

The logo for Simon Fraser University (SFU), consisting of the letters "SFU" in white, bold, sans-serif font, centered within a solid red rectangular background.

Simon Fraser University Archives and Records Management Department

Finding Aid - Academic Planning Office fonds (F-49)

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Academic Planning Office fonds

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Summary information

Repository:	Simon Fraser University Archives and Records Management Department
Title:	Academic Planning Office fonds
Reference code:	F-49
Date:	1961 - 1972 (date of creation)
Physical description:	25 cm of textual records
Dates of creation, revision and deletion:	Finding aid prepared by Caitlin Webster, Frances Fournier, Ian Forsyth, Enid Britt, Sarah Cooper (January 1998). Updated by Enid Britt (July 2006). Finding aid updated by Enid Britt (September 2007).

Administrative history / Biographical sketch

Note

The position of Director of Academic Planning (also referred to as the Academic Planner) was created by President McTaggart-Cowan in 1963 in order to help plan, organize, and formulate policies on the academic activities of the University. Duties of the director included providing assistance to the President, the Senate, and the Board of Governors in making decisions as to the format of the academic year to be adopted by SFU (e.g., a semester system versus a term year system); the organization of University faculties (including making decisions as to which faculties were to be included in the University); the planning of University academic priorities in relation to programs offered by other universities in the community; the setting of admissions policies; the establishment of student study formats (such as sizes of lectures and tutorials, and grading standards); the formulation of policies regarding academic staff; and the formulation of expansion plans for the University. The Academic Planner reported to the Vice-President, Academic, until the position of Academic Planner was eliminated in 1974.

On November 14, 1963, the University hired its first Director of Academic Planning, Ronald James Baker, who assumed his duties on January 1, 1964. On December 10 of that year he also became the head of SFU's English department. He served in these positions until 1969, when he left SFU to become President of the University of Prince Edward Island. At that time, John Chase took over duties as Academic Planner. Chase left the position in 1974 to become Director of Institutional Studies (now Analytical Studies) for SFU.

Scope and content

Fonds consists of records of the Academic Planner for SFU. Fonds includes, correspondence, policies, reference material, and other materials. Materials relate to the formation of University policies, the

appointment of University faculty and staff, the dissemination of information regarding SFU through various media outlets, and other functions.

Notes

Title notes

- **Source of title proper:** Title based on the name of the body.

Arrangement

Files within series 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

File lists are available.

Related material

Consult the Ronald J. Baker fonds. Also consult the Analytical Studies (F-52) fonds for additional correspondence of John Chase as Academic Planner.

Accruals

All accessions have been processed as of September 2002. No further accruals are expected.

Other notes

- **Publication status:** published
 - **Level of detail:** Full
 - **Status description:** Revised
-

Access points

- Baker, Ron (subject)
- Chase, John (subject)

Series descriptions

Series F-49-1: Director's correspondence

Date: 1963 - 1972 (date of creation)

Scope and content:

Series consists of correspondence of the Director of Academic Planning. Correspondence includes letters received and copies of letters sent. Correspondents include members of the media, university administrators, and potential University employees and students. Materials relate to the formulation of University policies, the dissemination of information regarding the University, the staffing of the University, and other topics.

Physical description: 12 cm of textual records

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 includes an index to correspondence from 1963 to 1965.

Publication status:

published

File / item list

Reference code	Title	Dates	Access status	Container
F-49-1-0-0-1	File - Index to correspondence	1963 - 1965	Pending review	49-1
F-49-1-0-0-2	File - Director's correspondence	1963	Pending review	49-1
F-49-1-0-0-3	File - Director's correspondence	1964	Pending review	49-1
F-49-1-0-0-4	File - Director's correspondence	1964	Pending review	49-1
F-49-1-0-0-5	File - Director's correspondence	1964	Pending review	49-1
F-49-1-0-0-6	File - Director's correspondence	1964	Pending review	49-1
F-49-1-0-0-7	File - Director's correspondence	1965	Pending review	49-1
F-49-1-0-0-8	File - Director's correspondence	1965	Pending review	49-1
F-49-1-0-0-9	File - Director's correspondence	1965	Pending review	49-1
F-49-1-0-0-10	File - Director's correspondence	1965	Pending review	49-1
F-49-1-0-0-11	File - Director's correspondence	1966 - 1972	Restricted in part	49-1

Series F-49-2: Policies and reference material

Date: 1961 - 1967 (date of creation)

Scope and content:

Series consists of draft policies for SFU, as well as reference material used to formulate those policies. Policies relate to academic plans, examinations, credit hours and degree requirements, student activity fees, academic calendars, course numbering systems, staffing, academic freedom, admission requirements, and other issues. Reference material consists of reports and other records from other universities regarding their policies, procedures, and circumstances. Series also includes a tabulation of credit hours taught at SFU in the 1967 summer semester.

Physical description: 13 cm of textual records

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.

Publication status:

published

File / item list

Reference code	Title	Dates	Access status	Container
F-49-2-0-0-1	File - Academic policies	1964 - 1965	Pending review	49-2
F-49-2-0-0-2	File - Background papers, vol. 1	1961 - 1965	Pending review	49-2
F-49-2-0-0-3	File - Background papers, vol. 2	1961 - 1965	Pending review	49-2
F-49-2-0-0-4	File - Background papers, vol. 3	1961 - 1965	Pending review	49-2
F-49-2-0-0-5	File - Year round operation	1964	Pending review	49-2
F-49-2-0-0-6	File - Semester credit hours taught, 1967-3	1967	Pending review	49-2