

Vancouver Senate

**THE SECOND REGULAR MEETING OF THE VANCOUVER SENATE
FOR THE 2016/2017 ACADEMIC YEAR**

WEDNESDAY, 19 OCTOBER 2016

6:00 P.M.

ROOM 182, IRVING K. BARBER LEARNING CENTRE, 1961 EAST MALL

1. Senate Membership – Dr Kate Ross

New Member:

Dr Kin Lo, Representative of the Faculty of Commerce and Business Administration,
replacing Dr Frieda Granot (Resigned).

2. Minutes of the Meeting of 14 September 2016 – Dr Santa Ono

(approval) (docket pages 3-28)

3. Business Arising from the Minutes – Dr Santa Ono (information)

President's Advisory Committees for Executive Appointments – Dr Richard Tees

4. Remarks from the Chair & Related Questions – Dr Santa Ono (information)

5. Tributes Committee – Dr Sally Thorne

Memorial Minutes for Drs David Measday, Donald Brown, and Janet Stein (approval)
(docket pages 29-31)

6. Admissions Committee – Dr Robert Sparks

- a. Bachelor of Environmental Design (approval) (docket pages 32, 34-38)
- b. New Policy J-55: Third Party Recruitment Agreements (approval) (docket pages 32-33, 39-68)

**7. Joint Report of the Admissions & Curriculum Committees – Dr Robert Sparks/
Dr Peter Marshall**

Professional Master of Business Administration (approval) (docket pages 69-101)

8. Awards Committee – Dr Lawrence Burr

New and Revised Awards (approval) (docket pages 102-110)

9. Nominating Committee – Dr Richard Tees

- a. Committee Assignments (approval) (docket page 111)

- b. President's Advisory Committee for the Selection of a University Librarian (approval) (docket page 111)
- c. Development of a Policy on the Recommendation and Selection of a President (information) (docket page 112)

10. Reports from the Provost

- a. New Chair: First National Health Authority Chair in Cancer and Wellness (approval) (docket pages 113-138)
- b. Senior Advisor to the Provosts on Academic Freedom (information)

11. Reports from the Registrar

2016/2017 Triennial Elections (information) (docket page 139)

12. Other Business

Amendment to the *Rules and Procedures of Senate* regarding delegated authority – Dr Richard Anstee (approval) (docket page 140)

Section 16 (b) of the *Rules and Procedures of the Vancouver Senate* states that meetings will adjourn no later than 8:30 p.m. Regrets: Telephone 604.822.5239 or e-mail: facsec@mail.ubc.ca

UBC Senates and Council of Senate website: <http://www.senate.ubc.ca>

VANCOUVER SENATE

MINUTES OF 14 SEPTEMBER 2016

DRAFT

Attendance

Present: Dr S. J. Ono (Chair), Dr K. Ross (Secretary), Dr P. Adebar, Dr R. Anstee, Dr K. Baimbridge, Mr M. Bancroft, Dr L. Burr, Ms M. Burton, Dr H. Brock, Ms L. Castro, Dr A. Collier, Dean M. Coughtrie, Ms D. Coulbourn, Dean C. Dauvergne, Mr N. Dawson, Mr B. Fischer, Dr S. Forwell, Dean B. Frank, Chancellor L. Gordon, Acting Dean K. Harrison, Dr P. Harrison, , Ms M. Huron, Dr A. Ivanov, Mrs C. Jaeger, Dr P. Keown, Ms H. Kwan, Mr D. Lam, Mr H. Leong, Dr P. Loewen, Mr K. Madill, Ms A. Maleki, Dr C. Marshall, Dr P. Marshall, Dr W. McKee, Mr W. McNulty, Dr P. Meehan, Dean M. Parlange, Dean S. Peacock, Dr N. Perry, Dr G. Peterson, Dr A. Redish, Dr A. Richardson, Dr L. Rucker, Dr C. Ruitenberg, Mr I. Sapollnik, Dr B. Sawatzky, Dr T. Schneider, Dean C. Shuler, Dr S. Singh, Ms S. So, Mr J. Speidel, Ms S. Sterling, Dr L. walker, Ms K. Williams, Dean R. Yada,

Regrets: Mr T. Ahmed, Dr S. Avramidis, Ms E. Biddlecombe, Dr A. Dulay, Dr W. Dunford, Dr J. Gilbert, Dr D. Gillen, Dr C. Godwin, Dr B. Goold, Mr S. Haffey, Dean R. Helsley, Dean J. Innes, Ms T. Johnson, Dean D. Kelleher, Dr S. Knight, Dr B. Lalli, Dr D. MacDonald, Prof B. MacDougall, Dr C. Naus, Dr C. Nislow, Dean S. Porter, Dr A. Riseman, Dr R. Sparks, Dr R. Tees, Dr S. Thorne, Dr R. Topping, Ms D. Tse, Dr R. Wilson, Dr D. Witt, Mr S. Zbarsky

Guests: Vice-Provost P. Ratner, Associate Vice-President S. Finlay, Ms A. Birthistle

Clerk: Mr C. Eaton.

Call to Order

The Chair of Senate, Dr Santa J Ono, called the first regular meeting of the Vancouver Senate for the 2016/2017 Academic Year to order at 6:06 pm.

Agenda

By general consent, the proposed agenda was amended to postpone the three items proposing the creation of President's advisory committees until the next meeting of Senate.

Senate Membership

The Chancellor welcome Dr Santa Ono to Senate as UBC's 15th President and Vice-Chancellor.

Professor Ono thanked the Chancellor for his words and expressed his appreciation for the welcome had had received at UBC.

The Secretary welcomed Dr Hugh Brock, Director of Continuing Education; Ms Melody Burton, University Librarian *Pro Tem.*; and Acting Dean of Arts Kathryn Harrison to Senate, replacing

Dr Judith Plessis, Dr Ingrid Parent, and Dean Gage Averill respectively. She also announced the resignation of Dr Frieda Granot, Representative of the Faculty of Commerce and Business Administration.

Minutes of the Previous Meeting

| | | |
|-----------------|---|--|
| William McNulty | } | <i>That the Minutes of the Meeting of 18 May 2016 be adopted as presented.</i> |
| Richard Anstee | | |

Approved

Business Arising from the Minutes

In response to a question raised at the previous meeting, the Acting Secretary, Mr Eaton, advised that at that last meeting, a question was raised by a senator from Medicine regarding the definition of academic units. The information in question was emailed to the senator.

Remarks from the Chair

The President advised Senate that he had recently sent an email to the campus community regarding the start of a strategic planning process. He noted that he had met with the Committee of Deans earlier in the day, and that their own faculty plans would be integral to a broader UBC plan. Dr Ono suggested that this process would take around a year to complete.

Dr Ono advised that several important search processes were underway: for a Provost and Vice-President Academic, for a Vice-President Research and International, and for a Senior Advisor to the President. He thanked Provost Pro Tem. Redish for her work over the past and next year, and noted that there were two options for processes for finding her successor – open and closed. He suggested to the Senate that he would prefer an open processes, with the two or three finalized identified and brought to campus for comments and feedback from the community before a final decision was reached.

Tributes Committee

Dr Paul Keown presented on behalf of Sally Thorne

Charles E Slonecker

A well-known figure on campus, Dr. Charles (Chuck) Slonecker first joined UBC in 1968 as an assistant professor in Dentistry. He became a full professor in 1976, and then served as Head of the Anatomy Department from 1984 to 1995.

Throughout his long career he won numerous prizes, including a Certificate of Merit for the UBC Master Teacher Award (1976), the Killam Teaching Prize for UBC Medicine

(1996), and the JCB Grant Award from the Canadian Association for Anatomy, Neurobiology and Cell Biology.

Although Dr. Slonecker's academic interests were in Cellular Immunology – he produced 19 publications, five book reviews, 16 special publications, one text book and 25 abstracts – a large proportion of his time at UBC was focused on University Administration and Medical Education. Over the course of his 35 year career, Dr. Slonecker served over 17 years as a Senator, first as a representative of the Joint Faculties and later as a representative of the Faculty of Medicine. He was also a member of numerous President's Advisory Committees, and a volunteer with the UBC Development Office and United Way Campaign, and a member of the Board of the UBC Alumni Association. Alongside this commitment, Dr. Slonecker became the director of Ceremonies 1990, a position he held until his retirement in 2003, and spent two years as the acting vice president of External Relations at UBC in the mid-90s. As part of this role Dr. Slonecker oversaw all the academic ceremonies related to Congregation; Awards Presentations for students, faculty and staff; and Community Relations activities.

Dr. Slonecker continued to chair the Student Discipline Committee and participate in other committees even after his retirement, and was the recipient of the President's Service Award for Excellence in 2001. He was made an Honorary Alumnus of UBC the same year.

To his family and friends, the Senate and the University of British Columbia offers their condolences and thanks.

Dr. John Dennison

Professor Emeritus John D. Dennison was actively involved in the development of the higher education system in British Columbia from the early 1960s. A prolific researcher into community colleges in particular, throughout his career Dr. Dennison was involved in over 60 research studies, authored more than 100 articles and wrote four books on the subject. He was closely involved in the development of Capilano College in particular. Having moved to Canada in the 1950s, Dr. Dennison had received both his BA and MA in Physical Education from UBC by 1960. He returned to teach at UBC in 1962, after spending a year at the University of Manitoba, and went on to earn his doctorate in Education from Washington State University in 1967.

Dr. Dennison served on Senate for more than 20 years between September 1972 and August 1993, holding a number of positions including Representative of Joint Faculties and representative of the Faculty of Education, as well as chairing the Tributes Committee for many years. In 2002, after retiring, Dr. Dennison was again appointed to Senate, this time as the Representative of St Mark's College.

Alongside his responsibilities at UBC, Dr. Dennison also served as the co-chair of the British Columbia Council on Admissions and Transfer from 1993-99. There he dealt with both the theory and practice of student mobility and transfer credit within the province, describing the "parity of esteem" among institutions as "the ideal goal in a diverse galaxy of post-secondary institutions."

Dr. Dennison was the recipient of a number of high profile awards: amongst others he was awarded the UBC' President's Award for Excellence, the Canadian Society for the Study of Higher Education's Distinguished Member award, and he was named Millennium Professor of Higher Education by the American Association of Professors of Community College Education in the year 2000. In addition, he received an Honorary Doctor of Laws from Thompson Rivers University, an Honorary Doctor of letters from Kwantlan University College and a Doctorate in Sacred Letters from St Mark's College, all in 2002.

To his family and friends, the Senate and the University of British Columbia offers their condolences and thanks.

Dr. Leslie Peterson

Chancellor Emeritus Leslie Raymond Peterson was born on a farm in 1923 near Viking, Alberta. Aged 14 he began working part time to fund his education, first at Camrose Lutheran College and then at McGill University, before breaking off his studies in 1942 to join the Canadian Army. He served overseas until 1946, and, while stationed in England, furthered his education at the University of London.

After leaving the Army Dr. Peterson came to UBC to study Law, graduating in 1949, and in 1952 he founded the law firm Peterson and Anderson here in Vancouver. This firm later merged with Boughton Jensen McConnell, but in 1956 Dr. Peterson was elected to the Legislative Assembly of British Columbia, for Vancouver Centre. Dr. Peterson held this seat until 1968, at which point he was elected as MLA for Vancouver – Little Mountain.

Overall Dr. Peterson served 16 consecutive years in provincial cabinet posts, including as Minister of Education, Minister of Labour, and Attorney General. Throughout this period he opened over 100 schools, oversaw the creation of both the British Columbia Institute of Technology and Simon Fraser University, and established the Provincial Court of British Columbia.

Dr. Peterson returned to the private practice of law at Boughton & Co. in 1972, focusing on administrative and transportation law, but continued to make time for extensive community service, supporting numerous community organizations including the BC Historical Association, the Canadian Child Health Association, the Shriners, and the Vancouver Aquarium.

In 1978 Dr. Peterson was appointed to the Board of Governors of UBC; he was Chair of the Board from 1979 to 1983, and elected Chancellor by the Convocation from 1987 to 1993. During this period he saw over 36,000 students pass before him at graduation, as well as working to equalize opportunities for all students, no matter their financial means. Dr. Peterson was awarded the Order of British Columbia in 1990, conferred an Honorary Doctor of Laws by UBC in 1993, and appointed a Member of the Order of Canada in 2000.

To his family and friends, the Senate and the University of British Columbia offers their condolences and thanks.

Paul Keown
Daniel Lam

}

That Senate approve the Memorial Minutes for Dr. Charles Slonecker, Dr. John Dennison and Dr. Leslie Peterson, that they be entered into the Minutes of Senate and copies be sent to the family of the deceased.

Approved

From the Board of Governors

The President confirmed that the following materials sent by the Senate to the Board of Governors had been approved as required by the *University Act*:

March 2016

Curriculum proposals from the faculties of Arts, Graduate & Postdoctoral Studies, and Science
New & Revised Awards
New Degree Program: Master of Business Analytics

April 2016

Curriculum proposals from the faculties of Arts, Education, Graduate and Postdoctoral Studies, Land and Food Systems, and Science.
New and Revised Awards
New and Revised Programs: Major and Minor in First Nations and Endangered Languages
New Program Options: Master of Business Administration/ Yale University Master of Advanced Management Dual Degree Program Option

May 2016

Curriculum proposals from the faculties of Applied Science, Arts, Commerce & Business administration, Forestry, Graduate and Postdoctoral Studies, Law, and Medicine.
New & Revised Awards
New Degree Programs: Master of Engineering Leadership in High Performance Buildings, Master of Engineering Leadership in Smart Grid Energy Systems Design, Master of Health Leadership and Policy in Clinical Education.
New Institute: Data Science Institute

From the Council of Senates

Dr Perry Adebar, Chair of the Vancouver Sub-Committee of the Council of Senates Budget Committee spoke to request input from the Senate into the work of his committee over the course of the year. He noted that the committee had an excellent working relationship with the President's Office broadly, and fulfilled its obligation to assist the President with the budget by meeting regularly with the Provost and Vice-President Finance.

Candidates for Degrees

Philip Loewen
Lawrence Walker

}

That the candidates for degrees, as recommended by the Faculty of Graduate and Postdoctoral Studies, be granted the degree for which they were recommended, effective September 2016, and that a committee comprised of the Registrar, the dean, and the Chair of the Vancouver Senate be empowered to make any necessary adjustments.

Approved

Admissions Committee

The Committee Vice-Chair, Mrs Carol Jaeger, presented.

UBC-LANGARA ABORIGINAL TRANSFER PARTNERSHIP (ATP): FACULTY OF FORESTRY

Carol Jaeger
Peter Marshall

}

That Senate approve admission requirements for applicants to undergraduate programs in the Faculty of Forestry via the UBC-Langara Aboriginal Transfer Partnership, effective for entry to the 2016 Winter Session and thereafter.

Senator Jaeger noted that this was further to a series of proposal from last year.

Senator Forwell asked students were required to have 24 transferrable credits but were assessed on their best 30.

Dr Jaeger noted that not all credits were transferrable but could be used to calculate an average.

Approved

UBC-LANGARA ABORIGINAL TRANSFER PARTNERSHIP (ATP): BACHELOR OF KINESIOLOGY

Carol Jaeger
Richard Anstee

}

That Senate approve admission requirements for applicants to the Bachelor of Kinesiology program via the UBC-Langara Aboriginal Transfer Partnership, effective for entry to the 2016 Winter Session and thereafter.

Approved

CHANGE IN GENERAL UNDERGRADUATE ADMISSION APPLICATION DEADLINE

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|---------------|---|---|
| Carol Jaeger | } | <i>That Senate approve a change to the Winter Session application deadline for undergraduate degree and diploma program, from 31 January to 15 January, effective for admission to the 2017 Winter Session.</i> |
| Susan Forwell | | |

Approved

EARLY OFFERS OF ADMISSION ON GRADE 11 GRADES

Dr Jaeger noted that over the summer, the Senate Admissions Committee approved under Policy J-52 a procedural change that allowed UBC to make interim offers on the basis of final grade 11 grades in place of interim grade 12 grades.

Dr Anstee noted that this was a big change in a way, but all evidence indicates that this will not change the kinds of students admitted. He suggested that he was in favour of the idea but felt that it should come to Senate for approval rather than for information.

Dr Harrison noted that some student did have grade 12 grades in their grade 11 year already, so this would push decisions earlier for students with fewer grade 12 grades. He reminded Senate that all of these offers were conditional.

Awards Committee

See Appendix A: Awards Report

Dr Lawrence Burr, Chair of the Committee, presented.

NEW AND REVISED AWARDS

| | | |
|---------------|---|---|
| Lawrence Burr | } | <i>That Senate accept the awards as listed and forward them to the Board of Governors for approval; and that letters of thanks be sent to the donors.</i> |
| Lance Rucker | | |

Senator Burr noted that \$268 000 was presented this year, with \$87 million available annually. He drew specific attention to the Musqueam and Honouring the Truth awards.

Approved

Curriculum Committee

See Appendix B: Curriculum Report

Dr Peter Marshall, Chair of the Senate Curriculum Committee, presented.

RATIFICATION OF MATERIALS APPROVED OVER THE SUMMER

| | | |
|----------------|---|---|
| Peter Marshall | } | <i>That Senate ratify the decisions of the Senate</i> |
| Dean Frank | | <i>Curriculum Committee regarding the attached</i> |
| | | <i>proposals.</i> |

Approved

RATIFICATION OF MATERIALS APPROVED OVER THE SUMMER

| | | |
|----------------|---|--|
| Peter Marshall | } | <i>That the new courses brought forward by the faculties</i> |
| Susan Forwell | | <i>of Graduate and Postdoctoral Studies (Medicine), be</i> |
| | | <i>approved.</i> |

Approved

NEW GRADUATE CERTIFICATE IN ORTHOPAEDIC MANIPULATIVE PHYSICAL THERAPY

Dr Marshall informed Senate for information that pursuant to the University's Certificate policy, the Senate Curriculum Committee had approved a new Graduate Certificate in Orthopaedic Manipulative Physical Therapy.

Nominating Committee

The Vice-Chair of the Senate Nominating Committee, Dr Perry Adebar, presented.

ADJUSTMENTS TO COMMITTEE ASSIGNMENTS

Lawrence Burr
Richard Anstee

} *That Dr Sally Thorne be appointed to the Senate Agenda Committee until 31 August 2017 and thereafter until replaced, to replace Dr Frieda Granot;*

That Acting Dean Kathryn Harrison be appointed to the Senate Library Committee until 31 August 2017 and thereafter until replaced, to replace Dean Gage Averill;

That Ms Melody Burton be appointed to the Senate Committee on Student Appeals on Academic Discipline until 31 August 2017 and thereafter until replaced, to fill a vacancy;

That Acting Dean Kathryn Harrison, Dr Lawrence Walker, and Dr Hugh Brock be appointed to the Senate Tributes Committee until 31 August 2017 and thereafter until replaced, to replace Dean Gage Averill, Dr Frieda Granot, and Dr Judith Plessis; and

That Ms Ho Yi Kwan be appointed to the Senate Tributes Committee until 30 March 2017 and thereafter until replaced, to replace Ms Samantha So.

Approved

Report from the President

ANNUAL REPORT OF THE OMBUDSPERSON FOR STUDENTS

President Ono introduced Ms Shirley R. Nakata, Ombudsperson for students, who with consent of Senate presented her office's annual report.

Ms Nakata reminded Senate that her office's mandate was to help ensure students were treated fairly in every aspect of their university life. As advocates for fairness, the Ombudsperson were impartial, confidential, and independent, and worked with students to build their capacity, and with the University to promote fair policies, processes and outcomes.

The Ombudsperson noted that her office was funded by both the University and the Vancouver students. In September 2013 the Ombudsoffice opened an office in Kelowna; however, earlier this year the student union announced that they would no longer fund the office and thus it has now been closed. In the meantime, the Vancouver office has been trying to respond to Okanagan inquirers but we likely will not have the resources to do so next term.

Ms Nakata noted that her office opened in 2008/9 with 51 cases, growing to 468 two years ago, and 489 last year across both campuses. Of the 377 visitors from Vancouver, 185 were undergraduate, 99 graduate, 25 post-baccalaureate, 16 staff, and 52 other types of persons. A plurality of concerns – 194 – were academic in nature, with interpersonal conflicts next at 83.

Ms Nakata stated that the goal of the Ombudsoffice is to humanize the bureaucracy, and sit at the nexus between the governed and governing.

Ms Nakata highlighted three recommendations for the University from the past year:

- 1) For international students in particular, consider the adverse effect of seemingly neutral rules. Can we adjust or recalibrate to make the process of orientation more mutual?
- 2) For practica and clinical settings, issues often arise with interpersonal conflicts and assessment disputes. She suggested clearer expectations, criteria, and processes.
- 3) Suitability vs Misconduct. Faculties can proceed down either path in some instances if they are not satisfied with the conduct of a student, and we need less ambiguous criteria around which process is invoked.

Dean Dauvergne stated that she appreciated this report coming to Senate and the work of the ombudsoffice with the Faculty of Law. There is a lot of bureaucracy at UBC and the ombudsoffice helps deans humanize it.

Senator Forwell noted that 377 cases were followed in the last year. She asked if we knew what the outcomes were.

Shirley said they do follow up with the students to ask them how it went. We also have a satisfaction survey that asks about outcomes, but not all chose to respond.

Senator Forwell noted that for a large university, we still had a relatively small number of both ombuds files and appeals.

The President asked if that was a small number

Shirley replied that it was consistent with Canada. We do a good job with points of entry, and a small number of students will give up or not know of resources.

Senator Singh noted that in his interaction with students, many did not seem to hear of the office. What kinds of advertising was done, especially for international students.

Shirley replied that they just updated their website and did a poster campaign. They had a small 2 person office and relied on others to an extent to talk about ombuds services and many offices did refer students.

Reports from the Provost

NEW CHAIR: RURAL DOCTORS' UBC CHAIR IN RURAL HEALTH

Angela Redish
Paul Keown

}

That Senate approve the establishment of a new chair, to be named the Rural Doctors' UBC Chair in Rural Health.

Approved

CONSULTATION ON BOARD POLICY 131: SEXUAL ASSAULT

The Provost introduced Associate Vice-President Equity and Inclusion Sara-Jane Finlay, who with permission of Senate presented on the proposed Board Policy 131: Sexual Assault

Dr Finlay presented on the policy, explain that it was a description and clarification of current processes. Its goal is to ensure clarity and consistency in response to sexual assaults and sets out principles and values. She explained that getting those principles correct is important as a starting point for improvement.

Dr Finlay then set out the remit of the Sexual Assault Panel formed, and explained its differences from the policy committee.

Dr Finlay set out the policy committee, noting that Professor Justice had yet to be involved due to family circumstances, and that Dr Mirwaldt would be going on leave shortly and thus would not be participating further.

A number of key drivers informed the policy, including a literature review based on research in BC, Canada, and the United States; feedback from the University panel, consultation with key stakeholders, the Butler Review; and the UBC GSS Sexual Assault policy.

Key principles for the policy are a survivor-driven process, clarity regarding processes, informing education and quipping our community to respond to disclosers, fairness and natural justice; and confidentiality and privacy.

Dr Finlay explained that the policy covered faculty staff and students, and could address allegations made against a member of the UBC community on the basis of their contractual relationship with UBC. We don't have the ability to address allegations against people who are not part of our community however we can use policy 14 to limit their access to campus. Scope of the policy includes students, staff and faculty, as well as post-doctoral fellows. Jurisdiction will be based on allegations against members of the university community based upon their relationship with UBC. For those without a relationship with UBC, Policy 14 can be used to limit access to campus.

Senator Singh noted that in the US, statistics state that 15 to 20 percent of female students have reported sexual assaults but the reporting number was very low. In the case of UBC some cases

have taken more time than is reasonable. He asked firstly how we could approach having a policy that people can have faith in. He secondly noted students who go away on exchange are in a real danger as they are in more precarious situations and we need to review the policies of schools where we have exchange agreements.

Dr Ono noted that they had met today with the panel members and building trust takes time and acknowledgement of issues and indication of commitment.

Senator Baimbridge asked what UBC's role would be if a case became part of the judicial system.

Dr Finlay said it was up to the survivor. They could report to us or the police or both. They are different processes and offered different resolutions.

Senator Richardson asked what natural justice meant in this policy, having looked up the term and noting that it was the Canadian term for what the US called due process. He asked if we would set out what natural justice meant in the policy itself.

Dr Finlay explained that it was defined term in the framework of Canadian administrative law.

Senator Forwell thanked Dr Finlay for the body of work. She asked that it be clear that this policy covers students on or off campus, noting that there were grey areas where people were unclear if they should inform UBC.

Dr Finlay replied that we have the ability to proceed in situations where we had a contractual relationship with the individual. For instance, Faculty/Staff/Students could be suspended, terminated or expelled. She noted that it becomes more difficult with those with whom we have no contractual relationship – our only power is to ban them from campus under policy 14. That said, we have other relationships we could use – not placing students in dangerous co-ops, or never hiring contractors again.

Senator C Marshall asked about the relationship with the AMS sexual assault support centre, as for many students there is a sense that this is where they should be going.

Dr Finlay replied that there was expertise there to support survivors. We have had conversations and consultations with them as UBC develops its policies and education plans.

PROVOST'S OFFICE INITIATIVES

Dr Redish outlined her office's planned initiatives for this academic year.

- 1) Supporting the president in developing a strategic plan.
- 2) Faculty housing program to support the recruitment and retention of faculty members.

- 3) SIS renewal.
- 4) Graduate Funding. PhD Support, particularly for international students who don't have access to tricouncil funding.
- 5) Dentistry and Librarian searches.
- 6) New School development
 - a. School of Public Policy in Arts
 - b. Biomedical Engineering in Applied Science and Medicine.

Senator Richardson noted Neil Guppy's new appointment as Senior Advisory on Academic Freedom.

Dean Parlange noted that Dr Guppy had been meeting with Deans, Associate Deans and Heads since appointed earlier in the summer.

Dr Redish added that he and her office had also been doing preliminary work on a conference on academic freedom. She agreed to have more information on his role brought to the next meeting of Senate.

Senator Lam asked if the biomedical engineering school would be responsible for the biomedical engineering program.

Dean Parlange replied that we do not yet have a Biomedical Engineering specialization but that one was under development. Existing programs are options within other specializations.

Other Business

Dr Richard Anstee gave the following notice of motion:

"That Senate amend its Rules and Procedures to add a new section to follow Section 29 to read as follows: Section 29 notwithstanding, any Senator appointed to a committee of Senate may ask - by giving written or verbal notice through the Secretary or the Committee Chair - that a matter proposed for approval by that committee (or already approved by that committee within one month of the notice) under delegated authority of Senate be not considered approved under that delegated authority and instead be brought to Senate for approval, provided that the matter is not an appeal or an otherwise confidential matter."

Adjournment

There being no further business, the meeting was adjourned at 7:52 pm.

Appendix A: Awards Report

New Awards:

Musqueam First Nation Scholarship: Entrance scholarships valued up to \$5,500 annually are available to outstanding Aboriginal students who are members of the Musqueam First Nation, and are renewable for up to 4 years*. Scholarships are available to undergraduate and graduate students, with up to two scholarships each per year awarded to students entering post-baccalaureate programs and other undergraduate programs that are not direct-entry.** Eligible undergraduate students may be entering from Canadian secondary schools in Canada or transferring from a recognized post-secondary institution. These awards will be granted to students according to selection criteria that include demonstrated academic and leadership achievements including, but not limited to, engagement in the arts, athletics, school, and/or their community. Recipients will be selected on their ability to demonstrate their openness to continuing to learn who they are, where they come from, and their responsibility in enriching and carrying knowledge forward in their community and the world. The Faculty of Graduate and Post-Doctoral Studies or Enrolment Services (in consultation with relevant faculties, where applicable) will adjudicate these awards, in consultation with the First Nations House of Learning and the Musqueam First Nation. (First Award Available in the 2016/2017 Winter Session)

*Students are eligible for funding for the shorter of the following periods, depending on their degree level: until the end of the fourth year or completion of their undergraduate degree, until the end of the second year or completion of their Master's degree, or until the end of the fifth year or completion of their doctoral degree; the maximum duration of funding for any student is four years.

**Includes Medicine, Dentistry, Law, Education, Pharmacy, Nursing, Midwifery, and Social Work, etc.

International Undergraduate Students Short-Term Bursary Fund: Bursaries ranging in value up to the full cost of the student's living costs are offered by the University of British Columbia to continuing international undergraduate students who demonstrate financial need. The value of each bursary will depend on the applicant's financial circumstances. (First Award Available in the 2016/2017 Winter Session)

International Undergraduate Students Long-Term Bursary Fund: Bursaries ranging in value up to the full cost of the student's program and living costs are offered by the University of British Columbia to continuing international undergraduate students who demonstrate financial need. The value of each bursary will depend on the applicant's financial circumstances. The bursary may be renewed for up to three additional years of undergraduate study or to degree completion, whichever is less, provided the recipient remains an international student on a valid Canadian study permit. Bursary recipients will have their situations reviewed annually by their Faculty as well as Enrolment Services regarding both academic progress and financial need. (First Award Available in the 2016/2017 Winter Session)

International Graduate Students Short-Term Bursary Fund: Bursaries ranging in value up to the full cost of the student's living costs are offered annually by the Alma Mater Society to continuing international graduate students who demonstrate financial need. The value of each

bursary will depend on the applicant's financial circumstances. (First Award Available in the 2016/2017 Winter Session)

International Graduate Students Long-Term Bursary Fund: Bursaries ranging in value up to the full cost of the student's program and living costs are offered annually by the Alma Mater Society to continuing international graduate students who demonstrate financial need. The value of each bursary will depend on the applicant's financial circumstances. The bursary may be renewed for up to one additional year of graduate study or to degree completion, whichever is less, provided the recipient remains an international student on a valid Canadian study permit. Bursary recipients will have their situations reviewed annually by their graduate program as well as Enrolment Services regarding both academic progress and financial need. (First Award Available in the 2016/2017 Winter Session)

AL Heaps & Associates Research Award in Dentistry – A \$1,000 award is offered annually by Al Heaps & Associates to a 2nd or 3rd year DMD student in the UBC Faculty of Dentistry who demonstrates initiative, leadership and excellence in research. The award is in honour of Dr. Charles Shuler and his passion and dedication to scientific research, and it is made on the recommendation of the Faculty of Dentistry. (First Award Available in the 2016/2017 Winter Session)

Jeanette ANDREWS Scholarship in Art Education – Scholarships totaling \$63,000 have been made available through an endowment established through the Estate of Jeanette Andrews. Ms. Andrews (1944-2015) was raised in the Dunbar neighborhood of Point Grey and was a graduate of UBC (BEd (Sec) 1967, MA 1977). She taught Art in Vancouver and West Vancouver and was eventually appointed as an Instructor in the Art Education program within the Faculty of Education at UBC. Scholarships are available to graduate and post-graduate students enrolled in the Art Education Program in the Faculty of Education. Preference will be given to students undertaking research into the development of art programs for developmentally challenged people. The awards are made on the recommendation of the Faculty of Education in consultation with the Faculty of Graduate and Postdoctoral Studies. (First Award Available in the 2016/2017 Winter Session)

ASSOCIATE Dean of Teacher Education Prize – Prizes totaling \$1,000 are offered annually by the Faculty of Education for graduating B.Ed candidates in elementary, middle years or secondary education who have shown consistent, outstanding performance in the area of inquiry. Such teacher candidates will have shown evidence of their exceptional ability to engage thoughtfully in educational study, to raise critical questions about their teaching practice as well as about the future, collective profession, and to situate those questions in their study of the scholarly or policy work and/or practices of other educators. Award-worthy teacher candidates will have expressed their ability to reflect upon and represent their learning experiences (during the Teacher Education Program, both in coursework and fieldwork) in light of a critical engagement with what it means to be a professional and to be engaged in a profession. Recommendations made by the Faculty of Education. (First Award Available in the 2015/2016 Winter Session)

Dr. J. David BARRETT Memorial Scholarship in Wood Science – A \$1,000 scholarship has been made available through an endowment established in memory of Dr. John David Barrett for

an outstanding graduate student in the Faculty of Forestry and whose area of study is wood science. Preference is given to students with a demonstrated interest in timber engineering and/or wood mechanics. Dr. Barrett graduated from UBC in 1965 with a Bachelor of Applied Science (Forest Engineering major) and went on to complete his PhD in Wood Science at the University of California, Berkeley in 1971. Dr. Barrett was a leader in the field of wood mechanics and timber engineering and was respected and recognized internationally for his work. He joined the Faculty of Forestry in 1984 and served as Head of the Department of Wood Science for 15 years during which he was instrumental in establishing the Faculty's Wood Products Processing degree program and the Centre for Advanced Wood Processing, Canada's national centre of excellence for education, training and technical assistance for the wood products manufacturing industry. The award is made on the recommendation of the Faculty of Forestry in consultation with the Faculty of Graduate and Postdoctoral Studies. (First Award Available in the 2016/2017 Winter Session)

BURSARY for Pre-service French Teachers – Bursaries of \$800 per Winter Session term and or Summer Session, up to a maximum of \$1600 per academic year, are offered annually to Bachelor of Education students enrolled in a teacher education program in the Faculty of Education. At least 55% of a student's courses must be taught in French during the term/session for which the bursary is awarded. These bursaries are to provide financial assistance to these students, and are to be paid towards a student's tuition costs. Recommendations are made by the Faculty of Education. (First Award Available in the 2016/2017 Winter Session)

CIFST Scholarship Trust Inc. Graduate Scholarship in Food Science – A \$1,000 award has been made available through an endowment established by the Canadian Institute of Food Science and Technology Scholarship Trust Inc. (CIFST) to a domestic graduate student registered in an MSc or PhD food-related program such as food science, food engineering, or human nutrition in the Faculty of Land and Food Systems. Candidates must be student members of CIFST. The successful recipient will be selected based on academic excellence. The award is made on the recommendation of the Faculty of Land and Food Systems in consultation with the Faculty of Graduate and Postdoctoral Studies. (First Award Available in the 2016/2017 Winter Session)

Isadore Philip DIAMOND Scholarship – An \$875 scholarship has been made available through an endowment established through the Estate of Isadore Philip Diamond, who passed away in 2016. The scholarship is to be awarded to a student enrolled in an undergraduate or graduate program in the Sauder School of Business who already holds an undergraduate and/or graduate engineering degree. The award is made on the recommendation of the Sauder School of Business, and in the case of graduate students in consultation with the Faculty of Graduate and Postdoctoral Studies. (First Award Available in the 2017/2018 Winter Session)

FACULTY Women's Club 100 Year Legacy Graduate Scholarship - A \$2,000 award is available through an endowment established by the Faculty Women's Club in commemoration of their 100th anniversary as a service organization at UBC (1917- 2017). The scholarship is designated to support a female Canadian citizen pursuing graduate studies in a health-related field which could have a significant impact on the future well-being of society. The recipient will be in their second or subsequent year of graduate study, with demonstrated academic and leadership qualities; financial need may also be considered. Preference will be given to a student

in Audiology & Speech Sciences, Epidemiology (School of Population & Public Health), Microbiology & Immunology, Occupational Therapy, Physical Therapy or Rehabilitation Sciences. Recommendations are made by the Office of the Vice-Provost Health, in consultation with the Faculty of Graduate and Postdoctoral Studies. (First Award Available in the 2017/2018 Winter Session)

Thomas K. FLEMING Memorial Bursary in the Sauder School of Business – A \$1,000 bursary has been made available through an endowment established by the Fleming Family in memory of Thomas Fleming (BCom, 1947), Founder of the Kaatza Foundation, to an undergraduate student in the Sauder School of Business. Thomas was extremely proud of his business achievements, namely, his long career with Balfour Forest Products, his founding role with Vintage Consultants and particularly pleased with the work of the Kaatza Foundation, which he created. Thomas was a trained chartered accountant who experienced success during the forest industry boom in British Columbia. He was an ardent supporter of education and an amateur historian. This bursary was created to reflect his ideals and to ensure that all students who have a desire to attend university will have access and will not be hampered by a lack of financial resources. The award is adjudicated by Enrolment Services. (First Award Available in the 2017/2018 Winter Session)

Peter GRANGER Memorial Award in Medicine – A \$1,000 award has been made available through an endowment established in memory of Dr. Peter Granger (1939 – 2012) to a 4th year MD student with a demonstrated interest in family medicine, a commitment to working with vulnerable populations and with demonstrated financial need. The award was created by UBC's clinical faculty members in the Division of Family Practice in the Faculty of Medicine. Dr. Granger dedicated his career to improving medical care for the marginalized inner city populations including those with mental health issues, HIV, Hepatitis and addictions, as well as aboriginal youth and the LGBT communities. He was the Director of UBC's Division of Inner City Medicine for the Department of Medicine, where he tirelessly worked to develop curriculum and conduct research for marginalized inner city populations. He also served as the Medical Coordinator for the Three Bridges Community Health Centre, a Vancouver inner city clinic. He was awarded in the Geeta Gupta Equity and Diversity Award by the College of Family Physicians of Canada in recognition of his outstanding service. The award is made on the recommendation of the Faculty of Medicine. (First Award Available in the 2016/2017 Winter Session)

Dr. Sandra HARTLEY Bursary in Athletics - A \$1,000 bursary is offered annually by Dr. Sandy Hartley (BPE 1971, MPE 1977, EdD 1993) to a student athlete aspiring for excellence who is concurrently raising a child. Professor Emeritus in healthy, active aging from the University of Alberta (1971-2006), Dr. Hartley is in the UBC Sports Hall of Fame as an accomplished gymnast at the Olympic and World level and was UBC's first recipient of the Marilyn Pomfret Trophy, as Woman Athlete of the Year in 1971 (in gymnastics). Her passion for ongoing education and advancing sport while raising a family challenged her to complete 12 years of advanced education at UBC. The award is adjudicated by Enrollment Services in conjunction with UBC Athletics. (First Award Available in the 2017/2018 Winter Session)

HONOURING the Truth, Centennial Scholars Major Entrance Award for Aboriginal Students – Five \$5,000 renewable awards are offered annually to outstanding domestic

Aboriginal students entering university directly from secondary schools, or transferring directly from other colleges and universities, in Canada or abroad. These awards have been created by Barj Dhahan (BA 1983), Liaquat Ali Khan and others who are proud UBC alumni or parents of alumni, in acknowledgement of the Truth & Reconciliation Commission's Call to Action for all Canadians at all levels of society to advance the process of reconciliation for Aboriginal peoples. These awards are offered with the understanding that reconciliation will take many heads, hands, and hearts, working together, at all levels of society to maintain momentum in the years ahead. Criteria for these entrance awards include demonstrated academic and leadership achievements in the arts, community, athletics or school. Recipients are academically qualified students who would not be able to attend UBC without significant financial assistance. Subject to continued scholarship standing, the awards will be renewed for a further three years of study or until the first undergraduate degree is obtained (whichever is the shorter period). Candidates must be nominated by a member of their school or community. The awards are made on the recommendation of the Centennial Scholars Entrance Awards Committee. (First Award Available in the 2016/2017 Winter Session)

Cindy JORDAN-ORLAW Memorial Award in Health Sciences – Awards totalling \$1,000 have been made available through an endowment established by the friends and family of Dr. Cindy Jordan-Orlaw for Indigenous students with young families enrolled in a health sciences program at UBC. Born in Inuvik, NWT, Cindy was one of the first Aboriginal women and the first Inuit to graduate from the UBC MD program. Following her graduation in 2002, she went on to practice as a family physician in the North and continued to mentor Aboriginal students. During her career, Cindy was president of the Northwest Territories Medical Association and Chief Medical Officer of the NWT. The awards are made on the recommendation of the Centre for Excellence in Indigenous Health, and in the case of graduate students, in consultation with the Faculty of Graduate and Postdoctoral Studies. (First Award Available in the 2017/2018 Winter Session)

George Wayne KING Sr. and Beverley King-Dorsey Scholarship in Neuroscience – A \$1,000 scholarship has been made available through an endowment established by Beverley King-Dorsey in memory of her brother, George Wayne King Sr. (BA 1963, MA 1966), for graduate students in UBC's Neuroscience program. This scholarship is meant to bring awareness and early detection of a lesser known neurological disease such as Progressive Supranuclear Palsy or PSP. The award is made on the recommendation of the Faculty of Medicine in consultation with the Faculty of Graduate and Postdoctoral Studies. (First Award Available in the 2016/2017 Winter Session)

The LECKY Foundation Bursary in Business – A \$2,000 bursary is offered annually by The Lecky Foundation for an undergraduate student studying in the Sauder School of Business who has unmet financial need. The award is adjudicated by Enrolment Services. (First Award Available in the 2016/2017 Winter Session)

The LECKY Foundation Bursary in Law – A \$2,000 bursary is offered annually by The Lecky Foundation for a 2nd year J.D. student studying in the Peter A. Allard School of Law who has unmet financial need. The award is adjudicated by Enrolment Services. (First Award Available in the 2016/2017 Winter Session)

The LECKY Foundation Bursary in Medicine – A \$2,000 bursary is offered annually by The Lecky Foundation for a 3rd year MD student participating in clinical clerkships in the Faculty of Medicine who has unmet financial need. The award is adjudicated by Enrolment Services. (First Award Available in the 2016/2017 Winter Session)

MASTER of Data Science Bursary – Bursaries are offered annually by the Faculty of Science to graduate students in the Master of Data Science program who demonstrate unmet financial need. Funding is determined annually based on enrolment in the program. The award is adjudicated by Enrolment Services. (First Award Available in the 2016/2017 Winter Session)

MEDICINE Class of 1980 Bursary – A \$1,000 bursary is offered annually by members of the Graduating Class of Medicine 1980 M.D. Program for a MD student who demonstrates financial need. The award is adjudicated by Enrolment Services. (First Award Available in the 2016/2017 Winter Session)

Master of Public Policy and Global Affairs (MPPGA) Outstanding First Year Student Award – A \$1,000 is offered annually to the best performing student in the first year of the program, on the basis of exceptional academic achievement and demonstrated leadership. Both international and domestic students are eligible. The award is not renewable, and it is made on the recommendation of the Graduate Committee of the MPPGA in consultation with the Faculty of Graduate and Postdoctoral Studies. (First Award Available in the 2016/2017 Winter Session)

Master of Public Policy and Global Affairs (MPPGA) Top GP2 Team Award – A \$1000 award is offered annually to each team member of the top Global Policy Project (GP2) team. The awards are made on the recommendation of the Graduate Committee of the MPPGA in consultation with the Faculty of Graduate and Postdoctoral Studies. (First Award Available at the end of the 2016/2017 academic year.)

MULLEN Family UBC Sauder School of Business Rowing Award – Awards totalling \$5,000 are offered annually by the Mullen Family to students enrolled at the Sauder School of Business who are also members of the Varsity Thunderbird Rowing team in any year of study. This award may be renewable provided the award winning student(s) maintains athletics award standing and membership on the Varsity Rowing Team. The award is made on the recommendation of the Sauder School of Business in consultation with UBC Athletics. (First Award Available in the 2016/2017 Winter Session.)

Helen PITT Graduate Award in Fine Arts at UBC – Awards totalling \$1,000 are offered annually by the Helen Pitt Fund for Fine Arts, through the Vancouver Foundation, to graduate students in the Department of Art History, Visual Art and Theory whose work focuses on painting, sculpture, printmaking, drawing or photography. Where possible, preference is given to students from the Vernon region. The awards are made on the recommendation of the Department of Art History, Visual Art and Theory in consultation with the Faculty of Graduate and Postdoctoral Studies. (First Award Available in the 2016/2017 Winter Session)

Dr. Peter and Eva RILEY Bursary in Engineering Physics – Bursaries totalling \$5,000 are offered annually by Dr. Peter Riley and his wife, Eva, to support hard working and capable undergraduate students enrolled in the Engineering Physics Program who demonstrate financial

need. Dr. Riley is an Engineering Physics alumnus (BASc 1956, MASc 1958). The award is adjudicated by Enrolment Services (First Award Available in the 2016/2017 Winter Session)

SAUDER School of Business Aboriginal Bursary – A bursary valued at up to \$5,000 is offered annually by the Sauder School of Business to a continuing undergraduate student who was previously awarded the Sauder School of Business Aboriginal Scholarship and demonstrates financial need but who no longer meets the Senate's academic criteria for retaining an award. The bursary recipient will have their situation reviewed annually by their Faculty as well as Enrolment Services regarding both academic progress and financial need. The award is made on the recommendation of the Sauder School of Business. (First Award Available in the 2016/2017 Winter Session)

TEVLIN Gleadle Curtis Prize in Individual Employment Law – A \$1,000 prize is offered annually by Tevlin Gleadle Curtis Employment Law Strategies to the student with the highest mark in Individual Employment Law. This prize is in honour of Tevlin Gleadle Curtis' co-founders Dan Gleadle and Murray Tevlin, who are graduates of the University of British Columbia Faculty of Law and have been highly regarded employment lawyers for over thirty years. The award is made on the recommendation of the Peter A. Allard School of Law. (First Award Available in the 2016/2017 Winter Session)

Anona THORNE and Takao Tanabe Graduate Entrance Scholarship in Statistics – Entrance scholarships totalling \$5,000 are offered annually to outstanding students entering a graduate program in Statistics. Anona Thorne (BA 1991 Math; MSc 1993 Stats) is a double alumna of UBC and went on to an interesting career with the CIHR Canadian HIV Trials Network at Saint Paul's Hospital in Vancouver. Takao Tanabe, her husband, is a well-known Canadian painter. This award is made on the recommendation of the Department of Statistics in consultation with the Faculty of Graduate and Postdoctoral Studies. (First Award Available in the 2016/2017 Winter Session)

Anona THORNE and Takao Tanabe Undergraduate Scholarship in Mathematics – Scholarships totalling \$2,500 are offered annually to outstanding undergraduate students having declared a Major or Honours in Mathematics and entering 3rd or 4th year. Anona Thorne (BA 1991 Math; MSc 1993 Stats) is a double alumna of UBC and went on to an interesting career with the CIHR Canadian HIV Trials Network at Saint Paul's Hospital in Vancouver. Takao Tanabe, her husband, is a well-known Canadian painter. This award is made on the recommendation of the Department of Mathematics. (First Award Available in the 2016/2017 Winter Session)

Jack and Mavis TOOVEY Graduate Entrance Scholarship in Forestry – A \$1,000 scholarship is offered annually by Jack and Mavis Toovey for an outstanding student entering a Master's program in the Faculty of Forestry and studying wood science. Jack graduated from UBC in 1960 with a Bachelor of Science in Forestry (BSF). Jack made tremendous contributions to the profession and the industry over his career and was named a Distinguished Forester in 1990 by the Association of BC Forest Professionals (ABCFP), the Association's highest honour that recognizes members who have made outstanding contributions to the profession over their lifetime. During his career Jack held the offices of President of the ABCFP; President of the Canadian Institute of Forestry and Honorary Member of the Applied Science Technologists and

Technicians of BC. Upon his retirement in 1990 he was Vice-President at Fletcher Challenge responsible for timberlands and forestry. In 1994 he was appointed as a founding member of the Forest Practices Board to advocate for the public's interest in sound forest management. Jack is an avid gardener and believes strongly in giving back to his community. The award is made on the recommendation of the Faculty of Forestry in consultation with the Faculty of Graduate and Postdoctoral Studies. (First Award Available in the 2016/2017 Winter Session)

World University Service of Canada Bursary (Living Allowance): Bursaries are offered by the University to assist student refugees to defray housing and meal plan costs. They are made on the nomination of the World University Service of Canada, UBC Local Committee. (First Award Available in the 2016/2017 Winter Session)

Previously-Approved Awards with Changes in Terms or Funding Source:

#726 Proposed Award Title and Description: F. M. CLEMENT Prize in Food Market Analysis – A prize of \$300 **has been made available through an endowment established** in memory of Dr. Frederick Moore Clement who served with distinction for 30 years as Dean of Agriculture, retiring in 1949. He believed in education through agriculture as well as in agriculture and recognized the great diversities of individuality, interest and motivation in students. Through activities directed to public service, Dean Clement made his greatest contribution to the agricultural industry. His persistent efforts established improved methods of marketing in British Columbia and Canada. The prize is awarded to the fourth year student **majoring in Food Market Analysis in the B.Sc. in Food, Nutrition, and Health program**, with the highest aggregate standing in the subjects of the third and fourth years, including the graduating thesis. This prize is one of a series of awards designated as the Agricultural Sciences Founding Faculty Prizes, established to honour the men who were responsible for the organization and development of the Faculty of Agricultural Sciences at the University of British Columbia. On the occasion of the sixtieth anniversary of the appointment of Leonard S. Klink as Dean of the Faculty of Agriculture, May 11, 1974, these prize awards were established by Dean Emeritus Blythe Eagles and Mrs. Eagles and were endowed by the Agriculture Undergraduate Society. **The award is made on the recommendation of the Faculty of Land and Food Systems.**

Rationale for Proposed Changes – Type of Action: agriculture economics does not exist anymore as a subject field and it has been replaced by the major in Food Market Analysis in the B.Sc. in Food, Nutrition, and Health program. Thus, upon the request of the Faculty, and in collaboration with the Office of the University Counsel, we are changing the award title and description accordingly.

#1200 Proposed Award Title and Description: Janet Narod Memorial Scholarship - A scholarship of \$2,600 has been **made available through an endowment established** by her parents and friends in memory of Janet Narod who attended UBC from 1976 to 1980. The scholarship is awarded to the outstanding graduating student in **Honours English**, who intends to continue study at the graduate level at this university. The award is made on the recommendation of the Department of English **in consultation with the Faculty of Graduate and Postdoctoral Studies.**

Rationale for Proposed Changes – Type of Action: in collaboration with the Office of the University Counsel, we are changing the administering body to the Faculty of Graduate and Postdoctoral Studies, to ensure that the student recipient continues their studies at the graduate level at UBC.

#1244 Proposed Award Title and Description: Helen Pitt Bursary in Fine Arts – Bursaries totalling **up to \$5,000** are offered **annually** by the late Helen Pitt, through the Vancouver Foundation, to **undergraduate** students entering **the second, third, or fourth year of the Visual Arts Program within the Department of Art History, Visual Art and Theory whose work focuses on painting, sculpture, printmaking, drawing or photography.** Preference is given to students from Vernon, B.C. and the surrounding district. **Students may only receive one award from the Helen Pitt funds. The award is adjudicated by Enrolment Services.**

Rationale for Proposed Changes – Type of Action: upon request of the Vancouver Foundation, we are broadening the award criteria; we are also updating the language of the description to follow current standards.

#3399 Proposed Award Title and Description: Maggie Burr Centennial Scholars Entrance Award in Music – A \$4,000 entrance award is offered annually by UBC Music alumna Maggie Burr (nee Margaret Sampson, BMus 1964), to an outstanding domestic student entering UBC's BMUS program directly from secondary schools, or transferring directly from other colleges and universities, in Canada or abroad **who demonstrates exceptional commitment.** Criteria for this entrance award includes demonstrated **performance proficiency as well as** academic and leadership achievements in the arts, community, athletics or school with preference given to students **who have an interest in the BMUS/BEEd combined program in future years of study.** Recipients are academically qualified students with an interest in joining and contributing to the UBC Vancouver community but who would not be able to attend UBC without significant financial assistance. Candidates must be nominated by a member of their school or community. The awards are made on the recommendation of the Centennial Scholars Entrance Award Committee **and subject to an exceptional audition to the Bachelor of Music program.**

Rationale for Proposed Changes/Type of Action: upon donor's request, we are broadening the selection criteria and changing the preference language; (please add more information, if you think it is necessary)

#4449 Proposed Award Title and Description: Eric Walter Mountjoy Memorial Scholarship – Scholarships totaling \$6,450 have been **made available through an endowment established** by the Estate of Eric Walter Mountjoy to students **studying** geological sciences who are originally from Quebec. **The awards are made on the recommendation of the Department of Earth, Ocean & Atmospheric Sciences, and in the case of graduate students, in consultation with the Faculty of Graduate and Postdoctoral Studies.**

Rationale for Proposed Changes – Type of Action: upon request of our UBC Estate Administrator, and in consultation with the Office of the University Counsel, we are opening the eligibility criteria so as to include graduate students. Accordingly, we are also changing the language around the recommendation process.

#5000 Proposed Award Title and Description: NAIOP Real Estate Challenge Award -

Awards totalling \$8,000 are offered annually by NAIOP Vancouver, the Commercial Real Estate Development Association, to students enrolled **at UBC at the undergraduate or graduate level**. The awards are given to students who participate in the annual NAIOP Real Estate Challenge and recognize the students' sacrifices of time and energy, and dedication to excellence and teamwork. The awards are made on the recommendation of the Sauder School Business in consultation with the Centre for Urban Economics and Real Estate, **and in the case of graduate students, in consultation with the Faculty of Graduate and Postdoctoral Studies.**

Rationale for Proposed Changes – Type of Action: upon donor's request, in collaboration with the Development Office at Sauder, we are broadening the award criteria.

#5681 Proposed Award Title and Description: Drs. Sydney and Constance Friedman

Travel Award – Two travel awards totalling \$10,000 **have been made available through an endowment established** by Drs. Sydney and Constance Friedman to graduating MD students with high academic standing who plan to travel outside British Columbia within the first year after graduation. Applicants should submit a short outline (500 word or less) of their travel plans. Unusual requests need not be excluded. **The purpose of this award is for the applicant to have the opportunity to see and experience the culture of another area of the world. It is hoped that by having this experience, the applicant will have a better bedside manner and the ability to have a more global perspective of their patients.** This award is made on the recommendation of the Faculty of Medicine.

Rationale for Proposed Changes – Type of Action: upon donors' request as stated in their wills, we are changing the award description to reflect that the award is being endowed; we are also adding a short paragraph clarifying the donors' intentions behind the gift.

#5713 Proposed Award Title and Description: Van Leest Family Southern Medical

Program Bursary – Two \$2,000 **bursaries** are offered annually by the Van Leest Family to support one second year student and one third year student in the UBC Faculty of Medicine Southern Medical Program. Preference is given to students who **have graduated from a secondary school in the Thompson/ Okanagan, Kootenay or Cariboo regions of BC.** The awards are **adjudicated by Enrolment Services.**

Rationale for Proposed Changes – Type of Action: upon donor request, we are changing the award type from award to bursary; we are also changing the adjudication language accordingly.

#6516 Proposed Award Title and Description: Friedman Award for Scholars in Health –

Awards totalling \$100,000 **have been made available through an endowment established by Drs. Constance Livingstone-Friedman and Sydney Friedman for graduate students in the field of health or UBC medical resident trainees.** The awards are to be used to pursue scholarly activities outside of Western Canada, **with recipients selected on the basis of the nature and quality of the learning opportunity and the potential impact in the field of health.** Constance Livingstone-Friedman and Sydney Friedman were two of the earliest faculty

members in UBC's Faculty of Medicine. Their contributions to both medical education and research were foundational to the early development of the medical school at UBC. **The awards are granted** on the recommendation of the Faculty of Medicine, in consultation with the Faculty of Graduate and Postdoctoral Studies. Recipients of this award will be recognized as "Friedman Scholars".

Rationale for Proposed Changes – Type of Action: upon donors' request as stated in their wills, we are changing the award description to reflect that the award is being endowed; we are also changing award type from scholarship to award; we are also adding language to clarify the selection criteria.

#7308 Proposed Award Title and Description: Arthur John Watson Memorial Bursary in Electrical Engineering – Bursaries totalling \$1,100 have been **made available through an endowment established** by Mrs. Geraldine Stringer in memory of her first husband, Arthur John Watson, who graduated from UBC in electrical engineering (BASc1953). The bursaries are awarded to Canadian **Aboriginal** undergraduate students in Electrical Engineering in the Faculty of Applied Science.

Rationale for Proposed Changes – Type of Action: upon donor's request, we are limiting the award criteria so as to include only Aboriginal students.

#8257 Proposed Award Title and Description: Harold and May Duncan Memorial Bursary – A \$700 bursary has been made available through an endowment established in memory of Harold and May Duncan by her family and is offered to a student in any program and year of study.

Rationale for Proposed Change / Type of Action: upon the donor's request, and in collaboration with the Office of the University Counsel, we are updating the title and description to reflect the name of May Duncan's husband Harold.

#8541 Proposed Award Title and Description: Harold Davenport Bursary – Bursaries totalling \$23,350 have been made available through an endowment established by the Estate of John McIntyre Stoddart. **The bursaries are** offered to deserving undergraduate or graduate students enrolled in a course of studies related to the economics of transportation. Such courses of study are currently offered in the Sauder School of Business and the Faculty of Applied Science (Civil Engineering and SCARP). Harold Davenport was Mr. Stoddart's brother-in-law and was among the earliest fliers in the coastal areas of British Columbia. **The award is adjudicated** by Enrolment Services.

Rationale for Proposed Changes – Type of Action: in collaboration with Enrolment Services and the Office of the University Counsel, and with the approval of the Board of Governors, we are changing the number of bursaries available.

#8617 Proposed Award Title and Description: Dr. Mohinder Singh Dhillon Bursary – A \$2,400 bursary is offered annually in honour of Dr. Mohinder Singh Dhillon. Dr. Dhillon came to Canada in 1967, and while working and with his wife Jasmer raising three children into professional careers, he devoted his time, energy, knowledge, and talent to more than thirty

community organizations, including service as an advisory board member for the Canadian Museum for Human Rights and for The University of Winnipeg's Global College. In 2008, Dr. Dhillon received an Honorary Doctorate from the University of Winnipeg. The bursary is **available to undergraduate students involved in the Punjabi Community and studying in the Faculty of Arts. The bursary is** adjudicated by Enrolment Services.

Rationale for Proposed Changes – Type of Action: In collaboration with Enrolment Services and with the donor's consent, we are changing the selection criteria so as to facilitate the adjudication process by Enrolment Services.

Appendix B: Curriculum Report

FACULTY OF APPLIED SCIENCE

New/revised programs:

Minor in Arts, Bachelor of Environmental Design

New courses:

ENDS 110 (3) Measured Architectural Drafting; ENDS 220 (3) Architecture in Context: Vancouver

FACULTY OF COMMERCE AND BUSINESS ADMINISTRATION

New courses:

COEC 365 (3) Market Research; COEC 370 (3) Corporate Finance; COEC 491 (3) Strategic Management; COEC 497 (3) New Enterprise Development

FACULTY OF ARTS

New courses:

Asia 373 (3) History of Hong Kong; HIST 373 (3) History of Hong Kong; ACAM 350 (3) Asian Canadian Community-Based Media; RUSS 321 (3) Imagining Location in Russian Literature (in English); FIPR 133 (3) Introduction to Film and Media Production; ARTH 380 (3) Art as Technology; VISA 475 (3) Exhibition Theory and Practice; GERM 426 (3) German Representations of the Holocaust (in English); POLS 426 (3) The German Nazi Holocaust in Polish Literature and Film (in English); FNIS 454 (3) Indigenous New Media; FNIS 455 (3) Indigenous Geographies: Our Home on Native Land; MUSC 324 (3-6) The Guitar in History and Practice

FACULTY OF GRADUATE AND POSTDOCTORAL STUDIES

New courses:

Applied Science PLAN 530 (3) Affordable Housing Policy and Planning; PLAN 531 (3) Planning for Disaster-Resilient Communities; PLAN 532 (3) Strategic Planning: Developing and Implementing Policy Plans; PLAN 533 (3) Indigenous Planning: Ways of Being, Knowing and Doing; PLAN 534 (1) Introduction to Geographic Information Systems; PLAN 535 (3) Transportation Planning & Analysis; ARCH 551 (3) Communicating Construction
Arts FNIS 560 (3/6) d Applied Learning: Collaborative Place-Based Research
Commerce and Business Administration BAMA 505 (1.5) Business Development; BAHR 516 (1.5) Leading Teams; BA 535 (0) Dual Degree Year 2 at Yale
Dentistry DENT 769 (3) Foundation of Teaching and Learning for Dental Graduate Student Instructors (GSIs)
Education LLED 527 (3) Materials Development for Indigenous Language Learning & Teaching

FACULTY OF PHARMACEUTICAL SCIENCES

New courses:

PHAR 420 (1-6) c Directed Studies in Pharmacy Education; PHAR 434 (3) Essential Medicinal Chemistry Concepts for Pharmacists



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7 October 2016

To: Vancouver Senate
From: Tributes Committee
Subject: Memorial Minutes

The Tributes Committee has prepared memorial minutes for the following individuals:

Dr. David Measday
Dr. Donald Brown
Dr. Janet Stein

Motion: *That Senate approve the Memorial Minutes for Dr. David Measday, Dr. Donald Brown and Dr. Janet Stein, that they be entered into the Minutes of Senate and copies be sent to the family of the deceased.*

Respectfully submitted,

Dr. Sally Thorne, Chair
Senate Tributes Committee



Dr. David Measday

Dr. Measday moved to Vancouver in 1970, joining what was then the Department of Physics to work with the new TRIUMF accelerator, which was still under construction.

Born in London in 1937, as a child Dr. Measday was twice evacuated to the English countryside to avoid bombing during the Second World War. He then went on to study at Kings College School in Wimbledon and Wadham College, Oxford, where he obtained both a Bachelor of Arts and Doctor of Philosophy.

Before moving to Canada, Dr. Measday spent three years as a post-doctoral fellow at Harvard University's Cyclotron Laboratory, developing a mono-energetic neutron beam and measuring the neutron-proton interaction. He also spent some years working as a post-doctoral fellow in Geneva, Switzerland, before joining the staff at the Synchrocyclotron at CERN.

After taking up his position at UBC, Dr. Measday continued to travel, spending time experimenting at both the University of Washington in Seattle and at Berkeley, where he studied various properties of pions and muons.

Dr. Measday became Associate Dean of Science in 1990, and took on the role of Acting Dean from 1997 to 1998, serving as a member of Senate in this capacity. During his tenure, Dr. Measday led the Faculty of Science through the move to computer-centred laboratories, as well as assisting with the reorganization of the Departments within the Faculty.

After his retirement in 2002 Dr. Measday continued to teach, but also served as treasurer of the Professors Emeriti for four years and a member of the President's Advisory Committee on Campus Enhancement.

To his family and friends, the Senate and the University of British Columbia offers its condolences and thanks.

Dr. Donald Brown

One of Canada's most distinguished philosophers, and a popular and dedicated teacher, Dr. Donald Brown graduated from UBC in 1947 with a Bachelor of Arts in Honours Philosophy. He went on to obtain a further BA in Philosophy, Politics and Economics from Corpus Christi College, Oxford, in 1950, before receiving his Doctor of Philosophy from Magdalen College, Oxford, in 1955.

Returning to UBC's Philosophy Department – first as an Assistant Professor and later as a Full Professor – and, apart from one year spent teaching at Magdalen College in the late 1950s, he remained there until his retirement in 1985. Dr. Brown served as a Representative of the Joint Faculties on Senate between 1969 and 1975.

Outside of his academic career, Dr. Brown served on the Ethics Committee of the Vancouver General Hospital and, along with a number of his friends and colleagues, was a founder of the B.C. Civil Liberties Association.



To his family and friends, the Senate and the University of British Columbia offers its condolences and thanks.

Dr. Janet Stein

Born in Denver, CO, in October 1930, Janet Ruth Stein Taylor went on to graduate with a BA from the University of Colorado in 1951, and a Master of Arts from Wellesley College in 1953. Dr. Stein obtained her Doctor of Philosophy in Botany at the University of California, Berkeley, in 1957, and soon after won the 'Dorbaker Award' for the best phycological paper published in North America in 1960.

Dr. Stein joined UBC's Department of Botany in 1959, having spent a couple of years working as a Technician at Berkeley and taking up various visiting positions at both the University Teachers Institute at Indiana University and the University of Minnesota Biological Station. After five years at UBC Dr. Stein became an Assistant Professor, and did much to shift gender imbalances within the Department of Botany and the Faculty of Science more generally; she went on to lead the Departmental advising group, and also served as Associate Dean of Science.

From September 1972 to December 1974 Dr. Stein was a Representative of the Joint Faculties on Senate, and she served again, this time representing the Faculty of Science, from 1984 until her retirement in 1985.

Beyond UBC, over the course of her career Dr. Stein was variously Director, Vice-President and President of the Canadian Botanical Association, and Treasurer and President of the Phycological Society of America, as well as editing a number of journals and new bulletins. Her research interests centred on the Freshwater and Estuarine Algae of British Columbia, but Dr. Stein also led extensive fieldwork and data base preparation for what is now part of the *E-Flora of BC: Electronic Atlas of Plants of British Columbia*.

To her family and friends, the Senate and the University of British Columbia offers its condolences and thanks.

7 October 2016

To: Vancouver Senate

From: Admissions Committee

Re: a) Bachelor of Environmental Design – Changes in Admission Requirements (approval)
b) Policy J-55: *Third Party Recruitment Agreements* (approval)

a) Bachelor of Environmental Design (approval)(circulated)

The Committee has reviewed and recommends to Senate for approval changes in admission requirements for applicants to the Bachelor of Environmental Design program. Applicants must present a minimum 65% average calculated on the most recently completed 30 credits of coursework. The proposal also removes Physics as an admission requirement and includes a number of editorial changes for clarity.

Motion: *That Senate approve changes in admission requirements for applicants to the Bachelor of Environmental Design program, effective for admission to the 2017 Winter Session and thereafter.*

b) Policy J-55: *Third Party Recruitment Agreements* (approval)(circulated)

The Admissions Committee recommends that Senate approve Policy J-55: *Policy on Third Party Recruitment Agreements*.

In May 2006, guidelines on third party recruiting were approved by the Senate, upon the recommendation of the Committee. The guidelines were developed by a sub-committee of the Admissions Committee with the following goals in mind:

- to protect and promote UBC's reputation worldwide;
- to minimize foreseeable risks in dealing with third party recruiters;
- to protect any individual degree program from becoming dependent on an individual recruiter for its viability; and
- to protect students from unscrupulous recruiting practices.

The landscape for international student recruitment has changed significantly since 2006 and the Committee felt that the earlier guidelines were insufficient in detail and scope to adequately govern the University's use of recruitment agents. Revision to previous guidelines was also prompted by the increased engagement of academic units with third-party recruitments. To undertake its review and develop a comprehensive policy on third-party

recruitment agreements, the Committee struck a working group, with the following membership:

- Dr. Peter Marshall (Chair, Senate Curriculum Committee, UBC-V)
- Ms. Susan Allan (Associate Director, International Student Initiative, UBC-O)
- Dr. Paul Harrison (Joint Faculties Representative, Faculty of Science, UBC-V)
- Mr. Jens Locher (Director, Strategic Business Projects, Faculty of Graduate and Postdoctoral Studies, UBC-V)
- Ms. Karen McKellin (Executive Director, International Student Initiative)
- Dr. Pam Ratner (Vice-Provost and Associate Vice-President Enrolment and Academic Facilities)
- Dr. Greg Wetterstrand (Faculty of Education, UBC-O)

Policy J-55 is a joint effort by the Vancouver Senate Admissions Committee and the Okanagan Senate Admissions and Awards Committee. Through the efforts of these two committees, and of the Third-Party Recruitment Working Group, as well as extensive consultations across both campuses, Joint Policy J-55 was produced to provide binding regulation regarding the place of third-party recruitment agents within UBC's academic system.

The associated draft interpretive and procedural guide is intended to serve as an example of the guidance that may be provided to academic and other units interested in engaging with recruitment agents and agencies. The guidelines detail the steps that must be taken by units interested in working with recruitment agents and agencies before the University will enter into an agreement with an agent or agency. It is anticipated that the guidelines will be reviewed and revised prior to implementation, and that the manner in which policy J-55 is implemented will continue to evolve over time. It is circulated herein for information only.

The policy will be reviewed by the Okanagan Senate on 27 October 2016.

The Committee is pleased to recommend the following:

Motion: *that Senate approve Policy J-55: Third Party Recruitment Agreements.*

Respectfully submitted,

Dr. Robert Sparks
Chair, Senate Admissions Committee



UBC Admission Proposal Form Change to Course or Program

| | |
|--|--|
| <p>Faculty: Applied Science Department: School of Architecture and Landscape Architecture Faculty Approval Date: 2 May 2016 Effective Session (W or S): W Effective Academic Year: 2017</p> | <p>Date: 5 August 2016 Contact Person: Theresa Juba Phone: 604 822.0205 Email: tjuba@sala.ubc.ca</p> |
| <p>Proposed Calendar Entry:</p> <p>Admission to the Bachelor of Environmental Design requires completion of the equivalent of 60 UBC credits including 6 credits of English literature and/or composition and 6 credits of Geography. Physical geography is highly recommended.</p> <p>Applicants must have achieved an overall academic average of 65% or better, including any failed courses, on the most recent 30 credits of post-secondary course work, in order to be considered for admission to the Bachelor of Environmental Design. The overall average is calculated in accordance with the <u>general admission requirements for undergraduate applicants from a college or university</u>.</p> <p>All applicants to the B.En.D. are required to demonstrate competence in the English language prior to application. Applicants are directed to UBC's <u>English Language Admission Standard</u> for further information.</p> <p>APPLICATION PROCESS Application for admission to the Bachelor of Environmental Design program must be made through UBC</p> | <p>URL: http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,196,525,696</p> <p>Present Calendar Entry:</p> <p>Students apply for admission to the Bachelor of Environmental Design Program for autumn, third-year matriculation. Prospective students enrol in a first-year university program of their choice at a recognized university or college. For first-year admission requirements students are directed to the admission requirements of those institutions and their respective programs of study. Students must complete the UBC equivalent of 60 credits during their first two years of study. First and second-year coursework must include the equivalent of 6 credits of English in literature and composition, 6 credits of geography (physical geography is highly recommended), and 3 credits of lower-level physics. Additional recommendations for preparatory study are available from ENDS.</p> <p>Admission to the ENDS Program is competitive; the program accepts a maximum of 25 students per year. Admission is based on the student's</p> |



Enrolment Services no later than the published deadline. The applicant is responsible for ensuring that all supporting documents, including official transcripts, and fees are submitted by the deadlines provided by UBC following the submission of an application, otherwise the application will not be considered.

Applicants to the Bachelor of Environmental Design must satisfy both University undergraduate admission requirements and B.En.D. requirements including the submission of a Supplemental Application to the Environmental Design Program.

New or previous UBC students must complete an [on-line application](#). Current students must complete the Change of Degree Program/Campus form on the [Student Service Centre](#).

MATURE APPLICANTS

Consideration will be given to applicants applying to the Bachelor of Environmental Design as a mature applicant. Further information is available [here](#).

SUPPLEMENTAL APPLICATION

A Supplemental Application to the Environmental Design Program must be submitted no later than the published deadline.

Detailed information on the Supplemental Application to the Environmental Design Program is available from the Environmental Design [website](#).

The Supplemental Application is comprised of the following:

- . a Statement of Interest
- . A Biographical Statement
- . a Portfolio reflecting, in visual terms,

~~academic standing, submission of a portfolio demonstrating general creative abilities, completion of an admissions questionnaire, and a letter expressing interest in the program. A complete list of the required documents is available from [ENDS](#). Students seeking transfer from other universities and colleges may be granted advanced credit for parallel courses in the first two years of the UBC curricula where standings obtained are above minimum passing grade at those institutions.~~

~~Basic skill with design-oriented digital media and processes is fundamental to effective participation in [ENDS](#) design and media courses. Prior to autumn matriculation, students admitted to [ENDS](#) must register for the Digital Media Workshop (fee-based class).~~

~~To petition out of the Design Media Workshop, students must show evidence of competency with all of the following digital media skills:~~

- ~~graphic/digital image processing (e.g., Photoshop)~~
- ~~layout applications (e.g., InDesign, Illustrator)~~
- ~~2D drawing (e.g., AutoCAD, Vectorworks)~~
- ~~3D modeling (e.g., FormZ, Maya)~~

~~For detailed program and admission information, please visit [ENDS](#). Inquiries can be made to the [ENDS Program Office](#) directly.~~

Type of Action:



| | |
|---|--|
| <p>evidence of creativity and design aptitude</p> <ul style="list-style-type: none"> . ONE set of Official Transcripts, in sealed and endorsed envelopes, issued by the Registrar[s] of the home institution[s] from ALL post secondary institutions attended . TWO Letters of Reference including at least ONE academic reference . a Statement identifying three compelling places, buildings or landscapes, each fifty words maximum, and how they define the applicant's current understanding of environmental design <p>The Supplemental Application is mailed to the Environmental Design Office as noted below: Admissions Committee Environmental Design Program University of British Columbia 379 – 2357 Main Mall Vancouver, B.C. V6T 1Z4</p> <p>The Bachelor of Environmental Design program accepts thirty students annually. The number of qualified applicants far exceeds the number of seats available. Fulfillment of the minimum entry requirements does not guarantee admission.</p> | <ul style="list-style-type: none"> . amend language describing admission requirements for clarity . state admissions average requirement of 65% or better based on the most recent 30 credits completed at the undergraduate level . remove physics as a requirement . increase stated intake to 30 students . remove reference to Design Media Workshop . add sections on the Application Process including the supplemental application . add admission considered for Mature Applicants . <p>Rationale for Proposed Change:</p> <ul style="list-style-type: none"> . language to describe admissions is amended for clarity . the changes reflect current practice: physics is no longer required but recommended for those who wish to pursue studies in Architecture; the design media workshop is no longer offered |
| <p>Proposed Calendar Entry:</p> <p>RETURNING AND READMISSION AFTER FAILED STANDING</p> <p>The earliest a student may be readmitted to the Bachelor of Environmental Design program after being required to withdraw due to a Failed Standing is twelve months following the requirement to withdraw.</p> <p>In seeking to return after the failed standing, the student must submit an application for readmission by the stated <u>UBC deadline</u>. Students seeking to return will be considered for</p> | <p>URL: http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,196,525,1487</p> <p>Present Calendar Entry: An appeal for re-admission in a subsequent academic year will require the submission of a new application, a letter of appeal, and documentation of ENDS work to date.</p> <p>Type of Action:</p> <ul style="list-style-type: none"> . create a new heading 'Returning and Readmission after Failed Standing' and |



readmission based on a combination of

- . Space availability**
- . Strength of the application against the current applicant pool**
- . A letter of appeal outlining how the student has prepared to succeed in further studies at UBC; and**
- . Two reference letters pertaining to the student's academic and/or work experience since withdrawing from the program**

A student planning to apply for readmission is required to meet with the Student Services Coordinator in Environmental Design well in advance of the application in order to develop a plan for readmission.

expand the text from the current reference to readmission

- . section would follow 'Failed Standing'

Rationale for Proposed Change:

- . amended text identifies the earliest time period in which a student with failed standing can be readmitted and the steps required for application for readmission including the application deadline, the requirements for an application for readmission and the terms under which the application is considered.



Proposed Calendar Entry

See table below for exceptions and important notes relating to Winter Session application deadlines:

| Program | Credential | Faculty / School | Application Deadline | Notes |
|----------------------|------------|---|----------------------|---|
| Environmental Design | B.En.D. | School of Architecture and Landscape Architecture | January 31 | A supplemental application due February 15 is required of all B.En.D. applicants. Further information is available here . |

URL:

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,295,0,0#17631>

Present Calendar Entry:

See table below for exceptions and important notes relating to Winter Session application deadlines:

| Program | Credential | Faculty / School | Application Deadline | Notes |
|---------|------------|------------------|----------------------|-------|
|---------|------------|------------------|----------------------|-------|

Type of Action:

. add entry to include B.En.D. supplemental application

Rationale for Proposed Change:

. a supplemental application has been a requirement of B.En.D. applicants since the program's inception. Its inclusion reflects this requirement.

THE UNIVERSITY OF BRITISH COLUMBIA

**SENATE POLICY:
J-55**

Okanagan & Vancouver Senates
Enrolment Services
2016 - 1874 East Mall
Vancouver, B.C. Canada V6T 1Z1

Number & Title:

J-55: *Third-Party Recruitment Agreements*

Effective/Implementation Date:

This policy is effective immediately upon approval by both the *Okanagan Senate* and the *Vancouver Senate*.

Approval Date:

Okanagan Senate on _____ and the *Vancouver Senate* on _____

Review Date:

This policy shall be reviewed 5 years after approval and thereafter as deemed necessary by the *responsible committees*.

Responsible Committees:

Admissions Committee of the Vancouver Senate and *Admissions & Awards Committee of the Okanagan Senate*.

Authority:

University Act:

S. 37(1)

“The academic governance of the university is vested in the senate and it has the following powers:

(b) to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine;”

(c) to determine all questions relating to the academic and other qualifications required of applicants for admission as students to the university or any faculty,

and to determine which faculty the students pursuing a course of study must register.”

Purpose and Goals:

This policy sets parameters for the establishment of agreements between the University and *third-party recruitment agents and agencies* to preserve the reputation of the University and the integrity of the University's admission processes.

Applicability:

This policy is applicable to any agreement between the University and any *recruitment agent or agency*.

Exclusions:

This policy does not apply to agreements between the University and parties that are not *recruitment agents or agencies*.

This policy does not apply to activities directed at recruiting prospective student-athletes, including but not necessarily limited to activities governed by the regulations of Canadian Interuniversity Sport, the National Association of Intercollegiate Athletics, or any other athletic association, league, conference, or comparable organization.

Definitions:

Authorized Agent or Agency shall mean a *recruitment agent or agency* that has entered into a *recruitment agreement* with the University to provide *recruitment services* to the University.

Applicant for the purpose of this policy shall mean a person that has applied for admission to the University, is in the process of applying for admission to any course of study, instruction or education in any faculty or department of the University, or with whom a *recruitment agent or agency* has communicated regarding a prospective application for admission to any course of study, instruction or education in any faculty or department of the University whether or not an application for admission is ever submitted by that person.

Recruitment Agent or Agency shall mean an individual or organization that provides *recruitment services* for educational institutions in exchange for a commission or other form of compensation paid by those institutions, but who is not an employee or *unit* of the educational institution.

Recruitment Services shall mean any activities performed by a *recruitment agent or agency* intended to facilitate an application for admission to any course of study, instruction or education in any faculty or department of the University or to induce or persuade any person to apply for admission to any course of

study, instruction or education in any faculty or department of the University, but shall not mean services limited solely to marketing activities.

Recruitment Agreement shall mean an agreement between the University and a *recruitment agent* or *recruitment agency* to provide *recruitment services*.

Signing Resolution shall mean a resolution of the Signing Committee of the Board of Governors that designates which persons are authorized to sign legally binding documents on behalf of the University for such purposes and with such restrictions as outlined in the resolutions.

Unit, for the purposes of this policy, shall mean any Faculty, School, Department, College, Centre, Institute or other constituent element of the University including both academic and non-academic entities.

Policy:

Entry into and Management of Recruitment Agreements

- 1) The University and its *units* may seek to obtain *recruitment services* only from *authorized agents*.
- 2) The University may enter into written agreements with *recruitment agents* or *agencies* to provide *recruitment services* to the extent that those agreements do not contravene the policies or regulations of the University or the laws of Canada or British Columbia.
- 3) All *recruitment agreements* must be entered into on behalf of the University in accordance with this policy and must be signed pursuant to the applicable Signing Resolution. *Units* do not have the authority to enter into *recruitment agreements* independently of the University.
- 4) *Units* may recommend that the University enter into a *recruitment agreement* with a *recruitment agent* or *agency*. Prior to making such a recommendation, the *unit* must:
 - a. Perform proper and sufficient due diligence to ensure that the *recruitment agent* or *agency* is *bona fide* and of good repute;
 - b. Ensure that it has the capacity to support and manage the activities of the *recruitment agent* or *agency* such that it can ensure that the *recruitment agreement* would not result in any risk to the integrity of the University's admission processes or any adverse legal or reputational effects on the University or any *unit*;
 - c. Ensure that it has the capacity to monitor the activities of the *recruitment agent* or *agency* such that it can ensure that the *recruitment agent* or *agency* is in compliance with the *recruitment agreement*; and

- d. Ensure that the *unit* is not so reliant on the services provided in a *recruitment agreement* that a loss of the agreement would threaten the viability of the *unit*.
- 5) All *recruitment agreements* must be consistent with the contents of this policy and must specifically require *recruitment agents* or *agencies* to comply with the obligations of *recruitment agents* and *agencies* as set out in this policy.
- 6) A copy of any *recruitment agreement* must be submitted to the Office of the Provost and Vice-President Academic of UBC Vancouver and the Office of the Provost and Vice-Principal of UBC Okanagan, which will maintain publicly available registries of all *authorized agents*.
- 7) *Units* must manage, support and monitor the activities of all *recruitment agents* and *agencies* with which they are engaged, and must ensure that a review of the activities of these *recruitment agents* and *agencies* is conducted no less frequently than once every three years. *Units* at UBC Vancouver must notify the Office of the Provost & Vice-President Academic and *Units* located at UBC Okanagan must notify the Office of the Provost and Vice-Principal of any instances of non-compliance with *recruitment agreements* on the part of *recruitment agents* or *agencies* that are discovered by the unit.

Protection of Privacy

- 8) The University, *units* and all *authorized agents* and *agencies* must at all times take all necessary steps to protect the private and personal information of students and *applicants* including compliance with the applicable laws of Canada and British Columbia, as well as compliance with the applicable laws of any jurisdiction in which an *authorized agent* or *agency* operates.
- 9) The University and its *units* must not distribute the personal information of students or *applicants* to *recruitment agents* or *agencies* except in compliance with the laws of Canada and British Columbia.
- 10) *Authorized agents* and *agencies* must not collect the personal information of students or *applicants* except in compliance with the applicable laws of Canada and British Columbia, as well as compliance with the applicable laws of any jurisdiction in which the *authorized agent* or *agency* operates.

Obligations of the University

- 11) The University must make all admission decisions according to the established admission standards and criteria of the University and any applicable *unit*. The admission standards and criteria applied to applications submitted with the assistance or involvement of a *recruitment agent* or

agency must be identical to those applied to applications submitted without the assistance or involvement of a *recruitment agent* or *agency*.

- 12) No *recruitment agent* or *recruitment agency* shall be contracted as an exclusive agent for the University or for any *unit* generally, or in a defined geographical area.
- 13) The University must not enter into a *recruitment agreement* to procure *recruitment services* for the purpose of recruiting students who are citizens or permanent residents of Canada or the United States of America or who are eligible to receive federal aid from the government of the United States of America.

Mandatory Terms of Recruitment Agreements

- 14) Any *recruitment agreement* must require any *recruitment agent* or *recruitment agency* that is a party to the *recruitment agreement* to comply with the following obligations:
 - a. *Authorized agents* and *agencies* must advise all *applicants* with whom they engage that *applicants* are not required to apply to the University through, or with the assistance of, any *recruitment agent* or *recruitment agency*.
 - b. An *authorized agent* or *agency* must not hold itself out as being able to offer *applicants* special or preferential access to the academic or non-academic programs or services of the University.
 - c. An *authorized agent* or *agency* must not hold itself out as being able to guarantee admission to the University or to guarantee an *applicant* authorization to enter Canada for the purpose of study.
 - d. *Authorized agents* and *agencies* must disclose the existence of compensation the *authorized agent* or *agency* receives for providing *recruitment services* from the University to *applicants* with whom they engage in the course of providing *recruitment services* to the University.
 - e. *Authorized agents* and *agencies* must not sub-contract *recruitment services* or any rights or obligations under any contract to provide *recruitment services* to any party without the written authorization of the University.
 - f. *Authorized agents* and *agencies* must not provide legal advice or representation to students regarding visas, study permits, or other matters relating to immigration to Canada unless the *authorized agent* or *agency* is legally permitted to do so.

- g. *Authorized agents and agencies* must not engage in the recruitment of any student who is a citizen or permanent resident of Canada or the United States of America or who is eligible to receive federal aid from the government of the United States of America.
- h. *Authorized Agents* must not hold themselves out as being employees or official representatives of the University except as specifically provided for in the *recruitment agreement*.

Calendar Statement:

None

Consultations:Okanagan Campus

Provost and Vice-Principal
Associate Vice-President, Students
Faculty of Applied Science
Faculty of Arts and Science
Faculty of Creative and Critical Studies
Faculty of Education
College of Graduate Studies
Faculty of Health and Social Development
Faculty of Management
Athletics

Vancouver Campus

Provost and Vice President Academic
Vice-President Students
Student Recruitment and Advising
Office of the University Counsel
Faculty of Applied Science
Faculty of Arts
Faculty of Commerce and Business Administration
Faculty of Dentistry
Faculty of Education
Faculty of Forestry
Faculty of Graduate and Postdoctoral Studies
Faculty of Land and Food Systems
Faculty of Law
Faculty of Medicine
Faculty of Pharmaceutical Sciences
Faculty of Science
Vantage College
Continuing Studies
Athletics

History:

This is the first version of this policy. Third Party Recruiting Guidelines were approved by the Vancouver Senate on May 16, 2006 upon recommendation of the Admissions Committee. The Third Party Recruiting Guidelines are of no effect as of the effective date of this policy.

Related Policies:

None

University of British Columbia Joint Senate Policy J-55

Third-Party Recruitment Agreements

Interpretive and Procedural Guide

DRAFT-Not for approval, information only

Last Updated: MONTH DAY, YEAR

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INTRODUCTION

In 2013, following nearly two years of deliberation, the National Association for College Admission Counselling (NACAC) amended its Statement of Principles of Good Practice¹ to permit members to recruit international students through third-party recruitment agencies.² This change has contributed to a significant expansion in engagement with third-party recruitment agents, which has long been standard practice in Australia and the United Kingdom, by North American post-secondary institutions.³

Engagement with third-party recruitment agents offer significant potential rewards to institutions of higher education. Agents allow for efficient and cost-effective recruitment in international markets, and offer institutions language skills, cultural familiarity and a constant in-country presence that may not be available through in-house recruitment professionals.⁴ Further, there is an expectation of agent involvement among students and parents in some regions that may put institutions that do not engage with recruitment agents at a competitive disadvantage.⁵

This recruitment strategy also comes with significant risks. Misrepresentation by agents can cause irreparable damage to an institutional brand, improper agent involvement in student applications can undermine the integrity of the admissions process,⁶ and the agent-institution relationship can give rise to significant unanticipated legal liabilities.⁷

In a 2013 report, the Council of Ministers of Education, Canada noted that institutional practice regarding third-party recruitment agent management varied widely within Canada, but that those with long-established agent networks with minimal turnover reported the greatest confidence in, and satisfaction with, their agent partners.⁸ Similarly, the findings of a 2014 study funded by the British Council emphasized the need for “a clear set of processes for the management of agent relationships.”⁹ These reports highlight the importance of a rigorous and coordinated process for selecting and vetting potential agent partners.

¹ National Association for College Admission Counselling (2013), “Statement of Principles of Good Practice,” Accessed April 1, 2016, 2.

² National Association for College Admission Counselling (2014), *International Student Recruitment Agencies: A guide for Schools, College and Universities*, 4 [NACAC].

³ Council of Ministers of Education, Canada (2013), *The Role of Education Agents in Canada’s Education Systems*, 3 [CMEC].

⁴ CMEC, 23.

⁵ CMEC, 23.

⁶ CMEC, 3, 23.

⁷ NACAC, 5.

⁸ CMEC, 38

⁹ Vincenzo Raimo, Christine Humfrey and Iona Yuelu Huang (2014), *Managing International Recruitment Agents: Approaches, Benefits and Challenges*, 28.

The Joint Policy of the UBC Vancouver and Okanagan Senates on Third-Party Recruitment (J-55), adopted by the Vancouver Senate on _____ and the Okanagan Senate on _____, represent a part of the University of British Columbia's response to the opportunities and challenges posed by third-party recruitment agent engagement.

Prior to the adoption of Joint Policy J-55, engagement with third-party recruitment agents and agencies was governed by Third Party Recruiting Guidelines approved by the Vancouver Senate on 16 May 2006. The guidelines were a response to the desire of academic units to engage with third-party recruitment agents and agencies, and the need for Senate to provide guidance to units, and to regulate the place of third-party agents and agencies in the University's recruitment and admission process.

Joint Policy J-55 developed out of a joint effort by the Senate Admissions Committee of the Vancouver Senate and the Admissions and Awards Committee of the Okanagan Senate to update the 2006 Guidelines. Through the efforts of these two committees, and of the Third-Party Recruitment Working Group, as well as extensive consultations across both campuses, Joint Policy J-55 was produced to provide binding regulation regarding the place of third-party recruitment agents within UBC's academic system.

The procedural requirements contained within this guide provide guidance to academic and other units interested in engaging with recruitment agents and agencies. The guidelines detail the steps that must be taken by units interested in working with recruitment agents and agencies before the University will enter into an agreement with an agent or agency.

Units may engage with third-party recruitment agents and agencies only in compliance with the terms of Joint Policy J-55 and the procedures set out in this guide. **Engagement of any sort with recruitment agents and agencies that does not comply with Joint Policy J-55 and this procedural guide may result in significant legal and financial consequences for units and/or the University.**

INSERT FINAL POLICY ONCE APPROVED

DRAFT-Not for approval information only

PROCEDURAL REQUIREMENTS

Overview

Paragraph 3 of Joint Senate Policy J-55 prohibits units within the University from entering into agreements with recruitment agents and agencies independently of the University:

All *recruitment agreements* must be entered into on behalf of the University in accordance with this policy and must be signed pursuant to the applicable Signing Resolution. *Units* do not have the authority to enter into *recruitment agreements* independently of the University.

Paragraph 4 of Joint Senate Policy J-55 does permit units within the University to recommend that the University enter into agreements with recruitment agents or agencies, provided that units making such recommendations satisfy several requirements prior to making the recommendation:

Units may recommend that the University enter into a *recruitment agreement* with a *recruitment agent* or *agency*. Prior to making such a recommendation, the *unit* must:

Perform proper and sufficient due diligence to ensure that the *recruitment agent* or *agency* is *bona fide* and of good repute;

Ensure that it has the capacity to support and manage the activities of the *recruitment agent* or *agency* such that it can ensure that the *recruitment agreement* would not result in any risk to the integrity of the University's admission processes or any adverse legal or reputational effects on the University or any *unit*.

Ensure that it has the capacity to monitor the activities of the *recruitment agent* or *agency* such that it can ensure that the *recruitment agent* or *agency* is in compliance with the *recruitment agreement*.

Ensure that the *unit* is not so reliant on the services provided in a *recruitment agreement* that a loss of the agreement would threaten the viability of the *unit*.

The process for entering into an agreement with a recruitment agent or agency to provide recruitment services is flexible, and will depend on the nature of the relationship contemplated, and the needs and resources of the proposing unit, but may consist of some or all of the following steps.

- 1) Preparation of proposal to engage with third-party recruitment agent;
- 2) Submission of proposal to the designated third-party recruitment coordinating office;
- 3) Decision of coordinating office;
- 4) Selection and vetting of third-party recruitment agent;
- 5) Negotiation and entry into agreement with third-party recruitment agent.

Recommendation Process

STEP 1: PREPARATION OF PROPOSAL TO ENGAGE WITH A THIRD-PARTY RECRUITMENT AGENT

The first step in commencing a relationship with a recruitment agent or agency is preparation of a proposal to engage with a third-party recruitment agent.

Units must not communicate with any prospective third-party recruitment agent or agency for the purpose of procuring the services of a third-party recruitment agent prior to completing and submitting a proposal.

The proposal to engage with a third-party recruitment agent must clearly address the following topics:

- 1) Existing student recruitment initiatives:

How is the unit currently seeking to attract students?

- 2) Outcomes of existing student recruitment initiatives:

How many students have been enrolled in the program at each year level over the past five years? What proportion of these students have been international students? What other demographic features of the unit's student body are important in assessing existing and future recruitment initiatives?

- 3) Changes sought to student recruitment outcomes:

Why is the unit reviewing its student recruitment practices? What problems or shortcomings is a new approach to student recruitment expected to resolve?

- 4) Alternative approaches considered:

Aside from engagement with recruitment agents or agencies, what solutions have been considered? Why are these alternative solutions insufficient to resolve the problems or shortcomings identified?

- 5) Expected benefits of engagement with recruitment agent or agency:

Why does the unit expect that engagement with a recruitment agent or agency will resolve the problems or shortcomings identified? Into which programs will the unit be seeking to recruit students using recruitment agents?

- 6) Region or students to be targeted:

In what geographical region does the unit require assistance in recruiting? Is there a particular type of student the unit wishes to target?

7) Resources available to manage agent relationship:

What human and financial resources can the unit devote to managing an agent relationship on an ongoing basis?

8) How does engagement with a third-party recruitment agent for the purposes identified fit within the strategic plans of the unit and of the University of British Columbia?

The proposal to engage with a third-party recruitment agent must include the information listed above, and may include such other information as the unit believes will be of assistance in assessing the proposal.

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**STEP 2: SUBMISSION OF PROPOSAL TO ENGAGE WITH A THIRD-PARTY
RECRUITMENT AGENT**

The completed proposal must be submitted, along with any supporting documentation, to the designated third-party recruitment coordinating office for the campus on which the proposing unit is housed.

The designated third-party recruitment coordinating office for UBC Okanagan and UBC Vancouver are as follows:

1. UBC Okanagan

TBD

2. UBC Vancouver

TBD

Once the proposal to engage with a third-party recruitment agent has been submitted to the appropriate designated third-party recruitment coordinating office, no steps towards engaging with any third-party recruitment agent may be taken prior to receiving a response from the designated third-party recruitment coordinating office.

STEP 3: RESPONSE TO PROPOSAL TO ENGAGE WITH THIRD-PARTY RECRUITMENT AGENT

Following the submission of a proposal to engage with a third-party recruitment agent, the designated third-party recruitment coordinating office will consider the proposal in detail. No steps towards engaging with third-party recruitment agents should be taken by any unit while a proposal to engage with a third-party recruitment agent from that unit is under consideration.

As part of considering the proposal, the designated recruitment coordinating office may request any additional information from the proposing unit that it considers relevant to its consideration of the proposal.

In assessing a proposal, the designated recruitment coordinating office will consider the University's existing relationships with third-party recruitment agents and will consult as necessary with other units to ensure a coordinated approach to third-party recruitment.

Following full consideration of the proposal, the designated third-party recruitment coordinating office will issue one of the following responses:

1) Engagement not Warranted or not Feasible

The proposal to engage with a third-party recruitment agent has failed to adequately justify the need for engagement with a third-party recruitment agent or the proposal has adequately justified the need for engagement, but for other reasons, engagement is not feasible at the present time.

No further steps toward engagement may be taken by the proposing unit, or by the designated third-party recruitment coordinating office.

Units are at liberty to submit a new proposal to engage with a third-party recruitment agent at any time following the decision of the designated third-party recruitment coordinating office.

2) Engagement Warranted and Feasible – Designated Office will Coordinate Engagement

The proposal to engage with a third-party recruitment agent has adequately justified the need for engagement with a third-party recruitment agent and engagement is feasible at the present time.

The University has existing relationships with third-party recruitment agents that will meet the unit's needs, or the designated third-party recruitment agent coordinating office has the resources and ability to initiate a new relationship with a third-party recruitment agent that will meet the unit's needs.

The designated third-party recruitment agent coordinating office, in consultation with the unit, will coordinate the commencement of the relationship between the unit and the agent, and will perform any necessary vetting of the agent on the unit's behalf.

3) Engagement Warranted and Feasible – Unit must Coordinate Engagement

The proposal to engage with a third-party recruitment agent has adequately justified the need for engagement with a third-party recruitment agent and engagement is feasible at the present time.

The University does not have existing relationships with third-party recruitment agents that will meet the unit's needs, and the designated third-party recruitment agent coordinating office is unable to initiate a new relationship with a third-party recruitment agent that will meet the unit's needs.

The proposing unit may itself seek to initiate a relationship with a third-party recruiting agent in accordance with the requirements set out in **Step 4** of this guide. The unit is responsible for vetting any prospective third-party recruitment agents. If, following the vetting process, the unit wishes to engage with a third-party recruitment agent, the unit must present a report detailing the results of the vetting process to the designated third-party recruitment coordinating office.

Any agreement with a third-party recruitment agent must be entered into with the assistance of the University Counsel Office, and signed pursuant to the appropriate signing authority. Units must not enter into agreements with third-party recruitment agents independently of the University.

STEP 4: SELECTION AND VETTING OF THIRD-PARTY RECRUITMENT AGENT

Where the response to a proposal to engage with a third-party recruitment agent is **“Engagement Warranted and Feasible – Unit must Coordinate Engagement”**, the proposing unit must complete an identification and vetting process.

The identification and vetting process is flexible, and will vary depending on the nature of the relationship contemplated, and the needs and resources of the proposing unit. The steps that may be included in this process could include those outlined below.

A detailed and accurate record of all steps taken during the identification and vetting process must be kept and presented to the designated third-party recruitment agent coordinating office.

1) Identification of Prospective Third-Party Agent Partners

A short list of prospective third-party agent partners should be compiled. Prospective partners can be identified from the following sources:

- a. Review of lists of certified agents published by regulatory bodies such as
 - a. American International Recruitment Council;
 - b. British Council;
 - c. Australian Education International (QEAC Database); and
 - d. International Consultants for Education and Fairs (ICEF).
- b. Review of agency member lists published by other top-tier Canadian, American and International universities;
- c. Consultation with the designated third-party recruitment coordinating office;
- d. Consultation with other University of British Columbia units engaged with third-party recruitment agents in the region of interest; and
- e. Consultation with national and regional agency associations.

2) Invitation to Complete the UBC Agent Application Form

Prospective third-party agent partners listed by the proposing unit can be invited to complete a UBC Agent Application Form. A sample of such a form is attached to this guide as Appendix ‘A’. This sample should be revised as necessary to suit the circumstances of the proposing unit.

The proposing unit must review all completed UBC Agent Application Forms, and identify prospective third-party recruitment agent partners likely to be capable of providing the services sought by the proposing unit without jeopardizing the ability of the unit and the University to remain in compliance with the Joint Senate Policy J-55: Third-Party Recruitment Agreements.

3) *Confirm Professional Affiliations and Memberships and Canada Course Completion*

To the extent possible, the proposing unit must verify the validity of all professional affiliations and memberships claimed by any third-party recruitment agent that has completed the UBC Agent Application Form.

The proposing units should verify that any prospective agent partners have completed the Canada Course for Education Agents offered by Global Affairs Canada and the Canadian Consortium for International Education.

4) *Reference Check*

The proposing unit must perform a reference check of all agents that remain prospective partners following their completion of the UBC Agent Application Form.

A sample agent reference check email is attached to this guide as Appendix 'B'. The reference check may be performed by telephone provided the responses to the questions listed on the sample email are clearly documented.

5) *Thomson Reuters World-Check*

The proposing unit must conduct a search of any prospective third-party recruitment agent partners on the Thomson Reuters World-Check system.

6) *Site Visit*

Following a reference check, the proposing unit must perform a site visit at the head office (or other appropriate office) of any third-party recruitment agent it continues to consider a prospective partner.

The proposing unit must complete a Site Visit Report. A template Site Visit Report is attached to this guide as Appendix 'C'. This template should be revised as necessary to suit the circumstances of the proposing unit.

7) *Report and Selection of Third-Party Recruitment Agent Partner*

At the conclusion of the identification and vetting process, the proposing unit must assess whether any of the fully vetted agents are suitable partners for the unit and for UBC. If so, a report detailing the basis for this conclusion and the steps taken during the vetting process may be submitted to the designated third-party recruitment coordinating office.

STEP 5: NEGOTIATION AND ENTRY INTO AGREEMENT WITH SELECTED THIRD-PARTY RECRUITMENT AGENT PARTNER

Following the selection of a third-party recruitment agent partner, the designated third-party recruitment coordinating office will bring the selection to the attention of the Office of the University Counsel for negotiation and finalization of the agreement.

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Appendix A: Sample Agent Application Form



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THE UNIVERSITY OF BRITISH COLUMBIA

International Student Initiative
Vancouver Campus
Brock Hall
1200 - 1874 East Mall
Vancouver, BC Canada V6T 1Z1

Agency Application Form

Please take the time to answer the following questions completely so that we can better understand your organization.

Note that only completed applications will be considered and that completion of this form does not guarantee partnership.

Agency Name Year Incorporated

Primary Contact

Family Name Given Name
Title
Email Address Phone Number

Head Office Address

Street
City
State or Province Postal Code
Country
Office telephone Mobile telephone
Fax Website
Email Address

Branch Offices, if applicable:

Agency Background

What is the main focus of your business? (Provide percentages where required - e.g. 30% ESL, 45% Bachelor's, etc.)

☐ Education Advising for:

- ☐ Primary/secondary school
- ☐ English as a Second Language (ESL) programs
- ☐ Certificate or Diploma (1-2 years)
- ☐ Bachelor's Degree (4 years)
 - ☐ Percentage requiring pathways/foundation programs
- ☐ Post-Baccalaureate Certificate or Diploma (1-2 years)
- ☐ Masters Degree or Post-Graduate Degree (1+ years)
 - ☐ Percentage requiring pathways/foundation programs

☐ Immigration Services/Visa Preparation

☐ Other (please specify):

Number of educational advising staff

Average amount of educational advising experience in years



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International Student Initiative
Vancouver Campus
Brock Hall
1200 - 1874 East Mall
Vancouver, BC Canada V6T 1Z1

Professional affiliations or memberships relating to educational travel (for example, BELTA, AIRC, ICEF, NAFSA, etc.) Please include details on the most current training courses your staff have completed (for example, British Council Foundation Certificate, Canada Course for Education Agents):

Have you or your staff members ever visited Canada? Please describe your knowledge/experience of Canada and of Canadian educational programs and systems.

Government regulations and/or licenses required for operation as a student recruiter or education agent in your home country:

To which countries do you send students?

In which countries do you conduct direct recruitment of students?

Do you have a sub-agent network? ☐ Yes ☐ No

If yes, how many?

In which countries?

How many students do you advise and place each year into Canadian Institutions?

Advise

Place

In the last year, how many of your clients successfully received admission offers to undergraduate degree programs at universities or colleges in:

| | Direct Admissions | Pathways/Foundation Programs |
|----------------|----------------------|------------------------------|
| Canada | <input type="text"/> | <input type="text"/> |
| USA | <input type="text"/> | <input type="text"/> |
| United Kingdom | <input type="text"/> | <input type="text"/> |
| Australia | <input type="text"/> | <input type="text"/> |
| Other | <input type="text"/> | <input type="text"/> |

Specify other countries:

Please list any current partner institutions ranked among the world's top 100 universities:



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International Student Initiative
Vancouver Campus
Brock Hall
1200 - 1874 East Mall
Vancouver, BC Canada V6T 1Z1

Agency Services

What services do you provide to students?

What are your service charges to students?

What are your refund policies?

What are your hours of operation? Please provide days and hours as appropriate.

What marketing and recruitment strategies do you undertake?

Do you create your own publications, and if so what are the charges for advertising, if any?

Please include a sample of your most recent publications.



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Vancouver Campus
Brock Hall
1200 - 1874 East Mall
Vancouver, BC Canada V6T 1Z1

References

Please provide three references. It is preferred if your references are either Canadian institutions, or institutions among the world's top 100 universities.

Family Name Given Name
Title Department
Institution
Email Address Phone Number

Family Name Given Name
Title Department
Institution
Email Address Phone Number

Family Name Given Name
Title Department
Institution
Email Address Phone Number

Institution

Declaration

I confirm that all requested documentation is included with this application package, and that the statements in this application are true and complete, to the best of my knowledge.

Name
Position
Signature Date

Required Documents

Thank you for your interest in working with UBC. In order for us to complete your application, please send to us the following documents (scanned copies are acceptable):

- ☐ A signed, dated copy of the completed Agency Application Form
- ☐ A copy of your business/company license
- ☐ A company business card
- ☐ Samples of your most recent publications

Please email copies of your documents in their original language and translated into English, if required. You can also send the documents to us by mail. You will be notified of your application status approximately 2-4 weeks after it has been received.

Strategic Partnerships
International Student Initiative
The University of British Columbia
1200 - 1874 East Mall
Vancouver, BC Canada V6T 1Z1
Email: recruit.intl@ubc.ca

Appendix B: Agent Reference Check Template

Sample Email

I am writing to ask you a few questions about (AGENT NAME), an agency based in (City, Country) who has indicated you are a reference of theirs.

If you could answer the following questions, it would be greatly appreciated.

- 1 How long have you worked with (AGENT NAME)?*
- 2 How many qualified students do you receive from them:*
 - Per academic year for degree programs?*
 - Per academic year for pathway programs?*
 - Per calendar year for non-degree programs?*
- 3 What countries are the students coming from?*
- 4 Which programs does the agent send students to?*
- 5 What is your experience working with them?*
 - Are they timely with invoices?*
 - How have they resolved conflicts in the past?*
- 6 Please comment on communication with the agency?*
- 7 Would you continue working with this agent in the future?*

Thank you very much for your time. Should you have any questions, please do not hesitate to contact me.

Appendix C: Site Visit Template

ISI Strategic Partnerships Site Visit Report

| | |
|---|--|
| Date of visit: | |
| ISI Representative: | |
| Agency Name: | |
| Regions recruiting from: | |
| Office visited: | |
| Contacts and titles: | |
| Neighbourhood description of the office (photos if possible): | |
| Description of the office (photos if possible): | |
| Appx number of staff: | |
| Other top tier institutions represented: | |
| Profile of clients: | |
| Reception area description: | |
| Counselling rooms/area description: | |
| Resources available for students: | |
| Were staff prepared for your visit? | |
| Were staff professional but friendly and approachable to students? | |
| Had the agency researched UBC in advance of the visit? | |
| Were staff enthusiastic about your visit and about the possibility of working with UBC? | |
| Did the staff demonstrate experience? | |
| Do you think this agency would be a good partner for UBC? Why/why not? | |

| | |
|---|--|
| Other comments: | |
| Questions for Agents | |
| Why are you interested in promoting Canada/UBC? | |
| Describe your typical student. What kind of programs are they looking for, what qualifications do they have? | |
| Do you recruit for pathway programs? Which ones? | |
| How has recruiting for those pathway programs been going? How many students/yr/market? | |
| How do you recruit those pathway students? Are there additional costs to the institution for these activities? | |
| What kind of recruitment activities have you done and what method(s) is(are) more successful? | |
| What is the average English ability of your clients? IELTS/TOEFL score? | |
| Have you/your staff visited UBC, Vancouver, Kelowna before? | |
| What types of programs in Canada do most of your students enrol in? | |
| What kind of agent-institution relationship is ideal for you? What aspects/activities make those relationships ideal? | |
| How will you/do you | |

| | |
|--|--|
| train your staff on Canada/UBC? How often? | |
| Do you fund training trips to Canada? | |
| Knowing our target audience (nat'l curric), is this a deal breaker? How would you manage this? | |

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Appendix D: Further Reading and Resources

American International Recruitment Council (2014), *AIRC Best Practice Guidelines for Institutional Members*

http://www.airc-education.org/files/AIRC-Resource-documents/Institutional_Guidelines2014.pdf

British Council (2013), *Recruitment Agents: A Legal and Regulatory Overview*.

<https://www.britishcouncil.org/sites/default/files/recruitment-agents-a-legal-and-regulatory-overview.pdf>

Canadian Bureau for International Education (2013). *Code of Ethical Practice*.

<http://www.cbie-bcei.ca/members/code-of-ethical-practice/>

Council of Ministers of Education, Canada (2013), *The Role of Education Agents in Canada's Education Systems*

<http://cmec.ca/Publications/Lists/Publications/Attachments/326/The-Role-of-Education-Agents-EN.pdf>

National Association for College Admission Counselling (2014), *International Student Recruitment Agencies: A guide for Schools, College and Universities*.

<http://www.nacacnet.org/International/InternationalInitiatives/Documents/InternationalStudentRecruitment.pdf>

National Association for College Admission Counselling (2013), "Statement of Principles of Good Practice," Accessed April 1, 2016

http://www.nacacnet.org/about/governance/policies/documents/spgp_9_2013.pdf

Vencenzo Raimo, Christine Humfrey and Iona Yuelu Huang (2014), *Managing International Recruitment Agents: Approaches, Benefits and Challenges*.

https://www.britishcouncil.org/sites/default/files/managing_education_agents_report_for_bc_2.pdf

Alan Dessof (2009), "Recruiting's Brave New World", *International Educator*, 16-26

https://www.nafsa.org/File/novdec09_recruiting.pdf

Dana Wilkie (2013) "Agent Provocative," *International Educator*, 2-16

http://www.nafsa.org/File/ie_sepoct13_iemsupp.pdf



19 October 2016

To: Vancouver Senate

From: Senate Curriculum and Admissions Committees

Re: Professional Master of Business Administration (approval)

The Senate Curriculum and Admissions Committees have reviewed the material forwarded to them by the Faculty of Commerce and Business Administration and enclose those proposals they deem ready for approval.

The following is recommended to Senate:

Motion: *“That the new Professional Master of Business Administration (P.M.B.A.) degree program, its associated revised program, and new and revised courses be approved.”*

Respectfully submitted,

Dr. Peter Marshall, Chair, Senate Curriculum Committee

Dr. Robert Sparks, Chair, Senate Admissions Committee



FACULTY OF COMMERCE AND BUSINESS ADMINISTRATION

New program

Professional Master of Business Administration

Revised program

Master of Business Administration, calendar description

New and revised courses

BA 501 (5) Professional Residency I: Leadership and Competitive Strategy; BA 502 (5) Professional

Residency II Business Development and Negotiations; BA 503 (5) Professional

Residency III: Ethics,

Sustainability and Managing Change; BAHR 560 (1.5) Building High Performance Teams and

Organizations; BAPA 560 (1.5) Foundations of Managerial and Business Economics; BASC 525 (1.5)

Supply Chain Strategy and Analytics; BASM 514 (1.5) Strategy in

Professional Master of Business Administration (PMBA)

Proposal

**Faculty of Commerce and Business Administration
University of British Columbia**

Monday, August 22, 2016

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Professional Master of Business Administration (PMBA)

1. Executive Summary

1.1. Overview

The University of British Columbia is a comprehensive research-intensive university, consistently ranked among the 40 best universities in the world. It creates an exceptional learning environment that fosters global citizenship, advances a civil and sustainable society, and supports outstanding research to serve the people of British Columbia, Canada and the world. Since 1915, UBC's West Coast spirit has embraced innovation and challenged the status quo. Its entrepreneurial perspective encourages students, staff and faculty to challenge convention, lead discovery and explore new ways of learning.

The Faculty of Commerce and Business Administration (Sauder School of Business) is proposing a new two-year (42-credit) Professional Master of Business Administration (PMBA) degree program. The proposed program will replace the existing part-time variant of the MBA degree program, which has been in operation since 2003. The new program has been designed with the needs of experienced working professionals in mind, and offers both a revised delivery model and a re-imagined curriculum. Its purpose is to provide local working professionals with the business skills and knowledge necessary for them to become business leaders in their chosen field. The program builds on a strong history of delivering MBA-level curricula and responds to student and instructor feedback and changes to the competitive landscape.

The proposal is to launch the program in January 2018.

Main contact: Kin Lo, Senior Associate Dean--Students, Sauder School of Business
Tel: (604) 822-8430 **Email:** kin.lo@sauder.ubc.ca

1.2. Rationale

UBC Sauder School of Business has operated a part-time version of its MBA program since 2003. The School has a strong brand in the local market, and as such has successfully recruited a cohort of 40-50 students for each of the past five years. However, the current program structure and design leads to a less-than-optimal learning experience for students, resulting in much student feedback for improvements in some key areas. After several years of attempting incremental changes, and in the context of an increasingly competitive local market, the School convened an academic committee to consider more significant changes to the program design in order to improve the learning experience.

The key issues identified are as follows:

- In order to meet the 50-credit program requirements for the MBA, the existing part-time variant takes 28 months to complete. This is significantly longer than other similar programs in the marketplace, which all operate within the 20-24 month range, and the number of credits is greater than is typical.
- In order to meet all the mandatory course requirements for the MBA, modules were scheduled in such a way that students were often in class every other week, with class starting on Friday evening, and going through all day Saturday and all day Sunday. This level of commitment is incredibly challenging for working professionals to sustain over a 28-month period, and leads to less than ideal pedagogical choices.
- A single curriculum design for the full-time and part-time variants of the MBA has led to sacrifices, resulting in a curriculum that is ideally suited to the needs of part-time MBA

students, who are typically more experienced than full-time MBA students and looking to apply their learning directly in their working practice. The curriculum and delivery model needed to be re-imagined with the needs of these students at the forefront.

As a result of this work, the School has developed a new PMBA that it proposes to deliver as a standalone program. The School will cease to enrol new students into the existing part-time variant of the MBA upon approval of the new program.

The proposed new PMBA will comprise 42 credits and be delivered over a 24-month period. The program comprises three 8-day residencies, each of 5 credits, and eighteen 1.5-credit modules delivered in a weekend format. The residencies, the revised program credits, and a move towards more online assessments, will allow class times to be shortened, and class weekends spread further apart. The curriculum has been completely re-imagined to meet the needs of PMBA students, with a mix of new and existing modules.

1.3. Program Goals

The primary goal of the program is to provide the business skills and knowledge necessary for graduates to become business leaders in their chosen fields. Graduates will be skilled in making business decisions, in integrating knowledge from relevant business functional areas, and in communicating with stakeholders. They will be effective team participants, and will understand the critical role of personal leadership development. Finally, graduates will have an understanding of the ethical and social implications of their business practices, and will understand the global context in which they operate. The academic and professional development content of the PMBA is fully integrated, with the goal of enabling graduates to achieve their individual professional goals alongside their academic goals.

1.4. Relationship to other programs

Within the Faculty

The Faculty of Commerce and Business Administration offers several masters degrees and a PhD. MBA is currently offered in full-time and part-time variants, alongside a standalone International MBA that is delivered primarily in Shanghai. Sauder has previously offered specialized Executive MBA programs for the mining and health care sectors, but neither is currently in operation.

The proposed new PMBA program will replace the existing part-time variant of the MBA. As a standalone degree, the new program will allow us the opportunity to build a curriculum and learning model specifically to meet the needs of part-time students, while building on a long history of success in MBA delivery.

Table 1 below summarizes the main differences between the proposed PMBA and the existing part-time MBA. A more detailed comparison of the content of the two programs is provided in [Appendix A](#) to this proposal.

It should be noted that the full-time MBA is delivered over 16 months. Students who wish to study a high quality MBA in part-time form will typically choose from between the local part-time offerings, rather than consider a full-time program.

Within BC

Most graduate business schools offer an MBA program in either executive and/or part-time format. UBC's key local competitors are Simon Fraser University, Queens University (operating in Vancouver), and the University of Victoria. Prospective students can also choose from a

range of online options, with some promoted directly to the Vancouver market. Further competitive information can be found in [Appendix B](#) to this proposal.

Table 1

| | Part-time MBA | PMBA |
|---------------------------------|--|---|
| Length | 28 months | 24 Months |
| Total credits | 50 | 42 |
| Credits of required programming | Foundational (Year 1): 14.5 Advanced (Year 2 & 3): 10.0 Career Professional Development: 1.5 | Foundational (Year 1): 12.0 Residencies (Years 1 & 2): 15.0 Career professional development will be weaved through the program within the program residencies |
| Elective credits | Advanced: 24.0 | Advanced: 15.0 |

1.5. Demand for Program

The Sauder School of Business has had a part-time MBA program since 2003. While the proposed PMBA is significantly different in content and structure, we believe that enrollment in the program will, at a minimum, match that of the current part-time MBA. In designing the PMBA we took into account both student feedback and market comparisons, and given the revised design we anticipate an overall increase in applications and enrollment.

We expect to enrol our last class in the current part-time MBA format in January 2017 and enroll our first class of the PMBA in January 2018. Given that there will be no break in our usual marketing, recruitment, and admissions cycle, we anticipate our initial program demand and steady state demand to be quite similar. As we will be targeting the same applicant profile for the new program, our historical data on applicants/enrolled students provides a suitable estimate for demand:

Table 2

| Entry Year | Number of Applicants | Class Size | Class: Average Age | Class: Average Work Experience | Class: Male/Female Ratio | Class: Canadian/PR/Int'l Ratio |
|------------|----------------------|------------|--------------------|--------------------------------|--------------------------|--------------------------------|
| 2016 | 81 | 48 | 31 | 6 years, 6 months | 66%/33% | 85%/14%/2% |
| 2015 | 57 | 41 | 31 | 7 years, 11 months | 68%/32% | 66%/27%/7% |
| 2014 | 63 | 43 | 31 | 7 years, 5 months | 49%/51% | 79%/21%/0% |
| 2013 | 70 | 51 | 31 | 7 years | 53%/47% | 84%/16%/0% |
| 2012 | 77 | 51 | 32 | 7 years | 75%/25% | 80%/18%/2% |

2. Program Description and Specifications

2.1. Learning Objectives

The Faculty has established program goals and learning objectives for its existing MBA program. These goals will apply to the new PMBA program, and have been embedded within the curriculum design:

Table 3

| Program Goal | Description and Level of Mastery | Learning Objectives |
|--|--|--|
| 1. Analytical Decision Making | Students will be skilled in making business decisions using critical thinking and analytic decision tools. | A: Students will be able to apply theoretical models and quantitative methods to make business decisions. B: Students will be able to construct rigorous arguments in proposing solutions to business problems. |
| 2. Strategic Integration | Students will effectively integrate knowledge from relevant functional business areas. | A: Students will demonstrate awareness of critical issues from the major business areas. B: Students will effectively solve problems that cross-functional boundaries. |
| 3. Business Communication | Students will effectively communicate oral and written presentations in standard business English. | A: Students will be able to deliver effective oral presentations in a business context. B: Students will be able to write effective business documents. |
| 4. Social Impact of Business Decisions | Students will be aware of and consider the role of ethics, social responsibility in business decision-making. | A: Students will be aware of common ethical challenges, applicable ethical codes, and the appropriate tools and models to reduce unethical behaviour. B: Students will identify how activities of an organization affect society, and be aware of tools and approaches to reduce the negative environmental and social impact of business practices. |
| 5. Global Context of Business | Students will be aware of and consider cultural, institutional, and macroeconomic influence on business practices. | A: Students will demonstrate the ability to adapt business strategy to different geographic, institutional, and cultural contexts. |
| 6. Leadership and Team Skills | Students will be effective team participants and will be aware of relevant skills for personal leadership development. | A: Students will be able to analyze different leadership styles and assess the effectiveness of other leaders. B: Students will be able to articulate their own personal vision and leadership plan, and critically evaluate how their vision relates to effective leadership under different circumstances. C: Students will be effective team members. |

2.2. Curriculum Overview

The PMBA will provide the business skills and knowledge necessary for graduates to become business leaders in their chosen field. The program will be delivered in the following types of modules:

- 3 Professional Residencies: required 8-day intensive courses (5 credits each)
- 8 Foundational Modules: required modules delivered in a weekend format (1.5 credits each)
- 10 Advanced Modules: electives (1.5 credits each)

The focus in Year 1 of the program is to provide students with a broad foundation in accounting, economics, finance, marketing, organizational behaviour, operations & logistics, statistics, and strategy. Students can immediately start to relate cross-functional perspectives to their current professional roles, with the professional residencies providing clear examples of how business topics integrate. More information on the professional residencies is given in Section 2.2.1 below.

In the second year of the program, students will deepen their understanding through a series of advanced modules, continuing to apply knowledge and skills to real business problems in both their classroom and workplace settings. Students can opt to study modules with the full-time MBA program if their work allows, providing a broader range of opportunities.

All residency and foundational modules are required for program completion. Students may substitute advanced modules with modules delivered in the full-time MBA program. The program requirements are provided as [Appendix C](#) to this proposal. A visual overview of the program is provided as [Appendix D](#).

2.2.1 Professional Residencies

Professional residencies are new, intensive, integrated, 5-credit courses delivered over 8 days. The purpose of these residencies is to integrate multiple business topics, along with communication skills and professional development activities that support this learning. The intensive format allows part-time PMBA students to foster valuable learning relationships with each other and the program faculty, and to acquire a significant body of knowledge that can be put into practice immediately in their working lives. The residency format will include lectures, case studies, group projects and experiential activities. The teaching team for each residency will be cross-discipline, with professional staff and industry speakers supporting and contextualising the learning throughout.

BA 501: Professional Residency I: Leadership & Competitive Strategy(5 credits)

The first residency provides a graduate-level foundation in these two topics, an understanding of which is critical to success on the PMBA and as a business leader. The course enables students to understand the connections between these subjects and their application in practice. The course will enhance students' self-awareness, career management and networking skills, and will begin their communications skills development by assessing their current style and approach in the context of communicating as a leader.

BA 502: Professional Residency II: Business Development & Negotiations (5 credits)

The second residency is delivered at the start of Year 2, and builds on the knowledge attained in foundational modules. This highly experiential course enables students to develop effective communication strategies in two crucial areas of business, exploring both the theory

underpinning success and practical applications. At this stage of the program, communication skills and professional development is targeted around working with small audiences and operating successfully in a variety of professional environments.

BA 503: Professional Residency III: Ethics, Sustainability & Managing Change (5 credits)

The third residency will serve as the program capstone and will build on the knowledge and experience gained throughout the 24 months. The academic focus will be on ethics, sustainability, and managing change, with skills development activities to support this learning. Students will be expected to present to large audiences and work with the media, as well as having a clear idea of their future career direction.

Full course outlines and Category 1 course change forms are provided within [Appendix E](#).

2.2.2 Foundational Modules

All students in the PMBA program are required to complete these mandatory 1.5-credit modules as part of the program requirements. New modules are denoted with an asterisk, and the course outlines are provided in [Appendix E](#).

BAAC 550: Foundations in Accounting (1.5 credits)

The course will enable students to use information contained in financial statements to make better decisions. The emphasis will be on interpreting the financial statements as opposed to preparing them. Students will also have a better understanding of communications related to the financial performance and condition of organizations.

BABS 540: Data Utilization (1.5 credits)

The aim of the course is to give students the skills necessary to acquire, work with, interpret, and present data, and to encourage critical thinking when consuming data, graphs, summaries, and conclusions. A number of the more common statistical models will be covered in the course. Students will be working with data and conducting analyses while also focusing on topics such as when to trust data, what assumptions are reasonable, what a model actually does, and how not to be fooled by misleading conclusions.

BAFI 500: Introductory Finance (1.5 credits)

This course provides an introduction to the fundamental analysis of corporate investment and financing decisions. Students will consider what determines the value of an investment in a real asset, measure the cost and benefits of an investment, and how to account for time and risk in evaluating costs and benefits. Additionally, students will explore how stock and bond prices reflect investment decision.

BAFI 511: Investment Theory and Asset Pricing (1.5 credits)

The course familiarizes students with how risks are priced in financial markets. Furthermore, the course introduces derivatives and teaches how to price them. Students will understand why investment risk premium depends on its sensitivity to market risk and understand the relationship between risk and return through the Capital Asset Pricing Model. Additionally, students will be able to construct investment portfolios, know payoffs from and usage of financial options, and know how to price financial options using the Law of One Price.

***BAHR 560: Building High Performance Teams and Organizations (1.5 credits)**

This course will expose students to a set of frameworks and processes that can help students to effectively lead alongside others in organizations. It will provide students the opportunity to

understand what it takes to make a difference in their organizations, in particular amid times of rapid change and uncertainty. The emphasis on this component will be key factors that can motivate high performance as individuals and teams. Topics will include individual, team and organizational factors.

BAMA 550: Marketing Fundamentals (1.5 credits)

This course introduces students to the key aspects of marketing. It is designed to balance a theoretical perspective with hands-on experience by using the concepts and best practices used to make marketing strategy decisions. The concepts taught in this course will enable students to develop effective marketing strategies across a wide range of product and service industries, including Business-to-Business (B2B) and Business-to-Consumer (B2C) markets.

***BAPA 560: Foundations of Managerial and Business Economics (1.5 credits)**

The course explores the basic economics principles that are the foundation of most economic analysis. Students will examine the basic model of supply and demand and use the framework to consider the optimal behaviour of firms and consumers. Additionally, students will consider the role of imperfect competition, exploring settings in which firms can exercise market power to maximize their long-run profits.

BASC 550: Operations and Logistics (1.5 credits)

This component of the PMBA program introduces students to the main concepts and tools needed to understand and effectively manage supply chains. A key concept in this course is the “business process”, and managing and improving such processes. Since every functional area of business includes processes, the material will be relevant to managers in all functional areas across various industries.

2.2.3 Advanced Modules

Students in the PMBA program can choose to take the modules listed below or can substitute one or more with another MBA module of their choosing. Students are required to complete a minimum of 10 advanced modules (15.0 credits) as part of the program requirements. A comparison of advanced modules offered in the current Part-time MBA, Full-time MBA and the proposed Professional MBA is provided in [Appendix F](#). New modules are denoted with an asterisk, and the course outlines are provided in [Appendix E](#).

BAAC 500: Financial Reporting (1.5 credits)

This course is an extension of the foundational accounting course that was covered earlier in the program. BAAC 500 will further examine the accounting treatment of individual accounts in the balance sheet, income statement, and statement of retained earnings. This course will allow students to develop a greater appreciation of the role the financial statements play in influencing user’s decisions and the importance that judgement plays in accounting.

BAAC 510: Cost Analysis for Decision Making (1.5 credits)

Students will focus on four topics: (1) cost behaviour and classification, (2) activity based costing and activity-based management, (3) joint costing and (4) relevant costs for decision making. These topics will be examined from a strategic viewpoint with emphasis on decision-making that is inclusive of both the long-term and short-term implications for the firm.

BAFI 502: Advanced Corporate Finance (1.5 credits)

The course covers four topics: (1) capital budgeting, (2) capital structure, (3) payout policy and (4) valuation and leverage. The first deals with forecasting a project's earnings, identifying its free cash flow, calculating its cost of capital, computing its NPV, and analyzing it. The second deals with a firm's financing decisions while the third deals with a firm's decision to pay out its excess cash to investors or to retain it in the firm. The last topic deals with the impact of debt financing on capital budgeting decisions.

BAFI 532: International Financial Management (1.5 credits)

The course will provide an overview of key issues that make the financial management of a multinational firm challenging. Students will study the concepts of foreign exchange risk and exposure and investigate ways to manage these exposures utilizing the application of various financial instruments. A range of additional corporate finance and investment decisions will be studied and students will have the opportunity to examine the link between international finance and international trade.

BAIT 510: Project Management in Delivering Business Solution (1.5 credits)

This course provides students with a solid foundation in project management concepts, processes and tools. Students will acquire fundamental knowledge and skills that can be applied to projects in a multitude of industries and of varying complexity. Students will build upon core concepts through discussions and exercises, using industry best practices to properly plan and manage a project.

BAIT 511; Managing Information Technology (1.5 credits)

This course will explore information technology (IT) and the opportunities and challenges in managing it. Students will explore the following topics: IT governance, designing IT for customer service, IT strategy and competitive advantage, and e-Business. Students will be able to apply the capabilities of IT to solve business problems, perform analysis associated with IT applications, and describe how the capabilities of IT are reshaping the internal operations of firms as well as their relationships with customers, suppliers, competitors, and business partners.

BAMA 508: Market Research (1.5 credits)

This course is designed to provide a basic understanding of the nature and scope of market research problems and the methods used to solve these problems, including interviews, focus groups, surveys, experiments, and web-tracking paradigms. This course will help students to conduct and to critically evaluate commercial and non-commercial research, and will add to their strategic repertoire of analytical tools useful for any business decision. The course is designed to deal with questions of market research and marketing intelligence at a management level, and will focus on rigorous analysis rather than statistical calculation.

BASC 500: Process Fundamentals (1.5 credits)

This course will provide students with an introduction to operations analysis. Topics include process analysis, capacity analysis, process design, theory or constraints, and lean operations. The module is designed to serve students interested in pursuing a career in operations and supply chain management, and those students with career interests in other areas who wish to expand their knowledge of this area.

***BASC 525: Supply Chain Strategy and Analytics (1.5 credits)**

This course combines managerial approaches and quantitative methodologies in order to identify opportunities to create value within and across organizations. The course will give students the tools to address some of the more common areas of inefficiencies, using cases

from different industries that highlight topics in managing supply chains such as forecasting demand, establishing a sales and operations planning process, making long-term facility and network decisions and simulating complex processes.

***BASM 514: Strategies in Organizations (1.5 credits)**

The course aims to provide an understanding of the fundamental issues in corporate and organizational strategy. Students will be introduced to the underlying economics of organizational design, including incentive pay, decentralization, transfer pricing and complementarities. Additionally, the course will promote logical and economically-sound thinking about how the coordination of economic activity through markets, contracts, and ownership affect long-run profits.

2.3 Program Delivery and Schedule

The current part-time MBA program is delivered over a three-day weekend format as shown below. When paired with a full time work week for working professionals, this model has proven challenging for pedagogical, structural and operational purposes. The new PMBA allows for a set of 2 modules to be taught over 19.5 hours (three 6.5 hour days) over 3 separate weekends as shown below. As these students are working professionals, they will be given 2 non-class weekends in between each set of modules to provide time for reflection, group work, and course preparation.

Figure 1

| Week | Current Part-time MBA | | | New PMBA | |
|------|-----------------------|-----------------------------|---------------------------|-----------------------------|---------------------------|
| | Friday (5-9:30 pm) | Saturday (8:30am–5:30pm) | Sunday (8:30 – 5:30pm) | Saturday (8:30am–4:00pm) | Sunday (8:30am–4:00pm) |
| 1 | Module A | Module B | Module A | Module A | Module B |
| 2 | OFF | | | OFF | |
| 3 | OFF | | | OFF | |
| 4 | Module B | Module A | Module B | Module A | Module B |
| 5 | OFF | | | OFF | |
| 6 | | | Modules A & B Exams | OFF | |
| 7 | Module C | Module D | Module C | Module A | Module B |
| 8 | OFF | | | OFF | |
| 9 | OFF | | | | Modules A & B Exams |

Professional residencies are placed strategically throughout the program, and will run for 8 days from Saturday to Saturday. Residency I is the program opening, Residency II marks the

program mid-point and the Residency III marks the program capstone. The residency model is a common delivery format among our competitors, and is well established in the sector.

All final exams will be online, and other forms of final deliverable (e.g., final projects) will be designed to be completed remotely or during class time, to reduce the number of in-class weekends. The Faculty already delivers a number of modules that are assessed in this way, and is committed to ensuring academic rigour in all forms of assessment.

2.4 Academic Policies

The program will be governed by the academic policies of the Robert H. Lee Graduate School within the Faculty, which operate within the broader UBC policy framework. A copy of the *Grade Requirements for Evaluation & Promotion* are provided as Appendix G to this proposal.

2.5 Program Resources

The program will be mounted with the existing members in the Faculty. No new faculty will be hired specifically for this program.

The program will be administered by the Faculty of Commerce and Business Administration, which is staffed to manage recruitment, admissions, and program operations. It is anticipated that this program will form part of the portfolios of existing staff.

The Hari B. Varshney Business Career Centre in the Faculty will provide career development training and resources, including credit-bearing programming within the degree. One of our current Careers Managers will support the careers outcomes of the PMBA students.

2.6 Admission Requirements

The PMBA will be seeking applications from bright, enthusiastic and creative individuals who are committed to a high level of achievement in their academic, personal and professional life. The candidate selection process is rigorous. Applicants must be able to demonstrate managerial and leadership potential, maturity, ambition, drive and a clear sense of purpose. We assess these characteristics based on applicants' professional experience, extracurricular activities, personal interests, written submissions and interviews.

Outlined below are the entrance requirements for admission to the PMBA program, . Because of the competitive nature of admissions to the program, we strongly encourage applicants to exceed our minimum requirements.

Table 4

| Criteria | Minimum Requirements |
|----------------------|---|
| Academic Achievement | <p>Bachelor's degree* with a B average or 76% or recognized equivalent from an accredited institution.**</p> <p>*Generally, a four-year degree is required. Three-year Bachelor's degrees are accepted from Australia, New Zealand, U.K., and Europe. Refer to this page for details on each country.</p> <p>** If the applicant has sufficient professional experience or presents sufficiently high GMAT/GRE scores, a lower average may be accepted, subject to approval by the Director of the Robert H. Lee Graduate School.</p> |

| | |
|----------------------------|--|
| Professional Experience | Minimum 2 years of full-time work experience gained after graduation from the bachelor's degree. |
| GMAT or GRE | 550 GMAT with at least a 50th percentile in the quantitative and verbal sections of the test or at least 150 GRE score on each of the verbal and quantitative section. |
| Maturity, Motivation & Fit | Assessed through resume, professional references and interview. |
| English Proficiency | An English proficiency exam is required for all candidates whose degrees are from a university outside Canada or the United States in which English is not the official language of instruction. |

2.7. Tuition Rationale

The proposed PMBA tuition will match that of the MBA. With the expected 2% annual increase, the domestic tuition will be set at \$46,569 for the January 2018 entry. While there will be a decrease in cost for faculty teaching, this cost will be offset by the resources needed to provide an enhanced student experience throughout the program. In particular, the professional residency experience will mirror a high-touch learning environment in an executive program. The projected costs are based on similar programming offered by the Faculty.

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Appendix A: Part-time MBA/Professional MBA Program Comparison

| Part-time MBA Program** | | Foundational/ Thematic (Required) | Advanced (Electives) | Professional MBA Program | | Foundational (Required) | Advanced (Electives) |
|--|-----------------------------------|---|-------------------------|--|---|----------------------------|-------------------------|
| ACCOUNTING | | | | ACCOUNTING | | | |
| BAAC 500 | Financial Reporting | | 1.5 | BAAC 500 | Financial Reporting | | 1.5 |
| BAAC 501 | Financial Statement Analysis 1 | | 1.5 | | | | |
| BAAC 505 | Foundations in Accounting | 2.25 | | | | | |
| | | | | | | | |
| BAAC 510 | Cost Analysis and Decision Making | | 1.5 | BAAC 550 | Foundations in Accounting | 1.5 | |
| | | | | BAAC 510 | Cost Analysis and Decision Making | | 1.5 |
| ETHICS & SUSTAINABILITY | | | | ETHICS & SUSTAINABILITY | | | |
| BA 560 | Ethics & Sustainability | 1.5 | | | See BA 503 - Professional Residency III | | |
| FINANCE | | | | FINANCE | | | |
| BAFI 500 | Introductory Finance | 1.5 | | BAFI 500 | Introductory Finance | 1.5 | |
| BAFI 502 | Advanced Corporate Finance | | 1.5 | BAFI 502 | Advanced Corporate Finance | | 1.5 |
| BAFI 503 | Capital Budgeting | | 1.5 | | | | |
| BAFI 511 | Investment Theory & Asset Pricing | | 1.5 | BAFI 511 | Investment Theory & Asset Pricing | 1.5 | |
| | | | | BAFI 532 | International Finance Management | | 1.5 |
| INNOVATION & ENTREPREURSHIP | | | | INNOVATION & ENTREPREURSHIP | | | |
| BA 562 | Creativity | 1.5 | | | | | |

| MANAGEMENT INFORMATION SYSTEMS | | | | MANAGEMENT INFORMATION SYSTEMS | | | |
|----------------------------------|---|------|-----|----------------------------------|---|-----|-----|
| BAIT 510 | Project Management in Delivering Business Solutions | | 1.5 | BAIT 510 | Project Management in Delivering Business Solutions | | 1.5 |
| BAIT 511 | Managing Information Technology | | 1.5 | BAIT 511 | Managing Information Technology | | 1.5 |
| MARKETING & BEHAVIOURAL SCIENCES | | | | MARKETING & BEHAVIOURAL SCIENCES | | | |
| BA 563 | Decision Making for Managers | 1.5 | | | | | |
| BAMA 550 | Marketing Fundamentals | 1.5 | | BAMA 550 | Marketing Fundamentals | 1.5 | |
| BAMA 508 | Market Research | | 1.5 | BAMA 508 | Market Research | | 1.5 |
| BAMA 514 | Brand Management | | 1.5 | | | | |
| OPERATIONS & LOGISTICS | | | | OPERATIONS & LOGISTICS | | | |
| BABS 540 | Data Utilization | 0.75 | | BABS 540 | Data Utilization | 1.5 | |
| BASC 500 | Process Fundamentals | | 1.5 | BASC 500 | Process Fundamentals | | 1.5 |
| BASC 523 | Supply Chain Management | | 1.5 | | | | |
| BASC 550 | Operations & Logistics | 1.5 | | BASC 550 | Operations & Logistics | 1.5 | |
| | | | | BASC 525 | Supply Chain Strategy and Analytics (new) | | 1.5 |
| ORGANIZATIONAL BEHAVIOUR | | | | ORGANIZATIONAL BEHAVIOUR | | | |
| BA 564 | Leadership | 1.5 | | | See BA 501 - Professional Residency I | | |
| BAHR 550 | Organizational Behaviour | 1.5 | | BAHR 560 | Buidling High Performance Teams and Organizations (new) | 1.5 | |
| BAHR 507 | Two Party Negotiations | | 1.5 | | See BA 502 - Professional Residency II | | |
| BAHR 508 | Managing Change | | 1.5 | | See BA 503 - Professional Residency III | | |
| STRATEGY & BUSINESS ECONOMICS | | | | STRATEGY & BUSINESS ECONOMICS | | | |
| BA 561 | Global Issues & Macroeconomics | 1.5 | | | | | |
| BA 513 | Business Economics | | 1.5 | BAPA 560 | Foundations of Managerial and | 1.5 | |

| | | | | | | | |
|---|---|-----|--|--|--|---------------------------------|-----|
| BAPA 550 | Foundations of Managerial Economics | 1.5 | | | Business Economics (new) | | |
| BASM 501 | Business Strategy | 1.5 | | | BASM 514 | Strategy in Organizations (new) | 1.5 |
| BASM 502 | Corporate Strategy | 1.5 | | | | | |
| BUSINESS STRATEGY INTEGRATION | | | | PROFESSIONAL RESIDENCY | | | |
| BA 504 | <u>Business Strategy Integration</u> - Business Case - Strategy Workshops - Case Delivery Workshops - Business Plan Project | 4.0 | | BA 501 | <u>Professional Residency I (new)</u> - Leadership - Competitive Strategy | 5.0 | |
| BA 508 | Capstone | 1.0 | | BA 502 | <u>Professional Residency II (new)</u> - Business Development - Effective Negotiations | 5.0 | |
| | | | | BA 503 | <u>Professional Residency III (new)</u> - Ethics and Sustainability - Managing Change | 5.0 | |
| | | | | Communications and Career Professional Development will be taught across all three residencies | | | |
| Total Program Requirements: 50 credits | | | | Total Program Requirements: 42 credits | | | |

**A set number of advanced modules are offered in the Part-time MBA program. The availability of these modules may vary by cohort.

Appendix B: Part-time MBA Competitor Research

| Institution | Name of the School | Location | Title | Delivery | Length | Class Profile |
|--|--------------------------------------|---------------|--|--|-----------------------------------|---|
| Programs offered in BC: These are direct competitors to the part-time UBC MBA | | | | | | |
| SFU | Beedie School of Business | Vancouver, BC | Executive MBA | Weekends; plus international residencies for 'Americas' stream | 20 months - Aug start | 18 years of work experience |
| SFU | Beedie School of Business | Surrey, BC | Part-Time MBA Program | Evenings (Tues & Thurs with some weekends) | 24 months - Jan start | Not published |
| SFU | Beedie School of Business | Vancouver, BC | Management of Technology MBA | Evenings (Mon & Wed) | 24 months - Sept start | 9 years of work experience |
| Queen's | Smith School of Business | Vancouver, BC | Executive MBA - the National Program | Weekends (Fri/Sat); optional residencies and blended learning | 16 months - Aug start | 15 years of work experience; 8 years of managerial experience |
| Queen's | Smith School of Business | Vancouver, BC | Accelerated MBA for Business Graduates | Weekends (Sun/Mon) and 3 residencies in Kingston, ON | 12 months - Jan start | 7 years of work experience; 3 years of managerial experience |
| UVIC | Peter B Gustavson School of Business | Victoria, BC | Weekend MBA | Weekends plus 2 residencies with 1 overseas | 24 months - Sept start | Not published |
| Royal Roads | - | Victoria, BC | MBA in Executive Management | Blended: online and residencies | 18 months; 2 intakes: Aug and Jan | 7 years of work experience; 3 years of managerial experience |
| Other Programs in Canada: These are considered benchmark schools, but do not directly compete in the Vancouver market | | | | | | |
| University of Toronto | Rotman School of Management | Toronto, ON | Global Executive MBA | Blended - 6 x 2 week international residencies | 18 months - Aug start | 10 years of work experience and at least from 2 different countries |

| | | | | | | |
|-------------------------------|---------------------------------|----------------------|---|---|--|---|
| University of Toronto | Rotman School of Management | Toronto, ON | Morning and Evening MBA | In class (2 mornings or evening classes per week) | 32 months - mid-Aug start | 6 years of work experience |
| University of Toronto | Rotman School of Management | Toronto, ON | Executive MBA | Blended; Fri & Sat classes plus 4 x 1 week residencies | 13 months - Sept start | 15 years of work experience; 8 years of managerial experience |
| University of Western Ontario | Richard Ivey School of Business | Toronto & London, ON | Executive MBA | In class (Thurs-Sun) in Toronto, ON plus residence weeks in London, ON and 1 international field study trip | 15 months; 2 intakes: Feb and Sept | 15 years of work experience |
| York University | Schulich School of Business | Toronto, ON | Kellogg Schulich EMBA | In class (every 3rd weekend) plus 3 residencies and 1 week global strategy project | 18 months - Jan start | 12 years of work experience; class size of 40; average age 37 |
| York University | Schulich School of Business | Toronto, ON | MBA (Part-Time & Accelerated Part-Time options) | In class (day, evening and/or weekends) between Keele Campus and downtown, Toronto | 36-40 months - part time; 16-20 months accelerated part-time | Not published |

Appendix C: Professional MBA Program Requirements

| Program Credit Requirement Summary | Program Credit breakdown |
|--------------------------------------|--------------------------|
| *Foundational Modules (Required) | 12.0 (8 x 1.5cr) |
| *Professional Residencies (Required) | 15.0 (3 x 5cr) |
| **Advanced Modules | 15.0 (10 x 1.5cr) |
| Total Credits | 42.0 |

YEAR 1:

| Code | Course Name | Credits |
|--------------------------------------|---|-------------|
| Professional Residency | | |
| BA 501 | Professional Residency I Leadership & Competitive Strategy | 5.0 |
| Foundational Modules | | |
| BAAC 550 | Foundations in Accounting | 1.5 |
| BABS 540 | Data Utilization | 1.5 |
| BAFI 500 | Introductory Finance | 1.5 |
| BAFI 511 | Investment Theory and Asset Pricing | 1.5 |
| BAHR 560 | Building High Performance Teams and Organizations | 1.5 |
| BAMA 550 | Marketing Fundamentals | 1.5 |
| BAPA 560 | Foundations of Managerial and Business Economics | 1.5 |
| BASC 550 | Operations and Logistics | 1.5 |
| TOTAL REQUIRED CREDITS (YR 1) | | 17.0 |

***Foundational Modules & Professional Residencies** – these are required modules that all students need to take as part of the program requirements

****Advanced Modules** – students can choose to take the courses listed above or can substitute one or more with another MBA module of their choosing; minimum requirement of 15.0 credits or 10 modules

YEAR 2:

| Code | Course Name | Credits |
|--------------------------------------|--|-------------|
| Professional Residency | | |
| BA 502 | Professional Residency II Business Development & Negotiations | 5.0 |
| Advanced Modules | | |
| BAAC 500 | Financial Reporting | 1.5 |
| BAAC 510 | Cost Analysis for Decision Making | 1.5 |
| BAFI 502 | Advanced Corporate Finance | 1.5 |
| BAFI 532 | International Financial Management | 1.5 |
| BAIT 510 | Project Management in Delivering Business Solutions | 1.5 |
| BAIT 511 | Managing Information Technology | 1.5 |
| BAMA 508 | Market Research | 1.5 |
| BASC 500 | Process Fundamentals | 1.5 |
| BASC 525 | Supply Chain Strategy and Analytics | 1.5 |
| BASM 514 | Strategy in Organizations | 1.5 |
| Professional Residency | | |
| BA 503 | Professional Residency III Ethics, Sustainability & Managing Change | 5.0 |
| TOTAL ADVANCED CREDITS (YR 2) | | 25.0 |

Appendix D: Professional MBA – Program Overview

| Sauder Prep – Online (Optional) | JAN 2018 – JULY 2018 | SEPT 2018 – DEC 2018 | JAN 2019 – JULY 2019 | SEPT 2019 – DEC 2019 |
|--|---|---|---|---|
| <div>Quantitative Methods</div> <div>Economics</div> <div>Statistics</div> | <div>PROGRAM START</div> <div>BA 501 - PROFESSIONAL RESIDENCY 1 (5.0 credits) 8-day, intensive and integrated components covering topics in competitive strategy, leadership, and communications; includes professional development</div> <div> <div>BAAC 550 Foundations in Accounting</div> <div>BASC 550 Operations and Logistics</div> <div>**BAPA 560 Foundations of Managerial and Business Economics</div> <div>BAMA 550 Marketing Fundamentals</div> <div>BAFI 500 Introductory Finance</div> <div>BABS 540 Data Utilization</div> </div> <div>Credits: 14.0</div> | <div>SUMMER BREAK (August)</div> <div> <div>**BAHR 560 Building High Performance Teams and Organizations</div> <div>BAFI 511 Investment Theory and Asset Pricing</div> <div>GNAM - October (OPTIONAL)</div> <div>BAIT 510 Project Management in Delivering Business Solutions</div> <div>BAAC 500 Financial Reporting</div> </div> <div>Credits: 6.0</div> | <div>WINTER BREAK (Mid-December – Early January)</div> <div>BA 502 - PROFESSIONAL RESIDENCY 2 (5.0 credits) 8-day, intensive and integrated components covering topics in business development, effective negotiations and communications; includes professional development</div> <div> <div>**BASM 514 Strategy in Organizations</div> <div>BASC 500 Process Fundamentals</div> <div>GNAM - March (OPTIONAL)</div> <div>BAFI 502 Advanced Corporate Finance</div> <div>BAMA 508 Market Research</div> <div>BAAC 510 Cost Analysis for Decision Making</div> <div>BAIT 511 Managing Information Technology</div> </div> <div>Credits: 14.0</div> | <div>STUDY ABROAD (OPTIONAL)</div> <div>SUMMER BREAK (August)</div> <div> <div>BAFI 532 – International Financial Management</div> <div>**BASC 525 – Supply Chain Strategy and Analytics</div> <div>GNAM - October (OPTIONAL)</div> </div> <div> <div>BA 503 - PROFESSIONAL RESIDENCY 3 (5.0 credits) 8-day, intensive and integrated components covering topics in ethics and sustainability, managing change, and communications; includes professional development</div> <div>Credits: 8.0</div> </div> <div>Total Program Credits: 42.0</div> |

Notes:

- Classes are Saturdays and Sundays, 8:30 AM – 4:00 PM; 6.5 hours instruction + 1.0 hour lunch; classes every 3 weeks (2 weekends in between classes) – schedule may vary depending on holidays
- ** denotes** new courses offered in the Professional MBA program
- GNAM is the Global Network for Advanced Management. Students have the opportunity to participate in GNAM which includes both in-person and online (SNOC) modules
- Summer study abroad typically occurs June – August in Year 2

Appendix E: Category 1 Program Proposal Form

UBC Curriculum Proposal Form

Change to Course or Program

Category (1)

| | |
|---|--|
| <p>Faculty: Commerce and Business Administration Faculty Approval Date: 2016Mar29 Effective Session (W or S): W Effective Academic Year: 2017</p> | <p>Date: March 7, 2016 Contact Person: Kin Lo / Hilary Geise Phone: 2-8430 / 7-1732 Email: kin.lo@sauder.ubc.ca / hilary.geise@sauder.ubc.ca</p> |
| <p>URL: Homepage>>Faculties, Colleges, and Schools>>The Faculty of Commerce and Business Administration>>Professional Master's Degrees>>Professional Master of Business Administration</p> <p>Proposed Calendar Entry: Program Overview The Professional Master of Business Administration (PMBA) is intended for students who expect to continue their professional employment during the completion of the program. The PMBA is designed to prepare graduates to analyze problems, to make decisions, and to manage, motivate, and lead people and organizations. Year one of the program provides students with a broad understanding of the business context in the following disciplines: accounting, economics, finance, marketing, organizational behaviour, supply chain, statistics, and strategy, so that students can immediately start to relate cross-functional perspectives to their current professional roles. In year two, students will deepen their understanding in an array of business disciplines by exploring core business skills through a series of advanced modules. Students will continue to apply cutting edge knowledge and business skills to real life business problems in both their classroom and workplace settings.</p> <p>Students with limited management background or who lack adequate background preparation</p> | <p>URL: N/A</p> <p>Present Calendar Entry: None</p> |

will be recommended to participate in Sauder Program Preparation courses--online non-credit courses on basic business education, completed prior to the formal PMBA program. Topics include economics, quantitative methods, and business statistics. Since backgrounds vary, the extent of a student's required participation should be determined in consultation with a program advisor.

Admission Requirements

Admission to the Professional MBA Program is competitive and takes into consideration a variety of criteria: previous academic performance, GMAT/GRE test scores, professional experience, maturity, and fit. Enrolment is limited; admission to the program is competitive and generally requires an academic standing higher than the published minimum.

To be considered, applicants must hold an undergraduate degree with a minimum overall B average or 76% or recognized equivalent from an accredited institution. If the applicant has sufficient professional experience or presents sufficiently high GMAT/GRE scores, a lower average may be accepted, subject to approval of the Director of the Robert H. Lee Graduate School.

Normally, applicants must hold the equivalent of a four-year bachelor's degree. Three-year bachelor's degrees are accepted from Australia, New Zealand, the U.K. and Europe. Additional details on acceptable international credentials are available [here](#).

Applicants must present minimum GMAT or GRE score:

- 550 GMAT with at least a 50th percentile in the quantitative and verbal sections of the test; or
- 150 GRE score on each of the verbal and quantitative sections

Applicants from a university outside Canada in which English is not the primary language of

instruction must present evidence of English language proficiency prior to being extended an offer of admission. Tests must have been taken within the last 24 months at the time of submission of your application. Acceptable English language proficiency tests for the PMBA are:

- TOEFL (Test of English as a Foreign Language): 100 (Internet version)
- IELTS (International English Language Testing Service): minimum overall band score of 7.0 with no other component score less than 6.0
- MELAB (Michigan English Language Assessment Battery): minimum overall score of 84
- PTE (Pearson Test of English - Academic): minimum overall score of 70

Applicants must present a minimum of 2 years of full-time work experience gained after graduation from the bachelor's degree.

An applicant's suitability for the program will also be assessed through essay questions, resume, professional references and interview. A list of required application documents and further information on admission criteria is available on the program website (link to new site).

Upon accepting an offer of admission to the Professional MBA Program, students will be required to pay a non-refundable deposit, which is applied to the first installment of tuition fees.

Program Requirements

The Professional M.B.A has 42 credits of course work which is completed in 24 months. The program can be broken down into the following types of modules:

Professional Residencies – Three 8-day residencies, each valued at 5 credits, are required:

- BA 501: Professional Residency I
- BA 502: Professional Residency II
- BA 503: Professional Residency III

Foundational Modules – Professional MBA students are required to complete the following foundational modules, each for 1.5 credits:

BAAC 550: Foundations in Accounting
 BABS 540: Data Utilization
 BAFI 500: Introductory Finance
 BAFI 511: Investment Theory and Asset Pricing
 BAHF 560: Building High Performance Teams and Organizations
 BAMA 550: Marketing Fundamentals
 BAPA 560: Foundations of Managerial and Business Economics
 BASC 550: Operations and Logistics

Advanced Modules – The following advanced 1.5 credit modules are offered in the Professional MBA Program. Students may opt to replace any of these with modules from the Full-time MBA or the International MBA.

BAAC 500: Financial Reporting
 BAAC 510: Cost Analysis for Decision Making
 BAFI 502: Advanced Corporate Finance
 BAFI 532: International Financial Management
 BAIT 510: Project Management in Delivering Business Solutions
 BAIT 511: Managing Information Technology
 BAMA 508: Market Research
 BASC 500: Process Fundamentals
 BASC 525: Supply Chain Strategy and Analytics
 BASM 514: Strategy in Organizations

Study Abroad Options

A variety of short study abroad and term exchange options are available.

Academic Policies

Refer to [insert future link] for academic policies.

[A new page on the UBC Calendar will be

created listing the academic policies for all Robert H. Lee Graduate Programs within the Sauder School of Business.]

Contact Information

Please see the [MBA website](#) for further program and contact information.

Proposed Calendar Entry: **Master of Business Administration**

For students that started the Program from September 2013 through August 2014, please see the [Academic Calendar Archive](#).

For students that started the Program from September 2014 through August 2015, please see the [Academic Calendar Archive](#).

For students that started the Program from September 2015 through August 2017, please see the Academic Calendar Archive [insert link].

Master of Business Administration (for students starting the Program September 2017 or later)

The Master of Business Administration (M.B.A.) provides an integrated course of study designed to prepare graduates to analyze problems, make decisions, and to manage, motivate, and lead people and organizations. Principal program components include a foundation in business, integration, and career development components throughout the program, a choice of career track, and elective courses. A pre-program Sauder Preparation provides fundamentals for students who lack adequate academic preparation for the Program.

The Program is **delivered over 16 months of full-time study.**

Visit the [Program's website](#) for more information on admissions requirements and current program details.

Upon accepting an offer of admission to the M.B.A. Program, students will be required to pay a non-refundable deposit, which is applied to the first installment of tuition fees.

URL:

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,199,506,1267>

Present Calendar Entry: Master of Business Administration

For students that started the Program from September 2013 through August 2014, please see the [Academic Calendar Archive](#).

For students that started the Program from September 2014 through August 2015, please see the [Academic Calendar Archive](#).

Master of Business Administration (for students starting the Program September 2015 or later)

The Master of Business Administration (M.B.A.) provides an integrated course of study designed to prepare graduates to analyze problems, make decisions, and to manage, motivate, and lead people and organizations. Principal program components include a foundation in business, integration, and career development components throughout the program, a choice of career track, and elective courses. A pre-program Sauder Preparation provides fundamentals for students who lack adequate academic preparation for the Program.

~~The Program is available in either a 16-month or 28-month format. In determining the admissibility of a candidate to the Master of Business Administration Program, no distinction is made between 16-month and 28-month program students.~~

Visit the [Program's website](#) for more information on admissions requirements and current program details.

Upon accepting an offer of admission to the M.B.A. Program, students will be required to pay a non-refundable deposit, which is applied to the first installment of tuition fees.

**Appendix F:
Category 1 Course Change Form and Related Syllabi**

**UBC Curriculum Proposal Form
Change to Course or Program**

Category: (1)

| | |
|---|--|
| Faculty: Commerce and Business Administration Department: Faculty Approval Date: 2016Mar29 Effective Session (W or S): W Effective Academic Year: 2017 | Date: March 7, 2016 Contact Person: Kin Lo / Hilary Geise Phone: 2-8430 / 7-1732 Email: kin.lo@sauder.ubc.ca / hilary.geise@sauder.ubc.ca |
| Proposed Calendar Entry: BA 501 (5) Professional Residency I Leadership and Competitive Strategy. | URL: http://www.calendar.ubc.ca/vancouver/courses.cfm?page=name&code=BA Present Calendar Entry: BA 501 (1.5) MBA Core Capstone Restricted to students in one of: M.B.A., J.D./M.B.A., or M.B.A./M.A.A. This course is not eligible for Credit/D/Fail grading. Type of Action: Remove BA 501 MBA Core Capstone from the Academic Calendar, and create new course, BA 501 Professional Residency I. Rationale for Proposed Change: This new course is required as part of the proposed Professional MBA program. BA 501 MBA Core Capstone has not been offered since Winter 2013. <input type="checkbox"/> Not available for Cr/D/F grading (undergraduate courses only) (Check the box if the course is NOT eligible for Cr/D/F grading and provide the rationale for this below. Note: Not applicable to graduate-level courses.) <input type="checkbox"/> Pass/Fail or <input type="checkbox"/> Honours/Pass/Fail grading (Check one of the above boxes if the course will be graded on a P/F or H/P/F basis. Default grading is percentage.) |

| | |
|--|--|
| <p>Proposed Calendar Entry:</p> <p>BA 502 (5) Professional Residency II Business Development and Negotiations.</p> | <p>URL: http://www.calendar.ubc.ca/vancouver/courses.cfm?page=name&code=BA</p> <p>Present Calendar Entry: N/A</p> <p>Type of Action: Create new course, BA 502 Professional Residency II.</p> <p>Rationale for Proposed Change: This new course is required as part of the proposed Professional MBA program.</p> <p><input type="checkbox"/> Not available for Cr/D/F grading (undergraduate courses only) (Check the box if the course is NOT eligible for Cr/D/F grading and provide the rationale for this below. Note: Not applicable to graduate-level courses.)</p> <p><input type="checkbox"/> Pass/Fail or <input type="checkbox"/> Honours/Pass/Fail grading (Check one of the above boxes if the course will be graded on a P/F or H/P/F basis. Default grading is percentage.)</p> |
| <p>Proposed Calendar Entry:</p> <p>BA 503 (5) Professional Residency III Ethics, Sustainability and Managing Change.</p> | <p>URL: http://www.calendar.ubc.ca/vancouver/courses.cfm?page=name&code=BA</p> <p>Present Calendar Entry: N/A</p> <p>Type of Action: Create new course, BA 503 Professional Residency III.</p> <p>Rationale for Proposed Change: This new course is required as part of the proposed Professional MBA program.</p> <p><input type="checkbox"/> Not available for Cr/D/F grading (undergraduate courses only) (Check the box if the course is NOT eligible for Cr/D/F grading and provide the rationale for this below. Note: Not applicable to graduate-level courses.)</p> <p><input type="checkbox"/> Pass/Fail or <input type="checkbox"/> Honours/Pass/Fail grading (Check one of the above boxes if the course will be graded on a P/F or H/P/F basis. Default grading is percentage.)</p> |

| | |
|--|--|
| <p>Proposed Calendar Entry:</p> <p>BAHR 560 (1.5) Building High Performance Teams and Organizations Frameworks and processes for effectively leading high performance organizations. Emphasizes the key factors that can motivate high performance as individuals and teams.</p> | <p>URL: http://www.calendar.ubc.ca/vancouver/courses.cfm?page=name&code=BAHR</p> <p>Present Calendar Entry: N/A</p> <p>Type of Action: Create new course, BAHR 560 Building High Performance Teams and Organizations.</p> <p>Rationale for Proposed Change: This new course is required as part of the proposed Professional MBA program.</p> <p><input type="checkbox"/> Not available for Cr/D/F grading (undergraduate courses only) (Check the box if the course is NOT eligible for Cr/D/F grading and provide the rationale for this below. Note: Not applicable to graduate-level courses.)</p> <p><input type="checkbox"/> Pass/Fail or <input type="checkbox"/> Honours/Pass/Fail grading (Check one of the above boxes if the course will be graded on a P/F or H/P/F basis. Default grading is percentage.)</p> |
| <p>Proposed Calendar Entry:</p> <p>BAPA 560 (1.5) Foundations of Managerial and Business Economics Framework for analyzing economic and managerial problems, fundamental market forces of supply and demand, and the drivers of firms' production and pricing choices.</p> | <p>URL: http://www.calendar.ubc.ca/vancouver/courses.cfm?page=name&code=BAPA</p> <p>Present Calendar Entry: N/A</p> <p>Type of Action: Create new course, BAPA 560 Foundations of Managerial and Business Economics.</p> <p>Rationale for Proposed Change: This new course is required as part of the proposed Professional MBA program.</p> <p><input type="checkbox"/> Not available for Cr/D/F grading (undergraduate courses only) (Check the box if the course is NOT eligible for Cr/D/F grading and provide the rationale for this below. Note: Not applicable to graduate-level courses.)</p> <p><input type="checkbox"/> Pass/Fail or <input type="checkbox"/> Honours/Pass/Fail grading (Check one of the above boxes if the course will be graded on a P/F or H/P/F basis. Default grading is percentage.)</p> |


| | |
|---|---|
| <p>Proposed Calendar Entry:</p> <p>BASC 525 (1.5) Supply Chain Strategy and Analytics Strategic and operational decision-making within a supply chain and service provision context. Focuses on managerial decision-making using cases, decision models, and analytics.</p> | <p>URL: http://www.calendar.ubc.ca/vancouver/courses.cfm?page=name&code=BASC</p> <p>Present Calendar Entry: N/A</p> <p>Type of Action: Create new course, BASC 525 Supply Chain Strategy and Analytics.</p> <p>Rationale for Proposed Change: This new course is required as part of the proposed Professional MBA program.</p> <p><input type="checkbox"/> Not available for Cr/D/F grading (undergraduate courses only) (Check the box if the course is NOT eligible for Cr/D/F grading and provide the rationale for this below. Note: Not applicable to graduate-level courses.)</p> <p><input type="checkbox"/> Pass/Fail or <input type="checkbox"/> Honours/Pass/Fail grading (Check one of the above boxes if the course will be graded on a P/F or H/P/F basis. Default grading is percentage.)</p> |
| <p>Proposed Calendar Entry:</p> <p>BASM 514 (1.5) Strategy in Organizations Impact of corporate and organizational design on achieving profitability. Introduces the underlying economics of organizational design, including incentive pay, decentralization, transfer pricing, and complementarities.</p> | <p>URL: http://www.calendar.ubc.ca/vancouver/courses.cfm?page=name&code=BASM</p> <p>Present Calendar Entry: N/A</p> <p>Type of Action: Create new course, BASM 514 Strategy in Organizations.</p> <p>Rationale for Proposed Change: This new course is required as part of the proposed Professional MBA program.</p> <p><input type="checkbox"/> Not available for Cr/D/F grading (undergraduate courses only) (Check the box if the course is NOT eligible for Cr/D/F grading and provide the rationale for this below. Note: Not applicable to graduate-level courses.)</p> <p><input type="checkbox"/> Pass/Fail or <input type="checkbox"/> Honours/Pass/Fail grading (Check one of the above boxes if the course will be graded on a P/F or H/P/F basis. Default grading is percentage.)</p> |



Memorandum

Date September 22, 2016

To Chair, Senate Academic Policy Committee

From Angela Redish, Provost and Vice-President Academic *pro tem* 

Subject Professional Master of Business Administration (PMBA)

The Faculty of Commerce is proposing to replace the part-time variant of its Master of Business Administration (MBA) program with the Professional Master of Business Administration (PMBA). As with our other professional graduate programs, this program would be administered within the Faculty of Commerce (instead of through the Faculty of Graduate and Postdoctoral Studies).

Dean Susan Porter has been consulted and agrees with this arrangement. I fully endorse this proposal for your consideration and, at the next Senate meeting.

Copy: Susan Porter, Dean, Faculty of Graduate and Postdoctoral Studies
Kin Lo, Sr. Associate Dean Students, Sauder School of Business
Hugh Brock, Associate-Provost, Academic Initiatives

7 October 2016

From: Senate Awards Committee

To: Senate

Re: New Awards and Changes to Existing Awards (September 2016)

The Senate Awards Committee recommends:

“That Senate accept the awards as listed and forward them to the Board of Governors for approval; and that letters of thanks be sent to the donors.”

New Awards:

ASSOCIATION of BC Forest Professionals Sustainable Forest Management Prize – A \$1,000 prize has been made available through an endowment established by ForesTrust, registered charity of the Association of BC Forest Professionals (ABCFP), for a Master’s student in the Faculty of Forestry studying sustainable forest management. Preference is given to students enrolled in the Master of Sustainable Forest Management program who have indicated the intent to become active members of the ABCFP during their career, and who have demonstrated academic excellence and leadership skills through their studies. The ABCFP is responsible for registering and regulating British Columbia’s professional foresters and forest technologists and is the largest professional association in Canada. The award is made on the recommendation of the Faculty of Forestry in consultation with the Faculty of Graduate and Postdoctoral Studies. (First Award Available in the 2016/2017 Winter Session)

Mike CASSELMAN Field School Award – Awards totalling \$1,000 are offered to third-year students enrolled in Field Geology (EOSC 328) at UBC’s Oliver-based Geological Field School. The awards honour the legacy of Mike Casselman, a passionate exploration geologist, brilliant mapper, and strong believer in valuing and preserving the environment along with finding a mineral resource. The award recipients will be chosen by a committee comprised of the Director of the Geological Field School and a minimum of two other Earth, Ocean and Atmospheric Sciences (EOAS) faculty members. The recipients will be chosen based on their academic performance during Field School, with preference given to those demonstrating a passion for mapping and a commitment to supporting their fellow students. The recipients will be identified after Field School is complete with disbursement of funds occurring in the fall. (First Award Available in the 2016/2017 Winter Session)

ENCHOR Graduate Scholarship in Choral Conducting – A \$1,000 scholarship is offered annually by members of Vancouver’s EnChor Choir, a 60 person mixed-voice choir created in

2007 by the late Dr. Diane Loomer to allow experienced singers age 55+ to enjoy high-quality singing. This scholarship is to be awarded to a graduate student in the Master of Music program who is excelling in the Choral Conducting program. The award is made on the recommendation of the School of Music in consultation with the Faculty of Graduate and Postdoctoral Studies. (First Award Available in the 2016/2017 Winter Session)

GRADUATING Class of Dentistry 2010 Award – A \$1,000 award is offered annually by the DMD class of 2010 to a student entering fourth year who has demonstrated a well-developed sense of clinical practice and academic skill in restorative dentistry. This award is in honour of Dr. Jim Richardson and his passion for and dedication to clinical teaching. The award is made on the recommendation of the Faculty of Dentistry. (First Award Available in the 2016/2017 Winter Session)

Dr. Andrei KRASSIOUKOV International Autonomic Award – Awards totaling \$1,000 are offered annually by friends and family of Dr. Andrei Krassioukov, Chair in Rehabilitation Medicine, Associate Director and Scientist, International Collaboration on Repair Discoveries (ICORD), to undergraduate and graduate students, as well as post-doctoral fellows, fellows and medical residents. Through his career Dr. Krassioukov has focused on collaboration and research that include spinal cord injuries and rehabilitation. Being able to collaborate with colleagues with multidisciplinary areas of expertise is extremely important for success in repairing spinal cord injuries and research. This award is to recognize the research achievement of a recipient whose research in the area of Autonomic Dysfunctions is presented at a national or international level conference. The award is made on the recommendation of ICORD in the Faculty of Medicine and in the case of graduate students, in consultation with the Faculty of Graduate and Postdoctoral Studies. (First Award Available in the 2017/2018 Winter Session)

MANZALAOUI Prize – A \$2,300 prize has been made available through an endowment established with a gift from the Estate of Mahmoud Aly Manzalaoui for a student who has excelled in a course in the language and/or literature of Middle English or Old English. Dr. Manzalaoui (1924-2015) was a scholar, teacher and friend to generations of students in Egypt, England and at the University of British Columbia. Those UBC students who took his course on Chaucer and other medieval topics will remember him for his lively classroom readings and informative lectures. He worked hard to impress on all of his students the importance of literature and its relation to life. The award is made on the recommendation of the Faculty of Arts, and in the case of a graduate student, in consultation with the Faculty of Graduate and Postdoctoral Studies. (First Award Available in the 2016/2017 Winter Session)

PROVINCIAL Court Judges' Association Bursary – Bursaries totalling \$1,000 are offered annually by the Provincial Court Judges' Association to students in financial need in the Peter A. Allard School of Law J.D. Program. The award is adjudicated by Enrolment Services. (First Award Available in the 2016/2017 Winter Session)

Judith SALTMAN Prize – A \$1,000 prize is offered annually by friends and colleagues in honour of Judith Saltman to an outstanding student graduating from the Master of Arts in

Children's Literature (MACL). Professor Judith Saltman is recognized internationally as an expert on Canadian children's literature. In her 33 years as a professor in the School of Library, Archival and Information Studies (SLAIS), Judith championed one of the first interdisciplinary degrees by working with colleagues to establish the Master of Arts in Children's Literature (MACL) and serving as Chair of the Program. The prize is assigned on the basis of academic merit and exceptional promise in the study of children's literature. The award is made on the recommendation of MACL faculty members and SLAIS in consultation with the Faculty of Graduate and Postdoctoral Studies. (First Award Available in the 2016/2017 Winter Session)

SINGLE Parents Bursary – Bursaries totalling \$17,300 have been made available through an endowment established with a gift from the Estate of Phoebe Marjorie Hamilton. The bursaries are available to single parent students with demonstrated financial need. Ms. Hamilton (1916 – 2015) was a graduate of UBC (Bachelor of Physical Education 1966) and a resident of Victoria. She spent her long life teaching and learning in Canada, England, Europe and the United States. The award is adjudicated by Enrolment Services. (First Award Available in the 2016/2017 Winter Session)

UBC Faculty/Staff Centennial Scholars Major Entrance Award - A \$4,100 renewable entrance award is offered annually through the generosity of UBC's Faculty and Staff to an outstanding domestic student entering university directly from secondary schools, or transferring directly from other colleges and universities, in Canada or abroad. Criteria for this entrance award includes demonstrated academic and leadership achievements in the arts, community, athletics, or school. The recipient will be an academically qualified student with an interest in joining and contributing to the UBC Vancouver community but who would not be able to attend UBC without significant financial assistance. Candidates must be nominated by a member of their school or community. The award is made on the recommendation of the Centennial Scholars Entrance Award Committee. (First Award Available in the 2016/2017 Winter Session)

Previously-Approved Awards with Changes in Terms or Funding Source:

#689

Present Award Title and Description: Mary M. Young Global Citizen Award - Three awards valued at \$12,600 each have been ~~endowed~~ by Mary M. Young and The University of British Columbia. The award is offered to ~~an~~ outstanding international student ~~from Lester B. Pearson College~~ who would otherwise be financially unable to pursue post-secondary education. ~~It is awarded to a student entering an undergraduate program directly from the College. The student is selected based on nominations from the Director of Lester B. Pearson College.~~ In addition to academic merit, consideration is given to qualities such as leadership skills, involvement in student affairs, or commitment to community service.

Proposed Award Title and Description: Mary M. Young Global Citizen Award - Three awards valued at \$12,600 each have been **made available through an endowment established** by Mary M. Young and The University of British Columbia. The award is offered to outstanding international students who would otherwise be financially unable to pursue post-secondary education. **Preference is given to the students recruited through the United World College system.** In addition to academic merit, consideration is given to qualities such as leadership skills, involvement in student affairs, or commitment to community service.

Rationale for Proposed Changes – Type of Action: this award has not been assigned for the past six years. It was the vision of the donor to have the award eventually opened up to include all international students, with preference given to the students recruited through the United World College system.

Previously-Approved Awards for Students with Disabilities

Rationale for Proposed Changes – Type of Action:

- Enrolment Services, in collaboration with Access and Diversity, has requested that the language of the following awards for students with disabilities be changed so as to bring the relevant calendar descriptions to 2016 standards.
- Enrolment Services proposes to remove language involving the administration of the award (where to get the application, when it is due) as this causes confusion due to the change in deadlines and the names of offices, and the most up to date information can be included on the website rather than in the official description.

#629

Patricia Ann MACDONALD Memorial Scholarship

A \$1,300 scholarship may be awarded either in total or in part to a ~~blind or physically disabled student~~ **student with a visual impairment or physical disability.** The recipient must be in a program leading to a degree, with definite vocational goals and a high grade average. The scholarship is **has been made available through an endowment established** in memory of Patricia Ann Palmer Macdonald, who was born in Kaslo, attended Notre Dame University, Nelson and studied privately with several members of the UBC Music Faculty, earning three Music Conservatory degrees. She was an accomplished musician, singer, performer and a dedicated community worker and teacher of the blind, who was blind herself at birth. She passed away in April 1982 at the age of 36. The scholarship is intended to honour a student who exhibits some of Patricia Macdonald's qualities and talents. ~~The award requires a special application which is available from the Office of Awards and Financial Aid, the Crane Library and the Disability Centre. Applications must be submitted by October 15.~~ The award is ~~made on the nomination of~~ **adjudicated by** the Committee on Awards for Students with Disabilities.

#677

Judith C. THIELE Memorial Scholarship

A \$2,400 scholarship for ~~visually or physically disabled~~ students **with a visual impairment or physical disability** has been **made available through an endowment established** ~~endowed~~ by family and friends in memory of Judith C. Thiele, B.A., B.L.S., co-founder and Reference & Collections Librarian, Crane Library and Resource Centre, UBC. Ms. Thiele was one of the very few totally blind professional librarians in North America, an educator, academic, researcher, internationally recognized expert on Braille transcription and special information technologies and community worker and activist on behalf of persons with disabilities. The award is ~~made on the nomination of~~ **adjudicated by** the Committee on Awards for Students with Disabilities with preference given to a candidate who has been active in the area of community services. ~~Application forms must be submitted by October 15 to the Awards and Financial Aid Office.~~

#1261

Elizabeth M. CRICHTON-CARVER Memorial Scholarship

A \$100 scholarship has been **made available through an endowment** established by the late John A. Carver in memory of his mother, Elizabeth M. Crichton-Carver, for a student in the Faculty of Arts. Preference is given to ~~disabled~~ students **with a disability**. Financial circumstances of the candidate may be considered. ~~The award requires a special application which is available from the Office of Awards and Financial Aid, the Crane Library and the Disability Centre. Applications must be submitted by October 15.~~ The award is ~~made on the nomination of~~ **adjudicated by** the Committee on Awards for Students with Disabilities.

#1438

Dennet KUAN Memorial Award

Awards totalling \$1350 have been **made available through an endowment established** ~~endowed~~ by Janet, Jennifer and Ryan Kuan in memory of Dennet Kuan (MBA, BSc) for undergraduate or graduate students with a physical disability in any year and faculty. The award was established as a reflection of Dennet's dedication to assisting people with a physical disability and to helping those who wish to continue their education. Dennet was a UBC alumnus who, in 2000, set up a UBC scholarship in memory of his father, Mann Kuan. When Dennet's son was born in 1992 with complex challenges, Dennet's "we can" attitude shaped and supported Ryan in facing their world. After a successful career in Forestry, Dennet made a career change. In his new career, he used his direct knowledge of the obstacles faced by individuals with a physical disability to help them and their families access a variety of equipment and assistive technology needs. Dennet passed away in 2009 at the age of 53. ~~Students need a special application which is available from Enrolment Services, the Crane Library and the Disability Centre. Applications must be submitted by October 15.~~ The award is ~~made on the nomination of~~ **adjudicated by** the Committee on Awards for Students with Disabilities.

#3512

Harriet Sarah BYRNE Scholarship

A scholarship of \$700 has been **made available through an endowment established** endowed in memory of Harriet Sarah Byrne. The award is intended to encourage a **disabled student with a disability** or a student demonstrating an interest and ability in the problems of **individuals with disabilities** the disabled. Preference is given to a woman undertaking studies in the health sciences. **The award is adjudicated by the Committee on Awards for Students with Disabilities.**

#7595

GRADUATING Class of 1970 Bursary

A \$500 bursary, **made available through an endowment established** endowed by the Graduating Class of 1970, is awarded to a student or students in any year and faculty. Special consideration will be given to those with physical disabilities. ~~The award requires a special application which is available from the Office of Student Financial Assistance and Awards, the Crane Library and the Disability Centre. Applications must be submitted by October 15. The award is made on the nomination of~~ **adjudicated by** the Committee on Awards for Students with Disabilities.

#7756

Leslie Anne WHITCUTT Memorial Bursary

A \$600 bursary has been **made available through an endowment established** endowed as a memorial to Leslie Anne Whitcutt (B.A., UBC, 1973) by her parents to provide financial assistance for ~~blind~~ students **with a visual impairment** who require special equipment related to their studies. ~~The award requires a special application which is available from the Office of Awards and Financial Aid, the Crane Library and the Disability Centre. Applications must be submitted by October 15. Awards are made on the nomination of~~ **adjudicated by** the Committee on Awards for Students with Disabilities.

#7861

Robert C. GIBSON Memorial Bursary

Bursaries totaling \$950 have been **made available through an endowment established** endowed in memory of Robert C. Gibson. The awards are made to assist ~~disabled students~~ **students with disabilities** from rural areas and preference is given to ~~visually impaired and/or physically handicapped~~ students **with a visual impairment or physical disability**. ~~The award requires a special application which is available from Enrolment Services and Access and Diversity. Applications must be submitted by October 15. The award is made on the nomination of~~ **adjudicated by** the Committee on Awards for Students with Disabilities.

#7864

Isabel G. MCMILLAN Bursary

Bursaries totaling \$750 have been **made available through an endowment established** endowed by Isabel G. McMillan, a member of the first graduating class at the University of British Columbia, are offered to one or more students with ~~sight handicaps~~ **visual**

impairments. The award requires a special application which is available from the Office of Student Financial Assistance and Awards, the Crane Library and the Disability Centre. Applications must be submitted by October 15. The award is made on the nomination of **adjudicated by** the Committee on Awards for Students with Disabilities.

#7867

Douglas T. KENNY Bursary for Disabled Students with Disabilities

Bursaries totalling \$1000 are awarded to provide financial aid to disabled students **with a disability**. The funds have been **made available through an endowment established** provided by the Honourable Thomas A. Dohm, Q.C., LL.D., and are intended especially for those physically disabled students **with a physical disability** who need wheelchairs or other artificial aids to carry out their studies at the University. The award requires a special application which is available from the Office of Awards and Financial Aid, the Crane Library and the Disability Centre. Applications must be submitted by October 15. The award is made on the nomination of **adjudicated by** the Committee on Awards for Students with Disabilities.

#7980

Marion COPP Bursary

A bursary of \$300 has been **made available through an endowment established** endowed by family and friends in memory of Marion Copp who for many years resided in northern B.C. and the Yukon. The award is made to students from rural areas and preference is given to visually impaired and/or physically handicapped students **with a visual impairment or a physical disability**. The award requires a special application which is available from the Office of Awards and Financial Aid, the Crane Library and the Disability Centre. Applications must be submitted by October 15. The award is made on the nomination of **adjudicated by** the Committee on Awards for Students with Disabilities.

#8028

BURRARD Charitable Foundation Bursary

A \$850 bursary is offered **annually** by the Burrard Charitable Foundation, through funds administered by the Vancouver Foundation, for students with disabilities. Preference will be given to students with visual impairment. **Adjudication is made by Enrolment Services. The award is adjudicated by the Committee on Awards for Students with Disabilities.**

#8044

PEO Sisterhood Chapter B Bursary For the Blind

Bursaries totalling \$1,900 have been **made available through an endowment established** endowed by the PEO Sisterhood Chapter B in memory of Helen Mitchell and by the Estate of Hazel Lena Wilson in memory of John Mortimer Patrick, to assist blind students **with a visual impairment**. The bursary is awarded **adjudicated by** the Committee on Awards for Students with Disabilities.

#8045

Steven VOLRICH Memorial Bursary

~~The members of the Law Class of 1984 have established a bursary of A \$1,900~~ **bursary has been made available through an endowment established by the members of the Law Class of 1984** in memory of their classmate, Steven Volrich. His classmates wish to honour the courage and undaunted spirit displayed by Steven in his battle with cancer. The bursary is awarded to a law student who requires financial assistance with preference given to a law student with a medical or physical disability. ~~The award requires a special application which is available from the Office of Student Financial Assistance and Awards, the Crane Library and the Disability Centre. Applications must be submitted by October 15. The award is made on the nomination of~~ **adjudicated by** the Committee on Awards for Students with Disabilities.

#8089

Cheryl MCKAY Bursary for the Visually Impaired

Bursaries totalling \$800 have been **made available through an endowment established with** ~~endowed through~~ a bequest from Cheryl McKay. The awards are made to assist visually impaired students **with a visual impairment**. ~~The award requires a special application which is available from the Office of Student Financial Assistance and Awards, the Crane Library and the Disability Centre. Applications must be submitted by October 15. The award is made on the nomination of~~ **adjudicated by** the Committee on Awards for Students with Disabilities.

#8187

William Donald Mills AGNEW Memorial Bursary

Bursaries totalling \$900 have been **made available through an endowment established with** ~~endowed through~~ a bequest from Doris Kinloch Agnew in memory of her husband William Donald Mills Agnew. The award is offered to students who are paraplegic or quadriplegic. ~~Applications are available from the Office of Awards and Financial Aid and the Disability Resource Centre.~~ **The award is adjudicated by the Committee on Awards for Students with Disabilities.**

#8313

Paul E. THIELE Bursary

Bursaries totalling \$950 have been **made available through an endowment established** ~~endowed~~ for students with disabilities in recognition of Paul Thiele's thirty-two years of service to The University of British Columbia. Paul Thiele, along with his late wife Judith, was instrumental in the establishment of the Crane Library and Resource Centre, expanding it from a collection of Braille books to an internationally recognized library and support service for persons requiring print alternatives. ~~Awards are made on the nomination of the Committee on Awards for Students With Disabilities.~~ **The award is adjudicated by the Committee on Awards for Students with Disabilities.**

#8471

Lena ADAM Memorial Bursary for Students with Disabilities

Bursaries totalling \$3,600 have been **made available through an endowment established with** ~~endowed through~~ a bequest from Lena Adam for students who have a physical disability

and who demonstrate financial need. ~~The award requires a special application which is available from the Office of Student Financial Assistance and Awards, the Crane Library and the Disability Centre. The award is made on the nomination of~~ **adjudicated by** the Committee on Awards for Students with Disabilities.

4 October 2016

To: Senate
From: Nominating Committee
Re: Committee Appointments

A) Committee Assignments (approval)

The Nominating Committee is pleased to recommend:

That Dr Alan Richardson be appointed to the Senate Curriculum Committee until 31 August 2017 and thereafter until replaced, to fill a vacancy; and

That the composition of the Ad Hoc Committee on Flexible Learning be reduced by one (1) senator and that Dr Lawrence Walker cease to be a member of the Committee.

The Nominating Committee notes that there remains one vacancy on the Senate Curriculum Committee for a convocation senator. Dr Walker has requested to be discharged from the ad hoc committee due to other assignments; given the approaching end of this triennium and the ad hoc committee's mandate, the Nominating Committee is not recommending a replacement.

B) Appointment to the President's Advisory Committee for the Selection of a University Librarian (approval)

The Committee has received a request from Provost Redish to appoint a faculty member to an advisory committee being formed pursuant to Joint Board-Senate Policy 17. The Committee notes that under that policy additional members are appointed by the President and elected by the university's librarians and students. The Senate has one appointment to make, which under the Policy must be a faculty member or a student (but not necessarily a senator). The Committee has considered possible appointees, and is pleased to recommend:

That Dr Thomas Schneider be appointed to the President's Advisory Committee for the Selection of a University Librarian.

Dr Schneider is a senator and Professor of Egyptology, a member of the Senate Library Committee, and editor of several journals. The Nominating Committees does note that Dr Schneider is a member of the Nominating Committee, and advises Senate that Dr Schneider did not take part in the decision to recommend him for this appointment.



C) Development of a Policy on the Recommendation and Selection of a President (information)

Under the *University Act* the Board of Governors has the power, “with the approval of the senate, to establish procedures for the recommendation and selection of candidates for president...”

As noted last year, the University of British Columbia is one of few institutions in its peer group without an ongoing policy for presidential searches. The Nominating Committee in Vancouver and its counterpart at the Okanagan campus have been discussing the need for and possible structures for such a policy based on both past and current UBC practices and best practices at other universities.

Over the course of this academic year, the two Nominating Committees will engage with each other and their equivalent Governance Committee of the Board of Governors with advice and recommendations from the Senates on an ongoing policy for UBC. The Okanagan Nominating Committee has already presented information to and sought the advice of its Senate on policy recommendations, and the Vancouver Committee plans to do the same later this academic year as discussions continue.



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THE UNIVERSITY OF BRITISH COLUMBIA

MEMORANDUM

September 23, 2016

To: Senate, c/o Christopher Eaton, Associate Registrar for Academic Governance and Director,
Senate and Curriculum Services

From: Angela Redish, Provost and Vice President Academic *pro tem*

RE: Establishment of a new chair, to be named the First Nations Health Authority Chair
in Cancer and Wellness

Recommendation:

I recommend that Senate approve the establishment of a new chair, to be named the **First Nations Health Authority Chair in Cancer and Wellness**.

Rationale:

See attached memo from Dr. Dermot Kelleher, Dean of the Faculty of Medicine.



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THE UNIVERSITY OF BRITISH COLUMBIA

The University of British Columbia
Faculty of Medicine
Dean's Office
2194 Health Sciences Mall, Unit 317
Vancouver, BC Canada V6T 1Z3
Tel: 604.822.3131 Fax: 604.822.2684
Phone 604 822 2421
Fax 604 822 6061
www.med.ubc.ca

MEMO

August 31, 2016

TO: Dr. Angela (Anji) Redish, Interim Provost and Vice President Academic
FROM: Dr. Dermot Kelleher, Dean, Faculty of Medicine
RE: Approval of new chair and its naming: First Nations Health Authority Chair in Cancer and Wellness at UBC

Recommendation:

I recommend that Senate approve the establishment of a new chair, to be named the **First Nations Health Authority Chair in Cancer and Wellness at UBC**.

Pursuant to Section 3.1 of Policy #124, we require approval from Senate to create a 10 year term Chair and approve of its name.

Rationale:

The First Nations Health Authority is collaborating with UBC to fund and establish the **First Nations Health Authority Chair in Cancer and Wellness at UBC (the "Chair")**. The Chair will provide academic leadership for addressing the impact of cancer on indigenous people, including prevention, screening and treatment, with a population health lens and a focus on overall chronic disease prevention and wellness. Through this Chair, UBC will be positioned as a leader for Indigenous cancer research.

The Chair will be funded through a contribution of \$1.5M from the First Nations Health Authority and a contribution of \$1.5M from UBC's Research Excellence Fund, which will be spent down over a 10 year term.

I have enclosed the fully executed term chair agreement with FNHA and UBC, approval of the Chair from the Director of the School of Population and Public Health, Dr. David Patrick, and approval of the funding plan from Andrew Glynn, Interim Senior Director, Finance, UBC Faculty of Medicine.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dermot Kelleher'.

Dr. Dermot Kelleher
Dean, Faculty of Medicine

Enclosures:

Term Chair Agreement with FNHA and UBC
Approval from Dr. David Patrick of Chair
Approval from Andrew Glynn of Funding Plan

CC: Leanne Denis, Interim Executive Director, Development and Alumni Engagement, Faculty of Medicine
Dr. David Patrick, Professor and Director, School of Population and Public Health, Faculty of Medicine
Dr. Deborah Money, Executive Vice-Dean, Faculty of Medicine
Andrew Glynn, Interim Senior Director, Finance, Faculty of Medicine



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THE UNIVERSITY OF BRITISH COLUMBIA

School of Population and Public Health
2206 East Mall
Vancouver BC Canada V6T 1Z3

Phone 604 822 2772
Fax 604 822 4994
info@spph.ubc.ca
www.spph.ubc.ca

July 27, 2016

Ms. Leanne Denis
Interim Executive Director
Development and Alumni Engagement
UBC Faculty of Medicine
317 – 2194 Health Sciences Mall
Vancouver BC V6T 1Z3

Dear Ms. Denis:

I fully support and approve the creation of the First Nations Health Authority Chair in Cancer and Wellness at UBC. The Chair will be supported for a term of 10 years through a contribution of \$1.5 million from the First Nations Health Authority and \$1.5 million from the UBC Research Excellence Fund.

The chair holder will provide academic leadership for addressing the impact of cancer on indigenous people, including prevention, screening and treatment, with a population health lens and a focus on overall chronic disease prevention and wellness. Through this Chair, UBC will be positioned as a leader for Indigenous cancer research. The collaboration with FNHA will also provide a wonderful opportunity to ensure that research findings are translated directly into the health care system in order to improve the health and wellness of Indigenous people impacted by cancer.

Sincerely,

A handwritten signature in black ink, appearing to read 'David Patrick', with a stylized flourish at the end.

Dr. David Patrick, MD, FRCPC, MHSc
Professor and Director
School of Population and Public Health
UBC Faculty of Medicine



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THE UNIVERSITY OF BRITISH COLUMBIA

School of Population and Public Health
2206 East Mall
Vancouver, BC Canada V6T 1Z3

Phone 604 822 2772
Fax 604 822 4994
Info@spph.ubc.ca
www.spph.ubc.ca

Memorandum

| | |
|----------|---|
| Date: | July 27, 2016 |
| To: | Evie Mandel, Senior Director, Finance, Faculty of Medicine |
| From: | Dr. David Patrick, Director, School of Population and Public Health |
| Subject: | Memo to request approval of funding plan for FNHA Chair |

Dear Evie,

I respectfully request your approval of the funding plan to establish the First Nations Health Authority Chair in Cancer and Wellness at UBC.

The Chair will be funded through a contribution of \$1.5M from the First Nations Health Authority and a contribution of \$1.5M from UBC's Research Excellence Fund, which will be spent down over a 10 year term. The funding plan is based on the assumption that the first hire will be an external candidate, and that they will be prioritized for a faculty position with tenure at the end of the 10 year term funding. During the term, the chair holder's full salary and benefits will be paid from the Chair funding.

Should you approve, I seek your signature as indicated below.

Sincerely,

Dr. David Patrick, MD, FRCPC, MHSc
Professor and Director, School of Population and Public Health

Approval from Evie Mandel, Senior Director, Finance

Signature: Andrew Glynn

Date: Aug 31 2016



**FIRST NATIONS HEALTH AUTHORITY CHAIR IN CANCER AND
WELLNESS AT UBC**

TERM CHAIR AGREEMENT

THIS AGREEMENT (the “Agreement”) is made this 3rd day of August, 2016
(the “Effective Date”).

BETWEEN:

The University of British Columbia, having a place of business at
2329 West Mall
Vancouver, BC V6T 1Z4
(the “University”)

AND:

First Nations Health Authority, having a place of business at
501-100 Park Royal South
Coast Salish Territory
West Vancouver, BC V7T 1A2
(the “FNHA”)

(individually a “Party”, together the “Parties”).

BACKGROUND:

- A. The purpose of the FNHA is to execute the vision of First Nations leadership in the First Nations health governing structure. Working together, not apart, to lead transformation, FNHA actively seeks partners both internally and externally believing we truly are better together.
- B. The FNHA’s mission is to support British Columbia (BC) First Nations individuals, families and communities to achieve and enjoy the highest level of health and wellness by: working with First Nations on their health and wellness journeys; honouring traditions and cultures; and championing First Nations health and wellness within the FNHA organization and with FNHA partners.
- C. BC First Nations have provided the FNHA with a Shared Vision, Values and 7 Directives to guide its work as outlined in Schedule A.
- D. The University engages in research and generates curricula across the University that strives to respect, reflect, and include Indigenous cultures, histories, and systems of knowledge. In both academics and operations, the University works to

address issues of ignorance and misunderstanding resulting from the educational failures of the past.

- E. The FNHA and the University wish to partner and establish a term chair at the University that supports research and education in Indigenous cancer and wellness. FNHA understands that the University is an academic institution which holds the principles of academic freedom in highest regard. While acknowledging the principles of academic freedom, the Parties will strive to uphold the Shared Vision, Values, and 7 Directives provided to the FNHA by BC First Nations as set out in Schedule A.

The Parties agree as follows:

1. THE CONTRIBUTION

- 1.1. FNHA wishes to demonstrate its support of the University by contributing \$1,500,000 to the University (the "**Contribution**") to support a term chair on the terms set out in this Agreement.

2. CREATION AND NAMING OF CHAIR

- 2.1. In accordance with the wishes of FNHA and subject to receiving all required internal approvals from the University in accordance with Policy #47 (Chair, Professorship and Distinguished Scholar Honorifics) as amended from time to time ("**Policy #47**"), attached as Schedule B to this Agreement, the University will establish a term chair honorific in the Faculty of Medicine that supports research and education in Indigenous cancer and wellness (the "**Chair**").
- 2.2. In recognition of FNHA's contribution, the University will name the Chair the "First Nations Health Authority Chair in Cancer and Wellness at UBC", subject to Policy #47.

3. TERM

- 3.1. The term of this Agreement shall begin upon the Effective Date of this Agreement and shall end on the date that is one hundred and twenty (120) months from the date that the University confers the Chair on a holder (the "**Term**").
- 3.2. If the Chair is vacant for a period of time before the end of the Term, the schedule for FNHA Funds (as defined in Section 4) may be temporarily suspended at the discretion of FNHA until the Chair is re-conferred and the Term will be extended by a period of time equal to the period the Chair was vacant until the Term is completed.

4. FUNDING

- 4.1. The Chair will be funded by the University and FNHA, as follows:
- 4.1.1. The University will contribute a total of \$1,500,000.00 (the "**University Funds**") to the Chair.

- 4.1.2. FNHA will contribute a total of **\$1,500,000.00** (the “**FNHA Funds**”) to the University. The FNHA Funds will be paid as annual instalments (the “**Annual Instalments**”), subject to section 3.2 of this Agreement, in accordance with the following schedule:

| Date | Amount |
|---------------|--------------------|
| July 31, 2016 | \$150,000 |
| July 31, 2017 | \$150,000 |
| July 31, 2018 | \$150,000 |
| July 31, 2019 | \$150,000 |
| July 31, 2020 | \$150,000 |
| July 31, 2021 | \$150,000 |
| July 31, 2022 | \$150,000 |
| July 31, 2023 | \$150,000 |
| July 31, 2024 | \$150,000 |
| July 31, 2025 | \$150,000 |
| TOTAL | \$1,500,000 |

- 4.1.3. Together the University Funds and the FNHA Funds comprise the “**Total Funds**” for the Chair equal to \$3,000,000.00.

5. **USE OF FUNDS**

- 5.1. The University will use the Total Funds to support the Chair in accordance with Policy #47.

6. **CONFERRING THE CHAIR**

- 6.1. The University will confer the Chair in accordance with Policy #47. The final decision on the conferral of the Chair rests with the University.

7. **SELECTION COMMITTEE**

- 7.1. Pursuant to section 2.1 of this Agreement, upon establishment of the Chair, the Dean of the Faculty of Medicine, in consultation with the Head of the University’s School of Population and Public Health and other appropriate department head(s) will convene a committee to make a recommendation to the Dean to confer the Chair (the “**Selection Committee**”).
- 7.2. The Selection Committee will be composed of at least the following representatives:
- 7.2.1. Head of the University School of Population and Public Health or delegate;
 - 7.2.2. Executive Associate Dean Research, UBC or delegate;
 - 7.2.3. Co-Director(s) of the University Centre for Excellence in Indigenous Health or delegate(s); and

- 7.2.4. Chief Medical Officer of the FNHA or delegate; and
- 7.2.5. may include, in consultation with the Chief Executive Officer of FNHA, up to two additional representatives of FNHA.
- 7.3. The Selection Committee will establish the selection criteria in accordance with the eligibility requirements for Chairs in Policy #47 and will conduct interviews with potential candidates. The Selection Committee will make a recommendation to the Dean who will consider their recommendation, and make his recommendation for the conferral of the Chair in accordance with Policy #47.
- 7.4. The University will follow its standard procedures for faculty appointments at the University.

8. TERM OF THE CHAIR

- 8.1. The Chair will be conferred on a holder for five (5) years (the “**Holder’s Term**”), with the potential for renewal of the incumbent holder in accordance with Policy #47.

9. OBJECTIVES OF CHAIR

- 9.1. The objectives of the Chair are:
 - 9.1.1. To conduct research and education into critical health policy related to cancer, disease prevention and control associated with chronic diseases among First Nations peoples including protective strategies (wellness promotion; primary, secondary and tertiary prevention), addressing risk (social determinants, impact of colonization, racism, marginalization, poverty), cultural and spiritual considerations (the role of family and community, cultural traditions, healing and spiritual practices) and knowledge requirements (disease burden, surveillance, oral traditions and community information);
 - 9.1.2. To develop wellness and preventive disease epidemiology programmes and databases, particularly as they pertain to increasing the research infrastructure and capacity in First Nations communities and organizations;
 - 9.1.3. To improve health system outcomes with respect to wellness and disease prevention and translational research for best practices, risk factor control, economic and social analysis;
 - 9.1.4. To take an active leadership role locally, provincially, and nationally that advances the understanding of the strategies to develop a program of excellence in First Nations wellness and disease prevention and policy;
 - 9.1.5. To provide mentorship and training to University undergraduate, graduate and post graduate trainees in the area of First Nations wellness and disease prevention and policy;

- 9.1.6. To provide outreach provincially and nationally to build care relationships that are responsive to First Nations' community needs;
- 9.1.7. To promote the health and wellness of First Nations people within their own communities; and
- 9.1.8. To support and advance the goals of First Nations' wellness and disease prevention and policy at the FNHA and the University.

10. REVIEW PROCESS:

- 10.1. The Dean of the Faculty of Medicine, in consultation with the Head of the University's School of Population and Public Health will convene an advisory committee (the "Advisory Committee").
- 10.2. The Advisory Committee will be composed of at least the following representatives:
 - 10.2.1. Head of the University School of Population and Public Health or delegate;
 - 10.2.2. Executive Associate Dean Research, UBC or delegate;
 - 10.2.3. Co-Director(s) of the University Centre for Excellence in Indigenous Health or delegate(s); and
 - 10.2.4. Chief Medical Officer of the FNHA or delegate; and
 - 10.2.5. may include, in consultation with the Chief Executive Officer of FNHA, up to two additional representatives of FNHA.
- 10.3. None of the members of the Advisory Committee shall be remunerated.
- 10.4. An annual report from the Chair will be shared with the Advisory Committee. The Advisory Committee will provide an annual assessment of the Chair's progress to the Dean, copied to the Chair.
- 10.5. The University shall be responsible for performance reviews of the Chair in accordance with Policy #47. The Advisory Committee's assessment may be taken into account during the performance reviews.

11. LOCATION

- 11.1. The University affirms that the holder of the Chair will be co-located at FNHA offices and the University for the duration of the Term. The University, through the School of Population and Public Health, will provide the Holder of the Chair with suitable office space.
- 11.2. In recognition of the potential benefits that the research conducted under the auspices of the Chair may bring to FNHA's operations, FNHA will:

- 11.2.1. Provide the holder of the Chair with suitable office space at no charge at one of FNHA's offices (the "FNHA office");
- 11.2.2. Give the holder of the Chair access to any equipment within FNHA necessary to advance and promote the research funded by the Chair (the "Equipment");
- 11.2.3. Offer use of the Equipment to the holder of the Chair at no charge; and
- 11.2.4. Assume responsibility for the capital and operating costs of the FNHA Office and the Equipment for the term of the Chair.

12. REPORTING

- 12.1. The Chair will provide the University with the following reports:
 - 12.1.1. A detailed plan for achieving the Objectives of the Chair by the end of the first year of each five (5) year term; and
 - 12.1.2. An annual written report summarizing the Chair's activities and achievements.
- 12.2. The University will ensure that the duties to report are included in the terms and conditions for the Chair.
- 12.3. The University will provide reports to FNHA in accordance with Policy #47.
- 12.4. The FNHA may request additional reports upon reasonable notice to the University.

13. CONTRIBUTOR RECOGNITION

- 13.1. The University will provide FNHA with appropriate public recognition for its support of the Chair.
- 13.2. The Faculty of Medicine is committed to celebrating FNHA's support in ways that meet the needs of FNHA including press announcements, event announcements and recognition in University communications vehicles.
- 13.3. The holder of the Chair will identify him/herself as the "First Nations Health Authority Chair in Cancer and Wellness at UBC" in all research papers, publications, conference presentations, speaking engagements and elsewhere as appropriate for the duration of the Holder's Term. Similarly, FNHA will identify the holder as the "First Nations Health Authority Chair in Cancer and Wellness at UBC" as appropriate for the duration of the Holder's Term.

14. TERMINATION

- 14.1. If the holder of the Chair ceases to hold the Chair for any reason during the Holder's Term, this Agreement remains in effect and a search for a new Chair holder will be initiated forthwith.

- 14.2. The University will notify FNHA upon such vacancy.
- 14.3. If the Chair remains vacant for more than 36 months, FNHA may terminate this Agreement upon three months' written notice to the University. In such event, the Parties' funding obligations set out in section 4 of this Agreement will cease.
- 14.4. Otherwise, a Party may terminate this Agreement for any reason upon one (1) year written notice to the other Party.
- 14.5. In the event that this Agreement is terminated pursuant to this Section 14, the University will return any unspent FNHA Funds that were advanced to the University pursuant to Section 4 of this Agreement, or the University will retain and use the remaining FNHA Funds for medical education and research in support of First Nations in consultation with FNHA. FNHA will inform the University in writing as to whether the FNHA Funds will be returned to FNHA or retained by the University.

15. AMENDMENT

- 15.1. The terms of this Agreement may be revised, but only by the mutual written agreement of FNHA and the University.

16. GENERAL

- 16.1. This Agreement constitutes the entire agreement between the Parties with respect to the matters described in this Agreement, and the Parties do not rely upon any representation or agreement whatsoever which is not incorporated in this Agreement.
- 16.2. Any notice required or permitted under this Agreement must be in writing and may be given by personal delivery, overnight courier, mail or facsimile or electronic transmission to the Parties at the address set out on the first page of this Agreement. Notices given by personal delivery will be deemed to have been received on the date of the delivery. Notices given by overnight courier or facsimile or electronic transmission will be deemed to have been received on the day following the date of delivery. Notices delivered by mail will be deemed to have been received on the third day following the date of mailing.
- 16.3. Nothing in this Agreement shall create a partnership, joint venture or an employer and employee relationship between the Parties.
- 16.4. This Agreement is binding on and benefits the Parties and their respective successors and permitted assigns.
- 16.5. This Agreement is governed by, and construed in accordance with, the laws of the Province of British Columbia and the laws of Canada applicable therein. Each of the Parties agree to bring any action arising out of or related to this Agreement in a court of British Columbia and the Parties hereby submit to the exclusive jurisdiction of the courts of British Columbia and any courts competent to hear appeals therefrom.

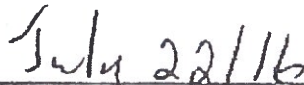
16.6. This Agreement may be executed in counterparts and delivered by facsimile or electronic transmission in portable document format (pdf) and such delivery is as effective as delivery of an originally executed agreement.

IN AGREEMENT:

First Nations Health Authority
By its Authorized Signatory:




Name: Joe Gallagher
Title: CEO



Date

The University of British Columbia
by its Authorized Signatories:



Name: Hubert Lai, Q.C.
Title: University Counsel



Date



Name:
Title:  Ian Burgess, Comptroller
The University of British Columbia



Date

Schedule A

Vision, Values and 7 Directives of the First Nation Health Authority

Vision

Healthy, Self-Determining and Vibrant BC First Nations Children, Families and Communities.

Values

Respect

We believe that maintaining respectful relationships is fundamental to the achievement of our shared vision. Respectful relationships are built upon the recognition that we all have something to contribute as individuals, and participants in the First Nations health governance structure. Therefore, we commit to treating each other with dignity and generosity, being responsive to one another, and acknowledging that each entity has their own respective processes and practices. We are also committed to respectful interactions with First Nations, tripartite partners, and other collaborators.

Discipline

We have the historic opportunity to achieve transformative change in First Nations health and wellness, and an obligation to make the most of this opportunity. This will require discipline amongst us, including through: loyalty to one another and our shared vision; upholding and supporting our roles, responsibilities, decisions, and processes; maintaining and nurturing unity and a united front; integrity and reliability in fulfilling our commitments, and accountability to one another for these commitments and contributions; and, solutions-oriented and active participation.

Relationships

We believe that effective working relationships with First Nations, tripartite partners, and with one another are the foundation for achieving our vision and implementing our health plans and agreements. We commit to fostering effective working relationships and camaraderie underpinned by: trust; honesty; understanding; teamwork; and mutual support. We also acknowledge that humour and laughter are both good medicine, and a good way to build relationships.

Culture

We are here because of those that came before us, and to work on behalf of First Nations. We draw upon the diverse and unique cultures, ceremonies, customs, and teachings of First Nations for strength, wisdom, and guidance. We uphold traditional and holistic approaches to health and self-care and strive to achieve a balance in our mental, spiritual, emotional, and physical wellness.

Excellence

We are humbled and honoured to have been asked by First Nations to work on their behalf to improve health and wellness, and have a moral and personal responsibility to strive for excellence. Excellence means that our outcomes are sustainable, that our processes are professional and transparent, and that we commit to learn continuously –

through capacity development opportunities, from each other and from new, different and innovative models worldwide.

Fairness

We work to improve the health and wellness of all First Nations in BC. Our decision making reflects the best interests of all First Nations, and leads to just and equitable treatment amongst all First Nations communities, First Nations organizations, and across all regions of British Columbia. We are committed to make room for everyone, and are inclusive in our communications, information-sharing, and discussions.

7 Directives

Directive #1: Community-Driven, Nation-Based

- The Community-Driven, Nation-Based principle is overarching and foundational to the entire health governance arrangement.
- Program, service and policy development must be informed and driven by the grassroots level.
- First Nations community health agreements and programs must be protected and enhanced.
- Autonomy and authority of First Nations will not be compromised.

Directive #2: Increase First Nations Decision-Making and Control

- Increase First Nations influence in health program and service philosophy, design and delivery at the local, regional, provincial, national and international levels.
- Develop a wellness approach to health including prioritizing health promotion and disease and injury prevention.
- Implement greater local control over community-level health services.
- Involve First Nations in federal and provincial decision-making about health services for First Nations at the highest levels.
- Increase community-level flexibility in spending decisions to meet their own needs and priorities.
- Implement the OCAP (ownership, control, access and possession) principle regarding First Nations health data, including leading First Nations health reporting.
- Recognize the authority of individual BC First Nations in their governance of health services in their communities and devolve the delivery of programs to local and regional levels as much as possible and when appropriate and feasible.

Directive #3: Improve Services

- Protect, incorporate and promote First Nations knowledge, beliefs, values, practices, medicines and models of health and healing into all health programs and services that serve BC First Nations.
- Improve and revitalize the Non-Insured Benefits program.
- Increase access to primary care, physicians, nurses, dental care and other allied health care by First Nations communities.
- Through the creation of a First Nations Health Authority and supporting a First Nations population health approach, First Nations will work collectively to improve all health services accessed by First Nations.
- Support health and wellness planning and the development of health program and service delivery models at local and regional levels.

Directive #4: Foster Meaningful Collaboration and Partnership

- Collaborate with other First Nations and non-First Nations organization and governments to address social and environmental determinants of First Nations health (e.g. poverty, water quality, housing, etc.).
- Partnerships are critical to our collective success. First Nations will create opportunities through working collaboratively with federal, provincial, and regional partners.
- Foster collaboration in research and reporting at all levels.
- Support community engagement hubs.
- Enable relationship-building between First Nations and the regional health authorities and the First Nations Health Authority with the goal of aligning health care with First Nations priorities and community health plans where applicable.

Directive #5: Develop Human and Economic Capacity

- Develop current and future health professionals at all levels through a variety of education and training methods and opportunities.
- Result in opportunities to leverage additional funding and investment and services from federal and provincial sources for First Nations in BC.
- Result in economic opportunities to generate additional resources for First Nations health programs.

Directive #6: Be Without Prejudice to First Nations Interests

- Not impact on Aboriginal Title and Rights or the treaty rights of First Nations, and be without prejudice to any self-government agreements or court proceedings.
- Not impact on the fiduciary duty of the Crown.
- Not impact on existing federal funding agreement with individual First Nations, unless First Nations want the agreements to change.

Directive #7: Function at a High Operational Standard


- Be accountable, including through clear, regular and transparent reporting.
- Make best and prudent use of available resources.
- Implement appropriate competencies for key roles and responsibilities at all levels.
- Operate with clear governance documents, policies, and procedures, including for conflict of interest and dispute resolution.

Schedule B

Policy #47 (Chair, Professorship and Distinguished Scholar Honorifics)

(see link: <http://universitycounsel.ubc.ca/files/2014/04/policy47.pdf>)

ATTACH a print copy of the Policy to the final agreement

| | | |
|--|--|---|
|  The University of British Columbia Board of Governors | Policy No.: 47 | Approval Date: December 1987 Last Revision: April 2014 |
| | Responsible Executive: Vice President, Academic and Provost (Vancouver) Provost and Vice Principal, Academic (Okanagan) | |
| Title: Chair, Professorship and Distinguished Scholar Honorifics | | |
| Background & Purposes: <p>The purpose of this Policy is to support the goal of UBC in encouraging the creation of prestigious chair, professorship and distinguished scholar honorifics funded by endowments or other funds and to establish the academic, financial and accountability criteria for these Honorifics.</p> <p>Honorifics are conferred by UBC to reward excellence in research and teaching. Conferral of an Honorific is normally accompanied by financial resources for research and teaching support and honoraria; and where a financial sustainability has been approved in accordance with the Policy, the funds may be used for salary and benefits. Holders of Honorifics provide regular reports to UBC on their activities, and UBC shares the impact of Honorifics with the donors who have enabled the establishment of Honorifics and with the broader community.</p> | | |
| Related Policies: Policy #113 - Endowment Management Policy #114 - Donations Policy #124 - Naming | | |

1. Scope

- 1.1. This Policy applies in respect of the recognition of outstanding individuals who hold appointments at UBC as faculty members or hold faculty term appointments without review as defined by UBC Policy #42 as:

- (a) Chair holders,
- (b) Professorship holders, and
- (c) Distinguished Scholars

(collectively, the "**Honorifics**");

except that it does not apply to University Killam Professors (as defined by UBC Policy #57) or government funded research chair programs such as the Canada Research Chair program or the Tri-Council research programs. The distinction among the types of Honorifics is based primarily on the eligibility criteria and extent of funding.

- 1.2. The Policy does not apply to incumbents who hold Honorifics at the date the Policy is adopted unless the incumbent requests in writing to the Responsible Executive that the Policy apply to the incumbent and the Responsible Executive approves the request.
- 1.3. The Policy does apply to Honorifics conferred on Holders (as defined in section 4.4 of the Policy) after this Policy comes into force even if they are established pursuant to an arrangement already in existence at the date the Policy is adopted or an arrangement that is in discussions with a donor at the date the Policy is adopted.
- 1.4. Where the Policy applies to incumbents and Holders as set out in sections 1.2 and 1.3, it will apply only to the extent the Policy is not inconsistent with the legal terms establishing the Honorific.

Academic Components:

2. Naming Convention

- 2.1. Subject to section 2.2, Honorifics may be named as requested by a donor who has contributed the majority of the funds to establish the Honorific; and will normally include "UBC" and the field of interest in the name. For example, the "Taylor Wong UBC Chair in Music" or the "Taylor Wong Chair in Music at UBC" or the "Taylor Wong Chair in Music, a UBC Chair".
- 2.2. The naming of Honorifics must be approved by the Responsible Executive.

3. Establishment

- 3.1. The establishment of a Chair requires the approval of the Board of Governors upon the recommendation of the Senate.
- 3.2. The establishment of Professorship and Distinguished Scholar Honorifics requires the approval of the Responsible Executive.

4. Conferral of Recognition on Holder of Honorific

- 4.1. Honorifics are conferred by UBC on UBC faculty members and persons eligible for faculty term appointments without review (as defined by UBC Policy #42) (referred to as "Eligible Individuals") to recognize academic excellence.
- 4.2. An Honorific is separate and distinct from a faculty appointment, will be conferred based on merit, and will not be tied to the appointment of a particular individual. For greater clarity, an Honorific may be tied to a position, such as a Dean or Head of a Department within a Faculty. In that case, the terms of the appointment of the Dean or the Head or other position govern the conferral of the Honorific.
- 4.3. The decision to confer an Honorific on an Eligible Individual will be made by the Responsible Executive on the recommendation of the Dean and in accordance with the Procedures.
- 4.4. Upon the Honorific being conferred on an Eligible Individual, the individual is referred to as a "Holder".

5. Eligibility Requirements

- 5.1. A Chair provides for recognition of an established academic and leader who has attained eminence in his or her field of endeavour. A Chair is normally available only to an Eligible Individual who has the rank of professor or professor of teaching.
- 5.2. A Professorship provides for recognition of an Eligible Individual who has attained, or has the potential to attain, eminence in his or her field of endeavour.
- 5.3. A Distinguished Scholar provides for recognition of an Eligible Individual who has achieved distinction in his or her field of endeavour. A Distinguished Scholar is available to faculty members of all ranks.

Accountability Components:

6. Assessment and Accountability

- 6.1. As an Honorific provides recognition for Holders, a Holder is accountable to UBC; and UBC is accountable to the community and to its donors whose gifts enable the establishment and continuation of Honorifics.
- 6.2. Holders are required to establish objectives and prepare reports as set out in the Procedures. The reports assist UBC in assessing the effectiveness of the additional resources provided by funding for Honorifics in achieving an added measure of excellence in teaching and research at UBC. The reports also assist UBC to account to donors and the broader community about the effectiveness and accomplishments of Honorifics.

Financial Components:

7. Funds

- 7.1 A Holder is normally provided with access to financial resources which are intended to promote and enhance the Holder's academic activities including his or her research, teaching and educational leadership capabilities. Funds are to be used as set out in the Procedures to this Policy.

PROCEDURES

Approved: December 1987

Revised: April 2014

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors". Note: the most recent procedures may be reviewed at <http://universitycounsel.ubc.ca/policies/index>.

1. Administration

- 1.1. The responsibility for the administration of this Policy and these Procedures lies with the Vice-President Academic and Provost (Vancouver) in relation to Honorifics at UBC's Vancouver campus, and the Provost and Vice Principal, Academic (Okanagan) in relation to Honorifics at UBC's Okanagan campus (the "Responsible Executive").

Academic Components:

2. Honorific Periods ("Period(s)")

- 2.1. Chairs and Professorships are conferred on Holders for a five-year Period and may be extended by up to one (1) year upon the written approval of the Dean.
- 2.2. A Distinguished Scholar Honorific is normally conferred on a Holder for a minimum of a three (3) year Period and may be extended upon written approval of the Dean to a maximum of five (5) years.
- 2.3. The written terms of an Honorific may provide a maximum number of Periods for a Holder. For example, an Honorific tied to a Headship is normally limited to two Periods.

3. Conferral Process

- 3.1. Upon establishment of an Honorific, upon a vacancy where an Honorific does not have a Holder, and at the discretion of the Dean upon the end of a Period, the Dean will convene a committee to make a recommendation to the Dean to confer an Honorific on an Eligible Individual, which may include a recommendation to renew an incumbent Holder for an additional Period if applicable. The Dean may advertise to solicit applications for the Honorific.
- 3.2. The Dean will make a recommendation for conferral of an Honorific on an Eligible Individual, or renewal in the case of an incumbent Holder if applicable, to the Responsible Executive.
- 3.3. The Responsible Executive will make a decision, and will notify the Eligible Individual of the conferral of the Honorific on the Holder, or his or her renewal in the case of an incumbent Holder whose honorific is renewed.

Accountability Components:**4. Assessment and Accountability**

- 4.1. At the beginning of the Period, the Holder must establish specific objectives related to the Honorific as approved by the Dean and in accordance with any written terms of the Honorific.
- 4.2. The Holder will provide to his or her Department Head and the Dean an annual report of his or her activities related to the Honorific, and if appropriate, an annual report for donors. The annual report at the end of the Holder's final Period will be a comprehensive report encompassing the achievements of the Holder related to the Honorific.
- 4.3. If funding is available, a maximum Period has not been reached, and the Holder wishes to be considered for renewal of the Honorific for a subsequent Period, then the Holder will provide to his or her Department Head and the Dean a comprehensive report in the penultimate year of the Period. The Holder's comprehensive report will be reviewed by the Head, if relevant, and used to make a recommendation to the Dean for renewal for a subsequent Period. If the Dean does not recommend renewal, the Dean will notify the Holder and the Responsible Executive of the recommendation, and the Holder will have 30 days from the date of the notice to make submissions to the Responsible Executive. After the end of the 30 days, the Responsible Executive will make a final decision.
- 4.4. Subject to reporting requirements established by the Responsible Executive, a Dean may prescribe the form of the reports required.
- 4.5. If at any time during the Period the Holder is not satisfactorily meeting the objectives of the Honorific, the Dean, in consultation with the Department Head, may make a recommendation to the Responsible Executive to remove the Honorific from the Holder. The Dean will notify the Holder of the recommendation, and the Holder will have 30 days from the date of the notice to make submissions to the Responsible Executive. After the end of the 30 days, the Responsible Executive will make a final decision.

Financial Components:**5. Funding**

- 5.1. Honorifics may be funded by UBC endowment or fixed term funding.
- 5.2. The funding required to establish an Honorific may differ depending on the Faculty, and the amount required will be commensurate with the goal of enhancing the capacity of an Honorific to undertake research, teaching and educational leadership activities. The Responsible Executive will create guidelines establishing the minimum amounts required by Faculties, and will periodically adjust the amounts required.
- 5.3. Funding for fixed term funded Chairs and Professorships is recommended to be for at least 10 years, and at a minimum must be for at least five (5) years. Funding for Distinguished Scholars is recommended to be for at least three (3) years.
- 5.4. Honorifics dissolve upon termination of their funding source.

6. Use of Funds

- 6.1. An account shall be created to hold the annual amount available for spending for the purposes of the Honorific (the "Annual Allocation"). The Annual Allocation shall be used pursuant to the mutual agreement between the Holder and the Department Head or the Dean and will normally be used to support research, teaching and educational leadership activities.
- 6.2. The Annual Allocation will not attract the collection of indirect cost recovery by the University unless expressly permitted by an arrangement or agreement establishing an Honorific.
- 6.3. The Annual Allocation may be used for honoraria, salary and benefits for UBC employees, including but not limited to Holders, subject to the following provisions:
 - (a) Unless previously approved by the Responsible Executive, honoraria received by UBC employees must comply with UBC's policies on honoraria.
 - (b) Before an Honorific can be conferred on an Eligible Individual where the Faculty intends to use all or a portion of the Annual Allocation to support salary or benefits of any UBC employee, the Department Head must create a Financial Sustainability Plan and obtain the approval of the Dean and the Responsible Executive.
 - (c) "Financial Sustainability Plan" means a plan identifying resources that will support the salary and benefits of any UBC employee during the Period of the Honorific and on an ongoing basis or until the end of his or her appointment. A Financial Sustainability Plan must:
 - i. Ensure that funding is sufficient for the Period of the Honorific by providing for salary increases during the Period; and
 - ii. Identify the manner in which the salary and benefits of any relevant UBC employee will be paid if and when the Eligible Individual ceases to be a Holder.
 - (d) The Responsible Executive requires the following steps to be undertaken by the Faculty before it will approve a Financial Sustainability Plan:
 - i. Prior to advertising the existence of an Honorific or conferring an Honorific on a Holder, the academic unit is required to identify the resources associated with the potential Holder (e.g. financial, space, rank) and to provide appropriate letters guaranteeing financial or other resource commitments to the Dean; and
 - ii. Following approval from the Dean, the request to hire and/or confer the Honorific shall be forwarded to the Responsible Executive for final approval, prior to the Dean granting permission to proceed.

Faculties of Medicine and Dentistry:

7. Additional Considerations Regarding Use of Funds

- 7.1. The Annual Allocation may also be used to buy out clinical time, which means that the Annual Allocation can be used to decrease clinical responsibilities in order to increase protected time for research and other academic activities. This is not considered to be salary support.



To: Senate
From: Kate Ross, Registrar
Re: 2016/2017 Triennial Elections
Date: 6 October 2016

As Senators will be aware, we are now in the third year of this triennium for the Senates and Board of Governors. As a result, throughout this year we will be conducting elections for the Senates and Board for 2017 to 2020.

Keeping with past practice, UBC will be electing faculty members and staff to the Board of Governors, and the Joint Faculties members of Senate, in the autumn; and electing faculty-specific, convocation, and other senate positions in the spring.

For details and updated information, please refer to <https://facultystaff.students.ubc.ca/triennial1617>.

To: Senate

From: Richard Anstee, Joint Faculties Senator

Re: Change to the Rules and Procedures of Senate

"That Senate amend its Rules and Procedures to add a new section to follow Section 29 to read as follows: Section 29 notwithstanding, any Senator appointed to a committee of Senate may ask -by giving written or verbal notice through the Secretary or the Committee Chair - that a matter proposed for approval by that committee (or already approved by that committee within one month of the notice) under delegated authority of Senate be not considered approved under that delegated authority and instead be brought to Senate for approval, provided that the matter is not an appeal or an otherwise confidential matter. "

Comment: While this does allow a single senator to cause such an item to come to Senate, it is unlikely to result in capricious items at Senate. I would point out that the various senate committees do already bring items approved at the subcommittee level to senate for approval, when the committees do not have delegated authority over the items. Some items are quite interesting, others less so. A senator, who feels that an item will have strong interest from Senate and is worthy of their attention, ought to be able to override the system of delegated authority in this case.