

SFU Simon Fraser University Archives and Records
Management Department

Finding Aid - Office of the Associate Vice-President, Academic fonds (F-201)

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Office of the Associate Vice-President, Academic funds

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Summary information

Repository:	Simon Fraser University Archives and Records Management Department
Title:	Office of the Associate Vice-President, Academic funds
ID:	F-201
Date:	1977 - 1998 (date of creation)
Physical description:	8.63 m of textual records and other material
Dates of creation, revision and deletion:	
Note [generalNote]:	DATES OF CREATION Predominant dates of the records: 1983-1998. PHYSICAL DESCRIPTION Includes 16 oversize architectural plans (see series 3).
Note [generalNote]:	Financial assistance for the arrangement and description of the records and production of the finding aid was generously provided by Simon Fraser University's Office of the Vice-President, Academic and Provost (October 2005).

Administrative history / Biographical sketch

Note

The Office of the Associate Vice-President, Academic (AVPA) has its origins in the appointment of Ian Mugridge as Assistant Vice-President, Academic in 1972. At that time, the Office of the Vice-President, Academic (VPA) was itself a relatively new unit, having been established only two years before in 1970 (see fonds F-200 for the administrative history of the VPA's Office). The appointment of an Assistant enabled the VPA to delegate a number of responsibilities to the new position: administrative supervision of certain academic support departments (Library, Registrar, Academic Advice Centre), space allocation planning, and some involvement in academic planning. Mugridge left the university in 1975; his successors took the title of Associate Vice-President, Academic. By 1986 the AVPA's Office had established its own record-keeping system and maintained its own files separate from those of the VPA.

Over the years, the division of responsibilities between the VPA and the AVPA has evolved considerably. Academic planning and budget planning generally remained with the VPA until 2001, when a reorganization of the portfolio delegated the primary responsibility for

these activities to the AVPA. Space planning and allocation were early delegated to the AVPA in 1972 and have remained with this position since that time

From 1975 to 2001, the primary focus of the AVPA's mandate was the management of employment relations with the university's academic staff. This began with the appointment of Dan Birch as AVPA in 1975. The AVPA took the lead role in negotiating a collective bargaining agreement with the Teaching Support Staff Union (TSSU) in 1979; throughout the 1980s and 1990s the AVPA was the university's chief negotiator with the SFU Faculty Association (SFUFA); and in 1996 the AVPA assumed direct responsibility for the Academic Relations Office (for a history of this office, see fonds F-203). The focus on academic employment relations continued until 2001, when the incumbent AVPA (Judith Osborne) became Associate Vice-President, Policy, Equity and Legal. This new position moved out of the VPA's portfolio, reported directly to the President, and took with it most policy-related and negotiating responsibilities. With this reorganization, the focus of the AVPA's mandate shifted to academic planning and budgeting processes, institutional analysis, space allocation, and coordination of major and minor capital projects and IT projects.

The AVPA's involvement in university IT systems planning has varied over the years. Support for academic and research computing requirements was originally a function of the VPA's Office, but was transferred to the newly established Vice-President, Research / Information Systems in 1985. It returned to the VPA's portfolio in 1990, with the AVPA (Ross Saunders) having lead responsibility, though this shifted back to the VPA in 1994; in 2001 all IT responsibilities were consolidated under the Chief Information Officer (CIO), reporting directly to the VPA.

Since its establishment in 1972, the position of AVP Academic has always reported directly to the VPA. The AVPA has had administrative responsibility for a number of different reporting units within the university at various times, include the Academic Advice Centre, the Audio Visual Centre and its successors (Instructional Media Centre, Learning and Instructional Development Centre), the Registrar's Office, the University Library, and the University Archives. See the table attached to this fonds description for a complete list of the units that have belonged to the VPA's portfolio, their distribution between the VPA and the AVPA, and the years of the reporting relationship.

Scope and content

The fonds consists of records made or received by the Office of the Associate Vice-President, Academic in the course of its activities. Activities and topics documented include the AVPA's reporting relationship with the VP Academic (meetings and consultations); liaison with other senior university administrators, including the President and other Vice-Presidents; administrative supervision of and correspondence with units reporting to the AVPA; and the AVPA's participation in a number of Senate committees, including the Senate Policy Committee on Scholarships, Awards and Bursaries (SPCSAB), the Senate Undergraduate Admissions Board (SUAB), the Senate Committee on Undergraduate Studies (SCUS), the Senate Committee on Academic Planning (SCAP), and the Senate Committee on Enrolment Management and Planning (SEMP). Records include correspondence, reports,

and meeting agendas, minutes, and supporting papers. For more detailed descriptions of record types, see individual series and sub-series descriptions.

Notes

Title notes

- Source of title proper: The title of the fonds is based on the name of the creating body.

Immediate source of acquisition

Since 1996 the records of the AVPA's Office have been scheduled under university Records Retention Schedule and Disposal Authority (RRSDA) 1995-044, resulting in annual transfers to the Archives. Material that had accumulated in the University Records Centre prior to this date was appraised and formally transferred to the Archives in 1994.

Arrangement

The arrangement of the fonds into series, sub- and sub-sub-series is based on the original order of the material as found in the file classification system used by the AVPA's Office to organize the records.

Evidence of the original order is found in the annual file indices that survive from 1987 to 1994 (with some gaps) and in the staff practice from around 1984 to 1996 of coding files and annotating documents with the file classification code. From this, it appears that a file classification plan was adopted around 1984 to organize the AVPA's records independently of the VPA's files. This was based on the system already in use by VPA and shared the same numbering and naming conventions. Over the years, the VPA and AVPA systems began to diverge, however, especially after 1992 when the VPA (but not the AVPA) totally restructured its plan from an alphanumeric hierarchy to a block numeric system. Around 1996, the AVPA's Office appears to have discontinued its classification and numbering scheme altogether.

The arrangement of the fonds is therefore based on the classification system operative between 1984 and 1996. Files outside this date range have been assigned by the archivist to a series within that system. There is evidence of an even earlier file classification plan: a file index exists from 1977 showing different categories and a different numbering system, but no files survive from this period. All file indices are available in series F-201-3-2-9.

Restrictions on access

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids

Series and sub-series descriptions are available, but the Archives has not produced descriptions at the sub-sub-series level. File lists for all levels are included in this finding aid. The surviving file indices produced by the Office (1987-1994 with some gaps) are available in series F-201-3-2-9 ("File indices"). Appendix A provides an alphabetical index of all access points (names) assigned to series; use it to track correspondence with a particular department or other body across different archival series. The Archives has created a detailed concordance between the archival arrangement and the AVPA's file classification system, showing the original classification codes, category titles, and corresponding archival series, while registering changes over time; to consult the concordance, please inquire with the archivist.

Related material

Prior to the establishment of a separate record-keeping system for the AVPA's Office around 1984, files created by the AVPA were integrated by the creator into the VPA's file system. For these records, see fonds F-200, series 2-11, Associate Vice-President, Academic.

The Archives has also assigned separate fonds to two offices which are closely affiliated with the Offices of the VP and AVP Academic but which maintained their own files in separate record-keeping systems; see:

F-202, Academic Relations Office fonds.

F-203, Academic Planning Services fonds.

Accruals

All accessions have been processed as of February 2006. Further accruals are expected.

Other notes

- Publication status: published
- Level of detail: Full
- Status description: Published

Access points

- Krane, Bill (subject)
- Osborne, Judith (subject)
- Saunders, Ross (subject)
- Webster, John M. (subject)
- Reilly, Norman R. (subject)
- Brown, Robert C. (subject)
- Birch, Daniel R. (subject)
- Mugridge, Ian (subject)

- Office of the Vice-President, Academic and Provost
- Architectural drawing (documentary form)
- Textual record (documentary form)

Series descriptions

Series F-201-1: University matters - correspondence

Date: 1983 - 1998 (date of creation)

Scope and content:

Series consists of records relating to the Associate Vice-President, Academic's interactions with senior university administrators (President and other Vice-Presidents) and the university departments and committees that reported to them. Records consists predominantly of correspondence, meeting agendas and minutes, reports, and policies. For more detailed description of record types, see individual sub-series descriptions.

Physical description: 1.96 m of textual records

Arrangement:

The arrangement of the material into sub- and sub-sub-series is based on the original file classification system used by the creator to organize the records. Sub- and sub-sub-series are generally arranged chronologically. Files are arranged chronologically.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

Descriptions are available at the sub-series level. Sub-sub-series descriptions are not available. File lists are available at all levels.

Accruals:

Further accruals to the series are expected. See individual sub-series descriptions for an indication of which sub-series are open (further accruals expected) and which are closed (no further accruals expected).

File / item list

Ref code	Title	Dates	Access status	Container
Sub-series F-201-1-1: President				

Date: 1983 - 1998 (date of creation)

Scope and content:

Sub-series consists of the Associate Vice-President, Academic's correspondence with the Office of the President, records relating to the regular meetings of the Vice-Presidents and Deans, and records relating to the activities and deliberations of the President's Advisory Committee on Priorities and Budgeting (PACOPAB). Records include correspondence, reports, and meeting agendas, minutes and supporting papers.

Physical description: 1.57 m of textual records

Related material:

For other records in this fonds relating to the meetings of senior administrators, see: F-201-3-1-2, VP Academic. Deans' meetings (1983-1996).

F-201-3-1-3, VP Academic. Administrators, VPs, Deans and Chairs meetings (1986-1997).

Accruals:

Further accruals to the sub-sub-series 2 (VPs' meetings) and 3 (VPs' and Deans' meetings) are expected. No further accruals to the other sub-sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
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Sub-sub-series F-201-1-1-1: President - general

Date: 1986 - 1988 (date of creation)

Physical description: 5 cm of textual records

Access points:

- Office of the President
- Canadian International Development Agency
- President's Advisory Committee on International Cooperation

File / item list

Ref code	Title	Dates	Access status	Container
F-201-1-1-1-1	File - President - general	1986 - 1987	Pending review	201-1
F-201-1-1-1-2	File - Canadian International Development Agency (CIDA)	1986 - 1988	Pending review	201-1
F-201-1-1-1-3	File - President's Advisory Committee on International Cooperation	1986 - 1988	Pending review	201-1

Sub-sub-series F-201-1-1-2: Vice-Presidents' meetings

Date: 1984 - 1997 (date of creation)

Physical description: 1 m of textual records

File / item list				
Ref code	Title	Dates	Access status	Container
F-201-1-1-2-1	File - Vice-Presidents' meetings	1984	Pending review	201-1
F-201-1-1-2-2	File - Vice-Presidents' meetings	1984	Pending review	201-1
F-201-1-1-2-3	File - Vice-Presidents' meetings, vol. 1	1987	Pending review	201-1
F-201-1-1-2-4	File - Vice-Presidents' meetings, vol. 2	1987	Pending review	201-1
F-201-1-1-2-5	File - Vice-Presidents' meetings, vol. 3	1987	Pending review	201-1
F-201-1-1-2-6	File - Vice-Presidents' meetings, vol. 4	1987	Pending review	201-2
F-201-1-1-2-7	File - Vice-Presidents' meetings, vol. 1	1988	Pending review	201-2
F-201-1-1-2-8	File - Vice-Presidents' meetings, vol. 2	1988	Pending review	201-2
F-201-1-1-2-9	File - Vice-Presidents' meetings, vol. 3	1988	Pending review	201-2
F-201-1-1-2-10	File - Vice-Presidents' meetings, vol. 1	1989	Pending review	201-2
F-201-1-1-2-11	File - Vice-Presidents' meetings, vol. 2	1989	Pending review	201-2
F-201-1-1-2-12	File - Vice-Presidents' meetings, vol. 3	1989	Pending review	201-3
F-201-1-1-2-13	File - Vice-Presidents' meetings, vol. 4	1989	Pending review	201-3
F-201-1-1-2-14	File - Vice-Presidents' meetings, vol. 1	1990	Pending review	201-3
F-201-1-1-2-15	File - Vice-Presidents' meetings, vol. 2	1990	Pending review	201-3
F-201-1-1-2-16	File - Vice-Presidents' meetings, vol. 3	1990	Pending review	201-3
F-201-1-1-2-17	File - Vice-Presidents' meetings, vol. 4	1990	Pending review	201-4
F-201-1-1-2-18	File - Vice-Presidents' meetings, vol. 1	1991	Pending review	201-4
F-201-1-1-2-19	File - Vice-Presidents' meetings, vol. 2	1991	Pending review	201-4
F-201-1-1-2-20	File - Vice-Presidents' meetings, vol. 3	1991	Pending review	201-4
F-201-1-1-2-21	File - Vice-Presidents' meetings, vol. 4	1991	Pending review	201-5
F-201-1-1-2-22	File - Vice-Presidents' meetings, vol. 1	1992	Pending review	201-5
F-201-1-1-2-23	File - Vice-Presidents' meetings, vol. 2	1992	Pending review	201-5
F-201-1-1-2-24	File - Vice-Presidents' meetings, vol. 3	1992	Pending review	201-5
F-201-1-1-2-25	File - Vice-Presidents' meetings, vol. 1	1993	Pending review	201-5
F-201-1-1-2-26	File - Vice-Presidents' meetings, vol. 2	1993	Pending review	201-5

F-201-1-1-2-27	File - Vice-Presidents' meetings, vol. 3	1993	Pending review	201-6
F-201-1-1-2-28	File - Vice-Presidents' meetings, vol. 4	1993	Pending review	201-6
F-201-1-1-2-29	File - Vice-Presidents' meetings, vol. 1	1994	Pending review	201-6
F-201-1-1-2-30	File - Vice-Presidents' meetings, vol. 2	1994	Pending review	201-6
F-201-1-1-2-31	File - Vice-Presidents' meetings, vol. 3	1994	Pending review	201-6
F-201-1-1-2-32	File - Vice-Presidents' meetings, vol. 4	1994	Pending review	201-7
F-201-1-1-2-33	File - Vice-Presidents' meetings, vol. 5	1994	Pending review	201-7
F-201-1-1-2-34	File - Vice-Presidents' meetings, vol. 6	1994	Pending review	201-7
F-201-1-1-2-35	File - Vice-Presidents' meetings, vol. 1	1995	Pending review	201-7
F-201-1-1-2-36	File - Vice-Presidents' meetings, vol. 2	1995	Pending review	201-7
F-201-1-1-2-37	File - Vice-Presidents' meetings, vol. 3	1995	Pending review	201-7
F-201-1-1-2-38	File - Vice-Presidents' meetings, vol. 4	1995	Pending review	201-8
F-201-1-1-2-39	File - Vice-Presidents' meetings, vol. 5	1995	Pending review	201-8
F-201-1-1-2-40	File - Vice-Presidents' meetings, vol. 1	1996	Pending review	201-68
F-201-1-1-2-41	File - Vice-Presidents' meetings, vol. 2	1996	Pending review	201-68
F-201-1-1-2-42	File - Vice-Presidents' meetings, vol. 3	1996	Pending review	201-68
F-201-1-1-2-43	File - Vice-Presidents' meetings, vol. 4	1996	Pending review	201-68
F-201-1-1-2-44	File - Vice-Presidents' meetings, vol. 1	1997	Pending review	201-8
F-201-1-1-2-45	File - Vice-Presidents' meetings, vol. 2	1997	Pending review	201-8
F-201-1-1-2-46	File - Vice-Presidents' meetings, vol. 3	1997	Pending review	201-8

Sub-sub-series F-201-1-1-3: Vice-Presidents' and Deans' meetings

Date: 1983 - 1998 (date of creation)

Physical description: 38 cm of textual records

File / item list

Ref code	Title	Dates	Access status	Container
F-201-1-1-3-1	File - Vice-Presidents' and Deans' meetings, vol. 1	1983 - 1984	Pending review	201-9
F-201-1-1-3-2	File - Vice-Presidents' and Deans' meetings, vol. 2	1983 - 1984	Pending review	201-9

F-201-1-1-3-3	File - Vice-Presidents' and Deans' meetings	1986 - 1989	Pending review	201-9
F-201-1-1-3-4	File - Vice-Presidents' and Deans' meetings	1990 - 1992	Pending review	201-9
F-201-1-1-3-5	File - Vice-Presidents' and Deans' meetings	1991	Pending review	201-4
F-201-1-1-3-6	File - Vice-Presidents' and Deans' meetings	1993	Pending review	201-9
F-201-1-1-3-7	File - Vice-Presidents' and Deans' meetings	1994	Pending review	201-9
F-201-1-1-3-7.1	File - Vice-Presidents' and Deans' retreat - Hart House Burnaby	27 September 1994	Pending review	201-9
F-201-1-1-3-8	File - Vice-Presidents' and Deans' meetings	1995	Pending review	201-9
F-201-1-1-3-9	File - Vice-Presidents' and Deans' meetings	1996	Pending review	201-10
F-201-1-1-3-10	File - Vice-Presidents' and Deans' meetings, vol. 1	1997	Pending review	201-10
F-201-1-1-3-11	File - Vice-Presidents' and Deans' meetings, vol. 2	1997	Pending review	201-10
F-201-1-1-3-12	File - Vice-Presidents' and Deans' meetings, vol. 3	1997	Pending review	201-10
F-201-1-1-3-13	File - Vice-Presidents' and Deans' meetings, vol. 1	1998	Pending review	201-10
F-201-1-1-3-14	File - Vice-Presidents' and Deans' meetings, vol. 2	1998	Pending review	201-10
F-201-1-1-3-15	File - Vice-Presidents' and Deans' meetings, vol. 3	1998	Pending review	201-11
F-201-1-1-3-16	File - Vice-Presidents' and Deans' meetings, vol. 4	1998	Pending review	201-11
F-201-1-1-3-17	File - Vice-Presidents' and Deans' meetings, vol. 5	1998	Pending review	201-11
F-201-1-1-3-18	File - Vice-Presidents' and Deans' meetings, vol. 6	1998	Pending review	201-11
F-201-1-1-3-19	File - Vice-Presidents' and Deans' meetings, vol. 7	1998	Pending review	201-11

Sub-sub-series F-201-1-1-4: President's Advisory Committee on Priorities and Budgeting (PACOPAB)

Date: 1992 - 1996 (date of creation)

Physical description: 15 cm of textual records

Access points:

- President's Advisory Committee on Priorities and Budgeting

File / item list

Ref code	Title	Dates	Access status	Container
F-201-1-1-4-1	File - PACOPAB, vol. 1	1992 - 1993	Pending review	201-11
F-201-1-1-4-2	File - PACOPAB, vol. 2	1992 - 1993	Pending review	201-12
F-201-1-1-4-3	File - PACOPAB, vol. 3	1992 - 1993	Pending review	201-12
F-201-1-1-4-4	File - PACOPAB, vol. 4	1992 - 1993	Pending review	201-12

F-201-1-1-4-5	File - PACOPAB, vol. 1	1994 - 1996	Pending review	201-12
F-201-1-1-4-6	File - PACOPAB, vol. 2	1994 - 1996	Pending review	201-12
F-201-1-1-4-7	File - PACOPAB, vol. 3	1994 - 1996	Pending review	201-12

Sub-series F-201-1-2: Vice-President, Administration

Date: 1986 - 1993 (date of creation)

Scope and content:

Sub-series consists of the Associate Vice-President, Academic's correspondence with the Executive Director / Vice-President, Administration and with departments which belonged to the ED / VP Administration reporting portfolio. Activities and topics documented include interactions with the Executive Director / Vice-President, the Administrative and Professional Staff Association (APSA), Student Services, and the Simon Fraser Student Society (SFSS). Records consist predominantly of correspondence, with some reports.

Physical description: 5 cm of textual records

Access points:

- Office of the Vice-President, Administration
- Administrative and Professional Staff Association
- Student Services
- Simon Fraser Student Society

Accruals:

No further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-201-1-2-0-1	File - APSA salary	1986 - 1988	Pending review	201-13
F-201-1-2-0-2	File - Student Services	1986 - 1989	Pending review	201-13
F-201-1-2-0-3	File - Executive Director - general	1987 - 1988	Pending review	201-13
F-201-1-2-0-4	File - VP Administration	1989 - 1993	Pending review	201-13
F-201-1-2-0-5	File - Executive Director - general	1990	Pending review	201-69
F-201-1-2-0-6	File - VP Administration	1991	Pending review	201-69

Sub-series F-201-1-3: Vice-President, Harbour Centre and Continuing Studies

Date: 1986 - 1994 (date of creation)

Scope and content:

Sub-series consists of the Associate Vice-President, Academic's correspondence with the Vice-President, Harbour Centre and with departments which belonged to the VP Harbour Centre reporting portfolio. Note that the title of this Vice-Presidential office changed over the period covered by this series: VP SFU at Harbour Centre (1987-1991), VP Harbour Centre and External Relations (1991-1994), and VP Harbour Centre and Continuing Studies (1994-1997). Activities and topics documented in the correspondence include planning for the downtown campus at Harbour Centre; operations of the Bridge

to the Future fundraising campaign; correspondence with, related to, or copied from the University News Service (later renamed Media and Public Relations); and planning for the development of the University Village, a predecessor of the later Burnaby Mountain Community Project (UniverCity). Records consist predominantly of correspondence, with some reports and brochures.

Physical description: 7 cm of textual records

Access points:

- Office of the Associate Vice-President, Harbour Centre
- Public Affairs and Media Relations
- University Village
- SFU Vancouver

Accruals:

No further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-201-1-3-0-1	File - University News Services	1986 - 1987	Pending review	201-13
F-201-1-3-0-2	File - SFU Village	1986 - 1989	Pending review	201-13
F-201-1-3-0-3	File - VP Development - general	1986 - 1989	Pending review	201-13
F-201-1-3-0-4	File - Bridge to the Future Campaign	1986 - 1991	Pending review	201-13
F-201-1-3-0-5	File - Downtown campus	1987 - 1991	Pending review	201-13
F-201-1-3-0-6	File - VP Harbour Centre	1990 - 1993	Pending review	201-69
F-201-1-3-0-7	File - Matching funds	1991 - 1992	Pending review	201-13
F-201-1-3-0-8	File - VP Harbour Centre and Continuing Studies	1994	Pending review	201-13

Sub-series F-201-1-4: Vice-President, Research

Date: 1985 - 1997 (date of creation)

Scope and content:

Sub-series consists of the Associate Vice-President, Academic's correspondence with the Vice-President, Research / Information Systems (renamed VP Research in 1990), and with departments which belonged to the VP Research reporting portfolio. Activities and topics documented include development of the university's computing polices and administrative computing systems; the AVP Academic's interactions with the University Archives and the Centre for Systems Science; and the activities and deliberations of a number of university committees, including the Cognitive Science Program Steering Committee, the Computing Advisory Committee, the Administrative Information Systems Steering Committee, the Committee on Instructional Computing, and the Archives and Records Management Committee. Records include correspondence, reports, meeting agenda and minutes, presentations, and policies.

Physical description: 21 cm of textual records

Access points:

- Computing Advisory Committee
- Office of the Vice-President, Research
- Cognitive Science Program Steering Committee
- Administrative Information Systems Steering Committee
- Advisory Committee for Archives and Records Management
- Committee on Instructional Computing
- Centre for Systems Science
- Archives and Records Management Department

Accruals:

Further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-201-1-4-0-1	File - Computer Advisory Committee	1985 - 1988	Pending review	201-13
F-201-1-4-0-2	File - Research Council	1986	Pending review	201-13
F-201-1-4-0-3	File - Administrative Information System Steering Committee	1986 - 1988	Pending review	201-13
F-201-1-4-0-4	File - Microcomputer lab	1986 - 1988	Pending review	201-14
F-201-1-4-0-5	File - Cognitive Science Program	1986 - 1989	Pending review	201-14
F-201-1-4-0-6	File - Personnel / Payroll systems, vol. 1	1986 - 1989	Pending review	201-14
F-201-1-4-0-7	File - Personnel / Payroll systems, vol. 2	1986 - 1989	Pending review	201-14
F-201-1-4-0-8	File - Archives Committee	1986 - 1991	Pending review	201-14
F-201-1-4-0-9	File - VP Research and Information Systems - general	1987 - 1991	Pending review	201-14
F-201-1-4-0-10	File - Centre for Systems Science	1988 - 1991	Pending review	201-14
F-201-1-4-0-11	File - Committee on Instructional Computing, vol. 1	1989 - 1991	Pending review	201-15
F-201-1-4-0-12	File - Committee on Instructional Computing, vol. 2	1989 - 1991	Pending review	201-15
F-201-1-4-0-13	File - Committee on Instructional Computing, vol. 3	1989 - 1991	Pending review	201-15
F-201-1-4-0-14	File - VP Research - general	1992 - 1997	Pending review	201-15

Sub-series F-201-1-5: Vice-President, Finance and Administration

Date: 1988 - 1997 (date of creation)

Scope and content:

Sub-series consists of the Associate Vice-President, Academic's correspondence with the Vice-President, Financial Services (renamed VP Finance and Administration in 1994). Activities and topics documented include capital and operating budget planning, policy development, and use of contingency funds. Records include correspondence and policies.

Physical description: 5 cm of textual records

Access points:

- Office of the Vice-President, Finance and Administration

Related material:

For other records in this fonds relating to university finances and budget, see: F-201-2, Financial matters - general (1985-1996).

Accruals:

Further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-201-1-5-0-1	File - VP Financial Services - general	1988 - 1989	Pending review	201-15
F-201-1-5-0-2	File - VP Financial Services	1990 - 1991	Pending review	201-69
F-201-1-5-0-3	File - VP Financial Services	1992 - 1993	Pending review	201-15
F-201-1-5-0-4	File - VP Finance and Administration	1994 - 1997	Pending review	201-15

Series F-201-2: Financial matters - correspondence

Date: 1985 - 1996 (date of creation)

Scope and content:

Series consists of records relating to university finances and budget planning. Activities include allocation of departmental operating and capital budgets for units within the VP Academic's reporting portfolio; university funding requests under the provincial government's Funds for Excellence in Education (FEE) program; and budget reduction planning in 1995-1996. Records include correspondence and reports; capital equipment, renovation, and operating budget requests, proposals and authorizations; budget estimates and working papers; and university five-year capital plans.

Physical description: 29 cm of textual records

Arrangement:

The arrangement of the material into sub-series is based on the original file classification system used by the creator to organize the records. Files are arranged chronologically.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

Sub-series descriptions are not available. File lists are available.

Accruals:

No further accruals to the series or any of its sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
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Sub-series F-201-2-1: Capital budget

Date: 1986 - 1996 (date of creation)

Physical description: 20 cm of textual records

File / item list

Ref code	Title	Dates	Access status	Container
F-201-2-1-0-1	File - Instructional Use of Information Technology (CSIL), vol. 1	1986 - 1988	Pending review	201-15
F-201-2-1-0-2	File - Instructional Use of Information Technology (CSIL), vol. 2	1986 - 1988	Pending review	201-15
F-201-2-1-0-3	File - Capital equipment budget, vol. 1	1987 - 1988	Pending review	201-16
F-201-2-1-0-4	File - Capital equipment budget, vol. 2	1987 - 1988	Pending review	201-16
F-201-2-1-0-5	File - Five-year plan	1987 - 1988	Pending review	201-16
F-201-2-1-0-6	File - Capital budget - general	1988	Pending review	201-16
F-201-2-1-0-7	File - Information to Deans / Department request submissions	1988	Pending review	201-16
F-201-2-1-0-8	File - Capital budget - general	1989 - 1990	Pending review	201-16
F-201-2-1-0-9	File - Capital equipment budget	1989 - 1992	Pending review	201-16
F-201-2-1-0-10	File - Five-year plan and capital planning, vol. 1	1989 - 1992	Pending review	201-16
F-201-2-1-0-11	File - Five-year plan and capital planning, vol. 2	1989 - 1992	Pending review	201-17
F-201-2-1-0-12	File - Capital budget - general	1990 - 1995	Pending review	201-17
F-201-2-1-0-13	File - Capital budget - general	1991	Pending review	201-43
F-201-2-1-0-14	File - Capital budget	1996	Pending review	201-17

Sub-series F-201-2-2: Operating budget

Date: 1985 - 1996 (date of creation)

Physical description: 9 cm of textual records

File / item list

Ref code	Title	Dates	Access status	Container
F-201-2-2-0-1	File - Operating budget	1985 - 1986	Pending review	201-17
F-201-2-2-0-2	File - Requests for submissions sent to deans / Departments	1987 - 1989	Pending review	201-17

F-201-2-2-0-3	File - Operating budget - general	1988	Pending review	201-17
F-201-2-2-0-4	File - Operating budget - general	1989 - 1991	Pending review	201-17
F-201-2-2-0-5	File - Operating budget - general	1991	Pending review	201-17
F-201-2-2-0-6	File - Operating budget - general	1992 - 1994	Pending review	201-17
F-201-2-2-0-7	File - Operating budget - general	1994 - 1996	Pending review	201-17
F-201-2-2-0-8	File - Budget reduction, vol. 1	1995 - 1996	Pending review	201-17
F-201-2-2-0-9	File - Budget reduction, vol. 2	1995 - 1996	Pending review	201-17

Series F-201-3: Academic support departments - correspondence

Date: 1983 - 1998 (date of creation)

Scope and content:

Series consists of records relating to the Associate Vice-President, Academic's reporting relationship to the VP Academic (meetings, consultations, advice); regular meetings with other senior university administrators; supervision of and interactions with the academic-support departments that reported directly the AVP Academic; the AVP Academic's involvement in university space planning; consultations with the SFU Faculty Association (SFUFA) and the Teaching Support Staff Union (TSSU); and participation in various university committees. Records consists predominantly of correspondence, reports, and meeting agenda, minutes, support papers and notes. For a detailed description of record types, see individual sub-series descriptions.

Physical description: 4.92 m of textual records

Note:

Physical description: includes 16 oversize architectural plans (see sub-sub-series 2 and 11).

Arrangement:

The arrangement of the material into sub- and sub-sub-series is based on the original file classification system used by the creator to organize the records. Sub- and sub-sub-series are generally arranged chronologically. Files are arranged chronologically. Note that after 1994 when the file classification system fell into disuse, the Office of the AVP Academic increasingly relied on the classification category "AVPA - general" for filing records (see series F-201-3-2-1). Accordingly these files becomes more voluminous and cover a wide spectrum of topics.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

Descriptions are available at the sub-series level. Sub-sub-series descriptions are not available. File lists are available at all levels.

Accruals:

Further accruals to the series are expected. See individual sub-series descriptions for an indication of which sub-series are open (further accruals are expected) and which are closed (no further accruals expected).

File / item list

Ref code	Title	Dates	Access status	Container
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Sub-series F-201-3-1: Vice-President, Academic

Date: 1983 - 1997 (date of creation)

Scope and content:

Sub-series consists of records relating to the Associate Vice-President, Academic's meetings and interactions with the Vice-President, Academic; participation in regular meetings of senior university administrators, including Vice-Presidents, Deans, Chairs, and Directors; and the activities of the Task Force on University Size (1987-1989). Records include correspondence, meeting agendas and minutes, meeting notes, proposals, policies, and reports.

Physical description: 87 cm of textual records

Related material:

For other records in this fonds relating to the meetings of senior administrators, see: F-201-1-1-2, Vice-Presidents' meetings (1984-1987).
F-201-1-1-3, Vice-Presidents' and Deans' meetings (1983-1998).

Accruals:

Further accruals are expected only for sub-sub-series 3 (Administrators, VPs, Deans and Chairs meetings). No further accruals are expected for any other sub-sub-series.

File / item list

Ref code	Title	Dates	Access status	Container
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Sub-sub-series F-201-3-1-1: Meetings and correspondence with the Vice-President, Academic

Date: 1987 - 1995 (date of creation)

Physical description: 13 cm of textual records

File / item list				
Ref code	Title	Dates	Access status	Container
F-201-3-1-1-1	File - Ross Saunders / George Ivany meetings	1987	Pending review	201-18
F-201-3-1-1-2	File - Ross Saunders / George Ivany meetings	1988	Pending review	201-18
F-201-3-1-1-3	File - Ross Saunders / George Ivany meetings	1989	Pending review	201-18
F-201-3-1-1-4	File - Ross Saunders / VPA meetings	1990 - 1991	Pending review	201-18
F-201-3-1-1-5	File - Ross Saunders / VPA meetings and correspondence	1991	Pending review	201-18
F-201-3-1-1-6	File - Ross Saunders / VPA meetings and correspondence	1991 - 1992	Pending review	201-18
F-201-3-1-1-7	File - Associate VP / VP's meetings and correspondence	1993	Pending review	201-18
F-201-3-1-1-8	File - J. Osborne / VP meetings and correspondence	1994	Pending review	201-18
F-201-3-1-1-9	File - J. Osborne / VP meetings and correspondence	1995	Pending review	201-18

Sub-sub-series F-201-3-1-2: Deans' meetings

Date: 1983 - 1996 (date of creation)

Physical description: 52 cm of textual records

File / item list				
Ref code	Title	Dates	Access status	Container
F-201-3-1-2-1	File - Deans' meetings	1983	Pending review	201-19
F-201-3-1-2-2	File - Deans' meetings, vol. 1	1984	Pending review	201-19
F-201-3-1-2-3	File - Deans' meetings, vol. 2	1984	Pending review	201-19
F-201-3-1-2-4	File - Deans' meetings, vol. 3	1984	Pending review	201-19
F-201-3-1-2-5	File - Deans' meetings	1987	Pending review	201-19
F-201-3-1-2-6	File - Deans' meetings, vol. 1	1988	Pending review	201-19
F-201-3-1-2-7	File - Deans' meetings, vol. 2	1988	Pending review	201-20
F-201-3-1-2-8	File - Deans' meetings, vol. 3	1988	Pending review	201-20
F-201-3-1-2-9	File - Deans' meetings, vol. 1	1989	Pending review	201-20
F-201-3-1-2-10	File - Deans' meetings, vol. 2	1989	Pending review	201-20
F-201-3-1-2-11	File - Deans' meetings, vol. 1	1990	Pending review	201-20
F-201-3-1-2-12	File - Deans' meetings, vol. 2	1990	Pending review	201-20
F-201-3-1-2-13	File - Deans' meetings, vol. 1	1991 - 1992	Pending review	201-20
F-201-3-1-2-14	File - Deans' meetings, vol. 2	1991 - 1992	Pending review	201-21
F-201-3-1-2-15	File - Deans' meetings, vol. 1	1992	Pending review	201-21
F-201-3-1-2-16	File - Deans' meetings, vol. 2	1992	Pending review	201-21
F-201-3-1-2-17	File - Deans' meetings, vol. 1	1993	Pending review	201-21
F-201-3-1-2-18	File - Deans' meetings, vol. 2	1993	Pending review	201-21
F-201-3-1-2-19	File - Deans' meetings, vol. 1	1994	Pending review	201-22
F-201-3-1-2-20	File - Deans' meetings, vol. 2	1994	Pending review	201-22
F-201-3-1-2-21	File - Deans' meetings, vol. 3	1994	Pending review	201-22
F-201-3-1-2-22	File - Deans' meetings, vol. 1	1995	Pending review	201-22
F-201-3-1-2-23	File - Deans' meetings, vol. 2	1995	Pending review	201-22
F-201-3-1-2-24	File - Deans' meetings, vol. 1	1996	Pending review	201-22

F-201-3-1-2-25	File - Deans' meetings, vol. 2	1996	Pending review	201-23
F-201-3-1-2-26	File - Deans' meetings, vol. 3	1996	Pending review	201-23
Sub-sub-series F-201-3-1-3: Administrators, VPs, Deans and Chairs meetings				
<u>Date:</u> 1986 - 1997 (date of creation)				
<u>Physical description:</u> 16 cm of textual records				
File / item list				
Ref code	Title	Dates	Access status	Container
F-201-3-1-3-1	File - Administrators' meetings	1986 - 1988	Pending review	201-23
F-201-3-1-3-2	File - VPs, Deans and Chairs meetings	1986 - 1991	Pending review	201-23
F-201-3-1-3-3	File - Directors' meetings, vol. 1	1988 - 1989	Pending review	201-23
F-201-3-1-3-4	File - Directors' meetings, vol. 2	1988 - 1989	Pending review	201-43
F-201-3-1-3-5	File - Chairs' meetings	1988 - 1992	Pending review	201-23
F-201-3-1-3-6	File - New Chairs' orientation	1990 - 1992	Pending review	201-23
F-201-3-1-3-7	File - New Administrators' orientation	1990 - 1993	Pending review	201-23
F-201-3-1-3-8	File - Administrators' meetings	1991 - 1992	Pending review	201-23
F-201-3-1-3-9	File - Administrators' meetings	1993	Pending review	201-43
F-201-3-1-3-10	File - Administrators / Chairs meetings	1994	Pending review	201-23
F-201-3-1-3-11	File - Administrators / Chairs meetings	1995	Pending review	201-23
F-201-3-1-3-12	File - Chairs / Administrators' meetings	1996	Pending review	201-24
F-201-3-1-3-13	File - Administrators / Chairs meetings	1997	Pending review	201-24
Sub-sub-series F-201-3-1-4: Task Force on University Size (TFUS)				
<u>Date:</u> 1987 - 1989 (date of creation)				
<u>Physical description:</u> 6 cm of textual records				
<u>Access points:</u>				
<ul style="list-style-type: none"> • Task Force on University Size 				
File / item list				
Ref code	Title	Dates	Access status	Container
F-201-3-1-4-1	File - Task Force on University Size (TFUS)	1987 - 1989	Pending review	201-24
F-201-3-1-4-2	File - TFUS - correspondence and working papers, vol. 1	1988	Pending review	201-24
F-201-3-1-4-3	File - TFUS - correspondence and working papers, vol. 2	1988	Pending review	201-24
F-201-3-1-4-4	File - TFUS - correspondence and working papers, vol. 3	1988	Pending review	201-24
Sub-series F-201-3-2: Associate Vice-President, Academic				
<u>Date:</u> 1983 - 1998 (date of creation)				

Scope and content:

Sub-series consists of records relating to the activities of the Office carrying out a number of the core responsibilities of the AVP Academic. Activities documented include high-school liaison, IT systems planning, and government liaison; space allocation planning, renovations, and the activities of the University Space Advisory Committee; consultations and negotiations with the Teaching Support Staff Union (TSSU) and the SFU Faculty Association (SFUFA); the AVP Academic's committee work, including chairing of the Committee to Review Personal Safety and Security at SFU (CRPSS) and participation in university computing committees; participation in the British Columbia Council on Admissions and Transfers (BCCAT); the management of legal disputes involving the university, harassment cases, and the development of the university's Harassment Policy; and development of the AVP Academic's file classification system. Records include correspondence, policies, and reports; meeting agenda, minutes, and supporting papers; space inventories, audits, proposals, allocations, agreements, leases, and architectural plans and drawings; legal advice and copies of legal decisions and other court documents; file indices; and notes, drafts, working papers, and printed reference material.

Physical description: 2.57 m of textual records and other material

Note:

Physical description: includes 11 oversize architectural plans (sub-sub-series 2).

Accruals:

Further accruals are expected to all sub-sub-series, except for sub-sub-series 5 (Safety Committee) and 6 (University computing committees).

File / item list

Ref code	Title	Dates	Access status	Container
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Sub-sub-series F-201-3-2-1: Associate Vice-President, Academic - general

Date: 1983 - 1998 (date of creation)

Physical description: 1.09 m of textual records

File / item list

Ref code	Title	Dates	Access status	Container
F-201-3-2-1-1	File - High school liaison, vol. 1	1983 - 1987	Pending review	201-24
F-201-3-2-1-2	File - High school liaison, vol. 2	1983 - 1987	Pending review	201-24
F-201-3-2-1-3	File - High school liaison, vol. 3	1983 - 1987	Pending review	201-46
F-201-3-2-1-4	File - Buy-outs	1984 - 1996	Pending review	201-46
F-201-3-2-1-5	File - Social affairs	1985 - 1986	Pending review	201-69
F-201-3-2-1-6	File - AVPA - general	1985 - 1987	Pending review	201-46
F-201-3-2-1-7	File - Student recruitment	1985 - 1987	Pending review	201-46

F-201-3-2-1-8	File - Canadian International Development Agency (CIDA) - Indonesian delegation	1986	Pending review	201-69
F-201-3-2-1-9	File - Ministry of Education - Funds for Excellence in Education (FEE)	1986	Pending review	201-46
F-201-3-2-1-10	File - Student exchanges	1986	Pending review	201-46
F-201-3-2-1-11	File - Work study project	1986 - 1987	Pending review	201-46
F-201-3-2-1-12	File - AVPA - general	1986 - 1988	Pending review	201-46
F-201-3-2-1-13	File - Private BC Colleges and Transfer Credit Committee	1986 - 1989	Pending review	201-46
F-201-3-2-1-14	File - Project Prometheus	1987	Pending review	201-46
F-201-3-2-1-15	File - AVPA - general	1988 - 1989	Pending review	201-46
F-201-3-2-1-16	File - AUCE grievance	1988 - 1989	Pending review	201-25
F-201-3-2-1-17	File - Access	1989	Pending review	201-25
F-201-3-2-1-18	File - Joint Advisory and Planning Committee	1989	Pending review	201-69
F-201-3-2-1-19	File - AVPA - general	1989 - 1991	Pending review	201-25
F-201-3-2-1-20	File - Faculty Administrative System (FAS), vol. 1	1989 - 1991	Pending review	201-69
F-201-3-2-1-21	File - Faculty Administrative System (FAS), vol. 2	1989 - 1991	Pending review	201-25
F-201-3-2-1-22	File - Awards and fellowships	1990	Pending review	201-25
F-201-3-2-1-23	File - Task Force on Quality of Service Implementation Committee	1990 - 1991	Pending review	201-25
F-201-3-2-1-24	File - Orientation Project Committee	1990 - 1992	Pending review	201-25
F-201-3-2-1-25	File - Employment equity history, vol. 1	1990 - 1996	Open	201-25
F-201-3-2-1-26	File - Employment equity history, vol. 2	1990 - 1996	Open	201-25
F-201-3-2-1-27	File - SFU / Burnaby Centennial Committee	1991	Open	201-25
F-201-3-2-1-28	File - Software develop - Pacific Gate	1991	Pending review	201-69
F-201-3-2-1-29	File - AVPA - general	1992	Pending review	201-25
F-201-3-2-1-30	File - AVPA - miscellaneous	1992	Pending review	201-26
F-201-3-2-1-31	File - AVPA - miscellaneous	1992 - 1993	Pending review	201-26
F-201-3-2-1-32	File - AVPA - miscellaneous	1992 - 1993	Pending review	201-26
F-201-3-2-1-33	File - Pending	1992 - 1994	Pending review	201-69
F-201-3-2-1-34	File - AVPA - general	1993	Pending review	201-26
F-201-3-2-1-35	File - Graduate students	1993 - 1994	Pending review	201-26
F-201-3-2-1-36	File - Administrative and Professional Staff Association (APSA)	1994	Pending review	201-26
F-201-3-2-1-37	File - Administrative and Professional Staff Association (APSA)	1994	Pending review	201-26
F-201-3-2-1-38	File - AVPA - general, vol. 1	1994	Pending review	201-27
F-201-3-2-1-39	File - AVPA - general, vol. 2	1994	Pending review	201-27
F-201-3-2-1-40	File - AVPA - general, vol. 3	1994	Pending review	201-27
F-201-3-2-1-41	File - AVPA - general, vol. 4	1994	Pending review	201-27
F-201-3-2-1-42	File - Ministry of Education Steering Committee, vol. 1	1994	Pending review	201-27
F-201-3-2-1-43	File - Ministry of Education Steering Committee, vol. 2	1994	Pending review	201-27

F-201-3-2-1-44	File - Ministry of Education Steering Committee, vol. 3	1994	Pending review	201-28
F-201-3-2-1-45	File - AVPA - miscellaneous, vol. 1	1994	Pending review	201-28
F-201-3-2-1-46	File - AVPA - miscellaneous, vol. 2	1994	Pending review	201-28
F-201-3-2-1-47	File - AVPA - miscellaneous, vol. 3	1994	Pending review	201-28
F-201-3-2-1-48	File - Western Universities Telecourse Consortium	1994	Pending review	201-69
F-201-3-2-1-49	File - General correspondence	1995	Pending review	201-28
F-201-3-2-1-50	File - AVPA - general, vol. 1	1995 - 1996	Pending review	201-28
F-201-3-2-1-51	File - AVPA - general, vol. 2	1995 - 1996	Pending review	201-28
F-201-3-2-1-52	File - Draft policy - conflict of interest	1996	Pending review	201-29
F-201-3-2-1-53	File - General correspondence, vol. 1	1996	Pending review	201-29
F-201-3-2-1-54	File - General correspondence, vol. 2	1996	Pending review	201-29
F-201-3-2-1-55	File - General correspondence, vol. 3	1996	Pending review	201-69
F-201-3-2-1-56	File - S. Roppel - correspondence, vol. 1	1996	Pending review	201-29
F-201-3-2-1-57	File - S. Roppel - correspondence, vol. 2	1996	Pending review	201-29
F-201-3-2-1-58	File - The Universities Presidents Council of BC (TUPC)	1996	Pending review	201-29
F-201-3-2-1-59	File - General correspondence, vol. 1	1996 - 1997	Pending review	201-29
F-201-3-2-1-60	File - General correspondence, vol. 2	1996 - 1997	Pending review	201-30
F-201-3-2-1-61	File - General correspondence, vol. 3	1996 - 1997	Pending review	201-30
F-201-3-2-1-62	File - General correspondence, vol. 4	1996 - 1997	Pending review	201-30
F-201-3-2-1-63	File - General correspondence, vol. 5	1996 - 1997	Pending review	201-30
F-201-3-2-1-64	File - General correspondence, vol. 1	1998	Pending review	201-30
F-201-3-2-1-65	File - General correspondence, vol. 2	1998	Pending review	201-30
F-201-3-2-1-66	File - General correspondence, vol. 3	1998	Pending review	201-31
F-201-3-2-1-67	File - General correspondence, vol. 4	1998	Pending review	201-31
F-201-3-2-1-68	File - General correspondence, vol. 5	1998	Pending review	201-31
F-201-3-2-1-69	File - Miscellaneous correspondence, vol. 1	1998	Pending review	201-31
F-201-3-2-1-70	File - Miscellaneous correspondence, vol. 2	1998	Pending review	201-31
F-201-3-2-1-71	File - Residence death	1994	Pending review	201-28

Sub-sub-series F-201-3-2-2: Space

Date: 1985 - 1997 (date of creation)

Physical description: 53 cm of textual records

Access points:				
<ul style="list-style-type: none"> University Space Advisory Committee 				
File / item list				
Ref code	Title	Dates	Access status	Container
F-201-3-2-2-1	File - Space, vol. 1	1986 - 1989	Pending review	201-32
F-201-3-2-2-2	File - Space, vol. 2	1986 - 1989	Pending review	201-32
F-201-3-2-2-3	File - Space, vol. 3	1986 - 1989	Pending review	201-32
F-201-3-2-2-4	File - Space, vol. 4	1986 - 1989	Pending review	201-32
F-201-3-2-2-5	File - Renovations, vol. 1	1986 - 1996	Pending review	201-32
F-201-3-2-2-6	File - Renovations, vol. 2	1986 - 1996	Pending review	201-32
F-201-3-2-2-7	File - Renovations, vol. 4	1986 - 1996	Pending review	201-32
F-201-3-2-2-8	File - Classrooms	1987	Pending review	201-32
F-201-3-2-2-9	File - University Space Advisory Committee (USAC), vol. 1	1988 - 1996	Pending review	201-33
F-201-3-2-2-10	File - University Space Advisory Committee (USAC), vol. 2	1988 - 1996	Pending review	201-33
F-201-3-2-2-11	File - University Space Advisory Committee (USAC), vol. 3	1988 - 1996	Pending review	201-33
F-201-3-2-2-12	File - University Space Advisory Committee (USAC), vol. 4	1988 - 1996	Pending review	201-33
F-201-3-2-2-13	File - University Space Advisory Committee (USAC), vol. 5	1988 - 1996	Pending review	201-33
F-201-3-2-2-14	File - University Space Advisory Committee (USAC), vol. 6	1988 - 1996	Pending review	201-33
F-201-3-2-2-15	File - University Space Advisory Committee (USAC), vol. 7	1988 - 1996	Pending review	201-33
F-201-3-2-2-16	File - University Space Advisory Committee (USAC), vol. 8	1988 - 1996	Pending review	
F-201-3-2-2-17	File - University Space Advisory Committee (USAC), vol. 9	1988 - 1996	Pending review	
F-201-3-2-2-18	File - University Space Advisory Committee (USAC), vol. 10	1988 - 1996	Pending review	201-34
F-201-3-2-2-19	File - University Space Advisory Committee (USAC), vol. 11	1988 - 1996	Pending review	201-34
F-201-3-2-2-20	File - University Space Advisory Committee (USAC), vol. 12	1988 - 1996	Pending review	201-34
F-201-3-2-2-21	File - Institute for Molecular Biology buildings	1989 - 1990	Pending review	201-34
F-201-3-2-2-22	File - West Mall Complex, vol. 1	1989 - 1994	Pending review	201-34
F-201-3-2-2-23	File - West Mall Complex, vol. 2	1989 - 1994	Pending review	201-34
F-201-3-2-2-24	File - West Mall Complex, vol. 3	1989 - 1994	Pending review	201-34
F-201-3-2-2-25	File - West Mall Complex, vol. 4	1989 - 1994	Pending review	201-35
F-201-3-2-2-26	File - Multi-Tenant Facility	1990 - 1991	Pending review	201-35
F-201-3-2-2-27	File - Shrum Classroom Complex	1990 - 1991	Pending review	201-35
F-201-3-2-2-28	File - East Academic Annex	1991	Pending review	201-35
F-201-3-2-2-29	File - South Science Building	1991 - 1993	Pending review	201-35
F-201-3-2-2-30	File - Student Services Building, vol. 1	1991 - 1996	Pending review	201-35
F-201-3-2-2-31	File - Student Services Building, vol. 2	1991 - 1996	Pending review	201-35

F-201-3-2-2-32	File - Student Services Building, vol. 3	1991 - 1996	Pending review	201-35
F-201-3-2-2-33	File - Alcan Facility	1991 - 1992	Pending review	201-35
F-201-3-2-2-34	File - Space	1996 - 1997	Pending review	201-35
F-201-3-2-2-35	File - Applied Sciences Building	1985 - 1992	Pending review	201-31
F-201-3-2-2-36	File - Renovations, vol. 3	1986 - 1996	Pending review	

Sub-sub-series F-201-3-2-3: Teaching Support Staff Union (TSSU) consultations

Date: 1991 - 1998 (date of creation)

Physical description: 11 cm of textual records

Access points:

- Teaching Support Staff Union

File / item list

Ref code	Title	Dates	Access status	Container
F-201-3-2-3-1	File - TSSU	1991 - 1998	Pending review	201-36
F-201-3-2-3-2	File - TSSU	1993	Pending review	201-36
F-201-3-2-3-3	File - TSSU consultations	1993 - 1995	Pending review	201-36
F-201-3-2-3-4	File - TSSU, vol. 1	1994	Pending review	201-36
F-201-3-2-3-5	File - TSSU, vol. 2	1994	Pending review	201-36
F-201-3-2-3-6	File - TSSU, vol. 1	1995 - 1996	Pending review	201-36
F-201-3-2-3-7	File - TSSU, vol. 2	1995 - 1996	Pending review	201-36

Sub-sub-series F-201-3-2-4: Simon Fraser University Faculty Association (SFUFA) consultations

Date: 1991 - 1998 (date of creation)

Physical description: 22 cm of textual records

Access points:

- Simon Fraser University Faculty Association

File / item list

Ref code	Title	Dates	Access status	Container
F-201-3-2-4-1	File - Librarians	1991 - 1993	Pending review	201-36
F-201-3-2-4-2	File - SFUFA consultations, vol. 1	1993	Pending review	201-37
F-201-3-2-4-3	File - SFUFA consultations, vol. 2	1993	Pending review	201-37
F-201-3-2-4-4	File - SFUFA - arbitration	1994	Pending review	201-37
F-201-3-2-4-5	File - SFUFA consultations, vol. 1	1994	Pending review	201-37
F-201-3-2-4-6	File - SFUFA consultations, vol. 2	1994	Pending review	201-37
F-201-3-2-4-7	File - SFUFA general - faculty relations	1994	Pending review	201-37
F-201-3-2-4-8	File - SFUFA negotiations	1994	Pending review	201-69
F-201-3-2-4-9	File - SFUFA consultations, vol. 1	1995	Pending review	201-37
F-201-3-2-4-10	File - SFUFA consultations, vol. 2	1995	Pending review	201-38
F-201-3-2-4-11	File - SFUFA, vol. 1	1996	Pending review	201-38
F-201-3-2-4-12	File - SFUFA, vol. 2	1996	Pending review	201-38
F-201-3-2-4-13	File - SFUFA	1997 - 1998	Pending review	201-38

Sub-sub-series F-201-3-2-5: Committee to Review Personal Safety and Security at SFU

Date: 1992 - 1996 (date of creation)

Physical description: 9 cm of textual records

Access points:

- Committee to Review Personal Safety and Security at SFU

File / item list

Ref code	Title	Dates	Access status	Container
F-201-3-2-5-1	File - Safety Committee, vol. 1	1992 - 1994	Open	201-38
F-201-3-2-5-2	File - Safety Committee, vol. 2	1992 - 1994	Restricted in part	201-38
F-201-3-2-5-3	File - Safety Committee	1993	Open	201-38
F-201-3-2-5-4	File - Safety Committee	1993 - 1994	Restricted in part	201-39
F-201-3-2-5-5	File - Safety Committee	1993 - 1996	Restricted in part	201-39

Sub-sub-series F-201-3-2-6: University computing committees

Date: 1990 - 1995 (date of creation)

Physical description: 12 cm of textual records

Access points:

- University Computing Advisory Committee
- Committee on Instructional Computing
- Academic Computing Services Committee
- Committee on Research Computing
- Administrative Computing Coordinating Committee

File / item list

Ref code	Title	Dates	Access status	Container
F-201-3-2-6-1	File - University Computing Advisory Committee (UCAC), vol. 1	1990 - 1995	Pending review	201-39
F-201-3-2-6-2	File - University Computing Advisory Committee (UCAC), vol. 2	1990 - 1995	Pending review	201-39
F-201-3-2-6-3	File - University Computing Advisory Committee (UCAC), vol. 3	1990 - 1995	Pending review	201-39
F-201-3-2-6-4	File - University Computing Advisory Committee (UCAC), vol. 4	1990 - 1995	Pending review	201-39
F-201-3-2-6-5	File - Committee on Instructional Computing (COIC)	1991 - 1992	Pending review	201-39
F-201-3-2-6-6	File - Academic Computing Services Committee (ACSC)	1991 - 1993	Pending review	201-40
F-201-3-2-6-7	File - Committee on Research Computing (CORC)	1991 - 1993	Pending review	201-40
F-201-3-2-6-8	File - Administrative Computing Coordinating Committee (ACCC)	1991 - 1995	Pending review	201-40

Sub-sub-series F-201-3-2-7: Legal services

Date: 1991 - 1997 (date of creation)

Physical description: 17 cm of textual records

Access points:

- Human Rights Office

File / item list

Ref code	Title	Dates	Access status	Container
F-201-3-2-7-1	File - Legal services	1991 - 1993	Pending review	201-40
F-201-3-2-7-2	File - Legal services	1991 - 1993	Pending review	201-40
F-201-3-2-7-3	File - Legal services	1991 - 1993	Pending review	201-40
F-201-3-2-7-4	File - Harassment case	1992	Pending review	201-40
F-201-3-2-7-5	File - W. Anita Braha	1992 - 1995	Pending review	201-40
F-201-3-2-7-6	File - Legal services	1994	Pending review	201-40
F-201-3-2-7-7	File - Legal services	1994 - 1995	Pending review	201-40
F-201-3-2-7-8	File - Security	1996	Restricted in whole	201-40
F-201-3-2-7-9	File - Harassment Office	1996 - 1997	Pending review	201-41
F-201-3-2-7-10	File - Harassment Office	1996 - 1997	Pending review	201-41
F-201-3-2-7-11	File - Harassment Office	1996 - 1997	Pending review	201-41
F-201-3-2-7-12	File - Harassment Office	1996 - 1997	Pending review	201-41
F-201-3-2-7-13	File - Harassment Office	1996 - 1997	Pending review	201-41

Sub-sub-series F-201-3-2-8: British Columbia Council on Admissions and Transfers (BCCAT)

Date: 1992 - 1997 (date of creation)

Physical description: 23 cm of textual records

Access points:

- British Columbia Council on Admissions and Transfer

File / item list

Ref code	Title	Dates	Access status	Container
F-201-3-2-8-1	File - BCCAT	1992	Pending review	201-41
F-201-3-2-8-2	File - Transfer Credit Sub-committee	1992 - 1995	Pending review	201-41
F-201-3-2-8-3	File - BCCAT	1993	Pending review	201-41
F-201-3-2-8-4	File - BCCAT	1994	Pending review	201-42
F-201-3-2-8-5	File - BCCAT	1995	Pending review	201-42
F-201-3-2-8-6	File - BCCAT, vol. 1	1996	Pending review	201-42
F-201-3-2-8-7	File - BCCAT, vol. 2	1996	Pending review	201-42
F-201-3-2-8-8	File - BCCAT, vol. 1	1996 - 1997	Pending review	201-42
F-201-3-2-8-9	File - BCCAT, vol. 2	1996 - 1997	Pending review	201-42
F-201-3-2-8-10	File - BCCAT, vol. 3	1996 - 1997	Pending review	201-42
F-201-3-2-8-11	File - BCCAT, vol. 4	1996 - 1997	Pending review	201-42
F-201-3-2-8-12	File - BCCAT, vol. 5	1996 - 1997	Pending review	201-43
F-201-3-2-8-13	File - BCCAT, vol. 6	1996 - 1997	Pending review	201-43
F-201-3-2-8-14	File - BCCAT, vol. 7	1996 - 1997	Pending review	201-43
F-201-3-2-8-15	File - BCCAT, vol. 8	1996 - 1997	Pending review	201-43

Sub-sub-series F-201-3-2-9: File indices

Date: 1977 - 1994 (date of creation)

Physical description: 1 cm of textual records

File / item list

Ref code	Title	Dates	Access status	Container
F-201-3-2-9-1	File - File indices	1977 - 1994	Pending review	201-43

Sub-series F-201-3-3: Academic Advice Centre

Date: 1985 - 1992 (date of creation)

Scope and content:

Sub-series consists of the Associate Vice-President, Academic's correspondence with, related to, or copied from the Academic Advice Centre. For the whole of its existence (1971-1992), the Centre belonged to the VP Academic's reporting portfolio, though its direct reporting relationship shifted several times between the VP and the AVP. Activities documented in the correspondence include staffing, budget, policy development, and the reorganization and dissolution of the Centre in 1992. Records include correspondence, reports and statistics, student attrition and retention studies, advisors' manuals, and meeting agenda, minutes, and notes.

Physical description: 13 cm of textual records

Access points:

- Academic Advice Centre

Accruals:

No further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-201-3-3-0-1	File - Academic Advice Centre	1985 - 1986	Pending review	201-44
F-201-3-3-0-2	File - Academic Advice Centre	1986 - 1987	Pending review	201-44
F-201-3-3-0-3	File - Academic Advice Centre	1988 - 1989	Pending review	201-44
F-201-3-3-0-4	File - Academic Advice Centre, vol. 1	1991	Pending review	201-44
F-201-3-3-0-5	File - Academic Advice Centre, vol. 2	1991	Pending review	201-44
F-201-3-3-0-6	File - Academic Advice Centre, vol. 3	1991	Pending review	201-44
F-201-3-3-0-7	File - Academic Advice Centre	1992	Pending review	201-44

Sub-series F-201-3-4: Analytical Studies

Date: 1986 - 1998 (date of creation)

Scope and content:

Sub-series consists of the Associate Vice-President, Academic's correspondence with, related to, or copied from Analytical Studies. Analytical Studies moved to the VP

Academic's reporting portfolio in 1985, although for all of the period covered by this series it reported directly to the VP Academic (rather than the AVP). Records include correspondence, reports, and statistics, including departmental profiles and enrollment statistics.

Physical description: 14 cm of textual records

Access points:

- Institutional Research and Planning

Accruals:

Further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-201-3-4-0-1	File - Analytical Studies	1986	Pending review	201-45
F-201-3-4-0-2	File - Analytical Studies	1987	Pending review	201-45
F-201-3-4-0-3	File - Analytical Studies	1989	Pending review	201-45
F-201-3-4-0-4	File - Analytical Studies	1991	Pending review	201-45
F-201-3-4-0-5	File - Analytical Studies	1992	Pending review	201-45
F-201-3-4-0-6	File - Analytical Studies	1993	Pending review	201-45
F-201-3-4-0-7	File - Analytical Studies	1993 - 1994	Pending review	201-45
F-201-3-4-0-8	File - Analytical Studies	1995	Pending review	201-45
F-201-3-4-0-9	File - Analytical Studies	1996 - 1998	Pending review	201-47

Sub-series F-201-3-5: Cooperative Education

Date: 1985 - 1996 (date of creation)

Scope and content:

Sub-series consists of the Associate Vice-President, Academic's correspondence with, related to, or copied from Cooperative Education during the period in which it reported to the AVP Academic (1985-1996). After 1996, Cooperative Education reported to Student Services, though it later returned again to the VP Academic portfolio in 1999. Activities documented in the correspondence include departmental budget planning, staffing, program development, and the deliberations and activities of the SFU Coop Advisory Council. Records include correspondence, reports, budgets, program proposals, meeting minutes and supporting papers, and a coop student handbook (1993).

Physical description: 20 cm of textual records

Access points:

- Cooperative Education
- Coop Advisory Council

Accruals:

No further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-201-3-5-0-1	File - Cooperative Education, vol. 1	1985 - 1986	Pending review	201-47
F-201-3-5-0-2	File - Cooperative Education, vol. 2	1985 - 1986	Pending review	201-47
F-201-3-5-0-3	File - Cooperative Education - budget	1985 - 1986	Pending review	201-47
F-201-3-5-0-4	File - Cooperative Education	1985 - 1987	Pending review	201-47
F-201-3-5-0-5	File - Cooperative Education	1989	Pending review	201-47
F-201-3-5-0-6	File - Cooperative Education	1990 - 1991	Pending review	201-47
F-201-3-5-0-7	File - Cooperative Education	1992	Pending review	201-48
F-201-3-5-0-8	File - Cooperative Education	1993	Pending review	201-48
F-201-3-5-0-9	File - Cooperative Education	1994	Pending review	201-48
F-201-3-5-0-10	File - Cooperative Education	1994 - 1995	Pending review	201-48
F-201-3-5-0-11	File - Cooperative Education	1994 - 1996	Pending review	201-43

Sub-series F-201-3-6: Financial Aid and Awards

Date: 1985 - 1993 (date of creation)

Scope and content:

Sub-series consists of the Associate Vice-President, Academic's correspondence with, related to, or copied from the Financial Aid and Awards Office during the period in which it reported to the AVP Academic (1984-1994). Note that until 1989, the Office was called simply the Financial Aid Office. From 1994 it reported to the Registrar, where it was eventually merged with other programs to form part of the Student Academic Resources Office. Activities documented in the correspondence include departmental budget planning, program and policy development, and the external review of the department in 1991. The sub-series also includes one file of correspondence with the Community Relations Office. This appears to have been a short-lived office, established around 1986 with the appointment of Vern Loewen (also Director of Financial Aid) as Community Relations Officer; it does not appear to have continued beyond 1987. Records in the sub-series include correspondence, meeting minutes, budgets, statistics and reports.

Physical description: 26 cm of textual records

Access points:

- Financial Aid and Awards
- Community Relations Office

Accruals:

No further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-201-3-6-0-1	File - Financial Aid	1985 - 1986	Pending review	201-48

F-201-3-6-0-2	File - Community Relations	1986 - 1987	Pending review	201-48
F-201-3-6-0-3	File - Financial Aid, vol. 1	1986 - 1987	Pending review	201-49
F-201-3-6-0-4	File - Financial Aid, vol. 2	1986 - 1987	Pending review	201-49
F-201-3-6-0-5	File - Financial Aid and Awards, vol. 1	1989 - 1992	Pending review	201-49
F-201-3-6-0-6	File - Financial Aid and Awards, vol. 2	1989 - 1992	Pending review	201-49
F-201-3-6-0-7	File - Financial Aid and Awards, vol. 1	1991	Pending review	201-49
F-201-3-6-0-8	File - Financial Aid and Awards, vol. 2	1991	Pending review	201-50
F-201-3-6-0-9	File - Entrance scholarships	1991 - 1992	Pending review	201-50
F-201-3-6-0-10	File - Money-related items	1991 - 1992	Pending review	201-50
F-201-3-6-0-11	File - Financial Aid and Awards, vol. 1	1993	Pending review	201-50
F-201-3-6-0-12	File - Financial Aid and Awards, vol. 2	1993	Pending review	201-50

Sub-series F-201-3-7: Registrar

Date: 1985 - 1996 (date of creation)

Scope and content:

Sub-series consists of the Associate Vice-President, Academic's correspondence with, related to, or copied from the Registrar's Office during the period in which it reported to the AVP Academic (1985-1996). In 1996, the Registrar's Office was reorganized as part of Student Services. Activities documented in the correspondence include admissions, registration and teleregistration, enrollment management, and IT systems planning. Records include correspondence, reports, surveys, and meeting minutes.

Physical description: 25 cm of textual records

Access points:

- Registrar's Office

Accruals:

No further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-201-3-7-0-1	File - Registrar	1985 - 1986	Pending review	201-50
F-201-3-7-0-2	File - Registrar	1986 - 1987	Pending review	201-50
F-201-3-7-0-3	File - Admissions	1986 - 1987	Pending review	201-51
F-201-3-7-0-4	File - Registrar - general	1989 - 1990	Pending review	201-51
F-201-3-7-0-5	File - Systems development plan	1990 - 1991	Pending review	201-51
F-201-3-7-0-6	File - Teleregistration	1990 - 1992	Pending review	201-51
F-201-3-7-0-7	File - Admissions, vol. 1	1990 - 1995	Pending review	201-51
F-201-3-7-0-8	File - Admissions, vol. 2	1990 - 1995	Pending review	201-51
F-201-3-7-0-9	File - Admissions, vol. 3	1990 - 1995	Pending review	201-51
F-201-3-7-0-10	File - Registrar - general	1991	Pending review	201-51

F-201-3-7-0-11	File - Registrar - general	1991 - 1992	Pending review	201-52
F-201-3-7-0-12	File - Registrar - general	1992 - 1993	Pending review	201-52
F-201-3-7-0-13	File - Registrar - general, vol. 1	1993 - 1994	Pending review	201-52
F-201-3-7-0-14	File - Registrar - general, vol. 2	1993 - 1994	Pending review	201-52
F-201-3-7-0-15	File - Registrar	1995 - 1996	Pending review	201-52

Sub-series F-201-3-8: Animal Care Facility

Date: 1990 - 1993 (date of creation)

Scope and content:

Sub-series consists of the Associate Vice-President, Academic's correspondence with, related to, or copied from the Animal Care Facility during the period in which it reported to the AVP Academic (1990-1994). From 1994 on, the Animal Care Facility reported to the VP Research. Activities documented in the correspondence include management of the facilities, assessments by the Canadian Council on Animal Care, and development of policy, services and programs. Records include correspondence and reports.

Physical description: 6 cm of textual records

Access points:

- Animal Care Facility
- Canadian Council on Animal Care

Accruals:

No further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-201-3-8-0-1	File - Animal Care Facility	1990	Pending review	201-52
F-201-3-8-0-2	File - Animal Care Facility	1991	Pending review	201-52
F-201-3-8-0-3	File - Animal Care Facility	1991 - 1992	Pending review	201-53
F-201-3-8-0-4	File - Animal Care Facility	1993	Pending review	201-53

Sub-series F-201-3-9: Archives

Date: 1990 - 1996 (date of creation)

Scope and content:

Sub-series consists of the Associate Vice-President, Academic's correspondence with, related to, or copied from the University Archives during the period in which it reported to the AVP Academic (1990-1996). After 1996 the Archives reported to the Dean of Student Services (1996-2000), returned again briefly to the AVP Academic reporting portfolio in 2000-2001, then moved to the AVP Policy, Equity, Legal (2001-). Activities documented in the correspondence include departmental budget planning and staffing, search for the University Archivist (1993-1994), policy development, and establishment of the SFU's access and privacy program in 1994 as part of the university's compliance with the provincial Freedom of Information and Protection of Privacy Act.

Physical description: 7 cm of textual records

Access points:

- Archives and Records Management Department

Accruals:

No further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-201-3-9-0-1	File - Archives	1990	Pending review	201-53
F-201-3-9-0-2	File - Archives	1991	Pending review	201-53
F-201-3-9-0-3	File - Archives	1992	Pending review	201-53
F-201-3-9-0-4	File - Archives	1993	Pending review	201-53
F-201-3-9-0-5	File - Archives	1993 - 1994	Pending review	201-53
F-201-3-9-0-6	File - Archives	1995 - 1996	Pending review	201-53

Sub-series F-201-3-10: Computing Services

Date: 1989 - 1993 (date of creation)

Scope and content:

Sub-series consists of the Associate Vice-President, Academic's correspondence with, related to, or copied from Computing Services during the period in which it reported to the AVP Academic (1990-1994). In 1991 Computing Services was reorganized into Academic Computing Services (ACS) and Operations and Technical Support (OTS); from 1994 both of these units shifted their reporting relationship from the AVP to the VP Academic. Activities documented in the correspondence include departmental budget and organizational planning, IT systems, network and infrastructure planning, development of an information management system for the Eastern Indonesian Universities Development Project (EIUDP), and operations of the university's Microcomputer Store. Records includes correspondence, reports, discussion papers, and meeting minutes.

Physical description: 10 cm of textual records

Access points:

- Eastern Indonesia Universities Development Project
- Computing Services

Accruals:

No further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
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F-201-3-10-0-1	File - Eastern Indonesia University Development Project (EIUDP) - management information system	1989 - 1991	Pending review	201-53
F-201-3-10-0-2	File - Computing Services	1990	Pending review	201-53
F-201-3-10-0-3	File - Computing Services	1991	Pending review	201-53
F-201-3-10-0-4	File - Computing Services, vol. 1	1992	Pending review	201-54
F-201-3-10-0-5	File - Computing Services, vol. 2	1992	Pending review	201-54
F-201-3-10-0-6	File - Computing Services, vol. 1	1993	Pending review	201-54
F-201-3-10-0-7	File - Computing Services, vol. 2	1993	Pending review	201-54

Sub-series F-201-3-11: Instructional Media Centre

Date: 1990 - 1993 (date of creation)

Scope and content:

Sub-series consists of the Associate Vice-President, Academic's correspondence with, related to, or copied from the Instructional Media Centre (IMC) during the period in which it reported to the AVP Academic (1990-1994). After 1994, IMC shifted its reporting relationship from the AVP to the VP Academic (1994-2001). but returned in 2001 as part of the newly restructured Learning and Instructional Development Centre (LIDC). Activities documented in the correspondence include departmental budget and organizational planning, and development of services. Records consists predominantly of correspondence, with some reports.

Physical description: 5 cm of textual records and other material

Note:

Physical description: includes 5 oversize architectural plans (see file 2).

Access points:

- Creative Services Group

Accruals:

No further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-201-3-11-0-1	File - Instructional Media Centre	1990 - 1991	Pending review	201-54
F-201-3-11-0-2	File - Instructional Media Centre	1992	Pending review	201-54
F-201-3-11-0-3	File - Instructional Media Centre	1992	Pending review	
F-201-3-11-0-4	File - Instructional Media Centre	1993	Pending review	201-54

Sub-series F-201-3-12: Reprographics

Date: 1992 - 1993 (date of creation)

Scope and content:

Sub-series consists of the Associate Vice-President, Academic's correspondence with, related to, or copied from Reprographics during the period in which it reported to

the AVP Academic (1991-1994). After 1994, Reprographics reported directly to the VP Academic (1994-2000), returned shortly to AVP Academic (2000-2002), then moved to Finance and Auxiliary Services (2002-). Activities documented in the correspondence include general organizational and budget planning. Records consists predominantly of correspondence, with some reports.

Physical description: 1 cm of textual records

Access points:

- Reprographics

Accruals:

No further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-201-3-12-0-1	File - Reprographics	1992 - 1993	Pending review	201-56

Sub-series F-201-3-13: Student Services

Date: 1985 - 1996 (date of creation)

Scope and content:

Sub-series consists of the Associate Vice-President, Academic's correspondence with, related to, or copied from Student Services. Although Student Services did not move to the VP Academic's reporting portfolio until 1994, the AVP Academic maintained a correspondence with the Director and with the various units comprising Student Services, including Athletics and Recreation, Health Services, the Day Care Centre, and Residence and Housing. The AVP Academic's Office also filed here correspondence with or relating to the Simon Fraser Student Society (SFSS). Records consists predominantly of correspondence, with some reports.

Physical description: 21 cm of textual records

Access points:

- Student Services
- Health Services
- Athletic and Recreational Services
- Simon Fraser University Childcare Society
- Residence and Housing Office
- Simon Fraser Student Society

Accruals:

No further accruals to the sub-series are expected.

File / item list				
Ref code	Title	Dates	Access status	Container
F-201-3-13-0-1	File - Student Services - general	1985 - 1994	Pending review	201-54
F-201-3-13-0-2	File - Activity fee	1986 - 1991	Pending review	201-55
F-201-3-13-0-3	File - Canadianization	1986 - 1992	Pending review	201-55
F-201-3-13-0-4	File - Health Services	1988 - 1994	Pending review	201-55
F-201-3-13-0-5	File - Fund-raising	1989 - 1994	Pending review	201-55
F-201-3-13-0-6	File - Student Services - general	1989 - 1994	Pending review	201-55
F-201-3-13-0-7	File - Day Care Centre	1990 - 1994	Pending review	201-55
F-201-3-13-0-8	File - Student Society	1990 - 1994	Pending review	201-55
F-201-3-13-0-9	File - Student Services, vol. 1	1993 - 1994	Pending review	201-55
F-201-3-13-0-10	File - Student Services, vol. 2	1993 - 1994	Pending review	201-56
F-201-3-13-0-11	File - Residences	1993 - 1994	Pending review	201-56
F-201-3-13-0-12	File - Residence - proposal	1994	Pending review	201-56
F-201-3-13-0-13	File - [Athletics]	1995 - 1996	Pending review	201-56
F-201-3-13-0-14	File - Student Services	1995 - 1996	Pending review	201-56

Series F-201-4: Faculties - correspondence

Date: 1985 - 1992 (date of creation)

Scope and content:

Series consists of the Associate Vice-President, Academic's correspondence with, related to, or copied from university academic faculties and departments, including the Faculties of the Arts, Education, Science, Applied Sciences, Business Administration, Continuing Studies, and Graduate Studies. Activities documented include budget planning, program and project proposals, fees, funding, and downtown campus planning. Records include correspondence, reports, meeting minutes, budgets, proposals, presentations, and brochures and other printed matter.

Physical description: 15 cm of textual records

Access points:

- Faculty of Science
- Faculty of Arts and Social Sciences
- Faculty of Education
- Faculty of Applied Sciences
- Continuing Studies
- Office of the Dean of Graduate Studies
- Beedie School of Business

Arrangement:

The arrangement of the material is based on the original file classification system used by the creator to organize the records. Files are arranged chronologically.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an

archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Accruals:

No further accruals to the series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-201-4-0-0-1	File - Faculty of Science, vol. 1	1985 - 1992	Pending review	201-56
F-201-4-0-0-2	File - Faculty of Science, vol. 2	1985 - 1992	Pending review	201-56
F-201-4-0-0-3	File - Faculty of Science, vol. 3	1985 - 1992	Pending review	201-56
F-201-4-0-0-4	File - Continuing Studies / Downtown campus	1986 - 1990	Pending review	201-57
F-201-4-0-0-5	File - Faculty of Education	1986 - 1990	Pending review	201-57
F-201-4-0-0-6	File - Graduate Studies	1986 - 1992	Pending review	201-57
F-201-4-0-0-7	File - Faculty of Applied Sciences	1986 - 1992	Pending review	201-57
F-201-4-0-0-8	File - Faculty of Arts, vol. 1	1986 - 1992	Pending review	201-57
F-201-4-0-0-9	File - Faculty of Arts, vol. 2	1986 - 1992	Pending review	201-57
F-201-4-0-0-10	File - Faculty of Arts, vol. 3	1986 - 1992	Pending review	201-57
F-201-4-0-0-11	File - Faculty of Arts, vol. 4	1986 - 1992	Pending review	201-57
F-201-4-0-0-12	File - Faculty of Business Administration	1990 - 1992	Pending review	201-57

Series F-201-5: Senate committee records

Date: 1984 - 1998 (date of creation)

Scope and content:

Series consists of records relating to the deliberations and activities of various Senate committees. With one exception – sub-series 4, the Senate Committee on Academic Discipline (SCAD) – the Associate Vice-President, Academic either chaired or participated on all of the committees represented by the sub-series. Records include meeting agendas, minutes, and supporting papers; and correspondence, reports, statistics, and notes and working papers.

Physical description: 1.32 m of textual records

Arrangement:

The arrangement of the material into sub-sub-series is based on the original file classification system used by the creator to organize the records. Sub-series are generally arranged chronologically. Files are arranged chronologically.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Accruals:

Further accruals to the series are expected. See individual sub-series descriptions for an indication of which sub-series are open (further accruals are expected) and which are closed (no further accruals expected).

File / item list

Ref code	Title	Dates	Access status	Container
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Sub-series F-201-5-1: Senate Policy Committee on Scholarships, Awards and Bursaries (SPCSAB)

Creator: Senate Policy Committee on Scholarships, Awards and Bursaries

Date: 1984 - 1995 (date of creation)

Scope and content:

This sub-series consists of the Associate Vice-President, Academic's working files as a committee member of SPCSAB. It also includes several files relating to SPCSAB's predecessor (SCSAB). Records include agendas, minutes, correspondence, reports, statistics, and notes and working papers.

Physical description: 21 cm of textual records

Accruals:

No further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
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F-201-5-1-0-1	File - Senate Committee on Scholarships, Awards and Bursaries (SCSAB)	1984 - 1985	Pending review	201-57
F-201-5-1-0-2	File - Senate Committee on Scholarships, Awards and Bursaries (SCSAB), vol. 1	1986	Pending review	201-58
F-201-5-1-0-3	File - Senate Committee on Scholarships, Awards and Bursaries (SCSAB), vol. 2	1986	Pending review	201-58
F-201-5-1-0-4	File - Senate Policy Committee on Scholarships, Awards and Bursaries (SPCSAB)	1990	Pending review	201-58
F-201-5-1-0-5	File - Senate Policy Committee on Scholarships, Awards and Bursaries (SPCSAB), vol. 1	1992	Pending review	201-58

F-201-5-1-0-6	File - Senate Policy Committee on Scholarships, Awards and Bursaries (SPCSAB), vol. 2	1992	Pending review	201-58
F-201-5-1-0-7	File - Senate Policy Committee on Scholarships, Awards and Bursaries (SPCSAB), vol. 1	1993	Pending review	201-58
F-201-5-1-0-8	File - Senate Policy Committee on Scholarships, Awards and Bursaries (SPCSAB), vol. 2	1993	Pending review	201-58
F-201-5-1-0-9	File - Senate Policy Committee on Scholarships, Awards and Bursaries (SPCSAB), vol. 1	1994	Pending review	201-59
F-201-5-1-0-10	File - Senate Policy Committee on Scholarships, Awards and Bursaries (SPCSAB), vol. 2	1994	Pending review	201-59
F-201-5-1-0-11	File - Senate Policy Committee on Scholarships, Awards and Bursaries (SPCSAB), vol. 1	1995	Pending review	201-59
F-201-5-1-0-12	File - Senate Policy Committee on Scholarships, Awards and Bursaries (SPCSAB), vol. 2	1995	Pending review	201-59

Sub-series F-201-5-2: Senate Undergraduate Admissions Board (SUAB)

Creator: Senate Undergraduate Admissions Board

Date: 1985 - 1995 (date of creation)

Scope and content:

This sub-series consists of the Associate Vice-President, Academic's working files as a committee member of SUAB. Records include agendas, minutes, correspondence, reports, policies, and briefs.

Physical description: 18 cm of textual records

Accruals:

No further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-201-5-2-0-1	File - Senate Undergraduate Admissions Board (SUAB)	1985 - 1986	Pending review	201-59
F-201-5-2-0-2	File - Senate Undergraduate Admissions Board (SUAB) - Advanced Placement	1985 - 1986	Pending review	201-59
F-201-5-2-0-3	File - Senate Undergraduate Admissions Board (SUAB), vol. 1	1990	Pending review	201-59
F-201-5-2-0-4	File - Senate Undergraduate Admissions Board (SUAB), vol. 2	1990	Pending review	201-60
F-201-5-2-0-5	File - Senate Undergraduate Admissions Board (SUAB)	1991 - 1992	Pending review	201-60

F-201-5-2-0-6	File - Senate Undergraduate Admissions Board (SUAB)	1992 - 1993	Pending review	201-60
F-201-5-2-0-7	File - Senate Undergraduate Admissions Board (SUAB), vol. 1	1994	Pending review	201-60
F-201-5-2-0-8	File - Senate Undergraduate Admissions Board (SUAB), vol. 2	1994	Pending review	201-60
F-201-5-2-0-9	File - Senate Undergraduate Admissions Board (SUAB), vol. 1	1995	Pending review	201-60
F-201-5-2-0-10	File - Senate Undergraduate Admissions Board (SUAB), vol. 2	1995	Pending review	201-60

Sub-series F-201-5-3: Senate Committee on Undergraduate Studies (SCUS)

Creator: Senate Committee on Undergraduate Studies

Date: 1986 - 1994 (date of creation)

Scope and content:

This sub-series consists of the Associate Vice-President, Academic's working files as Chair of SCUS. Records include agendas, minutes, correspondence, reports, curriculum proposals, course descriptions, calendar revisions, and policies.

Physical description: 33 cm of textual records

Accruals:

No further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-201-5-3-0-1	File - Senate Committee on Undergraduate Studies (SCUS)	1986	Pending review	201-61
F-201-5-3-0-2	File - Senate Committee on Undergraduate Studies (SCUS)	1990	Pending review	201-61
F-201-5-3-0-3	File - Senate Committee on Undergraduate Studies (SCUS), vol. 1	1992	Pending review	201-61
F-201-5-3-0-4	File - Senate Committee on Undergraduate Studies (SCUS), vol. 2	1992	Pending review	201-61
F-201-5-3-0-5	File - Senate Committee on Undergraduate Studies (SCUS), vol. 3	1992	Pending review	201-61
F-201-5-3-0-6	File - Senate Committee on Undergraduate Studies (SCUS), vol. 1	1993	Pending review	201-61
F-201-5-3-0-7	File - Senate Committee on Undergraduate Studies (SCUS), vol. 2	1993	Pending review	201-61
F-201-5-3-0-8	File - Senate Committee on Undergraduate Studies (SCUS), vol. 3	1993	Pending review	201-62

F-201-5-3-0-9	File - Senate Committee on Undergraduate Studies (SCUS), vol. 4	1993	Pending review	201-62
F-201-5-3-0-10	File - Senate Committee on Undergraduate Studies (SCUS), vol. 5	1993	Pending review	201-62
F-201-5-3-0-11	File - Senate Committee on Undergraduate Studies (SCUS), vol. 6	1993	Pending review	201-62
F-201-5-3-0-12	File - Senate Committee on Undergraduate Studies (SCUS), vol. 7	1993	Pending review	201-62
F-201-5-3-0-13	File - Senate Committee on Undergraduate Studies (SCUS), vol. 1	1994	Pending review	201-62
F-201-5-3-0-14	File - Senate Committee on Undergraduate Studies (SCUS), vol. 2	1994	Pending review	201-62
F-201-5-3-0-15	File - Senate Committee on Undergraduate Studies (SCUS), vol. 3	1994	Pending review	201-63
F-201-5-3-0-16	File - Senate Committee on Undergraduate Studies (SCUS), vol. 4	1994	Pending review	201-63
F-201-5-3-0-17	File - Senate Committee on Undergraduate Studies (SCUS), vol. 5	1994	Pending review	201-63
F-201-5-3-0-18	File - Senate Committee on Undergraduate Studies (SCUS), vol. 6	1994	Pending review	201-63

Sub-series F-201-5-4: Senate Committee on Academic Discipline (SCAD)

Date: 1990 - 1992 (date of creation)

Scope and content:

Sub-series consists of the Associate Vice-President, Academic's correspondence relating to the Senate Committee on Academic Discipline (SCAD) and its proposed revisions to university academic discipline policies. Records consists of correspondence, policies, revisions, and notes.

Physical description: 2 cm of textual records

Access points:

- Senate Committee on Academic Discipline

Accruals:

No further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
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F-201-5-4-0-1	File - Senate Committee on Academic Discipline (SCAD)	1990 - 1992	Pending review	201-63
Sub-series F-201-5-5: Senate Committee on Academic Planning (SCAP)				
<u>Creator:</u> Senate Committee on University Priorities				
<u>Date:</u> 1990 - 1994 (date of creation)				
<u>Scope and content:</u>				
This sub-series consists of the Associate Vice-President, Academic's working files as a member of SCAP. Records include agendas, minutes, correspondence, reports, curriculum proposals and authorizations, calendar changes, budget summaries, and external reviews and responses.				
<u>Physical description:</u> 33 cm of textual records				
<u>Accruals:</u>				
No further accruals to the sub-series are expected.				
File / item list				
Ref code	Title	Dates	Access status	Container
F-201-5-5-0-1	File - Senate Committee on Academic Planning (SCAP), vol. 1	1990	Pending review	201-63
F-201-5-5-0-2	File - Senate Committee on Academic Planning (SCAP), vol. 1	1990	Pending review	201-64
F-201-5-5-0-3	File - Senate Committee on Academic Planning (SCAP), vol. 2	1990	Pending review	201-64
F-201-5-5-0-4	File - Senate Committee on Academic Planning (SCAP), vol. 1	1992	Pending review	201-64
F-201-5-5-0-5	File - Senate Committee on Academic Planning (SCAP), vol. 2	1992	Pending review	201-64
F-201-5-5-0-6	File - Senate Committee on Academic Planning (SCAP), vol. 1	1993	Pending review	201-64
F-201-5-5-0-7	File - Senate Committee on Academic Planning (SCAP), vol. 2	1993	Pending review	201-64
F-201-5-5-0-8	File - Senate Committee on Academic Planning (SCAP), vol. 3	1993	Pending review	201-65
F-201-5-5-0-9	File - Senate Committee on Academic Planning (SCAP), vol. 4	1993	Pending review	201-65
F-201-5-5-0-10	File - Senate Committee on Academic Planning (SCAP), vol. 5	1993	Pending review	201-65
F-201-5-5-0-11	File - Senate Committee on Academic Planning (SCAP), vol. 1	1994	Pending review	201-65
F-201-5-5-0-12	File - Senate Committee on Academic Planning (SCAP), vol. 2	1994	Pending review	201-65
F-201-5-5-0-13	File - Senate Committee on Academic Planning (SCAP), vol. 3	1994	Pending review	201-65
F-201-5-5-0-14	File - Senate Committee on Academic Planning (SCAP), vol. 4	1994	Pending review	201-66
F-201-5-5-0-15	File - Senate Committee on Academic Planning (SCAP), vol. 5	1994	Pending review	201-66

F-201-5-5-0-16	File - Senate Committee on Academic Planning (SCAP), vol. 6	1994	Pending review	201-66
<p>Sub-series F-201-5-6: Senate Undergraduate Awards Adjudications Committee (SUAAC)</p> <p><u>Creator:</u> Senate Undergraduate Awards Adjudication Committee</p> <p><u>Date:</u> 1990 - 1995 (date of creation)</p> <p><u>Scope and content:</u></p> <p>This sub-series consists of the Associate Vice-President, Academic's working files as Chair of SUAAC. Records include agendas, minutes, correspondence, reports, award nominations and lists of recipients.</p> <p><u>Physical description:</u> 4 cm of textual records</p> <p><u>Access points:</u></p> <ul style="list-style-type: none"> Senate Undergraduate Awards Adjudication Committee <p><u>Accruals:</u></p> <p>No further accruals to the sub-series are expected.</p>				
File / item list				
Ref code	Title	Dates	Access status	Container
F-201-5-6-0-1	File - Senate Undergraduate Awards Adjudication Committee (SUAAC)	1990 - 1993	Pending review	201-66
F-201-5-6-0-2	File - Senate Undergraduate Awards Adjudication Committee (SUAAC)	1994 - 1995	Pending review	201-66
<p>Sub-series F-201-5-7: Senate Committee on Enrolment Management and Planning (SCEMP)</p> <p><u>Creator:</u> Senate Committee on Enrolment Management and Planning</p> <p><u>Date:</u> 1992 - 1998 (date of creation)</p> <p><u>Scope and content:</u></p> <p>This sub-series consists of the Associate Vice-President, Academic's working files as a member of SCEMP. Records include agendas, minutes, correspondence, reports and statistics.</p> <p><u>Physical description:</u> 6 cm of textual records</p> <p><u>Accruals:</u></p> <p>Further accruals to the sub-series are expected.</p>				

File / item list				
Ref code	Title	Dates	Access status	Container
F-201-5-7-0-1	File - Senate Committee on Enrolment Management and Planning (SEMP)	1992 - 1993	Pending review	201-66
F-201-5-7-0-2	File - Senate Committee on Enrolment Management and Planning (SEMP)	1993 - 1994	Pending review	201-67
F-201-5-7-0-3	File - Senate Committee on Enrolment Management and Planning (SEMP)	1995 - 1998	Pending review	201-67

Sub-series F-201-5-8: Senate Committee to Review Academic Discipline and Student Conduct Policies (SCRAD)

Creator: Senate Committee to Review Academic Discipline and Student Conduct Policies

Date: 1993 - 1994 (date of creation)

Scope and content:

This sub-series consists of the Associate Vice-President, Academic's working files as Chair of SCRAD. Records include agendas, minutes, correspondence, reports, policies, drafts, notes, and working papers.

Physical description: 8 cm of textual records

Accruals:

No further accruals to the sub-series are expected.

File / item list				
Ref code	Title	Dates	Access status	Container
F-201-5-8-0-1	File - Senate Ad Hoc Committee to Review Academic Discipline and Student Conduct Policies (SCRAD), vol. 1	1993 - 1994	Pending review	201-67
F-201-5-8-0-2	File - Senate Ad Hoc Committee to Review Academic Discipline and Student Conduct Policies (SCRAD), vol. 2	1993 - 1994	Pending review	201-67
F-201-5-8-0-3	File - Senate Ad Hoc Committee to Review Academic Discipline and Student Conduct Policies (SCRAD), vol. 3	1993 - 1994	Pending review	201-67
F-201-5-8-0-4	File - Senate Ad Hoc Committee to Review Academic Discipline and Student Conduct Policies (SCRAD), vol. 4	1993 - 1994	Pending review	201-67

Sub-series F-201-5-9: Senate Committee on Course Scheduling (SCCS)

Creator: Senate Committee on Course Scheduling and Timetabling

Date: 1995 - 1996 (date of creation)

Scope and content:

This sub-series consists of the Associate Vice-President, Academic's working files as a member of SCCS. Records include correspondence, reports, statistics, notes, and working papers.

Physical description: 5 cm of textual records

Accruals:

No further accruals to the sub-series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-201-5-9-0-1	File - Sebate Committee on Course Scheduling (SCCS), vol. 1	1995 - 1996	Pending review	201-68
F-201-5-9-0-2	File - Sebate Committee on Course Scheduling (SCCS), vol. 2	1995 - 1996	Pending review	201-68
F-201-5-9-0-3	File - Sebate Committee on Course Scheduling (SCCS), vol. 3	1995 - 1996	Pending review	201-68