THE UNIVERSITY OF BRITISH COLUMBIA

COUNCIL OF SENATES SECRETARIAT
Enrolment Services
Senate and Curriculum Services
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Council of Senates

MINUTES OF THE FOURTH REGULAR MEETING

7 June 2007

Attendance
The meeting was held at the UBC Okanagan campus with video link to the UBC Vancouver campus.

Present:
President S. J. Toope (Chair), Dr. P. Adebar, Mr. P. Arthur, Mr. G. August, Dr. J. D. Berger, Dean J. Bottorff, Dr. G. Bluman, Dr. J. Cioe, Dr. M. Duran-Cogan, Dr. P. G. Harrison, Dr. D. Keyes, Mr. M. Koovisk, Acting Academic Vice-President, UBC Vancouver G. Mackie, Dr. P. L. Marshall, Dr. S. McCoubrey, Chancellor A. McEachern, Mr. B. J. Silzer (Secretary), Dr. M. Williams, Dr. R. Windsor-Liscombe, Dr. R. A. Yaworsky.

By Invitation: Ms. L. M. Collins, Mr. C. Eaton, Ms. A. Mann (Council of Senates Secretariat).

Regrets: Mr. T. Ahmed, Dean M. A. Bobinski, Ms. S. Brkanovic, Dr. S. Grayston, Dr. J. Gustar, Mr. D. Lubbers, Dr. D. McLean, Academic Vice-President D. Owram, Dr. C. Scarff, Ms. A. Shaikh, Ms. M. Wilson.

Recording Secretary: Ms. N. Limbos-Bomberg.

Call to Order

Council Membership

The Secretary had circulated for information a list of Council members.

Adoption of Meeting Agenda

Dr. Cioe
Dr. Berger
} That the Agenda be approved.

Carried.

Minutes of the Meeting of 15 December 2006

Mr. Koovisk
Dr. Windsor-Liscombe
} That the minutes of the meeting of 15 December 2006 be adopted.

Carried.

Business Arising from the Minutes

Prospective Changes to the University Act Status Report

President Stephen Toope reported that prospective changes to the *University Act* did progress through University legal counsel and on to government with positive feedback. The University will continue to follow up and anticipates that other universities are as well requesting changes. It was not clear, however, whether or when the provincial government planned to introduce changes to the *University Act*.

Chair's Report

President Toope provided his report as part of the Budget Committee Report (below).

Budget Committee

Oral Report on Committee Activities

Dr. Perry Adebar presented a brief oral report on the Committee's new structure and the 2007-2008 budget, noting that the previous year had been unusual because the University welcomed both a new President and several other new administrators.

Dr. Adebar reported that the Budget Committee formed two sub-committees, one for each campus, and agreed upon a regular meeting schedule. The Budget Committee will meet with the President three times a year on system-wide concerns while each sub-committee will meet monthly: the Vancouver sub-committee with the Vice-President, Administration & Finance and the Vice-President, Academic, and the Okanagan sub-committee with the Deputy Vice-Chancellor. The Vancouver sub-committee planned to meet in mid-June to begin high-level discussions on capital projects and related budget impacts; the Okanagan sub-committee was running smoothly and had met in early May.

On behalf of the Committee Dr. Adebar confirmed that the President consulted widely on the new budget and felt that most are well-informed, endorsing the approach used to

develop the budget that went to Board of Governors for approval. As a result of the projected budget shortfall for the 2007/2008 fiscal year, the University had required units to have a plan for any necessary budget cuts. $16 million was dealt with by targeting savings, while $20 million was recouped through one-time budget cuts.

Two weeks earlier, the President called a meeting to compare 2006 year-end actuals to the 2007 budget: a $22.9 million surplus was identified. Of that surplus, the administration decided to use $12 million towards a university investment fund. There will be wide consultation on how the money will be spent. The balance of funds will be placed in various reserves and contingencies.

On behalf of the Committee, the Chair thanked the President for implementing the new practice of comparing year-end actuals to budget. However, the Committee noted there was no opportunity to offer input on how the budget surplus was to be spent and opinions varied widely. The Committee appreciates that while not always possible, consultation in the future is respectfully requested. The issue of consultation aside, the Committee was pleased that savings were being accumulated for the future.

President Toope thanked the Committee for their input noting this year's progress and made a commitment to review actuals to budget on a quarterly basis for a fully transparent budget process. Currently a steering committee led by the Provost is looking into integrating academic planning with the budget process. It will be this committee that makes decisions on how to deploy the $12 million surplus while the remaining balance (approximately on percent of the University budget) will move into an operating reserve to protect against possible construction cost overruns.

The President noted that the impetus to change processes was based on previous years' practice, which did not allow academic matters to lead development of the budget. President Toope thanked new Committee Chair Dr. Adebar and called for questions and comments.

In response to Dr. Mackie's inquiry on how the University arrived at a surplus, President Toope responded that it was a complicated set of variances,, including: tuition revenues, benefit costs reductions related to the recent hiring "chill", indirect costs of research ($4 million) from the federal government, and the receipt of graduate student funding that was not expected until next year. While in the last five years variances have ranged from $7 to $14 million, this year the variance was much larger; the surplus was noted one week before year-end balances were submitted to the auditor.

Dr. Keyes commented that the Vancouver sub-committee connected the budget with its academic plan and asked if there were similar plans for the Okanagan. The President responded that it was a goal of the Deputy Vice-Chancellor Dr. Owram. President Toope offered regrets from Dr. Owram, who unexpectedly required a short medical leave and would be absent for one week.

Elections Committee

Dr. Ronald A. Yaworsky presented the reports.

Review of Elections Regulations: Chair of the Elections Committee

The Elections Committee had circulated the following report:

> The Elections Committee has reviewed draft elections regulations for the Chancellorship, Board of Governors, and Okanagan and Vancouver Senates prepared by Enrolment Services on behalf of the Registrar. The proposed regulations concatenate the former Okanagan and Vancouver elections regulations into one document, and also address the election of the Chancellor (previously, the election of the Chancellor was governed by regulations established by the former University Senate).

Dr. Yaworsky
Dr. McCoubrey } *That the attached "Regulations for the Election of the Chancellor and Elections to the Board of Governors and Senates" be adopted by the Council of Senates and that all other election regulations established by the Council of Senates and any senate of the University be rescinded.*

Discussion

Committee Chair Dr. Yaworsky noted that recommending regulations is the responsibility of the Elections Committee and this is the first time that a combined set of regulations have been submitted to the Council for approval.

With help from Enrolment Services, the Elections Committee met with representatives of the Alumni Association at both campuses, provided them with draft copies of all documents and discussed how the potential regulations would affect them. The Chair noted for all the key role the Alumni Association plays in the election of the Chancellor.

The Chair noted further that the mechanics of the regulations are clearer than in the past and there are no procedural differences other than clarifying informal policies. The Chair brought attention to a new clause under Electoral Integrity meant to address concerns about unfair access (pg. 8):

> "No candidate or any person acting in support of a candidate may use University resources that are not equally available to other candidates to further a campaign."

The Chair acknowledged the instrumental role of Mr. Eaton in drafting the proposed Elections Regulations and thanked him for his efforts. Mr. Eaton noted that the Council had reviewed previous versions of these regulations last year and approved two separate campus documents; this text is a concatenation of those drafts.

President Toope recalled conversations with Mr. Dennis Pavlich and Ms. Marie Earl, reaffirming the extensive consultation process and support of both Legal Affairs and the Alumni Association in moving in this direction.

Dr. Williams commented on the membership of the Board of Governors and asked if the Board would consider increasing representation from the Okanagan and equal representation of students and faculty. Chancellor McEachern responded that he was unsure if this issue had been previously raised. President Toope suggested that perhaps a member of the Board of Governors could raise this question with the Board Governance Committee.

Carried. One abstention.

Term Length for Elected Faculty and Convocation Members of the Okanagan Senate: Chair of the Elections Committee

The Elections Committee had circulated the following report:

> The Okanagan Senate has formally requested that the Council extend the terms of office for Faculty and Convocation Representatives to that Senate from 31 August 2007 to 31 August 2008. They have also requested that the elections, scheduled for this summer, be delayed until this autumn.
>
> The Committee notes that although the *University Act* specifies three-year terms for these Senators, as this was the first iteration of the Okanagan Senate, a decision was made by the Deputy Vice-Chancellor, in consultation with the Senate Secretariat and the Ministry of Advanced Education to elect the first Okanagan Senate for a two-year term. Such variances are common in British Columbia with the establishment of new Senates. At the time, the decision was made because there were many faculty positions yet to be appointed and thus a "full" electorate did not yet exist, and it was administratively convenient to not elect the Okanagan and Vancouver Senates simultaneously.
>
> The Okanagan Senate has considered the issue and is formally requesting that the *University Act* term length be respected. The Committee agrees with their request and as such recommends the following to the Council of Senates.

Dr. Yaworsky
Dr. Cioe

That the elected terms for the current Convocation & Faculty Representatives to Okanagan Senate be extended by 12 months to 31 August 2008;

and

That the election of the 2008-2011 Okanagan Senate occur in the autumn of 2007, to coincide with the election of Faculty and Staff Representatives to the Board of Governors from UBC Okanagan.

Discussion

Dr. Yaworsky noted that this request originated from the Okanagan Senate; currently that Senate's two-year term will expire 31 August 2007. Although at the time a shorter term seemed appropriate, the Okanagan Senate is now asking that the *University Act* term of three years be respected. Enrolment Services has contacted the office of the University Counsel and asked if there are any problems; to date they have not been advised of any barrier to proceeding.

Mr. Eaton noted that, while it was the preference of the University to stagger elections, there was been an express desire by the Okanagan Senate to avoid summer elections. As winter is slated for the election of the Chancellor, autumn 2007 is the best option.

Carried.

Executive Committee

Dr. Paul G. Harrison presented the reports.

Review of the Rules & Procedures of the Council of Senates: Chair of the Executive Committee

The Executive Committee had circulated the following report.

> The Executive Committee has conducted a review of the *Rules and Procedures of the Council of Senates* and attaches proposed changes for your consideration. Substantive changes are as follows:
>
> > 1) Provisions have been made to allow for delegation of powers generally if needed (as allowed for limited items per Section 37 (b) of the *University Act)* and for specific delegation for affiliation agreements in line with the attached report on affiliation agreements; and
> >
> > 2) Budget Committee sub-committees for the Okanagan and Vancouver campuses have been codified. Several typographical errors have also been corrected. The Committee is aware that a more detailed review of the Council's operations would be a useful exercise. However, at this time it

> does not feel that we have sufficient experience with the Council of Senates to determine if its present form is desirous, or where changes should be made. The Committee plans to conduct another review prior to next June's Council of Senates meeting and may bring forward more substantive changes – if needed – at that time.

As such, the Committee is pleased to recommend the following to the Council of Senates:

Dr. Harrison
Dr. Williams } *That the Rules and Procedures of the Council of Senates be amended as set out in the attached report.*

Discussion

Committee Chair Dr. Harrison noted that changes to the Rules and Procedures of Senate have been made in response to previous discussions. One edit and one addition were noted in brief:

1. Edits to Part 2 – Rules and Procedures, section 6 regarding delegation of powers to approve affiliation agreements (page 2); and
2. Addition to Part 5 – Committees, section 45 regarding the election of Budget Committee vice-chairs (page 8).

President Toope called for any comments. Dr. Cioe noted the absence of a tracked change to the document to note the additional Budget Committee clause.

Carried by the required two-thirds vote.

Approval Process for Affiliation Agreements: Chair of the Executive Committee

The Executive Committee had circulated the following report.

Approval of Affiliation Agreements

Introduction

Affiliation agreements with other universities, colleges, or other institutions of learning are under the jurisdiction of Senate as per Section 37 (1) (u) of the *University Act* (as modified by Section 38.2 (4) of the *Act*, this power is assigned to the Council of Senates, who may act in this regard as though it were a Senate). Historically, almost all Senate-considered affiliation agreements can be categorized as either: student mobility (a.k.a. exchange) agreements, joint programs, theological affiliations, or research endeavours.

Current Status

At UBC Vancouver, student mobility agreements are approved by the (Vancouver) Senate Admissions Committee on behalf of Senate; joint programs are approved by the Senate on the recommendation of the Senate Academic Policy Committee, Admissions Committee, and Curriculum Committee; theological affiliations are considered by the Vancouver Senate on the recommendations of ad-hoc committees; and other agreements are considered as necessary based on recommendations of the Academic Policy Committee for Vancouver. At UBC Okanagan, only one affiliation agreement has been considered to date; it was approved by Senate (and then the Council of Senates) on the recommendation of the Policies & Procedures Committee.

Assumptions

There is a recognized need for flexibility in considering and approving such agreements, while still ensuring the necessary degree of oversight and review. With the establishment of UBC Okanagan, there is a further need to consider which agreements are with "UBC" as a whole, and which – while technically with "UBC" – are more appropriately viewed as with UBC Vancouver or UBC Okanagan. Existing agreements have been taken as between "UBC" as a whole and other institutions, although functionally many are with one campus or the other.

Recommendation

The Committee is pleased to recommend as follows to the Council of Senates:

Dr. Harrison
Mr. Koovisk } *That the attached procedures on approval of affiliation agreements be approved.*

Discussion

Committee Chair Dr. Harrison thanked Mr. Eaton for the proposal, noting that it outlined the process for the approval of affiliation agreements when Council itself is not likely to meet frequently. He noted that student mobility agreements require frequent approval and that the process of submission of campus-specific agreements to the two Senates would continue.

In response to a question from Dr. Bluman, Mr. Eaton clarified that student mobility agreements are submitted to Senate for information only, not for approval. Dr. Duran-Cogan asked for clarification on the process for agreements specific to one campus and cited as an example the difficulty she experienced with a student mobility agreement with Spain that went no further than the office of the Associate Vice-President, International. President Toope suggested sending a message to the office of the Vice-President, Academic and Provost inquiring as to the status of the proposal.

Carried.

Other Business

Mr. Koovisk asked about the status of the proposal to add one student to the Council's Executive Committee; Mr. Eaton replied that as it was an election, not an appointment, the process would begin after this meeting.

Dr. Williams inquired after the next meeting of the Council of Senates; Ms. Collins confirmed that the next cycle of meetings will be scheduled as soon as possible.

Adjournment

There being no further business, the meeting was adjourned at 2:45 pm.