

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



OKANAGAN SENATE SECRETARIAT

Enrolment Services

Senate and Curriculum Services

3333 University Way

Kelowna, BC · V1V 1V7

Tel: (250) 807-9259 · Fax: (250) 807-8007

<http://okanagan.students.ubc.ca/senate>

**OKANAGAN SENATE
AGENDA**

Wednesday 5 December 2007

3:30pm – 5:30pm

LIB 317 | UBC OKANAGAN CAMPUS

1. Senate Membership – Acting Registrar Mr. Fred Vogt

- a. New Member -- Ms. Rachel L'Orsa, Representative of the Students of the Faculty of Applied Science (approval)

That Ms. Rachel L'Orsa be appointed as the Representative of the Students of the Faculty of Applied Science as until March 31, 2008 or thereafter until a successor is elected.

NB: Although several attempts have been made, the Secretary has not received the requested written confirmation of this recommendation from the UBCSUO at the time of agenda mailing. If confirmation is not received prior to the meeting, this motion should not be considered

2. Minutes of the Previous Meeting, 07 November 2007 – Vice-Chair Dr. Doug Owram (approval) (circulated – Item 2)

3. Vice-Chair's Remarks and Related Questions – Vice-Chair Dr. Doug Owram

4. Policies & Procedures Committee – Dr. Daniel Keyes

- a. Course Withdrawal Regulations (approval) (circulated – Item 4a)

5. Admissions and Awards Committee – Dr. Sharon McCoubrey

- a. Admissions Requirement to ETEP (approval) (circulated – Item 5a)
- b. ELAS – English Language Admission Standard (approval) (circulated – Item 5b)
- c. Provincial Exams (information) (circulated – Item 5c)

6. Learning and Research Committee – Mr. Peter Arthur

- a. UBC Okanagan Scheduling Guidelines (approval) (circulated – item 6a)

7. Other Business

8. **Honorary Degrees – Dr. Daniel Keyes** (approval) (Information about candidates is available for review at the OSS and will also be circulated at the meeting) (in camera)
-

Regrets: Kelly Ross (250) 807-9259 or email kelly.ross@ubc.ca

Okanagan Senate: <http://okanagan.students.ubc.ca/senate>

Vancouver Senate: <http://www.students.ubc.ca/senate>

Council of Senates: <http://www.students.ubc.ca/council>

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



OKANAGAN SENATE
SECRETARIAT Enrolment Services
Senate and Curriculum Services
3333 University Way
Kelowna, BC · V1V 1V7
Tel: (250) 807-9259 · Fax: (250) 807-8007
<http://okanagan.students.ubc.ca/senate>

OKANAGAN SENATE

MINUTES OF 7 NOVEMBER 2007

Attendance

Present: Deputy Vice-Chancellor Dr. D. Owram (Vice-Chair), Dr. A. S. Abd-El-Aziz, Mr. R. Adl, Mr. P. Arthur, Ms. S. Barnard, Dean B. Bauer, Dean R. Belton, Dr. W. Broughton, Ms. M. Burton, Dr. E. Butz, Dean R. Campbell, Dr. J. Castricano, Dr. J. Cioe, Ms. L. Driscoll, Dr. J. Gustar, Dean M. Isaacson, Dr. D. Keyes, Mr. M. Koovisk, Dean M. Krank, Dr. R. Lalonde, Mr. G. Lepp, Mr. D. Lubbers, Ms. V. Lymberopoulos, Dr. S. McCoubrey, Ms. N. Neumann, Dr. S. Reid, Dr. C. Scarff, Mr. F. Vogt (Associate Registrar & Acting Secretary), Dr. M. Williams, Ms. M. Wilson, Dr. Spiro Yannacopoulos, Ms. G. Zilm

By Invitation: From Enrolment Services: Ms. L. M. Collins, Mr. C. Eaton, Ms. N. Limbos-Bomberg

Regrets: President Stephen Toope, Chancellor Dr. A. McEachern, Mr. G. August, Dr. J. Bassett-Smith, Dean J. Bottorff, Mr. R. Chavarie, Dr. M. Duran-Cogan, Mr. R. Gandha, Ms. E. Johnston, Dr. A. Labun, Dr. C. McFadyen, Mr. O. Penner, Mr. B. Silzer (AVP and Registrar), Dr. M. Ungureanu, Dr. P. Wrzesniewski

Recording Secretary: Ms. K. Ross

Call to Order

Deputy Vice-Chancellor Doug Owram called the meeting to order.

Agenda

On behalf of the Policies and Procedures Committee, Chair Dr. Daniel Keyes requested the addition of one item under Other Business as a Report from the Deputy Vice-Chancellor: Joint Senate and Board Policy – Amendment of Policy #21: Appointment of Deans and Principals.

The Agenda with the above amendment was accepted by consent.

Senate Membership

Mr. Fred Vogt noted the following changes in Senate and Committee Membership:

Replacement – Dr. Jan Cioe to replace Dr. Peter Wylie on the Nominating Committee for the remainder of this Senate term until 31 August 2008 and thereafter until replaced.

Declaration of Vacancy and Call for Nominations – one Student Senator to replace Mr. Matt Koovisk on the Nominating Committee for the remainder of this Senate term until 31 March 2008 and thereafter until replaced. Nominees should identify themselves to the Senate Secretariat no later than 4:00 p.m. on 30 November 2007.

Declaration of Vacancy by Secretary to Senate under Rules and Procedures of the Okanagan Senate, Part 3, Section 12: one Student Representative on Senate (Faculty of Health and Social Development) to replace Ms. Megan Patapoff and one Student Representative on Senate (Faculty of Applied Science) to replace Mr. Connor Wilson for the remainder of this Senate term until 31 March 2008 and thereafter until replaced.

Dean Isaacson welcomed Dr. Spiro Yannacopoulos to the Okanagan Senate effective 1 November 2007 as a Faculty Representative from Applied Science.

Minutes of the Previous Meeting, 10 October 2007

Moved: Dr. Gustar
Seconded: Mr. Lubbers

That the minutes of the Okanagan Senate Meeting of 10 October 2007 be adopted as amended.

Student Senator Ms. Shannon Barnard inquired after the discussion surrounding the attendance of Student Senators at Senate and Committee Meetings; the Vice-Chair noted the summary on page 3 under Report of the Nominating Committee.

The motion was put and CARRIED.

Business Arising from the Minutes

Candidate for Master of Science in Environmental Sciences

Vice-Chair Dr. Owram turned this discussion over to the Policies and Procedures Committee Chair, Dr. Daniel Keyes, who made the following recommendations:

The Faculty of Arts & Sciences has delegated to the College of Graduate Studies the responsibility of recommending a candidate for the Master of Science in Environmental Sciences to the Senate at its November 2007 meeting, and also the responsibility that the name of the College and the signature of the Dean of Graduate Studies, and not those of the Faculty of Arts & Sciences, will appear on the corresponding degree parchment.

The relevant recommendation to Senate at its November 2007 meeting will be through the following motion: "that the College of Graduate Studies, upon the request of and with the concurrence of the Faculty of Arts and Sciences, recommends to the Senate that the candidate for the degree of Master of Science in Environmental Sciences..."

It is recognized that the above actions are not to be construed as setting a practice or a precedent for future considerations and approvals relating to the awarding of graduate degrees at UBC Okanagan.

Moved: Dr. Keyes

Seconded: Mr. Lubbers

That the Senate accept the recommendations of the Policies & Procedures Committee with respect to an interim arrangement for the granting of the Master of Science in Environmental Sciences at UBC Okanagan.

CARRIED.

Vice-Chair's Remarks and Related Questions

Vice-Chair Dr. Owram noted three items for information:

Firstly, that the University of British Columbia publishes its Annual Report to coincide with the Annual General Meeting (AGM) held each fall; the theme for the 2006/07 AGM and Annual Report is "Foresight" which both anticipates and celebrates the centenary of the University Act of 1908, which created The University of British Columbia. The meeting is being held in Kelowna on Monday 26 November from 12noon to 1pm. For more information see <http://www.ubc.ca/agm>.

A second item for information is the upcoming meeting of the Council of Senates Okanagan Budget Sub-committee Friday 9 November 2007 regarding the 2008/2009 budget. Dr. Owram was pleased to note that there are funds to provide for all essential needs.

One last item for information: the Dean of Applied Science, Dr. Michael Isaacson, is concluding his term as dean on 30 June 2008. Senate joined Dr. Owram in thanking Dean Isaacson for his many contributions.

In response to a question from the floor, Dr Owram noted that there are plans for a safe bikeway on Highway 97 leading into campus and around the traffic circle; while unsure of the timeline he offered to bring more information to the next meeting.

Candidates for Degrees

Candidates for Degrees: lists as submitted by the Faculties and Schools were available for advance inspection at Enrolment Services, and were also available at the meeting

Moved: Dr. Cioe
Seconded: Dr. Williams

That the College of Graduate Studies, upon the request of and with the concurrence of the Faculty of Arts and Sciences, recommends to the Senate that the candidate for the degree of Master of Science in Environmental Sciences be granted that degree, effective November 2007, and that the Senate accepts that recommendation and grants the degree.

That the College of Graduate Studies, upon the request of and with the concurrence of the Faculty of Education, recommends to the Senate that the candidates for the Master of Education and the Master of Arts in Education be granted the degrees for which they were recommended, effective November 2007, and that a committee composed of the Registrar, the Deans of Education and Graduate Studies, and the Chair of the Okanagan Senate, be empowered to make any necessary adjustments (2/3 majority required).

That the candidates for undergraduate degrees, as recommended by the Faculties and Schools, be granted the degrees for which they were recommended, effective November 2007, and that a committee composed of the Registrar, the Deans, and the Chair of the Okanagan Senate, be empowered to make any necessary adjustments (2/3 majority required).

Discussion

In response to a question from Ms. Neumann regarding the composition and mandate of the committee charged with making changes to the list of degree candidates, Mr. Vogt noted that the above language is standard to enable last minute changes to the detail of a student's record.

The motion was put and CARRIED.

From the Board of Governors: Consolidated Financial Statements for 2006/2007

Vice-Chair Dr. Owram noted that consolidated financials are standard accounting statements; administration relies more consistently on operating and capital

budgets. Dr. Owrarn asked if there were any questions from the floor, noting that a budget presentation is planned for a future Senate meeting with more meaningful discussion at that time.

Nominating Committee

Senate Committee Assignments

On behalf of the Nominating Committee, Chair Dr. Lalonde made the following omnibus motion:

Moved: Dr. Lalonde
Seconded: Dr. Abd-El-Aziz

That Mr. Peter Arthur be appointed to the Policies and Procedures Committee as Faculty Member or Dean until 31 August 2008 and thereafter until replaced;

That Mr. Oliver Penner be appointed to the Policies and Procedures Committee as Student Representative Committee for the remainder of this Senate term until 31 March 2008 and thereafter until replaced; and

That Mr. Matt Koovisk be appointed to the Admissions and Awards Committee for the remainder of this Senate term until 31 March 2008 and thereafter until replaced.

Discussion

Ms. Neumann inquired if the Nominating Committee had considered shuffling students to better enable them to attend Senate Committee meetings; Dr. Lalonde replied that all committee member schedules were taken into account.

The motion was put and CARRIED.

Policies & Procedures Committee

UBC Okanagan Policy on Research Centres and Institutes

On behalf of the Policies and Procedures Committee, Chair Dr. Keyes presented for approval a new policy entitled: UBC Okanagan Research Centres and Institutes.

Moved: Dr. Keyes
Seconded: Dr. Williams

That the policy on Research Centres and Institutes, as recommended by the Policies & Procedures Committee, be approved.

Discussion

Dean Bauer expressed his support for a flexible policy. He noted that while the consultation process included both the Academic Council and the Deputy Vice-Chancellor's Executive Committee, some suggestions from the members of these groups have not been incorporated in the final draft; two comments in particular: 1) whether or not the distinction between academic and teaching centres will always be made; and 2) the opening statement "Given that only one institute and one centre currently exist at UBC Okanagan..." is not wholly true. In summary Dean Bauer felt that the policy as written is problematic and requires revision.

Dean Isaacson concurred that flexibility is key, particularly with regards to the needs of potential funders and their interest in supporting a centre. More concerned with governance, he felt that while there was a sound structure proposed for institutes, centres lacked accountability. He proposed a revision that would see centres within a faculty report to their dean who would in turn report to the AVP; inter-faculty centres would report to a steering committee and from there, to the AVP. Dr. Abd-El-Aziz responded that he felt comfortable amending the reporting structure on centres to read that a centre shall report annually to the dean with a copy to the AVP. Such a reporting structure would respond to the general sentiment that deans might be circumvented.

In response to a question from Dr. McCoubrey asking whether program centres and institutes would be covered by this policy, Dr. Abd-El-Aziz confirmed that program centres and institutes are separate; this policy deals only with research. Dean Krank agreed that perhaps any discussion should carefully explore language as there are currently centres in existence that would hopefully not have to change their name if the current proposal is approved.

Several concerns were raised from the floor around centres currently in existence and how the proposed policy would affect them: the Centre for Species at Risk and Habitat Studies (SARAHS) in the Barber School; the Okanagan Regional Chemical Analysis Centre; the Applied Science Research Centre (ASRC) among others. Dr. Keyes responded that it was the hope that these centres would respond to the new policy and endeavour to either align themselves or, through a multi-year plan, graduate to full institute status for advantages of increased prestige.

There was further discussion about the optimal reporting structure for single-faculty versus multi-faculty centres.

Dean Stuart inquired if the final bullet under Characteristics of Research Centres "Does NOT offer undergraduate or graduate programs, courses, or degrees..." includes non-credit courses.

Dr. Williams expressed his concern that the amendments from the floor had become too detailed. At this time the Chair ruled that the proposed amendments could no longer be considered 'friendly' and summarized four options currently before the assembly: 1) to amend further from the floor; 2) to send back to

Committee; 3) to divide the motion to separate the centres text from the institutes text; and 4) to reject the full policy.

Moved: Dean Isaacson

Seconded: Dean Krank

That the question be divided to allow separate consideration of policies regarding institutes and policies regarding centres.

CARRIED

Moved: Ms. Neumann

Seconded: Dr. Cioe

That the policy on institutes be approved.

CARRIED

Moved: Dean Isaacson

Seconded: Ms. Neumann

To refer the Policy on Centres back to the Policies and Procedures Committee

Discussion

Dean Isaacson suggested that the Policies and Procedures Committee consider the many concerns raised by the Senate and conduct wide consultation. Ms. Collins confirmed that Senators could send their comments to the Policies & Procedures Committee via the Secretariat.

The motion was put and CARRIED, one opposed.

Process for Review of Academic Organization of Faculties and Units at UBC Okanagan

On behalf of the Policies and Procedures Committee, Chair Dr. Keyes recalled for Senators that, at the last Senate meeting, it was reported that a task force was struck to review the College of Graduate Studies. Similarly, this current item for information notifies Senators that the Policies and Procedures Committee is requesting that the Associate Vice-President, Academic & Research (AVP) conduct a current-state analysis of the faculties and units to ensure that the growth desired is enabled and in accordance with the Academic Plan. In summary, the AVP will strike a task force to review the Faculty of Creative and Critical Studies, the Faculty of Health and Social Development, the Faculty of Arts and Sciences and the Faculty of Education (the Faculty of Applied Science and the Faculty of Management are either affiliated with Vancouver or are too new and are excluded). The Chair reminded Senate that this item is coming before the assembly for information only and that the lines of authority between

Senate and Administration are well respected – any recommendations of the task force will come before Senate for approval.

Dean Belton felt the item was somewhat disingenuous in that there are really only two faculties affected by the proposed review (the Faculty of Creative and Critical Studies and the Faculty of Arts and Sciences) with only two issues at hand.

Dr. Lalonde inquired how the Graduate Studies review would figure into the timing of this proposed review. Dr. Keyes clarified that while each review moves somewhat in parallel, the Graduate Studies review will conclude first and will inform this review.

Echoing Dr. Owram's earlier comment, Dr. Cioe observed that, while some decisions made in the beginning by administration were due in part to strict timelines and prior to the formation of Senate, it would seem wise to review these decisions and explore areas of improvement; change is just one option. Dr. Cioe voiced his belief that such a review is at the heart of academia.

Dean Isaacson responded to Dr. Cioe's reference to administration making decisions reserved for Senate. He noted that references to the faculties are entrenched on the *University Act* and the Senate had a key role in determining the faculties; in fact, every unit and faculty was approved in the appropriate way by Senate.

In direct response to the committee structure currently being proposed to conduct a review, Dean Isaacson stressed the importance of this being a Senate committee – rather than administrative committee – with names named put forward by the Nominating Committee. He noted that he was as well troubled by the absence of the role of the deans in that the review is problematic as an administrative committee instructing a Dean on how to organize his/her own unit or faculty. There are two options: choose the administrative route and include the deans or strike a Senate committee; as the memo currently reads it does neither.

Dean Bauer voiced his disappointment at the lack of consultation and late notification on this issue. He noted that the proposed committee structure excludes deans and, as an administrative structural review, the inclusion of deans is key to the process. To date many of the issues being raised here have been discussed at length by those in the Barber School, but they have allowed for a reasonable gestation period to allow these structures to take their course. While he invites a review, he feels it should be done by the Senate with clear terms of reference. Unclear as to the rationale behind the exclusion of certain faculties, Dean Bauer concluded his comments by reminding Senate that UBC Okanagan and its faculties was created simultaneously in 2005.

Moved: Dean Isaacson

Seconded: Dr. Cioe

That the Policies and Procedures Committee be directed to reconsider its request to the Associate Vice-President Academic & Research to strike a

task force to conduct a review of the academic organization of faculties and units, and instead clarify specific terms of reference for review of the academic organization of a faculty(ies) or unit(s) and any associated process for such a review before requesting any such review.

In summary, the Chair noted that the Senate seeks clarification on the review as well as confirmation of an appropriate committee structure. Dean Stuart suggested that timelines be included in any future motion, including the relationship to the Graduate Studies review.

The motion was put and CARRIED.

Senate Secretariat

Dr. Keyes offered a report for information submitted by the Vancouver Agenda Committee and presented to Senate by the Policies and Procedures Committee: in summary, the Report notes that resources are now available to the Senates, both people and budget.

Dean Isaacson expressed his delight at this positive news and offered his thanks to President Toope for designating a budget to service this important function. Dean Isaacson acknowledged the new title of Associate Secretary accorded to the incumbent, Ms. Lisa Collins, as an appropriate designation that suitably reflects the extensive role of her portfolio with respect to the Senate Secretariat.

Curriculum Committee

On behalf of the Curriculum Committee, Chair Dr. Gustar presented curriculum proposals from the Faculties of Arts and Sciences, Health and Social Development and Management.

Moved: Dr. Gustar

Seconded: Dr. Cioe

That Senate approves the new and changed courses and programs brought forward by the Faculties of Arts and Sciences, Health and Social Development and Management as set out in the attached package.

Discussion

Dean Belton noted that while he was supportive of the course proposal, he wondered if MGMT 440: Brands, Culture and Marketing followed a complete consultation process. Dr. Gustar noted that the Curriculum Committee looks closely at the consultation aspect. This was confirmed by Dean Stuart who stated that the Faculty of Management endeavors to offer full consultation; he apologized if the Faculty of Creative and Critical Studies was missed.

Dr Cioe made a general comment about the issue of consultation process. Dr. Gustar observed that the Curriculum Committee felt that the current system

works well; namely, that faculty curriculum chairs are designated as consultation points and distribute approval information as necessary.

The motion was put and CARRIED.

Admissions and Awards Committee

Admissions Requirement to ETEP and STEP

On behalf of the Admissions and Awards Committee, Chair Dr. McCoubrey presented the following new proposal.

Moved: Dr. McCoubrey

Seconded: Dean Campbell

That the Senate approve the proposal from the Faculty of Education to adjust the admission requirements for ETEP and STEP.

Discussion

Dr. McCoubrey clarified that ETEP stood for Elementary Teacher Education Program while STEP stood for Secondary Teacher Education Program. There was a request from the floor to refrain from using undefined acronyms in Senate materials.

The motion was put and CARRIED.

International Baccalaureate Transfer Credit

On behalf of the Admissions and Awards Committee, Chair Dr. McCoubrey presented the following new proposal.

Moved: Dr. McCoubrey

Seconded: Mr. Cioe

That the Senate approve the proposed changes to International Baccalaureate Transfer Credit.

Discussion

Dr. Cioe noted for Senate, and the Chair confirmed that was the case, that for all other decisions regarding transfer credit, decisions about which IB Standard Level (SL) courses get credit and which credit they get (specific or unassigned) are made by the Faculties, with coordination by Enrolment Services. Neither Senate nor any of its committees approves those articulation agreements.

The motion was put and CARRIED.

New Awards

On behalf of the Admissions and Awards Committee, Chair Dr. McCoubrey presented the following new awards for approval.

Moved: Dr. McCoubrey

Seconded: Ms. Neumann

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

Discussion

In response to a question from the floor, Dr. McCoubrey clarified that for both CTQ awards, the term “entering” refers exclusively to first-year students. (By definition entrance scholarships are available only to first year students – straight out of grade 12 – through a major entrance scholarship competition; students who have some college or university transfer credits are not eligible.)

Ms. Neumann requested gender equity consideration with regards to the Rob SIVACOE award. As well, she reiterated her previous disappointment in the lack of designated awards for graduate students.

In response to an inquiry after the approval process for the latest endowment (\$250,000 from the Deepak Binning Foundation), Dr. Owram confirmed that at this time it was only a commitment of funds; a request for approval for the award will come forward to Senate through the Admissions and Awards Committee once funds are raised.

The motion was put and CARRIED.

Other Business – Report from the Deputy Vice-Chancellor

Vice-Chair Dr. Owram noted that the recent resignation of the (dual campus) Faculty of Applied Science Dean (Dr. Michael Isaacson) triggered the awareness of a contradiction between the UBC Vancouver and the UBC Okanagan policies surrounding the appointment of deans and principals. He apologized for the haste by which this item was brought forth.

Rather than striking some kind of super-committee, and in light of the recent breaches by the Board of Governors of Section 27 (2) (f) of the *University Act* (the Board of Governors has been approving senior appointments without the approval of the Senate) the Office of the Deputy Vice-Chancellor is proposing a Joint Senate and Board Policy to address the process of appointing a linked-campus dean. In the proposed process, each Senate will address the issue before sending it forward to the Board of Governors.

Vice-Chair Dr. Owram summarized the proposed membership of the Committee for the selection of a Dean of the Faculty of Applied Science, as follows:

For selection of a Dean of the Faculty of Applied Science			
Position	#	Source/Composition	Appointed by:
Co-Chairs	2	The Provost and Vice President Academic (UBC Vancouver) and the Vice President, Academic and Research (UBC Okanagan)	Ex Officio
Secretary	*	A member of the administrative staff of one of the Co-Chairs, selected by mutual agreement between the Co-Chairs *(non-voting and not counted in quorum)	Co-Chairs
Members	4	Faculty members elected by and from the faculty members whose primary appointment is in the <i>UBC Vancouver Division</i> of the Faculty of Applied Science	Election
	1	Faculty member elected by and from the faculty members whose primary appointment is in the <i>UBC Okanagan Division</i> of the Faculty of Applied Science	Election
	5	Persons	President
	1	Undergraduate student elected by and from the undergraduate students registered in the <i>UBC Vancouver Division</i> of the Faculty of Applied Science	Election
	1	Undergraduate student elected by and from the undergraduate students registered in the <i>UBC Okanagan Division</i> of the Faculty of Applied Science	
	1	Graduate student elected by and from the graduate students associated with the Faculty of Applied Science	Election
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member elected by and from the faculty members whose primary appointment is in the Faculty of Applied Science for each Additional Member appointed by the President	Election
	N/A	One eligible student elected by and from the eligible students for every four Additional Members appointed by the President (where the eligible students are comprised of the undergraduate students who are registered in the Faculty of Applied Science and the graduate students who are associated with the Faculty of Applied Science)	Election

In response to a comment that the graduate student will be chosen from the Vancouver campus, Mr. Lubbers inquired if there was not a master's student in the School of Engineering at the Okanagan campus; if so, he inquired if rather this graduate student should participate. Dr. Yannacopulos stated that he would find it odd to ask a student who was admitted to the program a few months ago, and not yet that familiar with the University, to participate.

In response to a question about the expiry of the proposed policy, Dr. Owrap confirmed the cover letter statement: that he was recommending that the Okanagan Senate approve the proposed amended Policy #21 with "...such approval to expire on June 30, 2008." He again apologized for the late notice.

Note: At this time the Chair of the Policies and Procedures Committee, Dr. Daniel Keyes assumed the role of meeting Chair; Dr. Owrap stepped down as Chair.

Dean Stuart noted the lack of deans in the proposed committee structure; Dr. Owram reminded Senate that the presidential appointments can be used to balance representation on a committee. It was clarified that the additional members are only used to off-set the inclusion of additional members.

Dean Isaacson addressed Senate. He stated that he felt it was wonderful that this policy requires both Senates' approval and that the latest practice of the Board of Governors to not consult with Senate is being rectified.

Mr. Lubbers wondered if such a joint policy would be better considered by the Council of Senates.

Dean Krank noted that if the assembly is being asked to vote on the entirety of Policy #21, the language deals only with Deans of Faculties and does not include his current position as Dean of the College of Graduate Studies. The Chair recognized Mr. Chris Eaton who clarified that this was considered in the drafting of the policy but that the group resolved to hold further edits until the Graduate Studies review could be completed. Dr. Owram supported this, suggesting that if necessity arose, an emergency policy would be drafted as required.

Ms. Neumann again raised the issue of the graduate student and voiced her concern that the Vancouver graduate students would outnumber the Okanagan graduate students. Dr. Owram suggested that the President might opt to use one of his discretionary positions for an Okanagan Engineering graduate student.

Dr. Owram stressed to Senate that this proposed committee, like all other such committees, was not struck for voting purposes per se, but rather to ensure that all constituencies are represented. As such, any person on campus with a concern would have a person to contact. The composition is meant to assure a consultative process by which all and varied issues can come forward.

The motion was put and CARRIED, 4 (Students Senators) opposed, 3 abstentions.

Adjournment

There being no further business, the meeting was adjourned at 5:25pm.

The following regular meeting was scheduled to be held on Wednesday 5 December 2007 at 3:30pm to 5:30pm in Library 317.

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



OKANAGAN SENATE SECRETARIAT

Enrolment Services

Senate and Curriculum Services

3333 University Way

Kelowna, BC · V1V 1V7

Tel: (250) 807-9259 · Fax: (250) 807-8007

lisa.collins@ubc.cakelly.ross@ubc.ca

5 December 2007

To: Okanagan Senate

From: Policies and Procedures Committee

Subject: Proposal to Change Course Withdrawal Regulations

Change to Course Withdrawal Regulations

Proposed Change

The Committee proposes a change to the academic regulations regarding withdrawal from courses. It is proposed that the current regulations be modified by the inclusion of the underlined sentence:

Except in special circumstances, a one-term course may be added to a student's program only within the first two weeks of the course, and a two-term course within the first three weeks. If a course is dropped during these periods, no record of the registration in the course will appear on the student's academic record.

Students may withdraw from courses in which they are registered at any time up to the end of the sixth week of class for courses that are offered in a single term, and of the twelfth week for courses that span two terms. Withdrawals will be noted on the academic record by a standing of 'W'. Such standings will not be included in computing averages. The withdrawal deadline dates for the current academic year are indicated in the accompanying tables in this section.

Students may withdraw from courses outside the limits described above only with the permission of the dean of the faculty in which they are registered. In such cases, the instructor shall be informed. Such withdrawals will be recorded as 'W' on the student's academic record. Factors for consideration will include whether, in the opinion of the dean, the instructor provided sufficient opportunity for evaluation of the student's academic performance prior to the published course withdrawal date.

Fee refunds for withdrawals will be calculated on a pro rata basis. (For more information, see [Item 1.6, Refund of Fees.](#))

The dates for withdrawal given above also apply to students auditing courses.

Rationale

The change is intended to encourage the dean to grant a standing of W beyond the dates that students may elect to withdraw from courses based on the principle that students should have a reasonable level of feedback on their performance in the class when making this decision. The dean should take into consideration whether the student's academic performance has or has not been sufficiently evaluated prior to the standard withdrawal period.

Motion: That the proposed change to the calendar entry on Course Withdrawal Regulations be approved.

UBC Admissions & Awards Proposal Form

<p>Faculty: Faculty of Education Department: Faculty Approval Date: October 16, 2007 Dr. Robert Campbell: Effective Session Winter Term 1 Year 2007 for Change</p>	<p>Date: October 16, 2007 Contact Person: Lorraine Carrier Phone: 807-8125 Email: lorraine.carrier@ubc.ca</p>
<p>URL:</p> <p>http://okanagan.students.ubc.ca/calendar/index.cfm?tree=18,284,838,975</p> <p>Proposed Draft Calendar Entry:</p> <p>Faculty of Education > Bachelor of Education Programs > Elementary Teacher Education Program (ETEP)</p> <p>Admission Requirements</p> <ul style="list-style-type: none"> ▪ Grade point average (GPA): a GPA of at least 65% in the last 60 credits of post-secondary course work passed, failed, and/or repeated; ▪ English requirement: 6 credits of approved English with an average of 65% or greater. A minimum 3 credits must be English literature. The 6 credits of approved English literature and composition may be satisfied with coursework at the 100, 200, 300, and/or 400 level. Courses in creative writing, technical or business writing, or communication are not acceptable; ▪ Canadian studies: 6 credits that have significant Canadian content. Note: the BC College of Teachers (BCCT) defines its Canadian content requirements as the following: "The focus of a Canadian studies course must be on understanding the Canadian experience. The Canadian content must be central to the conceptual thesis of the course rather than existing only as exemplar supporting concepts of another academic discipline"; ▪ Lab Science: at least 3 (preferably 6) credits in a laboratory science completed no more than 10 years prior to entering the program. Note: lab science courses are normally selected from the life sciences, chemistry, physical geography, earth and ocean science, geology, astronomy, or physics. A 3-credit lab science is typically scheduled for three hours of lecture and two or three hours of labs per week. Courses in human anatomy, human physiology, or computer science are not acceptable lab science courses; 	<p>URL:</p> <p>http://okanagan.students.ubc.ca/calendar/index.cfm?tree=18,284,838,975</p> <p>Present Draft Calendar Entry:</p> <p>Faculty of Education > Bachelor of Education Programs > Elementary Teacher Education Program (ETEP)</p> <p>Admission Requirements</p> <ul style="list-style-type: none"> ▪ Grade point average (GPA): a GPA of at least 65% in the last 60 credits of post-secondary course work passed, failed, and/or repeated; ▪ English requirement: 6 credits of approved English with an average of 65% or greater. A minimum 3 credits must be English literature. The 6 credits of approved English literature and composition may be satisfied with coursework at the 100, 200, 300, and/or 400 level. Courses in creative writing, technical or business writing, or communication are not acceptable; ▪ Canadian studies: 6 credits that have significant Canadian content. Note: the BC College of Teachers (BCCT) defines its Canadian content requirements as the following: "The focus of a Canadian studies course must be on understanding the Canadian experience. The Canadian content must be central to the conceptual thesis of the course rather than existing only as exemplar supporting concepts of another academic discipline"; ▪ Lab science: at least 3 (preferably 6) credits in a laboratory science completed no more than 10 years prior to entering the program. Note: lab science courses are normally selected from the life sciences, chemistry, physical geography, earth and ocean science, geology, astronomy, or physics. A 3-credit lab science is typically scheduled for three hours of lecture and two or three hours of labs per week. Courses in human anatomy, physiology, or computer science are not acceptable lab science courses;

- **Mathematics:** at least 3 (preferably 6) credits of approved mathematics courses completed no more than 10 years prior to entering the program. **Note:** business math, finance math, or statistics courses are not acceptable;
- **30 credits of senior-level academic coursework as defined below (see lists of BCCT-approved academic subject areas below):**
 - senior-level academic coursework is approved coursework numbered 200 or higher when at least 6 credits of introductory coursework (typically at the 100 level) in the discipline have been completed;
 - senior-level academic coursework is approved coursework at the 300 or 400 level, which has prerequisites;
 - senior-level academic coursework numbered 200 or higher cannot be of an introductory nature.

- **Mathematics:** at least 3 (preferably 6) credits of approved mathematics courses completed no more than 10 years prior to entering the program. **Note:** business math, finance math, or statistics courses are not acceptable;
- **30 credits of senior-level academic coursework as defined below (see lists of BCCT-approved academic subject areas below):**
 - senior-level academic coursework is approved coursework numbered 200 or higher when at least 6 credits of introductory coursework (typically at the 100 level) in the discipline have been completed;
 - senior-level academic coursework is approved coursework at the 300 or 400 level, which has prerequisites;
 - senior-level academic coursework numbered 200 or higher cannot be of an introductory nature.

Type of Action:

Rationale:

When you have supporting documents for proposals please label each document with the course number, or the name of the program, being proposed.



UBC Calendar Change Proposal Form

<p>Approval Date: Effective Session: 2008 Term 1 Year for Change: 2007/08 Admissions Cycle</p>	<p>Date: October 6, 2007 Contact Person: Denise Lauritano, Assistant Registrar, International, Admissions Phone: 604.827.5173 Email:</p>
<p>Proposed URL for On-line Calendar:</p> <p>Proposed Calendar Entry:</p> <p>With the exception of applicants to Graduate Programs, applicants may demonstrate English language competence by one of the following:</p> <ul style="list-style-type: none"> • Three consecutive years of full-time education in English in Canada. Such education must include BC Grade 12 or equivalent and can be a combination of secondary and post-secondary education. ▪ Four consecutive years of full-time education in English in a country where English is the principal language as determined by UBC. Such education must include BC Grade 12 or equivalent and can be in a combination of secondary and post-secondary education. Years completed in a recognized international school where English is the language of instruction may be eligible for inclusion in the required years of instruction. 	<p>Current URL from On-line Calendar:</p> <p>http://www.students.ubc.ca/calendar/index.cfm?tree=2,19,0,0</p> <p>Current Calendar Entry:</p> <p>With the exception of applicants to the Faculty of Graduate Studies, applicants may demonstrate English language competence by one of the following:</p> <ul style="list-style-type: none"> ▪ Four years of full-time education in English in Canada or the equivalent in another country where English is the principal language. Such education must include BC Grade 12 or equivalent and can be in a combination of secondary and post-secondary education. Years completed in a recognized international school where English is the language of instruction may be eligible for inclusion in the required years of instruction. <p>Type of Action:</p> <p>Rationale:</p> <p>The intent of the ELAS policy was not to erect a barrier to students who have lived in Canada all their lives and have grown up speaking English. However, the way the policy currently stands, a number of those students fail to meet ELAS without manual intervention by the Admissions Office.</p> <p>Many educational jurisdictions within Canada consider secondary school to consist of three years. Applicants from these systems present their secondary school transcript which, under the current</p>



policy, is not acceptable proof of ELAS satisfaction. Some choose to submit a middle school transcript which increases the paper flow to admissions and thus has an impact on the Admission's Office ability to make timely admissions offers. Others choose to ask for an ELAS waiver. Others just assume we will take care of the problem without them having to take any action. The overall result is a clumsiness in the Admissions process which does not contribute to the goal of ensuring that students are proficient in English at time of admission.

Multiple files are bound together in this PDF Package.

Adobe recommends using Adobe Reader or Adobe Acrobat version 8 or later to work with documents contained within a PDF Package. By updating to the latest version, you'll enjoy the following benefits:

- Efficient, integrated PDF viewing
- Easy printing
- Quick searches

Don't have the latest version of Adobe Reader?

[Click here to download the latest version of Adobe Reader](#)

**If you already have Adobe Reader 8,
click a file in this PDF Package to view it.**

Multiple files are bound together in this PDF Package.

Adobe recommends using Adobe Reader or Adobe Acrobat version 8 or later to work with documents contained within a PDF Package. By updating to the latest version, you'll enjoy the following benefits:

- Efficient, integrated PDF viewing
- Easy printing
- Quick searches

Don't have the latest version of Adobe Reader?

[Click here to download the latest version of Adobe Reader](#)

**If you already have Adobe Reader 8,
click a file in this PDF Package to view it.**