Senate

FROM: John Waterhouse
Chair, SCUP
Vice President, Academic

RE: Cohort Special Arrangements
(SCUP 05-037)

DATE: April 22, 2005

At its April 20, 2005 meeting SCUP reviewed and approved the proposal from the Dean of Graduate Studies for a new Calendar entry and a set of procedures for the development and administration of Cohort Special Arrangements programs, which is now forwarded to Senate for approval. These proposed procedures replace the procedures approved by Senate in October, 1997

Motion

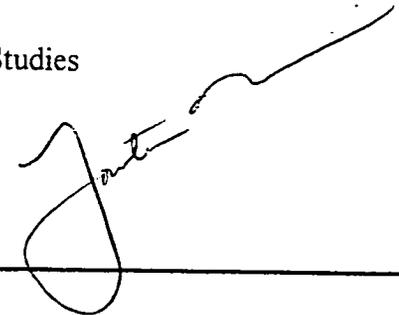
That Senate approve and recommend to the Board of Governors the proposal for a new Calendar entry and new procedures for the development and approval of Cohort Special Arrangements programs.

encl.

c: J. Driver
G. Nicholls

SIMON FRASER UNIVERSITY
DEAN OF GRADUATE STUDIES
MEMORANDUM

TO: SCUP
FROM: Jonathan Driver, Dean of Graduate Studies
SUBJECT: Cohort Special Arrangements
DATE: 21st March 2005
cc:



At the March 2005 meeting of SGSC the committee approved a new Calendar entry for Cohort Special Arrangements programs, and a set of procedures for the development and administration of such programs. I recommend that SCUP approve both these items.

Background

Experience over the last five or six years has shown that CSAR programs have been undertaken mainly for the purpose of “prototyping” new graduate programs, a function that was envisioned in the 1997 proposal approved by Senate. These have included two MBA programs (MOT and GAWM), both of which have been converted to permanent programs, as well as the temporary graduate programs used for students making the transition from the former Technical University of BC to the School of Interactive Arts and Technology. A number of other CSAR programs were approved by SGSC in the last year, and will begin admitting students in 2005.

Recent discussion at SGSC, as well as recent experience, confirms the value of CSAR. However, a number of SGSC members have been concerned that CSAR programs are brought forward without adequate consultation. I therefore propose the adoption of a new calendar entry and a new set of procedures for development and approval of CSAR programs.

A. Proposed changes to Calendar entry

From

1.3.5.a Cohort Special Arrangements

Cohort-based special arrangements programs are designed to meet the educational needs of specific student groups in fulfilling the requirements for a master's degree where these needs cannot be met within existing programs. Each program will integrate studies from across two or more departments, schools or faculties and will involve a curriculum and requirements recommended by each program's graduate program committee and

approved by the senate graduate studies committee. Students may undertake this degree program only through specific admission to the cohort program. Admission criteria, degree requirements and any other special conditions for a particular cohort special arrangements program must be approved in advance by the senate graduate studies committee; these may not be below the minimum admission and degree requirements of regular graduate programs. In some instances, tuition fees may differ from the regular graduate fee schedule published in the Calendar, and will be announced separately.

To

1.3.5.a Cohort Special Arrangements

Cohort-based special arrangements programs are designed to provide a master's degree program to specific groups of students whose educational needs cannot be met within existing programs. Such programs run for a limited time, and students must obtain specific admission to the cohort program. In some instances, tuition fees may differ from the regular graduate fee schedule published in the Calendar, and will be announced separately.

B. Procedures for development and approval of CSAR programs

SGSC recommends approval of the attached document.

Approval and Administration of Cohort Special Arrangements Programs

Jonathan C. Driver
Dean of Graduate Studies
March 2005

Purpose and characteristics

CSAR programs are short-term graduate programs established for one or both of the following purposes:

- (a) To provide a unique program, not available elsewhere in the University, to a specific group of students
- (b) To prototype programs that are being considered for development by an academic unit

CSAR programs are masters programs, they run for a maximum of three years, and offer degrees that have already been approved for SFU (e.g. MA, MSc etc.). Normally, CSAR students are not eligible for awards adjudicated by the Senate Graduate Awards Adjudication Committee.

Approval process

1. CSAR proposals are developed either by an existing academic unit or by a group of faculty members from different units.
2. The proposal is approved by the department or school (not required for non-departmentalized faculties, or for CSAR proposals that do not require a departmental home), and submitted to the Faculty Graduate Program Committee.
3. The chair of the Faculty GPC sends the proposal to the following for review and comment:
 - (a) Dean of the Faculty that will house the program, for approval of budget, space and other required resources
 - (b) GPCs of other faculties, for evaluation of potential overlap with existing programs
 - (c) the Library, if new course proposals are part of the package
4. Following approval by the faculty GPC, the proposal is sent to SGSC for approval, together with the Library report and copies of memos from other faculties and the dean of the home faculty.
5. If SGSC approves the proposal it is forwarded to SCUP and Senate for information, and (if necessary) to the Board of Governors for approval of fees.

Format of CSAR proposals

This format is modified from that required for the development of new, permanent graduate programs.

Executive Summary

The executive summary should present, in one page, the purpose of the proposal and a summary of the proposed program structure.

Curriculum

1. Describe what the student will gain from this program. Explain why this cannot be achieved in an existing SFU program.
2. Describe the courses and other curriculum requirements of the program, and a model for their offering.
3. Include individual course descriptions in an appendix (see below)
4. If applicable, discuss research expectations, such as a project or thesis.
5. Include any other additional relevant comments.

Learning Methodologies

Describe briefly the intended mix of pedagogies in the program (e.g. extent of web-based courses; co-op or internships)

Faculty

1. Indicate the number of faculty and other staff required to mount this program and their qualifications. Indicate if any of these positions will be new to the institution.
2. Include a curriculum vitae for each faculty member in an appendix (see below).

Need for program

Provide a justification for development of the program in terms of demand from students.

Admission

Describe the admission requirements for the program. These must conform to the University minimum standards.

Appendices

Appendix I. Each new course will require properly completed new course proposal forms, available on the Graduate Studies website. Each new course must be reviewed by the Library. An appendix of new course approval forms, sample course outlines, and library reviews must be included in the proposal. Remember that projects/theses, co-op semesters and internships all require course numbers and credit values.

Appendix II. The complete proposed Calendar entry must be attached as an appendix.

Appendix III. (a) In conjunction with the relevant faculty dean, a budget for running the program, and recommendation for tuition fees (if different from regular fees) should be included as an appendix. (b) Provide start and end dates for the program. Normally, CSAR programs should not run for more than three years.

Appendix IV. List the members of the steering committee, and of faculty members associated in other ways with the program (e.g. teaching faculty)

Appendix V. Provide a short c.v. for each faculty member. (In the case of cross-disciplinary programs, include a curriculum vitae for each member of the steering committee and for each faculty member likely to be teaching core courses). It is strongly suggested that short (e.g. 2 pages), standardized c.v.s be submitted, providing brief information on: current position; credentials; research interests; publications, grants and graduate supervision over a defined period (e.g. last seven years).