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## OKANAGAN SENATE

### AGENDA

Friday, May 12, 2006

4:30 P.M. – 6:30 P.M.

IRVING K. BARBER SCHOOL OF ARTS AND SCIENCES: SCI 333  
UBC OKANAGAN CAMPUS

1. **Meeting Minutes:** April 20<sup>th</sup>, 2006 (approval) (circulated) (Item 1)
2. **Business Arising from the Minutes**
3. **Remarks from the Chair and Related Questions – President Martha C. Piper** (information)
4. **Remarks from the Acting Deputy Vice-Chancellor and Related Questions – Dr. Richard Tees** (information)
5. **Candidates for Degrees** (to be available at the meeting) (approval)  
The Chair of Senate calls for the following motion:  
  
That the candidates for degrees, as recommended by the Faculties and Schools, be granted the degree for which they were recommended, effective May 2006, and that the Registrar, in consultation with the Deans and the Chair of Senate, be empowered to make any necessary adjustments.
6. **Admissions and Awards Committee – Dr. Sharon McCoubrey**
  - a. New Awards: (circulated) (approval) (Item 6a)
  - b. New Awards Program: (circulated) (approval) (Item 6b)

*...continued*

- c. Graduate Awards and Scholarships: (circulated) (approval) (Item 6c)
- d. Admissions: (circulated) (approval) (Item 6d)
  - i. Undergraduate Admissions: 30 credits instead of 60 credits;
  - ii. Applicants from a Secondary School Outside Canada: Singapore.

**7. Interim Budget Committee – Dr. Daniel Salhani** (information) (Item 7)

**8. Curriculum Committee – Dr. Daniel Salhani**

- a. New Courses: (circulated) (approval) (Item 8)

Proposals from the Faculties of Management, Creative and Critical Studies, Arts and Sciences, Health and Social Development

**9. Nominating Committee – Dr. Robert Lalonde**

- a. Appointments to Senate Committees (circulated) (approval) (Item 9)

**10. Policies and Procedures Committee – Dr. Michael Isaacson**

- a. UBC Okanagan Emeritus Status (circulated) (approval) (Item 10a)
- b. Co-Conferral of the Bachelor of Business Administration with Okanagan College (circulated) (approval) (Item 10b)
- c. Regular Senate Meetings (circulated) (approval) (Item 10c)
- d. Midterm Break (approval) (Item 10d)
- e. Grade Appeals (approval) (Item 10e)
- f. Senate Committee Reports (Information)

**11. Other Business**

*Regrets: Kelly Ross, telephone 250.807.9259 or email: [kelly.ross@ubc.ca](mailto:kelly.ross@ubc.ca)*

# THE UNIVERSITY OF BRITISH COLUMBIA



## Enrolment Services

Senate and Curriculum Services

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## Okanagan Senate

### MINUTES OF APRIL 20, 2006

#### Attendance

**Present:** President M. C. Piper (Chair), Acting Deputy Vice-Chancellor R. Tees, Mr. P. Arthur, Mr. G. August, Dean B. Bauer, Dean R. Belton, Dean J. Bottorff, Dr. W. Broughton, Ms. M. Burton, Dr. E. Butz, Acting Dean R. Campbell, Dr. J. Cioe, Acting Associate Vice-President & Registrar L. M. Collins, Dr. R. Currie, Ms. L. Driscoll, Dr. M. Duran-Cogan, Mr. P. Garrick, Dr. J. Gustar, Dr. R. Klukas, Dean M. Krank, Dr. A. Labun, Dr. R. Lalonde, Ms. R. McAuley, Dr. S. McCoubrey, Ms. N. Neumann, Ms. D. Polson, Dr. S. Reid, Dr. D. Salhnai, Dr. C. Scarff, Dr. D. Senese, Dr. M. Ungureanu, Dr. M. Williams, Dr. P. Wylie, Ms. G. Zilm.

**By Invitation:** Mr. C. Eaton (Enrolment Services).

**Regrets:** Dr. A. McEachern (Chancellor), Mr. R. Adl, Dr. J. Bassett-Smith, Mr. C. Carta, Dr. J. Castricano, Mr. J. Ferguson, Ms. K. Fiske, Ms. M. Fiske, Mr. B. Ford, Dean M. Isaacson, Ms. E. Johnston, Dr. D. Keyes, Mr. D. Sloan, Dr. P. Wrzesniewski.

**Recording Secretary:** Ms. K. Ross.

#### Call to Order

#### Senate Membership

President Piper welcomed the new and continuing student senators. Dr. Butz and Dr. Scott were also welcomed and introduced by the President as the two additional Representatives of the Joint Faculties to the Okanagan Senate.

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## Minutes of the Previous Meeting

*Mr. Koovisk*                    }    *That the minutes of the meeting of March*  
*Dean Krank*                   }    *21, 2006 be adopted as circulated.*

Senators made editorial corrections to the minutes.

The motion was  
put and carried.

## Remarks from the Chair and Related Questions

### NEW DEPUTY VICE-CHANCELLOR

The President shared the Board of Governors announcement of the July 1, 2006 appointment of the UBC Okanagan's Deputy Vice-Chancellor. Dr. D. Owram was chosen from an exciting pool of candidates. President Piper thanked Acting Deputy Vice-Chancellor Tees for serving over the past few months.

### RECENT TRIPS

The President reported that she travelled on her last official trip for the University to London, England and Geneva, Switzerland. Alumni gatherings in those cities were very successful. President Piper stated that it was evident from the alumni questions that UBC Alumni are interested to learn more about UBC Okanagan.

## Remarks from the Acting Deputy Vice-Chancellor and Related Questions

The Acting Deputy Vice-Chancellor shared his belief that the quality of candidates for the Deputy Vice-Chancellor position suggests that UBC Okanagan is the kind of place that people want to work. He added that this year, over 1,400 applications were received for 29 faculty positions. Of these applications, ten employment offers have been accepted to date while other offers are pending. Over 4,000 student applications with UBC Okanagan

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*Report from the Council of Senates, continued*

as their first choice were received. Acting Deputy Vice-Chancellor Tees is looking forward to watching UBC Okanagan grow into an outstanding University.

### **Report from the Council of Senates**

The Secretary had circulated a memorandum that indicated that the President had recently chosen to exercise the power accorded the President under the *University Act*, R.S.B.C. 1996, c 468, s. 38.2 (1) and personally refer the matter of the granting of UBC degrees to alumni of Okanagan University College to the Council of Senates for disposition. The next Council of Senates meeting was scheduled to take place on June 8, 2006.

### **DISCUSSION**

President Piper confirmed that, although she expected that in future the two Senates would confer degrees without referral to the Council, the matter of degrees for OUC alumni constituted a special case.

### **From the Board of Governors**

Deputy Vice-Chancellor Tees confirmed that the Board of Governors had accepted the recommendations of Senate in approving the following items.

### **IAGB MEETING OF OCTOBER 11, 2005**

- Establishment of the College of Graduate Studies;
- Curriculum proposals from the Faculties of Arts and Sciences: B.Sc. (Honours in Computer Science); Applied Science: (M.A.Sc.; M.Eng.; Ph.D. in Applied Science), and Creative and Critical Studies: (new courses)

### **SENATE MEETING OF DECEMBER 5, 2005**

- Addition of the Faculty of Management to the Interdisciplinary Graduate Studies program.
- Curriculum proposals from the Faculties of Arts and Sciences and Creative and Critical Studies;
- New Awards

## **Admissions and Awards Committee**

Dr. McCoubrey presented the reports, as Chair of the Committee.

*Note: The full text of the Admissions and Awards Committee Report is not included in the Minutes. Copies are available from the Manager, Okanagan Senate Secretariat.*

### **NEW AWARDS**

*Please see Appendix A: Report on New Awards*

The Admissions and Awards Committee had circulated a recommendation to approve various new awards.

<i>Dr. McCoubrey Acting Deputy Vice-Chancellor Tees</i>	<i>}</i>	<i>That Senate accept the awards as listed in the Committee report and recommend them to the Board of Governors for approval, and that letters of thanks be sent to award donors.</i>
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Carried.

### **ADMISSIONS**

*Note: The full text of the Admissions and Awards Committee Report is not included in the Minutes. Copies are available from the Manager, Okanagan Senate Secretariat.*

As Chair of the Committee, Dr. McCoubrey had circulated proposals that Senate approve:

1. School of Nursing: calendar corrections;
2. School of Social Work: calendar corrections;
3. Change to admissions policy for American Secondary School, including the addition of the new Scholastic Aptitude Test or the American College test;
4. Change to admissions policy for currently enrolled UBC students;
5. Deletion of the list of countries in which English is the principal language from the calendar
6. Deletion of the information regarding evaluation fees for B.S.N. out-of-province transcripts; change to admissions policy for the French Baccaureate and the French Baccaureate International Option.

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*Admissions and Awards Committee, continued*

*Dr. McCoubrey*            }    *That Senate accept the recommendations of*  
*Dr. Scarff*                }    *the Admissions and Awards Committee.*

Carried.

### **Curriculum Committee**

Dr. Salhani presented the Committee's report, as Chair of the Committee.

*See also Appendix B: Curriculum Summary*

*Dr. Salhani*                }    *That Senate adopt the curriculum changes*  
*Mr. Koovisk*              }    *from the Faculty of Arts and Sciences and*  
                                      }    *the Faculty of Creative and Critical Studies,*  
                                      }    *as listed in the Curriculum Report.*

### **DISCUSSION**

Dr. Salhani confirmed that the Art History Major proposal is approved by the Committee with minor editorial changes; Dean Belton agreed to provide editorial changes for the Art History Major proposal.

The motion was  
put and carried.

### **Nominating Committee**

Dr. Lalonde, as Chair of the Committee, presented the Committee's reports.





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*Policies and Procedures Committee, continued*

## MISCELLANEOUS STATUTES AMENDMENT ACT

*Note: The full text of the Policies and Procedures Committee Report is not included in the Minutes. Copies are available from the Manager, Okanagan Senate Secretariat.*

The Committee had circulated for information a report outlining minor changes to the *University Act* that had been effected by the *Miscellaneous Statutes Amendment Act* 2006.

## REQUESTED CHANGES TO THE UNIVERSITY ACT

*Note: The full text of the Policies and Procedures Committee Report is not included in the Minutes. Copies are available from the Manager, Okanagan Senate Secretariat.*

The Committee had circulated a report for consideration by both UBC Senates.

<i>Dr. Williams</i>	}	<i>That Senate accept the requested changes to the University Act.</i>
<i>Dr. Cioe</i>		

## DISCUSSION

President Piper noted that the UBC Vancouver Senate divided recommendations 1 (Section 35.1) (2) (b), and 6 (Section 38.1) (1) from the other recommendations in their motion to accept the document. The rationale for this decision is that the new President should be consulted and be able to express his view on recommendation 1. The UBC Vancouver Senate asked that the Council of Senates be consulted on recommendation 6, which will better inform a decision by the Senate members to accept or modify this recommendation. President Piper further noted that should the Okanagan Senate approve the document as presented, this Senate will wait for the Vancouver Senate to accept recommendations 1 and 6, in order to submit the accepted recommendations to government together. The President echoed the current motion put forward to accept all recommendations as presented. Ms. Collins reminded the Senate members that they will review this document again this fall, once accepted by the Vancouver Senate. Acting Deputy Vice-

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*Policies and Procedures Committee, continued*

Chancellor Tees suggested that, since these items will come back again, recommendations 1 and 6 should be divided out of the current motion in order to discuss them further. President Piper again reminded the members that the motion on the floor is to accept all recommendations as presented. Dr. Williams withdrew his original motion, with the approval of the seconder, Dr. Cioe.

*Dr. Williams*                    } *That Senate accept recommendations 2-5*  
*Dr. Cioe*                         } *and 7.*

The motion was  
put and carried.

## **EMERITUS STATUS**

Dr. Williams withdrew the Emeritus Status document for further consideration by the Policies and Procedures Committee prior to presentation for approval. President Piper accepted the withdrawal.

## **Other Business**

Dr. Lalonde asked that all volunteers to serve on the Ad Hoc Design Guidelines Steering Committee contact Ms. Ross. Dean Belton announced that all Senate members are invited to attend the year-end exhibition of Fine Arts, which is held currently in the Fine Arts Building.

## **Adjournment**

There being no further business, the meeting was adjourned. The next regular meeting was scheduled to take place at 4:30 pm on Friday, May 12, 2006.

## **APPENDIX A: REPORT ON NEW AWARDS**

**B.C. HYDRO Scholarship in Engineering:** A \$1,000 scholarship has been endowed by B.C. Hydro for a student currently enrolled in The University of British Columbia Okanagan School of Engineering. Preference may be given to students involved in studies related to energy conservation and sustainability. B.C. Hydro contributes to non-profit organizations which provide direct services, programs and opportunities that contribute to the vitality and well-being of B.C. communities. The award is made on the recommendation of the School. (First award available for the 2006/07 Winter Session)

**Cindy James HACK Memorial Bursary:** Two bursaries of \$1,500 each have been endowed by friends and family in memory of Cindy James Hack for students in the Nursing Program at The University of British Columbia Okanagan, with preference given to those in their final year. After graduation in 1966 from Vancouver General Hospital's nursing program, Cindy's career included work at the Children's Foundation, Burnaby Mental Health Centre, and Blenheim House, a treatment centre for emotionally disturbed children. Later, she was employed at Richmond General Hospital until her tragic death. Cindy was a caring professional who would want to continue helping others in need. (First awards available for the 2006/07 Winter Session)

**Alex RECSKY Award:** A \$200 award has been endowed by Alex Recsky for students in good academic standing who have contributed to the enhancement of student life through the athletics and recreation program at The University of British Columbia Okanagan. The award is made on the recommendation of the Department of Athletics and Recreation. (Note: This is an existing endowment which is being transferred to UBCO from the Okanagan University College Foundation. First award available for the 2006/07 Winter Session)

**Wayne THESEN Memorial Bursary in Fine Arts:** A \$1,000 bursary is offered by Susan and Tiffany Thesen in memory of Wayne Thesen, loving husband and father. Mr. Thesen was a popular staff member at The University of British Columbia Okanagan, an avid outdoorsman, and a skilled blacksmith. The bursary is offered to an undergraduate student entering any year of the Department of Creative Studies at The University of British Columbia Okanagan in the Visual Arts Program. (First award available for the 2006/07 Winter Session)

## **APPENDIX B: CURRICULUM SUMMARY**

### **New Courses**

ECON 221

GEOG 353

GEOG 454

GEOG 458

INDG 495

PSYC 329

SOCI 421

SOCI 446

Major in Art History

## **APPENDIX C: APPOINTMENTS TO SENATE COMMITTEES**

Ms. Kimberly Ficke: Policies and Procedures Committee

Mr. Daniel Sloan: Policies and Procedures Committee

Mr. Chris Carta: Curriculum Committee

Ms. Deanna Polson, Curriculum Committee

Mr. Bennett Ford, Admissions and Awards Committee

Mr. Matthew Koovisk, Nominating Committee

Ms. Melissa Ficke, Learning and Research

Ms. Natasha Neumann, Learning and Research

Ms. Erin Johnston, Appeals of Standing and Discipline

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To: **Okanagan Senate**

From: **Dr. Sharon McCoubrey, Admissions and Awards Committee**

Re: **New Awards (approval)**

Date: **12 May 2006**

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The Committee brings forward the following recommendation for the approval of Senate:

*That Senate accept the awards as listed and recommend them to the Board of Governors for approval, and that letters of thanks be sent to award donors.*

**ASSOCIATION of B.C. Forest Professionals Award (UBCO):** Awards totaling \$2,400 have been endowed by the Association of B.C. Forest Professionals and by the Government of B.C. for undergraduate students of the B.C. Southern Interior (the area bounded by Hope to the west, Castlegar to the east, Kamloops to the north and the U.S. boundary to the south). Preference is given to students who have completed one or more years of full-time study at The University of British Columbia Okanagan and will be continuing in full-time study in the Forest Resource Management Program. The awards are made to students who exhibit a combination of academic achievement and extracurricular involvement. (Endowment previously held by Okanagan University College Foundation. First awards available for the 2006/07 Winter Session)

**Brad and Birgit BENNETT Bursary:** Bursaries totaling \$2,500 have been endowed by Brad and Birgit Bennett for students from the Okanagan Region attending The University of British Columbia Okanagan. (First awards available for the 2006/07 Winter Session – partial awards initially until fund reaches full goal)

**B.C. ASSOCIATION of Social Workers Scholarship:** A \$250 scholarship is offered by the B.C. Association of Social Workers to students entering the third or fourth year of the Bachelor of Social Work Program at The University of British Columbia Okanagan. The award is made on the recommendation of the Program. (First award available for the 2006/07 Winter Session)

**EARL'S Restaurant Community Spirit Award:** A \$200 award has been endowed by Earl's Vernon Ltd. preference will be given to students who completed secondary school in the Greater Vernon area and are transferring to full-time study at The University of British Columbia Okanagan after completing first or second year at a community college. Recipients are selected from applicants for Entrance Scholarships for students entering The University of British

Columbia Okanagan from a college or university. Selection is based on a combination of academic achievement and demonstrated commitment to community service. (Endowment previously held by Okanagan University College Foundation. First awards available for the 2006/07 Winter Session)

**Jack and Lorna HAMBLETON Memorial Award:** A \$250 award is offered in memory of Jack Hambleton, artist, designer and supporter of art education, and of his wife, Lorna, to first year students on the basis of their work and their contribution to the Visual Arts Program. The award is made on the recommendation of the Visual Arts Program at The University of British Columbia Okanagan. (First award available for the 2006/07 Winter Session)

**Murray JOHNSON Memorial Award in Visual Arts:** A \$600 award has been endowed by Joan Johnson and the instructors of the Okanagan University College Fine Arts Department in memory of Murray Johnson, an inspired and dedicated teacher and valued colleague during his twenty-three years with the OUC Fine Arts Department. The award is made on the recommendation of the Visual Arts Program to a student entering the third year of that Program at The University of British Columbia Okanagan who has demonstrated exceptional artistic growth and dedication to studies. (Endowment previously held by Okanagan University College Foundation. First award available for the 2006/07 Winter Session)

**OKANAGAN University College Board of Governors Entrance Scholarship:** Two scholarships of \$1,100 each have been endowed through the Okanagan University College Foundation for students entering The University of British Columbia Okanagan from a secondary school in the Okanagan region. Successful nominees are outstanding academic students who show an ability to lead (directly or by example) in at least one of the following: artistic endeavours, original intellectual pursuits, community service, athletics, and school activities. Candidates must be nominated by their secondary schools. Nomination forms are available from the UBC Student Services website and must be submitted, along with required documentation, by the deadline shown on the website. (Endowment previously held by Okanagan University College Foundation. First awards available for the 2006/07 Winter Session)

**OKANAGAN Visual Arts Scholarship:** A \$250 scholarship has been endowed for undergraduate students entering second, third or fourth year of the Visual Arts Program at The University of British Columbia Okanagan. The award is made on the recommendation of the Visual Arts Program. (Endowment previously held by Okanagan University College Foundation. First awards available for the 2006/07 Winter Session)

**VERNON Film Society Scholarship:** A \$1,000 scholarship is offered by the Vernon Film Society to a full-time student who has completed one or more years in the Bachelor of Fine Arts Visual Arts Program, specializing in film, video or advanced media and has demonstrated academic excellence. The award is made on the recommendation of the Visual Arts Program at The University of British Columbia Okanagan, with preference given to students from the North Okanagan. (First award available for the 2006/07 Winter Session)

**VISUAL Arts Course Union Award:** Two awards of \$300 each are offered by the Visual Arts Course Union to students in any year of the Visual Arts Program who demonstrate commitment to the local fine arts community through volunteerism and other activities that pertain to fine arts. The awards are made on the recommendation of the Visual Arts Program at The University of British Columbia Okanagan. (First awards available for the 2006/07 Winter Session)

**ARAMARK Scholarship in Management:** A \$1,000 scholarship is offered by Aramark to an undergraduate student from the Okanagan region entering first year in the Faculty of Management at The University of British Columbia Okanagan. (First award available for the 2006/07 Winter Session)

**CANADIAN Federation of University Women-Kelowna Undergraduate Scholarship:** A \$2,000 scholarship is offered by the Kelowna chapter of the Canadian Federation of University Women to a female student entering the fourth year of study in either the School of Engineering or the Programs of Mathematics, Physics or Computer Science within the Irving K. Barber School of Arts and Sciences at The University of British Columbia Okanagan. The award is made to a student demonstrating academic excellence. Previous recipients of Canadian Federation of University Women awards provided by the Kelowna Chapter are ineligible. (First award available for the 2006/07 Winter Session)

**CANADIAN Federation of University Women-Kelowna Graduate Scholarship:** A \$2,000 scholarship is offered by the Kelowna chapter of the Canadian Federation of University Women to a female graduate student in the College of Graduate Studies at The University of British Columbia Okanagan. The award is made on the recommendation of the Faculty to a student demonstrating academic excellence. Previous recipients of Canadian Federation of University Women awards provided by the Kelowna Chapter are ineligible. (First award available for the 2006/07 Winter Session)

**Helen PITT Graduating Award in Fine Arts:** An annual award of \$1,000 is offered by the Helen Pitt Fund for Fine Arts, through the Vancouver Foundation, to a graduating student in the Visual Arts Program at The University of British Columbia Okanagan. The award is made on the recommendation of the Faculty of Creative and Critical Studies based on the final works shown in the graduation show, which may include painting, sculpture, printmaking, drawing and photography. Where possible, preference is given to students from the Vernon region. (First award available for the 2005/06 Winter Session)

**Helen PITT Bursary in Fine Arts at The University of B.C. Okanagan:** Bursaries totaling up to \$1,950 are offered by the Helen Pitt Fund for Fine Arts, through the Vancouver Foundation, to undergraduate students entering the second, third or fourth year of the Visual Arts Program within the Faculty of Creative and Critical Studies at The University of British Columbia Okanagan. Preference is given to students from Vernon, B.C. and the surrounding district. Students already in receipt of a renewable Secondary Scholarship from the Helen Pitt Fund for Fine Arts are not eligible. (First awards available for the 2005/06 Winter Session)



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To: **Okanagan Senate**

From: **Dr. Sharon McCoubrey, Admissions and Awards Committee**

Re: **New Awards Program - (approval)**

Date: **12 May 2006**

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The Committee brings forward the following recommendation for the approval of Senate:

*That Senate approve the new awards program for Graduating Medals for Heads of Class.*

## **1. RECOMMENDED PROCEDURES FOR SELECTING HEADS OF GRADUATING CLASSES**

### **On-going Procedure – Starting for 2006W Graduation**

1. Calculate the best-27-credit average for each of years 3 and 4;
2. Average these together and award the Head of Class standing to the student with the highest GPA;
3. Exception cases:
  - if 2 students tie, award it to the student with the highest 4th year 27-credit average;
  - in a program where one of the year's is less than 27 credits, calculate the average for that year on the maximum # of credits that most students took (e.g. 25 for Nursing year 3).
4. The Silver Governor General medal will alternate between the two largest undergraduate programs (B.A and B.Sc.). This award will have the same recommendation process as all other Head of Graduating Class medals.

### **Modified Procedure for 2005W Graduation**

Students will not have a year 3 average and their transition averages are not appropriate (they capture years 1-3).

1. Calculate the best-27-credit average for year 4 and give award to highest ranking student.
2. In the case of a tie, the student with the highest transition average receives the Head of Class standing.

## **Avoid Releasing the Winner's Average**

Tight timelines for medal production and publication printing mean that the Heads of Class need to be chosen before the average or graduation status is confirmed for every student. In rare cases, a late confirmation could result in a student having a slightly higher average than the official winner, but reversing the award winner and awarding a duplicate are not possible.

As well, students do not always understand how the 27 credit averages are calculated.

For these reasons, the winner's averages should not be released to avoid unnecessary comparisons and questions.

## **2. UBC OKANAGAN MEDALS: HEAD OF CLASS AND GOVERNORS GENERAL**

The schools and faculties at UBCO combine different bachelor degrees under one general name. Because each program is different and grants a different degree, each graduating bachelor degree should have a Head of Class Medal.

- Six Degrees that should get a Head of Class Medal for 2005/2006
  - BA
  - BSc
  - BSN
  - BSW
  - BFA
  - B.Ed
  
- These programs will not have a graduating class this year but will also require Head of Class medals in the future
  - BASC
  - Management
  - BHK
  - All Master Degree Students (only 1 medal for all Masters programs as this is the same as UBCV – see Governor General Gold medal for more details)
  
- **Governor General Medals**
  - **Silver Medal**
    - All six Bachelor Degree Programs are eligible for this medal; the Faculties that were not awarded the Silver Governors General Medal will be eligible for Heads of Class Medals.
    - UBC O will only ever have one Silver Governors General Medal as the FTE must be over 15,000 for a second medal to be awarded and the max FTE enrolment target is 8,000?
  
  - **Gold Medal**
    - This medal will be awarded to Ph.D. students only; Masters students are eligible for the Head of Class medal;

- UBC O may receive another Gold medal if the graduate FTE reaches 2,500 or more. At this time we could have one for Master and one for Ph.D. student.

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To: **Okanagan Senate**

From: **Dr. Sharon McCoubrey, Admissions and Awards Committee**

Re: **Graduate Awards (approval)**

Date: **12 May 2006**

The Committee brings forward the following recommendation for the approval of Senate:

*That Senate approve the College of Graduate Studies Awards and Scholarships proposals as listed.*

<p>Faculty: College of Graduate Studies Department: Graduate Studies Faculty Approval Date: April 7, 2006 Effective Session ____ Term ____ Year__ for Change</p>	<p>Date: April 7, 2006 Contact Person: Dean Krank Phone: 78773 Email: marvin.krank@ubc.ca</p>
<p><b>Proposed Calendar Entry:</b></p> <p><b>VI. Awards and Scholarships</b></p> <p><b>Introduction</b></p> <p>The University offers a wide range of programs to recognize students with high academic achievement and to provide financial assistance to those who cannot meet basic education costs.</p> <p>Financial support for graduate students usually comes from the following sources:</p>	<p><b>URL: n/a</b> Place current draft calendar link here</p> <p><b>Present Calendar Entry: n/a</b></p> <p><b>Type of Action:</b> Add scholarship section to the calendar</p> <p><b>Rationale:</b> No section currently exists to provide information to students. We also need to approve the UGF and Entrance awards on this campus for students this year.</p>

- **Merit-based awards, scholarships and fellowships including University Graduate Fellowships, and endowed awards and annual donors.**
- External funding agencies including Natural Science and Engineering Research Council (NSERC), Social Science and Humanities Research Council (SSHRC), the Canadian Institutes of Health Research (CIHR), the Michael Smith Foundation for Health Research, and others.
- Ph.D. Tuition Fee Award administered by the College of Graduate Studies.
- International Partial Tuition Scholarships administered by the College of Graduate Studies.
- **UBC** teaching and research assistantships administered by individual faculties and programs.
- Need-based awards and financial assistance including loans, bursaries, work/study program and emergency assistance.

## **Merit-Based Awards**

### **University Graduate Fellowships (UGF)**

The College of Graduate Studies administers an annual competition that provides graduate fellowships to students who are engaged in full-time study or research leading to a graduate degree. The funds for these awards are made available from the University budget.

Awards are made on the basis of merit, and are open to any graduate student regardless of citizenship or visa status. The value of these awards is reviewed annually. Each award covers a twelve-month period beginning September 1, and is offered for either one or two years.

Awards are made on the basis of nominations provided by graduate programs to the College of Graduate Studies. Students must contact their graduate programs for deadline dates. Recipients are notified in late April. Only current UBC graduate students are eligible for nomination.

### **Graduate Entrance Scholarships**

Graduate Entrance Scholarships are offered by some graduate programs to the best and

brightest incoming master's and doctoral students for full-time graduate study or research at UBC. Inquiries about this scholarship should be addressed to the graduate program advisor.

### **Deferral of Awards**

University Graduate Fellowship (UGF) awards can be deferred within the academic year (i.e. students can take up their awards in September or January) but cannot be deferred to the following academic year. Students who are unable to access their UGF award within the academic year, must re-apply to the UGF competition.

### **Natural Sciences and Engineering Research Council (NSERC)**

NSERC administers Canada-wide scholarship competitions for graduate students. The competitions are open only to Canadian citizens or permanent residents. Awards are made on the basis of academic excellence.

Students should discuss eligibility and application procedures with their graduate program. The deadline for submission of NSERC scholarship nominations by graduate programs to the College of Graduate Studies is early October. Files are reviewed by a University-wide committee that selects UBC's quota of ranked nominations. These nominations are forwarded to NSERC in time to meet the late November national deadline. Competition results are announced in April. For more information visit the [NSERC website](#).

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CIHR master's awards from graduate programs in early October. The competitions are open only to Canadian citizens or permanent residents. Awards are made on the basis of academic excellence. The value of the awards is reviewed annually. For more information visit the [CIHR website](#).

### **Michael Smith Foundation for Health Research**

The Michael Smith Foundation for Health Research was established in March 2001 with the mandate to provide leadership and to implement core funding programs to build BC's capacity for excellence in health research. To improve BC's ability to attract, support and retain outstanding health researchers and trainees, the Foundation provides awards to support researchers' development from trainee through to the scholar, senior scholar and distinguished scholar levels.

Fellowship guides and application forms for the national research council awards are available from their websites early in the Winter Session. Information about all research awards administered by the College of Graduate Studies can be found on the [Graduate Studies website](#).

### **Ph.D. Tuition Award**

Effective September 2003, all Ph.D. students in the first four years of their doctoral programs are eligible for a Ph.D. Tuition Fee Award, except in cases when Ph.D. tuition fees are directly billed to a third-party. The Ph.D. Tuition Fee Award is equivalent to the tuition fee assessment.

### **International Partial Tuition Scholarships**

International graduate students are eligible for an International Partial Tuition Scholarship of up to \$3,338.08, which is applied to assist with their tuition fees if they are registered full-time in master's programs or in fifth or later years of doctoral programs that assess tuition fees of \$7,200.00 per year. Students in the following master's programs in the Faculty of Education are eligible for the following amounts: Master of Arts in Education, \$1,678.74 and Master of Education \$1,678.74. Students are eligible as long as they are not recipients of external scholarships or external funding that pays their tuition. Some graduate programs may offer additional money toward the International Partial Tuition Scholarship. Please contact your graduate program for more information. Further

details can be found within the chapter [\*\*Fees, Financial Support and Scholarships.\*\*](#)

International students in eligible programs are automatically considered for this scholarship by the College of Graduate Studies each year and do not need to apply.

## **Teaching and Research Assistantships**

Student service appointments are intended to help qualified graduate students meet the cost of their studies at the University. Student appointments may involve part-time duties in teaching, research or other academic activities. Normally, only those students registered full-time in the College of Graduate Studies are eligible. Appointments offered to students prior to their admission to the College are contingent upon admission.

### **Teaching Assistantships (GTA)**

Most faculties have a limited number of TAs available for registered full-time graduate students. Full teaching assistantships involve 12 hours work per week in preparation, lecturing or laboratory instruction although many graduate programs offer partial TA appointments at less than 12 hours per week. Teaching assistantship rates are set by collective bargaining between the University and the appropriate teaching assistants Union.

### **Research Assistantships (GRA)**

Many professors are able to provide RAs from their research grants to support full-time graduate students under their supervision. The duties constitute part of the student's graduate degree requirements. Research assistantships are coordinated and administered at the program level. Stipends vary widely and are dependent on the field of study and the type of research grant from which the assistantship is being funded.

The entire stipend of a research assistantship is considered a scholarship, the conditions of which may be specified by the granting agency. For tax purposes, the stipend is considered an award rather than payment for work. Appointments may be for any specified period satisfactory to the grantee, and conditions of appointment may be specified by the granting agency. A research assistantship is a form of financial support for a period of graduate study and is therefore not covered by a collective agreement.

Note: Research assistantships are less common



in the humanities and social sciences.

### **Need-Based Awards for Graduate Students**

Need-based awards are administered by Student Financial Assistance & Awards, The University of British Columbia, 1036 - 1874 East Mall, Vancouver, BC, Canada, V6T 1Z1. For more information, telephone 604-822-5111 or visit the [\*\*Awards, Fees and Finances website\*\*](#).

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



ENROLMENT SERVICES  
3333 University Way  
Kelowna, B.C. Canada V1V 1V7  
Tel: (250) 807-9259  
Fax: (250) 807-8007  
kelly.ross@ubc.ca

To: **Okanagan Senate**

From: **Dr. Sharon McCoubrey, Admissions and Awards Committee**

Re: **Admissions (approval)**

Date: **12 May 2006**

The Committee brings forward the following recommendation for the approval of Senate:

*That Senate approve the admissions proposals as listed.*

<b>Undergraduate Admissions</b>	
Approval Date for Vancouver: Approval Date for Okanagan: Effective Session: To be implemented with the 2007 applicant pool Year for change: For immediate publication (advising purposes)	Date: April 7, 2006 Contact Person: Rosalie Vlaar, Assistant Registrar, Undergraduate Admissions Phone: 604-822-4240 Email: rosalie.vlaar@ubc.ca
<p><b>Proposed Calendar Entry:</b></p> <p><b><u>Applicants from a College or University</u></b></p> <p>➤ <b><u>General Admission Requirement</u></b></p> <p>The minimum academic standing to qualify for admission to the University as a transfer student is successful completion of 24 transferable credits with a 'C' average (60% where 50% is a passing grade), or grade point average of 2.0 (calculated on a 4-point</p>	<p><b>Current URL from Web Calendar:</b></p> <p>Vancouver:  <a href="http://students.ubc.ca/calendar/index.cfm?tree=2,25,73,0">http://students.ubc.ca/calendar/index.cfm?tree=2,25,73,0</a></p> <p>Okanagan:  <a href="http://okanagan.students.ubc.ca/calendar/index.cfm?tree=2,25,73,0">http://okanagan.students.ubc.ca/calendar/index.cfm?tree=2,25,73,0</a></p> <p><b>Present Calendar Entry:</b></p> <p><b><u>Applicants from a College or University&gt;General Admission Requirement</u></b></p> <p>The minimum academic standing to qualify for admission to the University as a transfer student is successful completion of 24 transferable credits with a 'C' average (60% where 50% is a passing grade), or grade point average of 2.0 (calculated on a 4-point scale: A+=4.33, A=4.0, A-=3.67, B+=3.33,</p>

<p>scale: A+=4.33, A=4.0, A-=3.67, B+=3.33, B=3, B-=2.67, C+=2.33, C=2, C-=1.67, D+=1.33, D=1, D-=0.67, F=0). Applicants presenting fewer than 24 credits are evaluated on the basis of both final secondary school grades and the partial post-secondary studies completed. <b>For applicants presenting more than 24 transferable credits, the admission average is based on the average of the most recently completed 30 credits of college or university courses attempted, including failures and repeated courses, unless otherwise prescribed by the program to which admission is sought.</b></p> <p><del>In the case of applicants with more than 60 credits of prior study, the admission average is calculated on the basis of the most recently completed 60 credits.</del></p> <p>Because of enrolment limitations, some programs may require a higher average for admission than the University minimum, and may require a minimum standing in specified courses. Applicants should consult the relevant faculty or school entry for a statement of admission requirements for the program to which they seek admission. To be eligible for second year, applicants must normally have successfully completed 30 credits, and satisfied all promotion requirements for advancement to that year. Applicants to third year must have successfully completed 54 to 60 credits, and satisfied all promotion requirements for advancement to that year.</p>	<p>B=3, B-=2.67, C+=2.33, C=2, C-=1.67, D+=1.33, D=1, D-=0.67, F=0). Applicants presenting fewer than 24 credits are evaluated on the basis of both final secondary school grades and the partial post-secondary studies completed. Unless otherwise prescribed by the program to which admission is sought, academic standing is based on the average on all college or university courses attempted, including failures and repeated courses. In the case of applicants with more than 60 credits of prior study, the admission average is calculated on the basis of the most recently completed 60 credits. Because of enrolment limitations, some programs may require a higher average for admission than the University minimum, and may require a minimum standing in specified courses. Applicants should consult the relevant faculty or school entry for a statement of admission requirements for the program to which they seek admission. To be eligible for second year, applicants must normally have successfully completed 30 credits, and satisfied all promotion requirements for advancement to that year. Applicants to third year must have successfully completed 54 to 60 credits, and satisfied all promotion requirements for advancement to that year.</p> <p><b>Type of Action:</b> Reduce the maximum number of credits to be used in an admission average for transfer applicants from 60 to 30.</p> <p><b>Rationale:</b></p> <ol style="list-style-type: none"> <li>1. The last 30 credits, most recent full-year equivalent of academic performance, is a more accurate indicator of a student's ability to perform at UBC.</li> <li>2. When 60 credits are included in the admission average, applicants who have had a poor first year are typically inadmissible due to their cumulative average remaining below the minimum even after a strong second year. Many applicants who had poor performance in first year (often due to maturity issues and adjusting to a different system with different expectations) turn their performance around in second year; however, their first year performance continues to hinder their ability to transfer as UBC includes it in their admission average. In this way, a very poor first year often requires two additional years to overcome (so that the 1<sup>st</sup> year performance is not included in the UBC admission average). It should be noted that appeals from students refused for being in this situation in past (i.e. strong average in most recent year, poor average in the year prior) have been approved for admission.</li> </ol>
<p>Approval Date for Vancouver: Approval Date for Okanagan: Effective Session: To be implemented with the 2007 applicant pool Year for change: For immediate publication</p>	<p>Date: April 20, 2006 Contact Person: Rosalie Vlaar, Assistant Registrar, Undergraduate Admissions Phone: 604-822-4240</p>

(advising purposes)	Email: rosalie.vlaar@ubc.ca
<p><b>Proposed Calendar Entry:</b></p> <p><b><u>Applicants from a Secondary School outside Canada</u></b></p> <p>The following list outlines the minimum standing for admission in terms of educational credentials. All students must present prerequisites appropriate for their intended program of study.</p> <ul style="list-style-type: none"> <li>▪ General Certificate of Secondary Education (GCSE) or General Certificate of Education (GCE), with standing in at least five subject areas, including English, with three at the Advanced Level.</li> <li>▪ [...]</li> <li>▪ <b>Singapore (2008 onwards): Applicants must present completion of the new curriculum. Admission will be based on at least five examinations, including English, with three at the H2 level and two at the H1 level.</b></li> </ul> <p>Because of the differences [...]</p> <p>Applicants presenting appropriate subjects with high academic achievement on the Advanced Level (GCE), <b>Singapore H2 and H3 Level</b>, Principal Level (HSC), Higher Level (IB), or Advanced Placement will, where appropriate, be considered for advanced credit or placement.</p>	<p><b>Present Calendar Entry:</b></p> <p><b><u>Applicants from a Secondary School outside Canada</u></b></p> <p>The following list outlines the minimum standing for admission in terms of educational credentials. All students must present prerequisites appropriate for their intended program of study.</p> <ul style="list-style-type: none"> <li>▪ General Certificate of Secondary Education (GCSE) or General Certificate of Education (GCE), with standing in at least five subject areas, including English, with three at the Advanced Level.</li> <li>▪ [...]</li> </ul> <p>Because of the differences [...]</p> <p>Applicants presenting appropriate subjects with high academic achievement on the Advanced Level (GCE), Principal Level (HSC), Higher Level (IB), or Advanced Placement will, where appropriate, be considered for advanced credit or placement.</p> <p><b>Type of Action:</b> Include reference to the new Singapore secondary school curriculum.</p> <p><b>Rationale:</b> UBC recruits a number of international students from Singapore every year. Beginning in 2006, a new curriculum will be in place. The first graduates will be applying to UBC for admission in the 2008/09 academic year. In order to advise them appropriately, the calendar should reflect what we will be requiring of this new curriculum.</p> <p>An overview of the new Singapore curriculum, the admission requirements of Singapore universities, and the details of this recommendation has been provided by Undergraduate Admissions and is attached for your reference.</p>

<p>Faculty: College of Graduate Studies  Department: Graduate Studies  Faculty Approval Date: April 7, 2006  Effective Session ____ Term ____  Year__ for Change</p>	<p>Date: April 7, 2006  Contact Person: Dean Krank  Phone: 78773  Email: marvin.krank@ubc.ca</p>
<p><b>Proposed Calendar Entry:</b></p> <p><b>VI. Awards and Scholarships</b></p> <p><u>Introduction</u></p> <p><b>The University offers a wide range of programs to recognize students with high academic achievement and to provide financial assistance to those who cannot meet basic education costs.</b></p> <p><b>Financial support for graduate students usually comes from the following sources:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Merit-based awards, scholarships and fellowships including University Graduate Fellowships, Izaak Walton Killam Predoctoral Fellowships, endowed awards and annual donors.</b></li> <li>▪ <b>External funding agencies including Natural Science and Engineering Research Council (NSERC), Social Science and Humanities Research Council (SSHRC), the Canadian Institutes of Health Research (CIHR), the Michael Smith Foundation for Health Research, and others.</b></li> <li>▪ <b>Ph.D. Tuition Fee Award administered by the College of Graduate Studies.</b></li> <li>▪ <b>International Partial Tuition Scholarships administered by the College of Graduate Studies.</b></li> <li>▪ <b>UBC teaching and research assistantships administered by individual faculties and programs.</b></li> <li>▪ <b>Need-based awards and financial assistance including loans, bursaries, work/study program and emergency assistance.</b></li> </ul> <p><u>Merit-Based Awards</u></p> <p><b>University Graduate Fellowships (UGF)</b></p> <p><b>The College of Graduate Studies administers an annual competition that provides graduate fellowships to students who are engaged in full-time study or research leading to a</b></p>	<p><b>URL:</b> n/a</p> <p><b>Present Calendar Entry:</b> n/a</p> <p><b>Type of Action:</b> New graduate awards for the College of Graduate Studies; add Awards and Scholarship section to the UBC Okanagan Calendar.</p> <p><b>Rationale:</b> No section currently exists to provide information to students. We also need to approve the UGF and Entrance awards at UBC O for students this year.</p>

**graduate degree. The funds for these awards are made available from the University budget.**

**Awards are made on the basis of merit, and are open to any graduate student regardless of citizenship or visa status. The value of these awards is reviewed annually. Each award covers a twelve-month period beginning September 1, and is offered for either one or two years.**

**Awards are made on the basis of nominations provided by graduate programs to the College of Graduate Studies. Students must contact their graduate programs for deadline dates. Recipients are notified in late April. Only current UBC graduate students are eligible for nomination.**

- . Izaak Walton Killam Predoctoral Fellowships**

**The Izaak Walton Killam Predoctoral Fellowships are the most prestigious awards available to graduate students at UBC. The awards are funded from an endowment to the University from the I.W. Killam Trust. Awards are made each year to the top doctoral candidates in the University Graduate Fellowship (UGF) competition. The value of the awards is reviewed annually. No special application is required since all UGF nominations are automatically considered for Killam Predoctoral Fellowships.**

- . Graduate Entrance Scholarships**

**Graduate Entrance Scholarships are offered by some graduate programs to the best and brightest incoming master's and doctoral students for full-time graduate study or research at UBC. Inquiries about this scholarship should be addressed to the graduate program advisor.**

#### **Deferral of Awards**

**University Graduate Fellowship (UGF) awards can be deferred within the academic year (i.e. students can take up their awards in September or January) but cannot be deferred to the following academic year. Students who are unable to access their UGF award within the academic year, must re-apply to the UGF competition.**

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#### **· Teaching Assistantships (GTA)**

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**Since 1996/97, ten Teaching Prizes that include a Certificate and \$1,000.00 are offered to UBC teaching assistants.**

#### **· Research Assistantships (GRA)**

**Many professors are able to provide RAs from their research grants to support full-time graduate students under their supervision. The duties constitute part of the student's graduate degree requirements. Research assistantships are coordinated and administered at the program level. Stipends vary widely and are dependent on the field of study and the type of research grant from which the assistantship is being funded.**

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THE UNIVERSITY OF BRITISH COLUMBIA



Enrolment Services  
Senate & Curriculum Services  
Brock Hall  
2016-1874 East Mall  
Vancouver, BC V6T 1Z1

To: **Senate, UBC Okanagan**

From: **Dr. Daniel Salhani, Interim Senate Budget Committee**

Re: **2005–2006 Interim Senate Budget Committee Report May 2006** (information)

Date: **12 May 2006**

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## **I. Administrative Matters**

### **1. Replacement of the Senate Budget Committee**

Changes to British Columbia's University Act associated with establishing the UBC Okanagan campus in 2005 had several implications for UBC's academic governance. In particular, changes to the Act created a "Council of Senates" and mandated that the role of the Senate Budget Committee (SBC) be taken over by a standing committee of the Council of Senates. Therefore, as of the end of the 2004-05 academic year, the Budget Committee of the UBC Vancouver Senate ceased to exist.

### **2. Transition**

In the transitional period before the committees of the Council of Senates could become operational, the traditional role of the SBC has been carried out by a committee referred to as the "Interim Senate Budget Committee" (ISBC). This Committee has a slightly reduced membership (relative to the SBC) from UBC Vancouver and includes two members from UBC Okanagan. This committee was to continue to operate until the budget committee of the Council of Senates was ready to begin its operations.

As of May 2006, the Council of Senates budget committee is almost ready to assume its operational role. The ISBC should therefore cease to exist and have its responsibilities taken over by the Council of Senates budget committee by the beginning of the 2006-07 academic year.

### **3. Mandate**

The mandate of the ISBC is

- i) to meet with the president and to assist in the preparation of the University budget,
- ii) to make recommendations to the president concerning academic planning and priorities as they relate to the preparation of the University budget, and

iii) to report to Senate regarding budgetary matters affecting academic planning and priorities.

#### **4. Operations of the Council of Senates Budget Committee**

The Council of Senates and its budget committee (hereafter referred to simply as the "budget committee") will need to determine appropriate operating procedures, subject to the mandate specified in the University Act. However, the ISBC has dealt with some of the issues that will arise and therefore has some comments regarding the budget committee.

One important point is that many financial issues that might be considered by the budget committee will relate primarily or entirely to one particular campus: either to UBC Okanagan or to UBC Vancouver. In particular, the budget committee will have an obligation to consider the financial implications of new programs, new academic units and similar matters. Typically, these programs or units will be associated with just one campus.

The ISBC suggests that it would be helpful for the budget committee to contain two subcommittees, one for each campus. Each subcommittee would deal with financial issues confined to its particular campus. Furthermore, it would be reasonable for the members of each subcommittee to be predominantly or entirely from the associated campus. The committee as a whole would deal primarily with system-wide issues. Such an approach would streamline the operations of the budget committee and would avoid the potential problem of members of one campus being drawn excessively into decision-making at the other campus. This subcommittee structure would support the objective of decentralized (i.e. local) decision-making within the overall UBC system.

Although budget oversight responsibility has been largely taken from the purview of campus-specific Senates and reassigned to the Council of Senates, it is still the case that each Senate will require some information regarding financial implications of various academic matters. Furthermore, while the Senates do not have decision-making authority over budgetary matters, their input on financial implications of academic decisions and on academic implications of financial decisions is important. Accordingly, each subcommittee of the budget committee should take on the role of reporting to and receiving input from the Senate of its designated campus.

Having two campuses separated by significant distance greatly complicates the logistics of budget committee operations. It is costly and difficult to get committee members from both campuses together in a single location. Accordingly, full face-to-face meetings should perhaps be relatively infrequent. However, video-conference meetings provide an effective and cost-efficient alternative method of conducting meetings. A reliable facility for video-conferences should be made available. Telephone conferences are rarely adequate for a full-scale meeting. However, small subgroups would be expected to make significant use of teleconferences.

## **II. Matters Related to Student Finances**

In the 2005-06 academic year, the ISBC considered three specific topics relevant to student finances as described in the following paragraphs.

## **5. Student Financial Support**

The ISBC received and discussed a report on student financial aid. The allocation of student aid, the level of student aid, and the potential demand for student aid were all considered. There was also considerable discussion of the appropriate role of the University and provincial and federal governments in dealing with student aid. The ISBC notes, for example, that the May 2006 federal budget contains significant tax relief for recipients of bursary and related awards and is very cognizant of the efforts of the President in promoting financial support for students at both federal and provincial levels of government.

## **6. Impact of Tuition Fee Increases on Enrolment Patterns**

The ISBC received and discussed a report on the effect of tuition fee increases on student demographics. The ISBC was particularly interested in whether recent tuition fee increases had reduced participation by students from low-income families.

It appears that tuition fee increases have had little if any impact on the relative participation of low-income students. Both before and after the tuition fee increases students from high income households had significantly higher participation rates than students from low income households. UBC appears similar to Canada as a whole<sup>1</sup> in this respect.

In seeking to explain the apparent lack of any effect of tuition fees increases on student demographics it was suggested that tuition fees remain only a modest part of a student's overall cost of higher education. Therefore, tuition fee increases, significant as they were, represented only a modest increase in students' overall costs. It was also pointed out that by far the most important constraint on attendance at UBC Vancouver is the very high academic performance required for admission. Therefore, participation at UBC is determined largely by academic performance in high school (and colleges) rather than by financial issues related to tuition fees.

If anything, the lowest income students have experienced a slight increase in relative participation as tuition fees have risen. One suggested explanation is that the increased financial aid that has accompanied tuition fee increases has helped low income students in relative terms. All groups of students pay more, but financial aid formulas imply that increased financial aid flows largely to low income students.

## **7. Ph.D. Tuition Waivers**

UBC's recently instituted policy of universal tuition waivers for Ph.D. students has raised a variety of financial and academic concerns. The ISBC received a very helpful report on Ph.D. tuition waivers and engaged in a spirited discussion of the issue. The ISBC concluded that the general issues surrounding Ph.D. support and recruitment are fundamental to UBC's role as a major research university and warrant the attention of Senate as a whole at this time. Accordingly the ISBC

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<sup>1</sup> Examination of the available evidence indicates that, as of the early years of the 21<sup>st</sup> century, young adults (aged 18 to 24) from families with incomes exceeding \$100,000 have approximately twice the university participation rate of young adults from families with incomes of less than \$50,000. Young adults from families with intermediate incomes had intermediate participation rates.

recommended to the Agenda Committee of Senate that Ph.D. funding and recruitment be addressed in a session devoted entirely to this topic.

### **III. Other Matters**

#### **8. UBC Okanagan Capital Plan**

The ISBC received a report on the Capital Plan for UBC Okanagan. The Committee noted that the plan is aggressive as far as timing is concerned. Also, while a financial plan has been carefully developed, significant additional effort will be required to get full funding in place. On the other hand, the Committee was informed that any delays in building key infrastructure would be a major problem for the students and faculty at UBC Okanagan.

The Committee was assured that the finances of UBC Okanagan and UBC Vancouver are distinct and that financial challenges at either campus will not "spill over" to the other.

#### **9. Operating Budgets at UBC Okanagan and UBC Vancouver**

The ISBC spent considerable time receiving information about and discussing operating budgets at both UBC-O and UBC-V. The operating budget at UBC-O is relatively straightforward and does not present major problems at present. The operating budget at UBC-V has presented a greater challenge. Total revenues flowing into UBC-V have increased substantially in recent years but financial responsibilities and commitments have risen commensurately or more than commensurately. These increasing responsibilities include, but are not restricted to, those arising from increased student numbers.

The provincial government has agreed to explicitly fund approved salary settlements and the federal government has apparently agreed to increase support for indirect costs. These are both very positive developments. However, cost increases associated with non-salary operating costs (including energy costs) are not explicitly covered by any specific source of revenue. Limitations on tuition fee increases determined by the provincial government imply that tuition fee increases cannot be used to fully cover such costs. This implies that "savings" must be found somewhere within the university budget to cover these cost increases.

Some of the key facts are as follows.

- i) The operating budgets for UBC-O and UBC-V are approximately \$56 million and \$591 million respectively. Thus UBC-V is slightly more than 10 times as large as UBC-O on a financial basis. The consolidated budget is therefore approximately \$647 million. This is an increase of approximately \$90 million or 14% over the previous year.
- ii) UBC-O is fully funded at the operational level, implying that it has no planned budget deficit. UBC-V has a current shortfall for 2006-07 of \$23 million. The current plan is that \$7 million will be covered by an across the board cut to academic units, \$5 million will be found in other savings, and \$11 million will be carried over as a deficit to be solved in future years. The University continues to

negotiate with the provincial government and to interact with the federal government in an effort to obtain additional revenues to reduce this shortfall.

iii) Major financial contingencies to watch at UBC-O include the risk of not reaching target levels for student ("FTE") enrollment and the escalation of construction costs. Both student shortfalls and construction cost over-runs are very significant risk factors. In addition, the cost of recruiting faculty at the appropriate quality level might rise above initial expectations.

iv) At UBC-V, major issues include how indirect costs will be handled at the federal level and the future of tuition fee increases. These issues also affect UBC-O but they are particularly important for UBC-V at present.

There was also some discussion (with no explicit conclusion) of whether the University central administration should "tax" or "cut" academic units across the board to create budgetary room to fund new (or "renewed") academic initiatives on a discretionary basis. However, once it became clear that a cut would be likely simply to cover existing operations, discussion of an additional cut to fund discretionary spending did not go much further.

Finally, it should be noted that, although academic units will likely be cut, the net expenditure on academic units will rise once salary adjustments are taken into account. In effect, at UBC-V each unit will receive the increase needed to cover salary increases and this new base will then be cut to cover \$7 million of the \$23 million shortfall.

## **10. Budgetary Implications of Possible Graduate Studies Reorganization**

The ISBC reviewed the budgetary implications of several new programs or other changes in academic structure. One particularly important change in academic structure relates to the possible reorganization of the Faculty of Graduate Studies.

At present the Faculty of Graduate Studies carries out two functions. As its name suggests, it provides services for and associated with graduate students. In addition it also serves as a home for several interdisciplinary academic units. The current proposal is to separate these two functions. Under this proposal, the Faculty of Graduate Studies would focus on graduate students and the functions related to interdisciplinary study would be coordinated under some alternative structure.

The mandate of the ISBC deals with budgetary implications rather than academic policy but the two things cannot be completely separated as a discussion of budgetary implications relies in part on assessments of the underlying academic value of the proposal under consideration. In this spirit, the ISBC is supportive of the separation on academic grounds. At this stage in the University's development there is no there is no good reason for combining the management of interdisciplinary activity with providing services for graduate studies. Certainly the University is much larger and more complex than it was when this organizational structure first arose. This structure is hard to justify in today's environment.

One related consideration is that the Faculty of Graduate Studies carries out its interdisciplinary management function primarily by managing a set of centres and institutes. There has perhaps been a tendency to equate these particular centres and institutes with interdisciplinary activity and therefore

to not allow for full recognition of other forms of interdisciplinary activity on campus. One benefit of the proposed reorganization would be the opportunity to take a fresh look at the variety of interdisciplinary activities at UBC.

At the budgetary level, the ISBC notes that separating these two functions need not necessarily have any net cost. However, being realistic, it is rare that administrative reorganizations turn out to be cost-neutral (or cost saving). Still it is possible in principle to carry out the same functions that are currently being carried out in much the same way as before without requiring them both to be governed by the Dean of Graduate Studies. Possibly there might even be some efficiencies available.

The cost of the reorganization depends in large part on the specific structure adopted for coordinating interdisciplinary activity. The ISBC encourages the University to undertake a reorganization that is both effective and cost efficient. More specific proposals regarding the organizational structure for interdisciplinary studies will be forthcoming from the Provost's office and will be considered by Senate.

## **11. Budget Summary Book**

The university administration has created a Budget Summary Book containing detailed budget information by VP and Faculty. The document contains budget details by fund, information on UBC capital projects, and background information on such aspects as government funding, tuition, enrolment, fundraising, investment income, etc. This project arose in part from requests by the SBC and from Senate more broadly for systematic information of this type. The ISBC is impressed by the outcome and commends the administration on this initiative.

## **12. Budget Submissions from Ancillary Units**

The ISBC is scheduled to receive summary documents describing the operating budgets and business plans of the ancillary units, including Housing & Conferences, Athletics & Recreation, Bookstore, Food Services, Parking, etc.

## **IV. Concluding Remarks**

In conclusion, the ISBC notes that dealing with the current President, Martha Piper, has been a very positive experience. She has brought a spirit of openness and cooperation to financial interactions with Senate that is both valuable and important. As she approaches the end of her time as President, we commend President Piper on her many accomplishments at UBC, both budgetary and otherwise, and we wish her well for the future.

It will be important for the new Council of Senates budget committee to establish an open and positive relationship with the new President and to establish operating procedures that will allow the new committee to effectively carry out its oversight and advisory role regarding financial decisions.

James Brander  
Chair, Interim Senate Budget Committee  
May 2006.



# THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



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To: **Okanagan Senate**  
From: **Dr Daniel Salhani, Curriculum Committee**  
Re: **New Courses (approval)**  
Date: **12 May 2006**

*The Curriculum Committee recommends the following new courses for Senate's approval:*

<b>Faculty of Management</b>	
Faculty: Management Department: Management Faculty Approval Date: Mar 30, 2006 Effective Session <u>  1  </u> Term <u>  1  </u> Year <u>  2006  </u> for Change	Date: April 21, 2006 Contact Person: Dr. R. R. Currie Phone: 807-8562 Email: Russell.currie@ubc.ca
<p><b>Proposed Calendar Entry:</b></p> <p><b>MGMT 200 (3) Personal and Corporate Social Responsibility</b></p> <p><b>Increase awareness of a wide range of ethical challenges; test the strengths of personal moral beliefs and ethical arguments; and utilize their critical thinking skills in making ethical decisions appropriate for corporate social responsibility practices. Open to all students. [3-0-0]</b></p>	<p><b>Type of Action:</b> New Course</p> <p><b>Rationale:</b> This course is required for the completion of the Bachelor of Management. The course content reflects one of the core themes of the Faculty of Management: Corporate Social Responsibility and Ethical Leadership.</p>

<b>Faculty of Creative and Critical Studies</b>	
Faculty: Creative and Critical Studies Department: Creative Studies Faculty Approval Date: Feb 2006 Effective Session 2006-2007_Term 1____ Year____ for Change	Date: February 22, 2006 Contact Person: Neil Cadger Phone: 807-9349 Email: neil.cadger@ubc.ca
<b>Proposed Calendar Entry:</b>  <b>THTR 170 (3) Introduction to Voice and Movement</b>  <b>Voice and movement techniques for performance purposes. [0-3-2]</b>	<b>Type of Action:</b> New Course: to add a 100 level studio course in Theatre/Performance.  <b>Rationale:</b> As with any art form, basic skills are necessary for further exploration of form and style. Vocal and movement training are the foundations of live performance. All conceptual discussions begin with the body; without a clear understanding of one's own physical strengths and limitations, performance projects remain hypothetical. As with other studio courses it will be 5 hours per week
<b>Proposed Calendar Entry:</b>  <b>THTR 275 (3): Creation and Performance of Theatrical Masks</b>  <b>Prerequisite: THTR 130 or permission of the department. [0-3-2]</b>	<b>Type of Action:</b> New Course: to add a 200 level studio course in Theatre/Performance  <b>Rationale:</b> This course will function as one of the pillars of the performance program, introducing students to the history of mask creation and performance in world cultures, working on the physical skills involved in acting with a mask and exploring a variety of mask building techniques. First hand experience in the performance of mask is a crucial element in the performance program as it provides both physical training and improvisational technique. Masked performance is historically a ubiquitous phenomenon and figures importantly in current theoretical approaches to the theatre. It is both deeply rooted in the somatic world and prominently profiled in contemporary scholarship. Work will include training in neutral, larval, expressive, and Commedia dell'Arte masks. Students will be expected to create masks and devise performances, as well as participate in a public performance at the conclusion of the course. THTR 275 will be a prerequisite for all further Theatre/Performance courses. As with other studio courses it will be 5 hours a week.
<b>Proposed Calendar Entry:</b>  <b>THTR 276 (3): Dramatic Construction in the Arts</b>  <b>The dynamics of space, music, poetry and visual art in the context of devised student performances.</b>	<b>Type of Action:</b> New Course: to add a new second-year studio course in Theatre/Performance.  <b>Rationale:</b> Bringing the diverse elements of live performance together, this course will draw students from Visual Arts, Creative Writing and Theatre/Performance. Intended to open up the field of inquiry to include the plastic and media arts, text and music, THTR 276 will provide structured interdisciplinary performance



<p><b>HEALTH STUDIES</b></p> <p><b>Introduction to health and health services in Canada; general orientation to the theories of health, health research and policy; issues facing the health of Canadians.</b></p> <p><b>HEAL 213 (3) HEALTH AND SOCIAL POLICY IN CANADA</b></p> <p><b>Analysis of major health and social policies in Canada; comparative analysis of the evolution of the contemporary welfare state; review of federal and provincial policies in the areas of housing, employment, income, support for children and families, hospitals, medical care and community health services.</b></p> <p><b>HEAL 313 (3) HEALTH ECONOMICS</b></p> <p><b>Introduction to economic thinking and techniques that are of use in analyzing and planning health policy, in particular the delivery of health services.</b>  <b>Prerequisite: 3<sup>rd</sup> year standing and permission of the course instructor.</b></p>	<p><b>HEALTH STUDIES</b></p> <p>The course will be a foundation course required for all Health Studies students. Additionally, it serves as an open elective for students pursuing a Bachelor of Arts or Bachelor of Science degree.</p> <p><b>Rationale: HEAL 213 (3) HEALTH AND SOCIAL POLICY IN CANADA</b></p> <p>The course is a foundation course required for all Health Studies students. Additionally, it serves as a recommended elective in the Bachelor of Science in Nursing program and an open elective for students pursuing a Bachelor of Arts or Bachelor of Science degree.</p> <p><b>Rationale: HEAL 313 (3) HEALTH ECONOMICS</b></p> <p>The course is planned for the Health Studies program. Additionally, it serves as a recommended elective in health disciplines (e.g., nursing, social work) and an open elective for students pursuing a Bachelor of Arts or Bachelor of Science degree.</p>
<p><b>Faculty of Arts and Sciences</b></p>	
<p>Faculty: IK Barber School of Arts &amp; Sciences  Department: Chemistry and Earth &amp; Environmental Sciences  Faculty Approval Date: May 1, 2006  Effective Session Winter Term 1 Year 2006</p>	<p>Date: November 24, 2005  Contact Person: Nigel Eggers  Phone: 807 9575  Email: nigel.eggerts@ubc.ca</p>
<p><b>Proposed Calendar Entries:</b></p> <p><b>CHEM 461 (3) Advanced Analytical Chemistry Laboratory</b>  <b>Integrated laboratory course designed to illustrate principles of modern analytical chemistry. OUC equivalent: CHEM 415. [0-6-0]</b>  <b>Prerequisite: CHEM 311.</b></p> <p><b>CHEM 462 (3) Advanced Inorganic Chemistry Laboratory</b>  <b>Integrated laboratory course designed to illustrate principles of modern inorganic chemistry. OUC equivalent: CHEM 415. [0-6-0]</b>  <b>Prerequisite: two of CHEM 335, 337, 338, or 339.</b></p>	<p><b>URL:</b>  <a href="http://okanagan.students.ubc.ca/calendar/courses.cfm?ode=CHEM">http://okanagan.students.ubc.ca/calendar/courses.cfm?ode=CHEM</a></p> <p><b>Present Calendar Entry:</b>  <del>CHEM 415 (3) Advanced Chemistry Laboratory</del>  Integrated laboratory course designed to illustrate principles of modern analytical, inorganic, organic and physical chemistry. OUC equivalent: CHEM 415. [0-4-0]  <del>Prerequisite: Inorganic: two of CHEM 335, 337, 338, or 339; Organic: two of CHEM 333, 413, 330, or 317; Analytical: CHEM 325 and 326; Physical: two of CHEM 304, 318, or 312.</del></p> <p><b>Type of Action:</b> Re-number course and break into 4 different courses; close CHEM 415</p> <p><b>Rationale:</b> CHEM 415 has four components: Analytical, Inorganic, Organic or Physical. For a Chemistry Majors degree, two components must be</p>

<p><b>CHEM 463 (3) Advanced Organic Chemistry Laboratory</b>  <b>Integrated laboratory course designed to illustrate principles of modern organic chemistry. OUC equivalent: CHEM 415. [0-6-0]</b>  <b>Prerequisite: two of CHEM 333, 413, 330, or 317.</b></p> <p><b>CHEM 464 (3) Advanced Physical Chemistry Laboratory</b>  <b>Integrated laboratory course designed to illustrate principles of modern physical chemistry. OUC equivalent: CHEM 415. [0-6-0]</b>  <b>Prerequisite: two of CHEM 304, 305, or 312.</b></p>	<p>chosen one in the fall and one in the winter semester. Each of the four components of this course requires different laboratories and different laboratory times and students are not required to indicate the component of this course at the time of registration. This course proves to be a nightmare for the Registrars Office to schedule the different laboratory sections.</p> <p>UBC Vancouver offers this course as 5 8-hour periods (40 hrs) on alternate weeks for 3 credits. UBCO offers this course (CHEM 415) as 10 4-hour periods (40 hrs) every week for 3 credits. The number of credits is increased to 6 in line with UBC V CHEM 425 by requiring that the students must complete two of CHEM 461, 462, 463 or 464.</p> <p>This course is required in the Chemistry Major and Environmental Chemistry Major programs. An increase in number of credits requires a change in these programs. As a result of an increase in 3 credits, the required chemistry elective (3 credits) is removed from the program.</p> <p>CHEM 415 is also a required course in the Environmental Major. The electives are reduced from 18 to 15 credits.</p>
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**THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN**



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May 3, 2006

To: **Okanagan Senate**  
From: **Dr. Robert Lalonde, Chair, Nominating Committee**  
Subject: **Appointments to Senate Committees (approval)**

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The Nominating Committee is responsible for recommending Okanagan Senators to the Senate Committees.

The Committee therefore recommends:

*That Senate appoint the following members of Senate to Standing Committees as listed:*

*Curriculum Committee: Mr. Ramine Adl*

*Learning and Research Committee: Dr. Jodey Castricano*

*Appeals of Standing and Discipline Committee: Dr. Ed Butz*

Respectfully Submitted,

Robert Lalonde  
Chair, Okanagan Senate Nominating Committee

# THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



April 26, 2006

## ENROLMENT SERVICES

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To: **Okanagan Senate**

From: **Dean Isaacson, Policies and Procedures Committee**

Date: **April 26, 2006 V4**

Re: **Policy on Emeritus Appointments**

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## INTRODUCTION

The Policies and Procedures Committee was recently referred the matter of recommending whether emeritus faculty members of Okanagan University College (OUC) should be granted emeritus status at UBC Okanagan. The Committee takes the view that it would be appropriate for such a recommendation to be made in the context of an overall policy for emeritus status at UBC Okanagan. The Committee has considered the matter and its report is given below. For background, the current UBC Vancouver Emeritus Policy, and the OUC Emeritus Policy are first summarized. In this context, a policy for UBC Okanagan Emeritus Policy is then proposed, with such policy accounting for the granting of emeritus status to OUC emeriti.

## UBC VANCOUVER EMERITUS POLICY

At its January 2006 meeting, the Vancouver Senate amended its emeritus policy. The policy as amended may be summarized as follows:

Emeritus status is a recognition conferred upon individuals who are retired from UBC Vancouver but permitted to retain as an honorary title the rank held at retirement as set out in the following criteria.

### Criteria for Emeritus Status

In order to be eligible to be recommended to Senate by the Tributes Committee for emeritus status, an individual must:

- Have a combined age at retirement plus years of full-time service to the University of 70 or more, and

- Have held a full-time Tenure, Tenure-track, Grant Tenure or Grant Tenure-track position at the rank of Assistant, Associate or Full Professor or Instructor. In addition, Librarians and Program Directors must have held a Confirmed appointment.
- Individuals holding Clinical appointments in the Faculty of Medicine must have had 15 years of continuous service to qualify.
- A Chancellor completing his/her elected term(s) is automatically recommended for emeritus status.
- Senate, at its discretion, may decide under exceptional circumstances, not to recommend emeritus status or to revoke emeritus status from an individual.

### **Privileges**

Privileges granted to emeriti at UBC Vancouver include the following:

- Free parking at the Vancouver Campus
- Free library card
- Office and/or research space as available and subject to Department approval and arrangements
- Tuition waivers for emeriti under age 65 (any BC resident age 65 or older is eligible for free tuition)
- Dependent children entitled to tuition waivers
- Membership in the Association of Professors Emeriti
- [Currently, health benefits are afforded to all retirees after the age of 55].

### **OUC EMERITUS POLICY**

The most recent OUC Emeritus Policy for faculty members included the following criteria and privileges:

#### **Criteria**

- Established record of scholarship or similar appropriate level of achievement

#### **Privileges**

- As resources permit, access to library, secretarial, technical, computing services, and parking
- Office and/or research space made available by Dean in consultation with department

An analogous policy was in place for Emeritus Administrators.



## **PROPOSED OKANAGAN SENATE POLICY**

The Committee has attempted to conform to the Vancouver policy, but has modified it as necessary to suit the circumstances of the Okanagan campus.

This policy is also intended as an interim policy until the P & P committee has an opportunity to consider a due process for the denial or revocation of emeritus status and to consider subjective criteria for granting emeritus status. The Committee plans to bring forward to Senate any revisions by March 2007.

### **Description of Emeritus Status**

Emeritus status is a recognition conferred upon individuals who have retired from UBC Okanagan but who are permitted to retain as an honorary title the rank held at retirement as set out in the following criteria and with the following titles. In contrast to the practice at some other universities, in which emeritus status may be awarded on a selective basis, UBC Okanagan currently awards this status to all who meet basic (although subject to change) eligibility requirements related to age, rank, and years of service. The title confers certain university privileges and carries an implicit connotation of merit.

### **Criteria for Emeritus Status**

Emeritus status is a recognition conferred upon individuals who have retired from UBC Okanagan but who are permitted to retain an honorary title. It is granted to those who meet the following criteria:

- Have a combined age at retirement plus years of full-time service to the University of 70 or more, and
- Have held a full-time Tenure, Tenure-track, Grant Tenure or Grant Tenure-track position at the rank of Assistant, Associate or Full Professor or Senior Instructor for a minimum of five years.

In meeting the above criteria, full account will be taken of previous faculty appointments at Okanagan University College or at UBC Vancouver.

- Those individuals who held emeritus status at Okanagan University College on June 30, 2005, and who held a faculty appointment at OUC for a minimum of three years may apply to accept emeritus status at UBC Okanagan
- Those individuals who retired from Okanagan University College between January 1, 2004 and June 30, 2005, and who held a faculty appointment in a degree program, or librarian appointment at OUC for a minimum of three years may apply to accept emeritus status at UBC Okanagan.

### **Titles**

Emeritus status is granted with the title corresponding to gender and the highest faculty rank an individual held at UBC as follows: Instructor Emeritus/Emerita, Assistant Professor Emeritus/Emerita, Associate Professor Emeritus/Emerita, and Professor Emeritus/Emerita.

For OUC emeriti who are granted UBC Okanagan emeritus status, the title will correspond to the OUC emeritus title to the extent possible, but will be one of the following: Assistant Professor Emeritus, Associate Professor Emeritus or Professor.

Emeritus status is granted to Librarian Emeritus who must have held a Confirmed appointment.

A former Deputy Vice Chancellor may express a preference to be granted instead the title Deputy Vice Chancellor Emeritus.

A former Dean who has served a minimum of five years may express a preference to be granted instead the title Dean Emeritus.

[In addition, the following system-wide emeritus appointments are automatically made: a former Chancellor is granted the title Chancellor Emeritus; and a former President is granted the title President Emeritus.]

### **Privileges**

Privileges that may be afforded to emeritus faculty include:

- Free parking on the Okanagan campus
- Free library card
- Office and/or research space availability subject to approval of Dean and in consultation with the Department or School.
- Tuition waivers for emeriti under age 65 (any BC resident age 65 or older is eligible for free tuition)
- Tuition waivers for dependent children
- Membership in the Okanagan Association of Professors Emeriti
- [Currently, health benefits are afforded to all retirees after the age of 55].

It is noted that the privileges listed above do not lie within the jurisdiction of Senate, and that they may be modified at any time without referral to Senate.

### **PROCEDURES**

In June and December of each year, the Senate Secretariat obtains from UBC Okanagan Human Resources and forwards to the Policies and Procedures Committee a list of retiring faculty members who meet the relevant criteria. The Committee considers the list and forwards it to Senate for final approval. The Secretary to Senate notifies faculty members of their emeritus status by letter following the Senate meeting.

With regard to OUC emeriti, upon Senate's approval of this report, the Registrar will develop a list of OUC emeriti and those who retired between January 1, 2004 and June 30, 2005, who should be given the opportunity to accept UBC emeritus status. At the appropriate time, Senate

will be requested to approve a corresponding motion in order to confer the title on those individuals who accept emeritus status.

# THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



Enrolment Services  
Senate and Curriculum Services  
3333 University Way  
Kelowna, BC  
V1V 1V7

To: **Okanagan Senate**

From: **Dean Isaacson, Policies & Procedures Committee**

Re: **Co-Conferral of the Bachelor of Business Administration with Okanagan College**

Date: **12 May 2006**

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Senators may already be aware that, during the transition period, UBC Okanagan and Okanagan College reached a general agreement to co-confer the Bachelor of Business Administration through 2009. The reasons for this arrangement included transitional confusion among students and the wider community about options for applicants and continuing students.

After UBC Okanagan opened its doors in September 2005, representatives from UBC and Okanagan College entered into detailed discussions with the goal of further defining the co-conferral arrangement. The attached draft Memorandum of Understanding is the result of those discussions.

Senators are advised that UBC has not been granted provincial authority to confer a Bachelor of Business Administration degree. These degrees would be granted under the authority of Okanagan College in a way that is similar to Bachelor of Arts and Bachelor of Science degrees granted by OUC under UBC authority from 1995 through 1998.

Lists of candidates for co-conferred degrees will be brought to Senate for approval prior to graduation. The Memorandum of Understanding notes possible exceptions to the June 2009 deadline for degree completion; any such exceptions would be brought to Senate for approval. If the Senate passes the motion below, the first list of candidates for co-conferred degrees will be presented to Senate for approval at the May 2006 meeting.

The Policies and Procedures Committee therefore recommends:

*That the Senate approve in principle the co-conferral by UBC of the Bachelor of Business Administration degree on the following groups of candidates, provided that such candidates complete degree requirements in time to apply to graduate by June 2009:*

- 1. Continuing Students, defined as students who were registered in the Okanagan University College prior to June 30, 2005 and who continued their enrolment at Okanagan College after that date; and*
- 2. Transition Students, defined as students who first enrolled in the Okanagan College Bachelor of Business Administration in September 2005.*

# **Memorandum of Understanding Between the Okanagan College and UBC Okanagan Regarding the BBA degree**

## **1. Contents**

1. Rationale for the MOU
2. Principles for the MOU
3. Eligibility for the Co-Conferred BBA degree
4. Principles of the Co-Conferred BBA degree
5. BBA Program Full Time Equivalent (FTE) Arrangements
6. Student Mobility

## **2. Rationale for the MOU**

On March 17, 2004 it was announced that Okanagan University College would cease its academic operations and that programs and services would be apportioned to two new institutions: UBC Okanagan (UBC O) and Okanagan College (OC). In general, most of the four year degree programs were allocated to UBC Okanagan, while the diploma, developmental, career technical, vocational and apprenticeship programs were allocated to Okanagan College. One of two exceptions to this general rule was the OUC BBA program allocated to Okanagan College. Parenthetically, the other was the Bachelor of Computer Information Systems. The Transition Management Committee (TMC) and UBC itself endorsed the proposition that these two four year degree programs be part of the programming that would be offered by the new OC (and TMC received Ministry approval). In the course of these discussions, UBC O made it clear that UBC O would be establishing a Faculty of Management which would create a Bachelor of Management undergraduate program.

Since both institutions award degrees in business studies, it is important that they work together to ensure the broadest possible choice for students and to capitalize on opportunities for shared research and continuing education for the external community. It is important that students clearly understand their options, that mobility be facilitated and that the result is two successful programs and faculties.

There have been several documents on the subject of the transition of OUC to OC and UBC O in general and on the BBA degree in particular [1],[2],[3],[4]. The content of these documents needs to be clarified and implemented. This MOU will resolve issues that create confusion in the student population and the wider community about the degrees being offered, the mobility between them, and the involvement of each institution.

## **3. Principles of the MOU**

1. Okanagan College and UBC Okanagan are committed to working together to establish two strong successful organizations.

2. The primary goal of this collaboration is to enhance access to post secondary education for students in the region.
3. Programs developed should enhance student mobility and choice.
4. The promise made by UBC to join with OC to co-confer the BBA degree will be implemented in the spirit that it was given.
5. All proposals to award co-conferred degrees are, of course, subject to ratification by the UBC O Senate (and potentially the UBC Council of Senates and Board of Governors) as well as the Education Council at OC.

#### **4. Eligibility for the Co-Conferred BBA Degree**

During the transition period (from March 17, 2004 to July 1, 2005) there was considerable confusion among students and the wider community about the options for existing students at OUC, alumni of OUC and students applying to programs.

Because the BBA degree program was ultimately allocated to Okanagan College, it was unclear what degree could be expected by students who had enrolled at Okanagan University College.

To clarify the degree options of the various groups of students affected by the transition, the following principles have been established.

##### **Continuing Students**

Continuing Students are students who were registered in the OUC BBA program prior to June 30, 2005 who continued their enrolment at OC after that date.

Continuing Students are eligible to receive a BBA degree co-conferred from OC and UBC O. In order to receive the co-conferred degree, these students would normally complete their program in time to apply for the Spring 2009 convocation.

##### **Transition Students**

Transition Students are students who first enrolled in the OC BBA in the September 2005 intake.

To honour the assurance made by the UBC O Deputy Vice Chancellor [2], these transition students will be eligible to receive a BBA degree co-conferred by UBC O and OC. Students wishing to receive a co-conferred degree would normally complete their degree program and graduate at or before the Spring 2009 convocation.

##### **Post-Transition Students**

Post-Transition students are students who first enrolled in the BBA degree after the September 2005 intake period.

After September 2005, the choices for students about business studies programs were clear. There were two institutions with business studies programs with different names, structures,

tuition fees and entrance requirements. Students could enrol in the BBA program at OC or the Bachelor of Management program at UBC O.

Therefore, post-transition students will be eligible to graduate with a BBA degree from OC but ineligible to receive a degree from UBC O.

### **Extensions to the Spring 2009 Graduation Deadline**

Extensions to the Spring 2009 deadline will be considered in cases of unforeseen circumstances beyond a student's control, or if the student is completing a BBA co-op program. Extensions must be approved before the graduation application deadline for the Spring 2009 convocation. Requests for extension will only be considered if the student can demonstrate to the satisfaction of both Okanagan College and UBC Okanagan that the degree requirements could not be completed by the 2009 deadline. All extension requests must include written documentation confirming the student's circumstances.

## **5. Principles of the Co-Conferred BBA Degree**

Students who are allocated the BBA degree co-conferred by UBC and OC can expect that:

- 1) During their program of studies, Continuing and Transition students will be considered Okanagan College students since the program is delivered at OC by OC faculty members. This general rule will apply to their program requirements, policies and regulations, fees and tuition, financial awards, tax receipts, student cards, housing, and library access.
- 2) If OC BBA students wish to take courses at UBC Okanagan, they will follow a procedure similar to any other OC student wishing to take a course at another post-secondary institution. Approval must be obtained from the chair of the OC Business department and UBC will register the student through its Access Studies initiative. Students will be subject to UBC academic policy for courses taken at UBC.
- 3) The full student record will be kept at OC. OC will issue transcripts.
- 4) OC will provide a list of those students eligible to graduate with the co-conferred BBA to the Faculty of Management at UBC O. This list will be forwarded to the Senate of UBC O for approval.
- 5) Each year, OC will send data to UBC O for each student who is deemed eligible to graduate with a co-conferred degree. This data will be used to create a basic student record to be kept at UBC. This will enable UBC to confirm the degree obtained by the student, should such enquiries arise.
- 6) Graduands will attend a convocation ceremony at Okanagan College that will be attended by an officer of UBC who will be a member of the platform party.
- 7) Graduands will receive a single parchment co-conferring the BBA degree by Okanagan College and UBC Okanagan.
- 8) Graduates will become alumni of both OC and UBC O.

## 6. Student Mobility

It is agreed that both OC and UBC O will work to enable students to move as freely as possible between their programs, to enhance the choice that students enjoy.

The fundamental structures of the business programs at the two institutions are very different. At OC, students take many business courses in 1<sup>st</sup> and 2<sup>nd</sup> year (owing to the historic legacy of the diploma program) and then take some arts and science courses in their last 2 years. At UBC O, Management students take mainly Arts, Science, and Fine Arts courses in 1<sup>st</sup> and 2<sup>nd</sup> year and then concentrate on Management courses in their 3<sup>rd</sup> and 4<sup>th</sup> years. Because of the difference in structure, some goodwill and creativity needs to be applied to ensure that student's mobility is not significantly impaired.

In the first quarter of 2006, policies were put in place at UBC O that enable students in the BBA or diploma program or with an earned diploma to enter UBC O and receive credit for as much of their program as possible. Policies will also be put in place by OC to allow students in the Bachelor of Management program to move to OC and get credit for as many credits of study as possible.

Over time, these policies may be altered, but the spirit of this agreement will be honoured.

## 7. References

1. MOU between UBC and the Ministry of Advanced Education dated March 11, 2004.
2. "An Open Letter to OUC Degree Students", signed by Martha Piper, dated March 17, 2004.
3. Global Communication to the OUC Community from J. P. Meekison dated September 15, 2004.
4. Letter from Dr. Barry McBride, UBC to Ms. Boparai, student at OUC, dated October 29, 2004.

Signatories

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Dr. Richard Tees  
Acting DVC, UBC Okanagan

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Date

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Mr. Jim Hamilton  
President, Okanagan College

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Date



THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



ENROLMENT SERVICES  
3333 University Way  
Kelowna, B.C. Canada V1V 1V7

To: **Okanagan Senate**  
From: **Dean Isaacson, Policies & Procedures Committee**  
Subject: **Okanagan Senate Meeting Schedule** (approval, requires 2/3rd)  
Date: **12 May 2006**

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Senators will recall that the issue of recommending a regular scheduling pattern for meetings of the Senate was referred to the Policies and Procedures Committee.

The Committee has considered the matter, and recommends that Section 16 (a) of the Rules and Procedures of Senate be amended as follows:

*a) Regular Meetings*

~~The Senate shall meet at the call of the chair, or of the Policies and Procedures Committee. Meetings will generally occur once per month during the Winter Session, and a schedule of expected meeting dates will be published no later than July 1<sup>st</sup> before each Winter Session.~~

***The Senate shall generally meet on the fourth Wednesday of each Month at 4:30 p.m. A specific schedule of expected meeting dates shall be approved by the Policies and Procedures Committee no later than July 1<sup>st</sup> before each Winter Session.***

For information, set out below are the proposed that the meeting dates for the 2006 Winter Session should this proposal be approved:

Wednesday, September 22	Wednesday, March 7
27	Wednesday, April 4
Wednesday, October 25	20
Wednesday, November	Wednesday, January 31
	Wednesday, May 23

The Committee is further of the opinion that the three hours set aside for each Senate meeting is not commensurate with the amount of business currently before Senate. As such, the Committee recommends that Section 16 (b) of the Rules and Procedures of Senate be amended as follows:

*Meetings shall be adjourned at the order of the Chair no more than **two**  
~~three~~ hours after called to order.*

The Committee reminds Senate that they are procedures approved to extend the time of adjournment for a Senate meeting if required.

The Committee regrets that although efforts were made to minimize conflicts with teaching schedules of faculty Senators there is a single conflict, and we are working at resolving this with the individual and Dean.

Respectfully Submitted,

Michael Isaacson

Chair, Okanagan Senate Policies & Procedures Committee

**THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN**



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To: **Okanagan Senate**

From: **Dean Isaacson, Policies and Procedures Committee**

Re: **Term 1 Midterm Break (approval)**

Date: **12 May 2006**

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The Policies and Procedures Committee discussed whether a midterm break in Term 1 was reasonable for the 2006/2007 Academic Year and beyond. Senators should note that, unlike Term 2, the number of teaching days in Term 1 is bounded at both ends by Labour Day at the beginning, and Christmas at the end. Given this term-length limitation in Term 1, the Committee feels that it still seems acceptable to schedule a midterm break in Term 1. The Committee determined that the value for students in scheduling this break outweighs the loss of one day of teaching time.

**Motions:**

- 1. That Senate approve in principle the scheduling of a one-day midterm break in Term 1 of each academic year for UBC Okanagan; and*
- 2. That the Term 1 midterm break be scheduled to either precede or follow the November 11 statutory holiday or UBC holiday in lieu; and*
- 3. That for the 2006/2007 Academic Year, the date for the Term 1 midterm break be designated as Tuesday, November 14.*

Respectfully Submitted,

Michael Isaacson  
Chair, Okanagan Senate Policies & Procedures Committee

# THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



Enrolment Services  
Senate and Curriculum Services  
3333 University Way  
Kelowna, BC  
V1V 1V7

To: **Okanagan Senate**

From: **Dean Isaacson, Policies & Procedures Committee**

Re: **UBC Okanagan Grade Appeals**

Date: **12 May 2006**

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A review of this policy was undertaken in an effort to simplify the wording and make the statements more comprehensible. No substantive changes have been made to the policy framework, or the intended procedure.

*That Senate approve the UBC Okanagan Grade Appeal policy in the calendar as listed:*

[Grade Appeals > Overview](#)

[11172]

Grade appeal is intended to provide an opportunity for students to have a review of the performance or final grade in a course objectively by an impartial panel from within the relevant instructional discipline. A grade appeal committee is not constituted to receive or review complaints about a course or grievances against an instructor.

The student may request a formal review of their course work or final grade, if the student believes that

- has not been assessed on the same basis as other students in the same class,
- some or all of the graded material was not properly assessed,
- or the determination of the final course grade is inconsistent with the grading methodology outlined in the course syllabus.

An appeal is not required for the correction of omissions or errors.

[11173] Students are cautioned not to submit frivolous grade appeals.

[12951] Students should direct their grade appeals by writing to the Okanagan office of Enrolment Services.

[Grade Appeals > Appeal by Student](#)

**[11174]** A student who wishes to have a final grade for a course reconsidered is encouraged whenever possible to first discuss the matter with the instructor concerned. If this step does not lead to satisfactory resolution, or cannot be followed, a student may make a grade appeal by writing to the Registrar, care of the UBC Okanagan office of Enrolment Services, within 21 days of the date on which the final grade was made available to the student by the Registrar. This request must clearly state the reason for the appeal, and be accompanied by a deposit of \$50.00 for each grade appealed. If the Registrar determines the appeal is frivolous, it will be rejected.

**[11175]** The deposit will be refunded in the event that the appeal results in a higher grade. Term work (e.g., tests, examinations, papers, assignment, etc.) used as part of the evaluation procedure for a course must accompany the request for the appeal. Following the grade appeal all submitted term work will be made available to the student by the Registrar except for the final exam which is usually stored with UBC. Any term work item a student decides not to submit for review shall retain the grade originally assigned.

**[11176]** Except for unusual circumstances, the appeal process shall be completed within 35 days of the date on which the Registrar forwarded the final grade to the student. Each appeal shall be considered by an appeal committee, which shall normally have the following membership:

**[11177]**

- The Registrar or designate, in a non-voting capacity, shall act as chair, and shall name the members of the committee listed below, after consultation with the appropriate unit and student association.
- Three instructors, in a voting capacity, from the appropriate unit. No instructor who has previously been substantively involved, directly or indirectly in grading of the course work under appeal, in assessing the student's course performance and/or in determining the student's final course grade shall be eligible to serve as a member of the appeals committee. If three instructors are not available from the unit, a sufficient number of instructors shall be appointed from a related unit.
- One student observer, in a non-voting capacity, who may otherwise participate in the review process.

**[11178]** The instructor whose grade is under review and the student appellant may request to appear before the committee, or may be requested by the committee to attend a hearing. The instructor shall state, in writing, the basis upon which the final grade was originally assigned. The committee shall review the student's performance in the course including term work and the final examination, if any, and decide whether the originally assigned grade should be changed. The committee's decision shall be given in writing to the student and the instructor by the chair of the appeals committee.

**[11179]**

The decision is final and may, therefore, not be appealed to the Senate Committee on Appeals of Discipline and Standing unless for contravention of procedure.