



3 May 2013

To: Vancouver Senate

From: Admissions Committee

Re: a. Master of Advanced Studies in Architecture – Change in Application  
Deadline (approval)  
b. Committee Approval Processes – Request for Delegated Authority  
(approval)

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- a) The Committee has reviewed and recommends to Senate for approval a proposal to change the application deadline for the Master of Advanced Studies in Architecture from February 15 to January 10. The earlier application deadline allows the program to be more competitive with similar programs at other institutions and make earlier offers of admission.

***Motion:*** *That Senate approve the revised application deadline for applicants to the Master of Advanced Studies in Architecture, for entry to the 2014 Winter Session and thereafter.*

- b) The Committee recommends to Senate a proposal for delegated authority to grant approval of nominal changes to admission requirements and editorial changes to Calendar language related to admission, as defined in the attached proposal. The proposed change in approval processes will allow for timely consideration and implementation of nominal/editorial admission changes, as outlined in the attached proposal.

***Motion:*** *That Senate delegate to the Admissions Committee the authority to grant final approval of nominal changes to admission requirements and editorial changes to Calendar language related to admission, as defined in the attached proposal.*

NB: motion requires a vote of two-thirds (2/3) majority to be carried

Respectfully submitted,

Dr. Robert Sparks  
Chair, Senate Admissions Committee



THE UNIVERSITY OF BRITISH COLUMBIA

**UBC Admissions Proposal Form  
Change to Admission Requirements**

<b>Faculty: Applied Science</b> <b>Department: SALA</b> <b>Faculty Approval Date: 19 March 2013</b> <b>Effective Session: 2013W</b> <b>Year for Change: 2014/15</b>	<b>Date: 23 April 2013</b> <b>Contact Person: Theresa Juba</b> <b>Phone: 2.0205</b> <b>Email: tjuba@sala.ubc.ca</b>
URL: <a href="http://www.calendar.ubc.ca/vancouver/index.cfm?tre=12,196,428,489">http://www.calendar.ubc.ca/vancouver/index.cfm?tre=12,196,428,489</a>  <a href="#">Homepage</a> → <a href="#">Faculties, Colleges, and Schools</a> → <a href="#">The School of Architecture and Landscape Architecture</a> → <a href="#">Master of Advanced Studies in Architecture</a> → Admission  <b>Proposed Calendar Entry:</b>  <b>Admission</b>  The M.A.S.A. program allows a student to investigate an area within the broad field of architecture in collaboration with one or more members of the Faculty. The demonstrated ability to carry out independent research is critical. A well-defined Statement of Research Interests and Proposal is the primary indicator of the student's potential in the selected area. Major research thrusts within the program include environmental imperatives, history and cultural studies, advanced design research, and advanced research in digital applications. Information on research interests of individual faculty is available at <a href="#">Architecture</a> .  Information for prospective M.A.S.A. applicants is available in the Prospectus on request and at <a href="#">Architecture</a> . Students are selected on a competitive basis dependent on the research interests of the faculty. Applicants interested in the M.A.S.A. program are encouraged to contact individual faculty members to discuss their goals and proposed research topic area in advance of the application deadline.  Applicants must submit the following by January 10:	URL: <a href="http://www.calendar.ubc.ca/vancouver/index.cfm?tre=12,196,428,489">http://www.calendar.ubc.ca/vancouver/index.cfm?tre=12,196,428,489</a>  <a href="#">Homepage</a> → <a href="#">Faculties, Colleges, and Schools</a> → <a href="#">The School of Architecture and Landscape Architecture</a> → <a href="#">Master of Advanced Studies in Architecture</a> → Admission  <b>Present Calendar Entry:</b>  <b>Admission</b>  The M.A.S.A. program allows a student to investigate an area within the broad field of architecture in collaboration with one or more members of the Faculty. The demonstrated ability to carry out independent research is critical. A well-defined Statement of Research Interests and Proposal is the primary indicator of the student's potential in the selected area. Major research thrusts within the program include environmental imperatives, history and cultural studies, advanced design research, and advanced research in digital applications. Information on research interests of individual faculty is available at <a href="#">Architecture</a> .  Information for prospective M.A.S.A. applicants is available in the Prospectus on request and at <a href="#">Architecture</a> . Students are selected on a competitive basis dependent on the research interests of the faculty. Applicants interested in the M.A.S.A. program are encouraged to contact individual faculty members to discuss their goals and proposed research topic area in advance of the application deadline.  Applicants must submit the following by February 15:  <b>Type of Action:</b> Change application deadline to January 10 from February 15.  <b>Rationale:</b> An earlier application deadline date allows the program to be more competitive with similar programs in setting an earlier admissions deadline thus an earlier offer of admission



3 May 2013

To: Senate

From: Admissions Committee

Re: b) Approval Process for Admission Changes – Request for Delegated Authority (approval)

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The Admissions Committee reviews and recommends for approval by Senate changes in admission requirements for all programs of study. This includes changes to the University's general admission requirements, setting admission requirements for all new programs, changes in admission requirements for all existing programs and editorial changes to Calendar language related to admission.

The Committee routinely considers proposals for change that are, in its assessment, sufficiently minor as to not require full review and discussion by the Senate. Recent examples of such proposals considered by Senate include: change in credit-value of a prerequisite for admission to the Master of Science (Speech Science and Audiology majors) (March 2013), addition of the GRE as an admission requirement for graduate programs in Sociology and Forestry (April 2013) and editorial changes to Calendar language on admission for a number of programs. Since September 2012, the Committee has presented 28 proposals for Senate approval, 13 of which were reviewed by the Committee as nominal/editorial changes.

Approval processes for the Senate Curriculum Committee include a Category 1/Category 2 distinction for curriculum change proposals. Category 1 changes are those which have resource implications or require consultation outside the proposing Faculty. New courses and new programs are examples of Category 1 proposals. All other curriculum changes are considered as Category 2 and include minor changes in wording in title or course description, correction of errors and clarification of approved program information. Category 1 changes require Senate approval prior to implementation and publication in the Calendar whereas Senate has delegated to the Curriculum Committee final right of approval for all Category 2 changes.

In August 2011, the Admissions Committee implemented a similar two-stream approval process, for its consideration of admission proposals. Outlined below is the two-stream approval process, with examples of the two types of proposals and the approval process for each. Changes classified as substantive are considered for approval following full review and discussion at a regularly scheduled Committee meeting. Changes classified as nominal/editorial in nature are circulated to the Committee for approval via email and should any concerns be raised, the proposal is then considered at a full Committee



meeting as per the process for substantive changes. To date, all proposals, whether substantive or nominal/editorial, have continued to be forwarded to Senate for final approval.

The two-stream approval process has now been in place on a trial basis for approximately two academic years. The Committee has reviewed it for efficiency and timeliness and found that nominal/editorial changes can be considered quickly and accurately via email. Delegated authority of final right of approval for nominal/editorial changes, similar to that delegated to the Curriculum Committee for Category 2 changes, would allow for further efficiency in implementation and timely notice to applicants via publication in the Calendar.

Accordingly, the Committee asks that Senate delegate final right of approval of nominal/editorial admission changes as follows:

***Motion:*** *That Senate delegate to the Admissions Committee the authority to grant final approval of nominal changes to admission requirements and editorial changes to Calendar entries related to admission, as defined in the attached proposal.*

NB: Motion requires a vote of two-thirds (2/3) majority to be carried.

#### Substantive vs. Nominal/Editorial Admission Changes:

##### Substantive Changes:

- admission requirements for new programs
- substantive changes in existing admission requirements for all programs (changes in number and discipline of courses required for admission, introduction of interview component in admission process etc.)
- general University-wide admission requirements (including University's minimum admission average, English language proficiency requirements, minimum average for admission to the Faculty of Graduate Studies, general University application processes and application and document deadlines etc.)
- changes to University-wide admission policies
- changes in admission requirements involving more than one department or faculty
- any change that, in the opinion of the Chair of the Admissions Committee, requires full review and discussion by the Committee at a regularly scheduled Committee meeting

##### Nominal/Editorial Changes:

- nominal changes in admission requirements (including but not limited to: program-specific competitive admission averages where published in the Calendar, changes to program-specific admission requirements that do not impact



or involve another department or faculty, and any consequential changes/edits to Calendar language etc.)

- editorial Calendar changes to general University-wide admission policy language that do not modify an admission requirement (e.g., editorial revisions to language used in description of admission process and general language on admission, etc.)
- any change that, in the opinion of the Chair of the Admissions Committee, does not require full review and discussion by the Committee at a regularly scheduled Committee meeting

#### Two-stream Approval Process:

##### Substantive Changes:

- changes originate at the faculty and are forwarded to the Senate Secretariat
- proposals are considered at a regularly scheduled Committee meeting, with the Committee making any necessary revisions
- the Committee may request additional information or a revised version of the proposal prior to making its final decision
- all proposals forwarded to Senate for final approval

##### Nominal/Editorial Changes:

- changes originate at the faculty level and are forwarded to the Senate Secretariat
- the Senate Secretariat reviews the proposed change and makes a recommendation to the Chair of the Admissions Committee that the change be considered by the Committee as a nominal/editorial change:
  - if the Chair agrees with the recommendation, the proposal is circulated to all members of the Committee for approval via email
  - Committee members are asked to review the proposal and indicate any concerns or objections by a specified deadline
  - if any concerns or objections are raised or if any member of the Committee wishes the proposal to be considered as a substantive change, the proposal is placed on the agenda for consideration at the Committee's next regularly scheduled meeting
- if the Chair does not agree with the recommendation and finds the change to be substantive, approval process for substantive changes is followed
- once approved, nominal/editorial changes may be implemented and entered into the Calendar.