

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



OKANAGAN SENATE SECRETARIAT

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OKANAGAN SENATE

AGENDA

Wednesday 09 April 2008

3:30 P.M. – 5:30 P.M.

Room: LIB 317 | UBC OKANAGAN CAMPUS

1. **Senate Membership (information) – Associate Registrar Mr. Fred Vogt**
  - a. Student Senators serving a one-year term beginning April 1, 2008 and ending March 31, 2009 and thereafter until successors are elected (Senate membership list circulated – Item 1a)
  - b. New Joint Faculties Members of Senate elected by-Election (term ends 31 August 2008) (Item 1b)
  - c. Declaration of Vacancy  

One student representative for the Faculty of Education beginning April 1, 2008 and ending March 31, 2009 and thereafter until successors are elected
2. **Minutes of the Previous Meeting, 12 March 2008 – President Prof. Stephen J. Toope** (approval) (circulated – Item 2)
3. **Business Arising from the Minutes – President Prof. Stephen J. Toope**
4. **Chair’s Remarks and Related Questions – President Prof. Stephen J. Toope**
5. **Deputy Vice-Chancellor’s Remarks – Dr. Doug Owram**
6. **From the Board of Governors**

Confirmation that the following recommendations of the Okanagan Senate were approved as required under section 38 of the *University Act*.

**10 October 2007 Meeting of Senate**

Curriculum proposal from the Faculty of Management.

New awards.

**07 November 2007 Meeting of Senate**

Curriculum proposals from the Faculties of Arts and Sciences, Health and Social Development, and Management.

New awards.

**16 January 2008 Meeting of Senate**

Curriculum proposals from the Faculties of Arts and Sciences, Health and Social Development, and Management.

New awards.

**13 February 2008 Meeting of Senate**

Curriculum proposals from the Faculties of Arts and Sciences, Creative and Critical Studies, and Health and Social Development. The new *STEP* Humanities program and its associated courses from the Faculty of Education.

New Award.

- 7. Nominating Committee – Dr. Robert Lalonde**
  - a. Senate Committee Assignments (approval) (circulated – Item 7a)
- 8. Policies & Procedures Committee – Dr. Daniel Keyes**
  - a. Granting of Graduate Degrees (approval) (draft circulated – Item 8a)
- 9. Curriculum Committee – Dr. Jennifer Gustar**

Curriculum Proposals from the Faculties of Arts and Sciences, and Creative & Critical Studies (approval) (circulated – Item 9)
- 10. Admissions and Awards Committee – Dr. Sharon McCoubrey**
  - a. New Award (approval) (circulated – Item 10a)
  - b. Provincial Examinations Calendar Entry (approval) (circulated – Item 10b)
  - c. Academic Leave Policy (approval) (circulated – Item 10c)
  - d. Mature Student Policy (approval) (circulated – Item 10d)
- 11. Learning and Research Committee – Mr. Peter Arthur**
  - a. UBC Okanagan Scheduling Guidelines (approval) (circulated – Item 11a)
- 12. Policies and Procedures Committee -- Dr. Daniel Keyes**
  - a. UBC Okanagan Scheduling Principles (approval) (circulated – Item 12a)
- 13. Ad Hoc Committee to Consider the Format of the UBC Okanagan Convocation Ceremonies** (information) (circulated – Item 13)

- 14. Report from the University Librarian –Ms. Melody Burton, Head, UBC Okanagan Library**
    - a. 2006/2007 Report of the University Librarian to the Senate (information) (circulated – Item 14a)
  - 15. Other Business**
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**Regrets: Kelly Ross telephone (250) 807-9259 or email [kelly.ross@ubc.ca](mailto:kelly.ross@ubc.ca)**  
UBC Senates: [www.senate.ubc.ca](http://www.senate.ubc.ca)



THE UNIVERSITY OF BRITISH COLUMBIA

## **OKANAGAN STUDENT SENATE MEMBERSHIP**

**Senate term: 2008/2009 [1]**

### **Representatives of the Students At-large**

Mr. Robert Chavarie  
Mr. Chris Devenish  
Mr. Matthew Koovisk  
Mr. Grayson Lepp  
Ms. Tori Palynchuk  
Mr. Ben Steinberg

### **Representative of the Graduate Students**

Mr. Ryan Whitehouse

### **Representative of the Students of the Faculty of Applied Science**

Ms. Rachael L'Orsa

### **Representative of the Students of the Faculty of Arts and Sciences**

Ms. Vanna Lymberopoulos

### **Representative of the Students of the Faculty of Creative and Critical Studies**

Ms. Christina Kuhn

### **Representative of the Students of the Faculty of Education**

Vacancy

### **Representative of the Students of the Faculty of Health and Social Development**

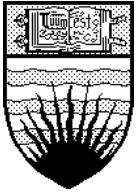
Ms. Stephanie Bertrand

### **Representative of the Students of the Faculty of Management**

Mr. Mike Dobson

[1] April 1, 2008 to March 31, 2009

# THE UNIVERSITY OF BRITISH COLUMBIA



18 March 2008

## TRIENNIAL ELECTIONS

### Enrolment Services

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Vancouver, B.C. Canada V6T 1Z1

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christopher.eaton@ubc.ca

To: Okanagan Senate

From: Brian J Silzer, Secretary to the Faculties

**RE: Okanagan Joint Faculties Senators By-Election Results**

Pursuant to Section 16 (1) of the *University Act*, this memorandum is to inform you that as a result of the Call for Nominations issued on 3 December 2007, six persons were nominated to serve in the four vacant positions until 31 August 2008. As such, an election was called from 7 – 16 March 2008, the results of which are below:

JOHNSON, Jim	49
LOVEGROVE, Gordon	25
BINSTED, Gordon	24
LABUN, Carolyn	23
---all above this line elected---	
CHENG, Julian	21
CAO, Yang	14

Thank you to all candidates for participating, and congratulations to Senators Binsted, Johnson, Labun, and Lovegrove on their election.

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## OKANAGAN SENATE

MINUTES OF 12 MARCH 2008

### Attendance

**Present:** President S. J. Toope (Chair), Deputy Vice-Chancellor Dr. D. Owram, Dr. A. S. Abd-El-Aziz (Provost), Mr. R. Adl, Mr. P. Arthur, Dean B. Bauer, Dean R. Belton, Dean J. Bottorff, Dr. W. Broughton, Dean R. Campbell, Dr. J. Castricano, Mr. R. Chavarie, Dr. J. Cioe, Ms. L. Driscoll, Dr. M. Duran-Cogan, Mr. R. Gandha, Dr. J. Gustar, Dean M. Isaacson, Dr. D. Keyes, Mr. M. Koovisk, Dr. A. Labun, Dr. R. Lalonde, Mr. G. Lepp, Acting Dean C. Mathieson, Dr. S. McCoubrey, Dr. C. McFadyen, Ms. N. Neumann, Dr. S. Reid, Dr. M. Ungureanu, Mr. F. Vogt (Associate Registrar & Acting Secretary), Dr. M. Williams, Dr. P. Wrzesniewski, Dr. S. Yannacopoulos

**Guests:** Ms. L. M. Collins (Associate Secretary), Mr. C. Eaton, Ms. N. Limbos-Bomberg, Ms. D. Robinson (Associate Registrar)

**Regrets:** Mr. B. Silzer (AVP and Registrar), Mr. G. August, Ms. S. Barnard, Dr. J. Bassett-Smith, Dr. E. Butz, Ms. M. Burton, Ms. E. Johnston, Mr. D. Lubbers, Ms. V. Lymberopoulos, Dr. C. Scarff, Ms. M. Wilson, Ms. G. Zilm

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

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### Call to Order

Chair President S. J. Toope called the Senate to order.

## **Agenda**

The Agenda was accepted by consent.

## **Senate Membership**

Mr. Vogt announced that Matthew Koovisk had been acclaimed as a Student Member of the Nominating Committee until 31 March 2008 and thereafter until a successor was elected.

## **Unfinished Business**

### **Report from the Deputy Vice-Chancellor Dr. Doug Owram: Okanagan Budget Update**

The Report from the Deputy Vice-Chancellor Dr. Owram had been postponed from the 13 February Senate meeting. The Deputy Vice-Chancellor introduced the Okanagan Budget Update by stating that the final budget letter from the government had not yet be received. Budget numbers outlined in the Okanagan Budget Update presentation should not be considered as final. He stated that a special meeting with the Okanagan Budget Committee would be organized to update Senate members on the fiscal budget, as confirmed by the BC government. Though the draft Okanagan Budget included some positive developments, such as rapid growth in the campus build out, increased overall student enrolment, additional faculty hires primarily in the Faculties of Applied Science and Management, additional staff hires, increased Faculty budgets, and increased student scholarships and awards; problems remain with the one-time funding shortfall, and the under funding of the capital expansion UBC Okanagan was therefore left with a debt of \$51 million. Deputy Vice-Chancellor Dr. Owram described the Okanagan situation as serious.

### Discussion

In response to a question from Dr. Cioe, Deputy Vice-Chancellor Dr. Owram stated that the numbers outlined in the Okanagan Budget Update, would be a best case scenario for 2008/2009. Recalling the Academic Plan, Dr. Williams asked about the resources being infused into teaching and student engagement as compared to research initiatives. Deputy Vice-Chancellor Dr. Owram confirmed that the third phase of the student residences would be submitted to the Board of Governors in May. He further verified that funding for teaching assistantships, student life, and athletics had already been arranged.

Dean Isaacson asked questions about the percentage of funds allocated to the Okanagan campus in relation to the Vancouver campus; the minimum number students that the current budget is expected to educate; and whether UBC Okanagan had considered the allocation of funding by discipline, rather than by Faculty. Dr. Abd-El-Aziz confirmed that on-going discussions with Mr. Ian Burgess, Acting Associate Vice-President, Finance, on similar items would occur.

In response to some general budget queries, the Deputy Vice-Chancellor noted that all UBC Okanagan employee benefits, such as pension, health, and dental are included in the general section of the budget. He confirmed at UBC Okanagan the emphasis remained an onsite course delivery, as opposed to increasing the number of distance education courses.

### **Minutes of the Previous Meeting, 13 February 2008**

*Moved:*            *Acting Dean Mathieson*  
*Seconded:*       *Dr. Williams*

*That the minutes of the Okanagan Senate Meeting of 13 February be adopted.*

*The motion was put and carried.*

### **Chair's Remarks and Related Questions**

President Toope apologized for his absence at many of the Okanagan Senate meetings this year, due to travel; he expressed thanks to Senators, for their continued work over the past weeks and months.

### **OVERVIEW OF THE OKANAGAN CAMPUS**

President Toope stated that since its inception, UBC Okanagan has taken on an ambitious set of goals. A new campus was being built in a time when overall student enrolment was peaking, competition for faculty and staff members was high, and the provincial government was pulling capital funding in all areas – but an enormous amount has been achieved. Although the initial, improbably high enrolment targets set by the government have not been met, the campus has managed to attract new students and faculty members, as well as to construct new buildings, including several student residences; the Charles Fipke Building should be completed this fall. President Toope encouraged everyone to give themselves credit, for achieving a great deal in a difficult context.

### **OVERVIEW OF THE UNIVERSITY OF BRITISH COLUMBIA**

President Toope drew the attention of Senators to positive UBC developments. He had been overwhelmed by the outstanding work being undertaken by the UBC Community.

- The creation of five, of 11, new UBC Centres through the federal government's *Networks of Centres of Excellence (NCE)* program (see: <http://www.nce.gc.ca/>);
- In late 2007, Dr. M. Hayden won the *Prix Galien Canada*; this award recognizes the outstanding contribution of a researcher or a research team to the Canadian biopharmaceutical research (see, <http://www.publicaffairs.ubc.ca/media/releases/2007/mr-07-100.html>);



- Ms. S. Osbourne, a soprano in the UBC program, was selected as one of five winners in the Metropolitan Opera National Council Auditions; Ms. Osbourne was the only finalist from Canada (see, <http://www.ubyssey.ca/?p=2589>);
- Development of a UBC Aboriginal Strategic Plan;
- New venture for sustainability research and global practice; and
- Major development campaigns to encapsulate all that UBC does.

## PROVINCIAL AND FEDERAL BUDGETS

In recent discussions between President Toope and the provincial government, it had appeared unlikely that the government planned to increase support for universities. In January 2008, the Pacific Institute of Climate Action had been endowed with \$93 million. President Toope noted that provincially colleges are encountering financial difficulties. They are missing enrolment targets and their administrators are concerned about how to continue to function effectively. UBC, Simon Fraser University, and other BC Universities, other than Thompson Rivers University, however are considerably over their respective enrolment targets. This imbalance might signal a decline in university funding, and set funding to the colleges. President Toope had been admittedly taken back by the BC's provincial budget processes.

Also affecting postsecondary education is the political focus on the health disciplines, with a planned addition of 2,500 student seats. President Toope indicated a potential problem for UBC, since health seats are continually under funded and therefore they must be cross-subsidized by the rest of the university. For instance, a medical student's education costs approximately \$94,000 per annum; the government compensates UBC for \$63,000. In order to fund the work of the university, President Toope expressed the need for UBC to find alternative sources of revenue that do not depend entirely on government funding. He outlined that one avenue might include a capital development campaign. President Toope remained hopeful.

On a more positive note, President Toope stated that the 2008 Federal Government Budget, signals some progress for postsecondary education. In 2009, the Canada Student Grants program will replace the Millennium Fund. As well, the Vanier Scholarship will award 500 prestigious scholarships worth up to \$50,000 to top Canadian or International PhD students. Further, President Toope was pleased to report that the granting councils were all allocated marginal increases.

### Discussion

In response to a question from Dr. Cioe, President Toope stated that a medical program would be a very positive addition to the Okanagan campus; UBC is delivering on a goal that had been set years ago. Deputy Vice-Chancellor Dr. Owram confirmed that 95% of the medical school costs will be managed through the UBC Vancouver campus. Further, all faculty will be hired through the Vancouver campus, without a need for cross-subsidy, from UBC Okanagan.

## Nominating Committee – Dr. Robert Lalonde

The Committee Chair Dr. Robert Lalonde presented the reports:

### *Triennial Review of Committee Terms of Reference*

*Moved:* Dr. Lalonde

*Seconded:* Dr. Cioe

*That Senate approves the changes to the Standing Committees of Senate, as amended below, effective 1 September 2008.*

The Committee had circulated proposed changes to the Senate Standing Committee Terms of Reference, which recommended the expansion of the committee structure from six to eight. He noted that the committee is aware, and is working to minimize any potential committee staffing issues. Dr. Lalonde highlighted that the Policies and Procedures Committee would be split into two committees: Academic Policy and Agenda. As well, the newly proposed Academic Building and Resources Committee would assume in part, the work of the Okanagan *Ad Hoc Campus Design Steering Committee*.

### Discussion

In response to a question from Dean Bauer, Mr. Eaton confirmed that the word ‘units’ as written in the proposed Academic Policy Committee Terms of Reference, is a Board of Governors term that includes anything academic, i.e. academic units, administrative units, etc; the term is therefore not limited to the Irving K. Barber School of Arts and Sciences, use of the term. Dean Bauer suggested that the ‘establishment and discontinuation of internal structure’ should be a shared responsibility between the administration, the Board of Governors, and the Senate. Dean Bauer signaled that the reference to the Strategic and the Academic Plans, under the proposed Learning and Research Committee Terms of Reference, is too specific and questioned their inclusion in the document. Further, he suggested that the AVP Operations be consulted on the language, included in the proposed Academic Building and Resources Committee Terms of Reference.

The assembly accepted a friendly amendment, to the Learning and Research Committee proposed Terms of Reference, as listed, in bold:

“Matters relating to international programs and initiatives **in collaboration with the Curriculum Committee**; and”

In response to a question from Dean Isaacson, Mr. Eaton confirmed the membership of the proposed Academic Building and Resources Committee as being comprised of three faculty members, a convocation senator, a student senator (all of the above from the UBC Okanagan delegation to the Council of Senates), the Academic Vice-President, the Chair of the Vancouver Sub-Committee, and the Registrar (non-voting). Additionally, the UBC Okanagan Associate Vice-Presidents are normally invited as guests to each meeting.

Ms. L'Orsa asked for a clarification about the Nominating Committee's responsibility in composing the Senate membership, and how the committee is prepared to deal with having more student representative committee seats than there are student representatives. Dr. Lalonde stated that the Nominating Committee assesses the total number of Senators, the ratio between student, faculty, and administration members, the addition of members to committees, among other responsibilities. Dr. Lalonde noted that student representatives might volunteer to be assigned to more than one standing committee.

*The motion was put and carried.*

***Ad Hoc Committee to Consider the Format of the UBC Okanagan Convocation Ceremonies***

*Moved: Dr. Lalonde*  
*Seconded: Dr. Owram*

*That Senate strike an Ad hoc Committee to Consider the Format of Convocation Ceremonies with the terms of reference and composition set out above, and thus delegate Senate's authority for rules regarding Meetings of the Convocation under the University Act to that ad-hoc committee until April 2008.*

*Carried (2/3 vote).*

**Curriculum Committee**

The Committee Chair Dr. Jennifer Gustar presented the report from the Faculties of Arts and Sciences, Creative and Critical Studies, and Health and Social Development.

***Faculty of Arts and Sciences***

*Moved: Dr. Gustar*  
*Seconded: Dr. Cioe*

*That Senate approve the new program and new courses brought forward by the Faculty of Arts and Sciences, as set out in the attached package.*

**Discussion**

Dr. Labun questioned the second-year English requirement in the Major in Freshwater Science proposal. Dr. Gustar confirmed that taking a first-year English course in year two would allow students to meet their first-year program requirements prior to advancing to third year. She added that by taking discipline-specific requirements in year one, students would hopefully feel more invested in the program. Dr. Cioe added that relatively few sections of Physics courses were available, while multiple English sections are available; therefore students moving into their second year may do so more easily, without

competing with first-year students for the more limited courses. Dr. Gustar confirmed that the Repeating Courses for Credit proposal applies only to the Faculty of Arts and Sciences.

*The motion was put and carried.*

***Faculty of Creative and Critical Studies***

*Moved: Dr. Gustar*

*Seconded: Dr. Reid*

*That Senate approve the new program and new courses brought forward by the Faculty of Creative and Critical Studies, as set out in the attached package.*

*Carried.*

***Faculty of Health and Social Development***

*Moved: Dr. Gustar*

*Seconded: Dean Bottorff*

*That Senate approve the new program and new courses brought forward by the Faculty of Health and Social Development as edited in the attached package.*

*Carried.*

**Admissions and Awards Committee**

The Committee Chair Dr. McCoubrey recommended the following reports:

***New Awards***

*Moved: Dr. McCoubrey*

*Seconded: Ms. Neumann*

*That the Senate accept the new awards as listed and forward it to the Board of Governors for approval, and that a letter of thanks be sent to the donors.*

**LEVELTON Consultants Ltd. Scholarship in Engineering:** A \$1,000 scholarship is offered by Levelton Consultants Ltd. to a student in the School of Engineering at The University of British Columbia Okanagan. The award is made on the recommendation of the School. (First award available for the 2008/09 Winter Session)

**Kimberly MAHMOUD Bursary:** Bursaries totalling \$1,000 are offered by Kimberly Mahmoud to undergraduate or graduate students at The University of British Columbia Okanagan. (First awards available for the 2008/09 Winter Session)

Discussion

Dr. McCoubrey confirmed that the Kimberley Mahmoud Bursary would be granted to students based on financial need. She verified that the Levelton Consultants Ltd. Scholarship in Engineering is available for undergraduate students only.

*The motion was put and carried.*

***TREK Scholarship Expanding Scholarship Opportunities for ISI Students***

*Moved: Dr. McCoubrey*

*Seconded: Dr. Cioe*

***Motion 1:*** *That the Admissions and Awards Committee approve an increase in the value to \$4000 of a TREK Excellence Scholarship for ISI students in the top 5% of each undergraduate program, beginning in Winter Session 2008/09.*

***Motion 2:*** *That the Admissions and Awards Committee approve new TREK Excellence Scholarship awards of \$1000 for ISI students in the top 5%-10% of each undergraduate program, beginning in Winter Session 2008/09.*

Discussion

In response to a question, Dr. McCoubrey stated that it had been the intention of the International Students Initiative (ISI) administrators to expand the Trek Scholarship to graduate students in professional graduate programs. President Toope confirmed that the Trek Scholarship for ISI students is self-funded through international students' tuition. He explained that international students pay significantly higher tuition fees, and that a certain percentage of those fees flow to the students through scholarships. Dr. McCoubrey confirmed that all new ISI students would be eligible for the award.

*The motion was put and carried.*

***BC Provincial Examinations as Admissions Requirements***

*Moved: Dr. McCoubrey*

*Seconded: Dr. Cioe*

*That Senate postpone any consideration of the matter of Provincial Examination requirements for applicants following the BC Secondary School curriculum until its meeting of 15 May 2008.*

Dr. McCoubrey expressed that the motion to postpone any consideration of the provincial examinations matter is based on the Committee's hope that a single UBC admission policy would be coordinated. She explained that a motion to eliminate provincial examinations for admission to UBC Okanagan would be presented to the Senate in May. Although, Dr. McCoubrey noted that, given recent information from the March

Vancouver Admissions Committee meeting, she is less optimistic that a motion to eliminate provincial examinations to UBC Vancouver would be presented for approval by their Senate.

### Discussion

With the consent of the assembly, the Chair recognized Associate Registrar Ms. Deborah Robinson. Ms. Robinson confirmed that, should a decision be made to eliminate provincial examinations for admission to UBC Okanagan, at or before May 2008, the implementation date would need to be for applicants entering the 2009/2010 Academic Year.

Ms. Driscoll candidly asked Senators why UBC Okanagan should be fearful to take leadership on this matter. She expressed that, although a common admission policy on this matter is desired, the Okanagan campus should take immediate action, so as to increase student enrolment in the years ahead. Dr. Lalonde echoed Ms. Driscoll's sentiments, also speaking out against the motion. Dr. Reid stated that UBC Okanagan is more dependent on student enrolment than UBC Vancouver is and therefore a decision should be taken on this matter without delay. He added that UBC Okanagan's biggest competitor, the University of Victoria, have already eliminated provincial examinations, other than those required for graduation. Mr. Lepp spoke against the motion; he expressed the opinion that most students would be willing to attend other universities, which do not require provincial examinations.

Speaking in favour of the motion, Dean Isaacson stated that, based on the recruitment cycle, there does not seem to be downside to waiting until May to consider a motion on this matter. He expressed that the implications of moving forward with separate campus admission policies are unknown, from both the system and faculty perspectives. Dean Isaacson articulated that the faculties would likely require time to adjust their admissions criteria, as required. Dean Stuart noted his appreciation for Dean Isaacson's stance on the matter; however, he reminded Senators that this item had been fully debated, in the fall. Dean Stuart shared his sense that the Senate has been provided with sufficient information to move forward without further delay. In response to Dean Isaacson's view, Dean Bottorff expressed that, should the faculties decide to shift their own admissions policies based on the decision to eliminate provincial examinations for admissions, then those plans should be made presently.

Dean Isaacson understood that his fellow Senators would likely defeat the motion; however from a point of order view, he felt uncomfortable voting on a new motion without further examination of the implications the decision would cause.

*The motion failed.*

Dr. Lalonde asked that Option C, as presented for information to the Senate in December and January, be moved for Senate approval.

*Moved:* Dr. Lalonde  
*Seconded:* Mr. Koovisk

*That the Senate adopt Option C as presented by the A&AC at the December 2007 meeting of the Senate, with such changes to be effective for students entering UBC O in September 2009.*

Option C was defined as follows:

***OPTION C: OPTIONAL PROVINCIAL EXAMINATIONS***

**Description:**

- UBC does not require Grade 12 provincial examinations other than those required for graduation by the Ministry of Education (English 12).\*
- March/April admission decisions are made on course grades only. The majority of students are admitted on interim grades.
- Should an applicant have already completed an optional Grade 12 examination, the final blended grade may be used in the March/April admission decision, but only if it is to the student's advantage.
- Students can write provincial exams in any course used in the calculation of an admission average in order to boost their competitive average.
- Students not admitted in March/April may be admitted in July/August if a) their July grades are above the competitive cut-off and b) space permits.
- Offers of admission are only revoked if a student falls below the published university minimum of 67%, fails or does not complete a pre-requisite course, and/or does not graduate.

Dean Isaacson advised that in consideration of the motion should be postponed until April. He suggested that Option C should be read carefully, rather than blindly accepting an option that could be potentially improved, for the Okanagan campus. In response to a request from Dr. McCoubrey, President Toope read aloud Option C as written in the Senate Admissions Subcommittee: BC Grade 12 Provincial Examinations Final Report – August 2007.

Dr. Labun asked whether the Okanagan campus would appear inane should the motion be approved only by the Okanagan Senate. He queried whether the Vancouver Senate should be informed that the Okanagan Senate would be making a decision by May, and ask that they jointly recommend a similar motion to their Senate. Dr. Duran-Cogan supported Dr. Labun's suggestion.

Various Senators expressed their support to move forward with the current motion. President Toope called for any final discussions on the matter before the question was called. Dr. Williams asked that Option C be included alongside the motion. Dean Bauer noted that Provincial Examinations continue to maintain their utility, as standards in the K-12 education system. He expressed a concern that the Ministry of Education would eliminate the exams, altogether, should UBC pass the motion. Dean Bauer asked that the University express to the provincial government its ongoing support for the provincial examination program, even though UBC may no longer require the examinations for admission.

*The motion was put and carried.*

### **Joint Report of Admissions and Awards and Curriculum Committees – Dr. Sharon McCoubrey**

Committee Chair Dr. McCoubrey recommended the following report:

#### ***Master in Arts in English***

*Moved: Dr. McCoubrey*  
*Seconded: Dean Belton*

*The Curriculum Committee and Admissions and Awards Committee jointly recommend the new Master of Arts in English program and its associated courses for Senate approval as enclosed.*

#### **Discussion**

A friendly amendment, offered by Dr. Cioe, was accepted to include specific language requirement in the Calendar description for the Master of Arts in English.

*The motion was put and carried.*

### **Adjournment**

*Moved: Dr. Cioe*  
*Seconded: Mr. Koovisk*

There being no further business, the meeting was adjourned at 5:30pm.

The following regular meeting was scheduled to be held on Wednesday 09 April 2008 at 3:30 pm to 5:30 pm in Library 317.



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[christopher.eaton@ubc.ca](mailto:christopher.eaton@ubc.ca)

09 April 2008

**To: Okanagan Senate**  
**From: Nominating Committee**  
**Subject: Senate Committee Appointments (approval)**

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The Nominating Committee is pleased to recommend the following to Senate:

Committee of Appeals of Standing and Discipline

*That Dr. Gordon Binsted be appointed to the Committee of Appeals of Standing and Discipline as Faculty Representative and thereafter until replaced.*

*That Dr. Carolyn Labun be appointed to the Committee of Appeals of Standing and Discipline as Faculty Representative and thereafter until replaced.*

President's Advisory Committee for the Selection of the Registrar

*That Dr. James Johnson be appointed to the President's Advisory Committee for the Selection of the Registrar.*

President's Advisory Committee for the Selection of the University Librarian

*That Dr. Jennifer Gustar be appointed to the President's Advisory Committee for the Selection of the University Librarian.*

Council of Senates Budget Committee

*That Dr. Gordon Lovegrove be appointed to the Council of Senates Budget Committee until 31 August 2008 and thereafter until replaced.*

Respectfully Submitted,

Dr. Robert Lalonde  
Chair, Nominating Committee

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### Enrolment Services Senate and Curriculum Services

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[kelly.ross@ubc.ca](mailto:kelly.ross@ubc.ca)

**09 April 2008**

**Memo to: Okanagan Senate**

**From: Policies and Procedures Committee**

**RE: Granting of Graduate Degrees in May 2008 (approval)**

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Senators may recall that in October 2007, the Senate approved an interim arrangement proposed by the Policies & Procedures Committee, to grant graduate degrees. The Committee anticipated that further discussion in 2008 would clarify the respective responsibilities of the College of Graduate Studies and the disciplinary Faculties with respect to adjudicating candidates for graduation and making recommendations thereon to the Senate. The Policies and Procedures Committee recognizes that the current Review of the College of Graduate Studies is underway. To allow time to complete the review, the Committee proposes an additional interim arrangement to grant graduate degrees for 2008.

In June 2008, a group of candidates is expected to graduate with the degrees of Master of Arts in Education, Master of Arts in Interdisciplinary Graduate Studies, Master of Education, Master of Fine Arts in Interdisciplinary Graduate Studies, Master of Science in Interdisciplinary Graduate Studies, Master of Science, Master of Nursing, and Master of Social Work.

The Committee therefore recommends that as the faculties of Arts & Sciences, Creative & Critical Studies, Education, and Health & Social Development have each delegated to the College of Graduate Studies the responsibility of recommending candidates to the Senate for the granting of their respective graduate degrees at its May 2008 meeting; the name of the College shall appear as the recommending body on corresponding degree parchments and the Dean of the College shall sign such parchments in addition to the Chancellor, President and Registrar.

In approving this recommendation the Senate affirms that the above arrangement is not to be construed to set a practice or precedent for future matters in this regard so as to allow the Review committee latitude in making recommendations in this regard to Senate.

**Motion:** *That the Senate approve the interim arrangement for the granting of graduate degrees in May 2008, as recommended by the Policies & Procedures Committee.*

Respectfully submitted,

Dr. Daniel Keyes  
Chair, Policies and Procedures Committee

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



OKANAGAN SENATE SECRETARIAT

Enrolment Services

Senate and Curriculum Services

3333 University Way

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Tel: (250) 807-9619 · Fax: (250) 807-8007

[nathalie.bomberg@ubc.ca](mailto:nathalie.bomberg@ubc.ca)

09 April 2008

**To:** Okanagan Senate  
**From:** Senate Curriculum Committee  
**Subject:** March Curriculum Proposals (approval)

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The Senate Curriculum Committee has reviewed the material forwarded to it by the Faculties, and encloses those proposals it deems ready for approval.

As such, the following is recommended to Senate:

**Motion:** *That Senate approve the new courses brought forward by the Faculties of Arts and Sciences and Creative and Critical Studies as set out in the attached proposals.*

Respectfully submitted,  
Dr. Jennifer Gustar  
Chair, Curriculum Committee


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[nathalie.bomberg@ubc.ca](mailto:nathalie.bomberg@ubc.ca)
**09 April 2008**

**To: Okanagan Senate**  
**From: Senate Curriculum Committee**  
**Subject: March Curriculum Proposals**

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Attached please find the following for your consideration:

**Faculty of Arts and Sciences**

1. The following new courses:
  - a. GEOG 431 (3): Resource Management Policy and Practice
  - b. GEOG 435 (3): Wine Geographies
  - c. PSYO 442 (3): Interpersonal Behavior and Psychopathology

**Faculty of Creative and Critical Studies**

1. The following new courses:
  - a. CULT 315 (3): Television Studies
  - b. FREN 299 (3/9) d: French Literatures in Translation
  - c. FREN 453 (3): Advanced Syntax and Stylistics
  - d. JPST 420 (3) –  
CULT 420 (3): Gaming Theories, Methodologies and  
“Japaneseness”, Cross-list
  - e. ENGL 409 (3/6) d –  
CULT 471 (3/6) d Cross List



**Curriculum Proposal Form  
UBC OKANAGAN  
New Course**

**Category: 1**

<p><b>Faculty:</b> Irving K. Barber School of Arts and Sciences  <b>Unit/Dept.:</b> Unit 1 CCGS, Human Geography  <b>Faculty Approval Date:</b> Feb 26, 2008  <b>Effective Session:</b> 2008W</p>	<p><b>Date:</b> January 21, 2008  <b>Contact Person:</b> Jon Corbett  <b>Phone:</b> 807-9348  <b>Email:</b> <a href="mailto:jon.corbett@ubc.ca">jon.corbett@ubc.ca</a></p>
<p><b>Proposed Calendar Entry:</b></p> <p><b>GEOG 431 (3) Resource Management Policy and Practice</b>  Contemporary issues in resource and environmental management, including decision-making theory and real-world processes at the policy and field levels. Case studies illustrate stakeholder behaviors, from conflict to co-operation. Focus on the Okanagan. Prerequisites: All of GEOG 128, GEOG 129, GEOG 310, plus third-year standing. [1-0-2].</p>	<p><b>URL:</b> n/a</p> <p><b>Present Calendar Entry:</b> n/a</p> <p><b>Type of Action:</b> New course</p> <p><b>Rationale:</b> This course will build on a new faculty member's expertise as well as contribute to broadening of the Community Culture and Global Studies unit (and in particular Human Geography's) senior undergraduate programme offerings.</p>



**Curriculum Proposal Form  
UBC OKANAGAN  
New Course**

**Category: 1**

<p><b>Faculty:</b> Irving K. Barber School of Arts and Sciences  <b>Unit/Dept.:</b> Unit 1 CCGS, Human Geography  <b>Faculty Approval Date:</b> Feb 26, 2008  <b>Effective Session:</b> 2008W</p>	<p><b>Date:</b> January 21, 2008  <b>Contact Person:</b> Donna Senese  <b>Phone:</b> 250-807-9372  <b>Email:</b> <a href="mailto:donna.senese@ubc.ca">donna.senese@ubc.ca</a></p>
<p><b>Proposed Calendar Entries:</b></p> <p><b>GEOG 435 (3) Wine Geographies</b>  Geographical expressions and processes of wine, viniculture, and viticulture. Appellation and terroir frame investigation of the nature-human interface in wine production and consumption. Geographic approaches include cultural history, global and localized political economies, cultural adaptation to climate, and physical geography. Prerequisites: All of GEOG 108, GEOG 109, GEOG 128, GEOG 129, and third-year standing. [3-0-0]</p>	<p><b>URL:</b> n/a</p> <p><b>Present Calendar Entry:</b> n/a</p> <p><b>Type of Action:</b> New course</p> <p><b>Rationale:</b> From production to consumption the interface of nature and human endeavour involved in viticulture and viniculture make them uniquely geographic. Wine is locally significant to the Okanagan, and the exploration of wine geographies also provides students with the opportunity to apply geographic theories to global processes important to wine making and wine consumption. The course draws on the expertise of the permanent faculty member in Geography and, by adding to upper level offerings, supports the viability of the geography program.</p>



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

**Category: 1**

<p><b>Faculty:</b> Irving K. Barber School of Arts &amp; Sciences  <b>Unit/Dept.:</b> Unit 4 - Psychology  <b>Faculty Approval Date:</b> Feb 26, 2008  <b>Effective Session:</b> 2008W</p>	<p><b>Date:</b> 2007.02.01  <b>Contact Person:</b> Jan Cioe  <b>Phone:</b> 807-8732  <b>Email:</b> <a href="mailto:jan.cioe@ubc.ca">jan.cioe@ubc.ca</a></p>
<p><b>Proposed Calendar Entries:</b></p> <p><b>PSYO 442 (3) Interpersonal Behaviour and Psychopathology</b>  Interpersonal aspects of psychopathology including interpersonal theory, attachment, self-fulfilling prophecies, depression, social anxiety, schizophrenia, eating disorders, conduct disorders, group psychotherapy, conflict, and client-therapist relationships. [0-0-3]  <i>Prerequisites:</i> 6 credits of 200-level PSYO or PSYC, plus third-year standing.</p>	<p><b>URL:</b> n/a</p> <p><b>Present Calendar Entry:</b> n/a</p> <p><b>Type of Action:</b> Creation of a new Psychology course previously taught as PSYO 380A.</p> <p><b>Rationale:</b> This new course takes advantage of a recent hire's expertise. Moreover, the course would also help fill a hole in our program in that it is a seminar course. It is the Department's view that to best prepare our students we need to make more seminar courses available to them.</p>





## UBC Curriculum Proposal Form New Program

**Category: 1**

<p><b>Faculty: Creative and Critical Studies</b>  <b>Department: Critical Studies</b>  <b>Faculty Approval Date: March 4, 2008</b>  <b>Effective Session: 2008W</b></p>	<p><b>Date: 3/25/2009</b>  <b>Contact Person: Daniel Keyes</b>  <b>Phone: 250 807-9336</b>  <b>Email: <a href="mailto:daniel.keyes@ubc.ca">daniel.keyes@ubc.ca</a></b></p>
<p><b>Proposed Calendar Entry:</b></p> <p><b>CULT 315 (3) Television Studies</b>  The medium of television from a global perspective and the investigation how genres in different television broadcast regimes shape content and reception. [3-0-3]  <i>Prerequisite:</i> Third-year standing. One of CULT 210, ENGL 215 or one of CULT 211, ARTH 252 is strongly recommended</p>	<p><b>URL:</b> n/a</p> <p><b>Present Calendar Entry:</b> n/a</p> <p><b>Type of Action:</b> New Course</p> <p><b>Rationale:</b> This course adds to the media stream of the CULT major which is currently dominated with film study courses. Television studies is a pluralistic discipline that deserves recognition within the media stream of the program.</p> <p>This particular course offers a solid introduction to television studies via genre while considering the global implications of television.</p>



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

**Category: 1**

<p><b>Faculty: Creative and Critical Studies</b>  <b>Department: Critical Studies</b>  <b>Faculty Approval Date:</b>  <b>Effective Session: 2008W</b></p>	<p><b>Date: February 27, 2008</b>  <b>Contact Person: Ramine Adl</b>  <b>Phone: 807-9343</b>  <b>Email: <a href="mailto:ramine.adl@ubc.ca">ramine.adl@ubc.ca</a></b></p>
<p><b>Proposed Calendar Entry:</b></p> <p><b>FREN 299 (3/9) d French Literatures in Translation</b>  Topics will focus on specific periods, genres or regions. Not for credit towards the major or minor in French. [3-0-0]  <i>Prerequisite:</i> 6 credits of 100-level English.</p>	<p><b>URL:</b> n/a</p> <p><b>Present Calendar Entry:</b> n/a</p> <p><b>Type of Action:</b> New course</p> <p><b>Rationale:</b> With this new course, faculty from the French program will be able to share their expertise about French literature in a format that is accessible to non-French majors. This course will also add to the list B electives for BA students and is part of a broader effort to increase student to faculty ratios within Critical Studies.</p>



## UBC Curriculum Proposal Form Change to Course or Program

**Category: 1**

<p><b>Faculty:</b> FCCS  <b>Department:</b> Critical Studies  <b>Faculty Approval Date:</b> March 4 2008  <b>Effective Session:</b> 2008W</p>	<p><b>Date:</b> Dec 13, 2007  <b>Contact Person:</b> Edmond Rivère  <b>Phone:</b> 807-9317  <b>Email:</b> <a href="mailto:edmond.rivere@ubc.ca">edmond.rivere@ubc.ca</a></p>
<p><b>Proposed Calendar Entry:</b></p> <p><b>FREN 453 (3) Advanced Syntax and Stylistics</b>  Modalities, tenses, and temporality of French verbs. Formal syntactic analysis through ‘analyse logique’. [3-0-0]  <i>Prerequisite:</i> FREN 353 with a minimum grade of 65%.</p>	<p><b>URL:</b> n/a</p> <p><b>Present Calendar Entry:</b> n/a</p> <p><b>Type of Action:</b> New course</p> <p><b>Rationale:</b> Students of French will greatly benefit from a 4<sup>th</sup> year grammar course to assist them in attaining a higher standard in overall language proficiency. This course will continue to raise our student's skill levels and prepare them better for entrance exams such as the ones for the Faculty of Education's French immersion and French as a second language program.</p>



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

**Category: 1**

<p><b>Faculty:</b> FCCS  <b>Department:</b> Critical Studies  <b>Faculty Approval Date:</b>  <b>Effective Session:</b> 2008W</p>	<p><b>Date:</b> Feb. 29, 2008  <b>Contact Person:</b> Alwyn Spies  <b>Phone:</b> 807-8126  <b>Email:</b> <a href="mailto:alwyn.spies@ubc.ca">alwyn.spies@ubc.ca</a></p>
<p><b>Proposed Calendar Entry:</b></p> <p><b>JPST 420 (3) Gaming Theories, Methodologies and “Japaneseness”</b>  Gaming theory and research methodologies in a Japanese context. Taught in English. Credit will not be granted for both JPST 420 and CULT 420. [3-0-1]  <i>Prerequisite:</i> 3<sup>rd</sup>-year standing and CULT 100 or JPST 215/CULT 235.  <i>Equivalency:</i> CULT 420</p> <p><b>CULT 420 (3) Gaming Theories, Methodologies and “Japaneseness”</b>  Gaming theory and research methodologies in a Japanese context. Taught in English. Credit will not be granted for both CULT 420 and JPST 420. [3-0-1]  <i>Prerequisite:</i> 3<sup>rd</sup>-year standing and CULT 100 or JPST 215/CULT 235.  <i>Equivalency:</i> JPST 420</p>	<p><b>URL:</b> n/a</p> <p><b>Present Calendar Entry:</b> n/a</p> <p><b>Type of Action:</b> New course and cross-listing</p> <p><b>Rationale:</b> Expanding upper-level Japanese cultural studies courses offered in English. This course will contribute to the media stream of the CULT major and JPST courses.</p>



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

**Category: 1**

<p><b>Faculty:</b> FCCS  <b>Department:</b> Critical Studies  <b>Faculty Approval Date:</b> March 4 2008  <b>Effective Session:</b> 2007W</p>	<p><b>Date:</b> February 18, 2008  <b>Contact Person:</b> Dr. Daniel Keyes  <b>Phone:</b> 807-9320  <b>Email:</b> <a href="mailto:daniel.keyes@ubc.ca">daniel.keyes@ubc.ca</a></p>
<p><b>Proposed Calendar Entry:</b></p> <p><b>ENGL 409 (3/6) d Modern Critical Theories</b>  OUC equivalent: ENGL 350. <b>No more than 6 credits in total will be granted for ENGL 409, CULT 471, or any combination thereof.</b> [3-0-0]  <i>Prerequisite:</i> 3 credits of 200-level ENGL.  <i>Equivalency:</i> <b>CULT 471.</b></p> <p><b>CULT 471 (3/6) d Modern Critical Theories</b>  OUC equivalent: ENGL 350. [3-0-0]  <b>No more than 6 credits in total will be granted for CULT 471, ENGL 409, or any combination thereof.</b>  <i>Prerequisite:</i> 3 credits of 200-level ENGL or 200-level CULT.  <i>Equivalency:</i> <b>ENGL 409.</b></p>	<p><b>URL:</b>  <a href="http://okanagan.students.ubc.ca/calendar/poof/edit/courses.cfm?code=ENGL">http://okanagan.students.ubc.ca/calendar/poof/edit/courses.cfm?code=ENGL</a></p> <p><b>Present Calendar Entry:</b></p> <p><b>ENGL 409 (3/6) d Modern Critical Theories</b>  OUC equivalent: ENGL 350. [3-0-0]  <i>Prerequisite:</i> 3 credits of 200-level ENGL.</p> <p><b>Type of Action:</b>  Cross-list</p> <p><b>Rationale:</b>  This course was omitted last year from the mass cross list exercise in FCCS. It is the will of the instructors who teach this course to cross list this course with CULT. This course will be a logical and excellent fit with the theory stream of the CULT major.</p>

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



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**09 April 2008**

**To: Okanagan Senate**  
**From: Admissions and Awards Committee**  
**Subject: New Award**

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*New award for consideration:*

**UBC Okanagan International Community Achievement Award**

Three awards of \$3,000 each are offered by the International Student Initiative to continuing international students at The University of British Columbia Okanagan who have demonstrated leadership in one or more of the following areas: community service, cross-cultural relations, promotion of diversity, intellectual pursuits, and artistic or athletic endeavours. The award is made on the recommendation of Student Development in consultation with the International Student Initiative and Faculties at The University of British Columbia Okanagan. (First awards available for the 2008/09 Winter Session)

Respectfully Submitted,

Dr. Sharon McCoubrey  
Chair, Admissions and Awards Committee



# UBC Okanagan Undergraduate Admissions Proposal Form Change to Admission Requirements

<p><b>Department:</b> Undergraduate Admissions  <b>Approval Date:</b>  <b>Effective Session:</b> Effective for admission in Summer 2009 and beyond. Please publish in the online calendar upon approval (for the information of prospective students).</p>	<p><b>Date:</b> March 13, 2008  <b>Contact Person:</b> Deborah Robinson, Associate Registrar &amp; Director, Student Recruitment, Admissions and Awards. Phone: <b>604-822-2953</b>  <b>Email:</b> Deborah.robinson@ubc.ca</p>
<p><b>Proposed Calendar Entry:</b></p> <p><u><b>II. Admission to UBC Okanagan</b></u></p> <p><u><b>Applicants Following the BC/Yukon High School Curriculum &gt; Admission Requirements</b></u></p> <p>The minimum academic qualification for admission is secondary school graduation, including the following Grade 12 courses:</p> <p>[... table appears here ...]</p> <p>The admission average will be calculated on English 12 and the three additional examinable Grade 12 courses or the equivalent.</p> <p>[...]</p> <p>All courses must be completed by June. <b>Beginning in 2009, applicants will not be required to write the final examinations offered by the BC Ministry of Education (BC Provincial Examinations) other than those required for graduation. If an applicant elects to write an optional BC Provincial Examination, the examination result will be used in the applicant's final admission average. For early admission decisions, BC Provincial Examination results will be used only if the examination result increases the applicant's admission average. Final examinations offered by the BC Ministry of Education or the external examinations for International Baccalaureate and Advanced Placement courses must be written.</b> Summer school courses or grades obtained in supplemental examinations will not be considered.</p> <p>[...]</p>	<p><b>URL:</b>  <a href="http://okanagan.students.ubc.ca/calendar/index.cfm?tree=2,22,63,0">http://okanagan.students.ubc.ca/calendar/index.cfm?tree=2,22,63,0</a></p> <p><b>Present Calendar Entry:</b></p> <p><u><b>II. Admission to UBC Okanagan</b></u></p> <p><u><b>Applicants Following the BC/Yukon High School Curriculum &gt; Admission Requirements</b></u></p> <p>The minimum academic qualification for admission is secondary school graduation, including the following Grade 12 courses:</p> <p>[... table appears here ...]</p> <p>The admission average will be calculated on English 12 and the three additional examinable Grade 12 courses or the equivalent.</p> <p>[...]</p> <p>All courses must be completed by June. <del>Final examinations offered by the BC Ministry of Education or the external examinations for International Baccalaureate and Advanced Placement courses must be written.</del> Summer school courses or grades obtained in supplemental examinations will not be considered.</p> <p>[...]</p>



**Type of Action:**

1. Remove the BC Provincial Examination requirement.
2. Outline how optional BC Provincial Examination results will be used if students elect to take them.
3. Remove reference to International Baccalaureate (IB) and Advanced Placement (AP) exams. These requirements are outlined under a separate calendar entry: “Applicants with International Baccalaureate and Advanced Placement Courses” (<http://www.students.ubc.ca/calendar/index.cfm?tree=2,279,0,0>).

**Rationale:** This calendar change reflects the motion that was passed at Senate on March 12, 2008, to discontinue the requirement for final BC Provincial Examinations for admission to UBC Okanagan.





# UBC Okanagan Undergraduate Admissions Proposal Form Change to Admission Requirements

<p><b>Department:</b> Undergraduate Admissions  <b>Approval Date:</b>  <b>Effective Session:</b> Effective for automatic eligibility generation for the 2009 sessions and onward. To appear in the calendar as soon as approved (for information purposes).</p>	<p><b>Date:</b> March 13, 2008  <b>Contact Person:</b> Rosalie Vlaar, Senior Policy Analyst, Undergraduate Admissions  <b>Phone:</b> 604-822-4240  <b>Email:</b> Rosalie.Vlaar@ubc.ca</p>
<p><b>Proposed Calendar Entry:</b></p> <p><b><u>V. Policies and Regulations</u></b></p> <p><b>Contents</b></p> <ul style="list-style-type: none"> <li><a href="#">Definitions</a> &gt;</li> <li><a href="#">Notice to Students</a> &gt;</li> <li><a href="#">Student Rights and Responsibilities</a> &gt;</li> <li><a href="#">Records and Registration</a> &gt;</li> <li><a href="#">Academic Assessment</a> &gt;</li> <li><a href="#">Program Requirements</a> &gt;</li> <li><a href="#">Requirements to Receive a Degree or Diploma</a> &gt;</li> <li><b>Academic Leave</b></li> <li><a href="#">Application to Graduate</a> &gt;</li> <li><a href="#">Academic Concession</a> &gt;</li> <li><a href="#">Grade Appeals</a> &gt;</li> <li><a href="#">Senate Appeals on Academic Standing</a> &gt;</li> <li><a href="#">Student Discipline</a> &gt;</li> <li><a href="#">Disruption of Classes</a> &gt;</li> <li><a href="#">University Policies</a> &gt;</li> </ul> <p><b>New text for new page linked to the contents page above:</b></p> <p><b>Academic Leave</b></p> <p>A student who is in good academic standing may take an academic leave of up to two consecutive Winter Sessions. Students in cohort-based or limited enrolment programs are required to seek permission for an academic leave prior to departing due to a limited ability to accommodate leaves in such programs.</p>	<p><b>URL:</b>  <a href="http://okanagan.students.ubc.ca/calendar/index.cfm?tree=3,0,0,0">http://okanagan.students.ubc.ca/calendar/index.cfm?tree=3,0,0,0</a></p> <p><b>Present Calendar Entry: None</b></p> <p><b><u>V. Policies and Regulations</u></b></p> <p><b>Contents</b></p> <ul style="list-style-type: none"> <li><a href="#">Definitions</a> &gt;</li> <li><a href="#">Notice to Students</a> &gt;</li> <li><a href="#">Student Rights and Responsibilities</a> &gt;</li> <li><a href="#">Records and Registration</a> &gt;</li> <li><a href="#">Academic Assessment</a> &gt;</li> <li><a href="#">Program Requirements</a> &gt;</li> <li><a href="#">Requirements to Receive a Degree or Diploma</a> &gt;</li> <li><a href="#">Application to Graduate</a> &gt;</li> <li><a href="#">Academic Concession</a> &gt;</li> <li><a href="#">Grade Appeals</a> &gt;</li> <li><a href="#">Senate Appeals on Academic Standing</a> &gt;</li> <li><a href="#">Student Discipline</a> &gt;</li> <li><a href="#">Disruption of Classes</a> &gt;</li> <li><a href="#">University Policies</a> &gt;</li> </ul>



Students with a student loan or scholarship are advised to consult with the Student Financial Assistance and Awards Office prior to taking a leave as there may be financial implications.

A student in good academic standing in their last session at UBC but who has not registered for more than two consecutive years must apply to re-enter their academic program of study. Readmission is not guaranteed. Students who are readmitted will be governed by the academic regulations and program requirements in effect at the time of readmission to the University and are advised to consult with an academic advisor.

**Type of Action:** Add new “Academic Leave” calendar entry describing the extension of automatic eligibilities to register in the same program for a two-year period after the student is in good academic standing.

**Rationale:** UBC currently has no policy on academic leave from undergraduate programs. Rather than grant students a formal academic leave, requiring additional paperwork and an adjudication process, many universities simply extend the eligible period over which a student who was in good academic standing may register for courses in the same program. For example, a student might be able to withdraw from study for parental, employment, financial, elder-care or any other reason for some period of time before which they would be required to reapply for admission.

The ultimate goal of extending eligibilities to allow for academic leave is to offer flexibility to undergraduate students, reduce manual processing that does not add value, and encourage a higher rate of return to studies at UBC following a leave.

**Proposed Calendar Entry:**

II. Admission to UBC Okanagan

**URL:**

<http://okanagan.students.ubc.ca/calendar/index.cfm?tree=2,273,0,0>

**Present Calendar Entry:**

II. Admission to UBC Okanagan



### Readmission

Students who have previously attended UBC **and who are no longer automatically eligible to register** may apply for readmission online at the [Student Service Centre \(SSC\)](#). There is a non-refundable \$60.00 application fee for all readmission applications. Students who have attended any post-secondary institution(s) since their last attendance at UBC will be required to submit a transcript(s). Please see application information on the [Prospective Students website](#).

### Readmission

Students who have previously attended UBC may apply for readmission online at the [Student Service Centre \(SSC\)](#). There is a non-refundable \$60.00 application fee for all readmission applications. Students who have attended any post-secondary institution(s) since their last attendance at UBC will be required to submit a transcript(s). Please see application information on the [Prospective Students website](#).

**Type of Action:** Update admission section of calendar to reflect the extended automatic eligibilities to register.

**Rationale:** Clarity with respect to new policy, as described above.



## UBC Undergraduate Admissions Proposal Form Change to Admission Requirements UBC Okanagan (& proposed at UBC Vancouver)

<p><b>Approval Dates:</b> UBC Senate Admissions Committee: February 27, 2008</p> <p>UBC Okanagan Admissions &amp; Awards Committee: _____</p> <p><b>Effective Session:</b> To be published in the online calendar upon approval for the purpose of advising prospective students seeking entry in Summer 2009 and onward.</p>	<p><b>Date:</b> February 28, 2008</p> <p><b>Contact Persons:</b></p> <p>Rosalie Vlaar, Senior Policy Analyst, Undergraduate Admissions 604-822-4240 <a href="mailto:rosalie.vlaar@ubc.ca">rosalie.vlaar@ubc.ca</a></p> <p>Dr. Bruce Dunwoody, Associate Dean Faculty of Applied Science 604 822 6556 <a href="mailto:bruce.dunwoody@ubc.ca">bruce.dunwoody@ubc.ca</a></p>
<p><b>Proposed Calendar Entry:</b></p> <p>4. <b>Mature Student.</b> An individual whose formal education was interrupted and who did not meet the normal requirements for admission but who demonstrated an intellectual maturity that permitted acceptance to the university. Mature students are permitted to undertake degree or diploma studies on the same basis as a regular student. Admission criteria are outlined under <u>Mature Applicants</u>.</p>	<p><i>Okanagan:</i> <a href="http://okanagan.students.ubc.ca/calendar/index.cfm?tree=2.32.0.0">http://okanagan.students.ubc.ca/calendar/index.cfm?tree=2.32.0.0</a></p> <p><b>Present Calendar Entry:</b></p> <p><b>CLASSIFICATION OF STUDENTS</b></p> <p>[...]</p> <p><del>4. <b>Mature Applicant.</b> A resident of BC whose formal education has been interrupted and who does not meet the normal requirements for admission, but who has pursued interests and activities that have contributed to an intellectual maturity that would permit acceptance to the University. The University reserves the right to determine whether or not an applicant can be classified as mature; the determination will not be made on the sole criterion of chronological age. An applicant who applies for admission as a mature applicant and is not granted admission in this category will be advised of an alternate route of study, usually at a college, in order to prepare for future admission as a regular student. Each applicant is considered on an individual basis. Application must be made to Enrolment Services, giving the applicant's school and employment background. It may be necessary for the applicant to be interviewed by the dean of the faculty concerned. A mature student is permitted to undertake degree or diploma studies on the same basis as a fully matriculated student.</del></p> <p><b>Type of Action:</b> Delete the current mature student classification entries for UBC V and UBC Okanagan and replace with a revised definition of Mature Student under Classification of Students.</p> <p><b>Rationale:</b></p>



	<p>The admission criteria for mature applicants are currently mixed within the definition of mature students as a student classification. The proposed reorganization of information for these students separates classification from the admission criteria.</p>
<p><b>Proposed Calendar Entry:</b></p> <p style="text-align: center;"><b>Contents</b></p> <p><u>Notice Regarding Admissions</u> &gt;</p> <p>[...] &gt;</p> <p><u>International Applicants</u> &gt;</p> <p><b><u>Mature Applicants</u></b> &gt;</p> <p><u>Application to UBC</u> [...] &gt;</p> <p>[...] &gt;</p>	<p><b>URL:</b>  <i>Okanagan:</i> <a href="http://okanagan.students.ubc.ca/calendar/index.cfm?tree=2,0,0,0">http://okanagan.students.ubc.ca/calendar/index.cfm?tree=2,0,0,0</a></p> <p><b>Present Calendar Entry:</b></p> <p style="text-align: center;"><b>Contents</b></p> <p><u>Notice Regarding Admissions</u> &gt;</p> <p>[...] &gt;</p> <p><u>International Applicants</u> &gt;</p> <p><u>Application to UBC</u> [...] &gt;</p> <p>[...] &gt;</p> <p><b>Type of Action:</b> Add <b>Mature Applicants</b> as an admission category for UBC V and UBC Okanagan, following “International Applicants” on both URLs.</p>
<p><b>Proposed Calendar Entry:</b></p> <p><b>MATURE APPLICANTS</b></p> <p>In seeking to admit the best and brightest students, the University recognizes evidence of academic potential in a range of achievements and life experiences. It recognizes that those who have achieved excellence, pursued interests and activities with dedication, determination and discipline or overcome significant hardships may have the intellectual maturity required to contribute to and benefit from degree and diploma studies at the University.</p> <p>Individuals who see themselves in the above statement and who have been outside of full-time formal education for at least four years are encouraged to submit an application and supporting documents for consideration.</p> <p>The University reserves the right to determine whether or not an applicant can be classified as mature. Applicants to programs with pre-requisite subjects are</p>	<p><b>URL:</b> No present URL or entry for this content in the Okanagan calendar (or Vancouver Calendar).</p>



normally required to complete these prior to admission to the program.

**Type of Action: Create New URL:**

Create a new “**MATURE APPLICANTS**” page hyper-linked from the Mature Student classification entry (underlined word in proposed text, above).

**Type of Action: Create new calendar entries** and web pages for “**MATURE APPLICANTS**”, separate from the definition of the Mature Student classification in the UBC Okanagan calendars.

**Rationale:** The current calendar entries for Mature Applicants appear under “Student Classifications”. The new calendar section will separate the definition of this student classification from the details related to identification and admission of mature applicants.

The proposed text more clearly articulates the types of mature students identified as desirable by the University while simultaneously revising the adjudication practices behind the policy to better identify and admit the appropriate students.

Background on this proposal is provided in the attached *Mature Policy Proposal – Background Paper*.

**Processing Mature Applications**

As is currently the practice, information regarding document requirements for Mature Applicants will be provided on the websites for prospective students for UBC Okanagan and in communication to applicants from the Admissions Office at the point of application.

Prospective Mature Students will continue to self-identify by selecting the Mature Applicant category in the online application form for undergraduate admission.

Although the required documents and methods of collection may change over time and in consultation with the University, the proposed document requirements for now are:

- Application and application fee
- Official transcripts of all post-secondary coursework (the need for secondary transcripts would be assessed on a case-by-case basis)



	<ul style="list-style-type: none"> <li>• Proof of English Language Proficiency (if English is not the applicant’s first language)</li> <li>• Statement of Intent – outlining area(s) of study interest and preparedness for successful university study</li> <li>• Full record of employment and personal history – highlighting points relevant to the application</li> <li>• Two references from persons specifically able to assess potential for academic success</li> </ul> <p>The Admission Office will continue to process the Mature Student applications and collect the required documentation.</p> <p><b>Adjudication of Mature Applications:</b>  Adjudication of these applications and a decision on admissibility will rest with a designated authority (e.g. the Dean or Associate Dean) within the academic unit(s) to which the individual has applied. Communication of that decision is to be made via the Admissions Office or be copied to the Admissions Office to ensure that all necessary information is provided to admitted students and that students who are denied but advised of an alternate route to admission (e.g. via specific courses and/or grades in Access Studies or College transfer) can be tracked upon future application.</p>
<p><b>Proposed Calendar Entry:</b> <u>None</u></p>	<p><b>Okanagan URL:</b></p> <p><a href="http://okanagan.students.ubc.ca/calendar/proof/draft/index.cfm?tree=18,317,989,1183">http://okanagan.students.ubc.ca/calendar/proof/draft/index.cfm?tree=18,317,989,1183</a></p> <p><b>Present Calendar Entry:</b></p> <p><b><u>School of Engineering &gt; Bachelor of Applied Science Program &gt; Admission Requirements</u></b></p> <p>[...]</p> <p><b>[13612] Mature Students</b></p> <p><del>[13613] Applicants who do not meet the normal University or School requirements for admission, but who have relevant work experience in engineering, may be considered for admission. Mature student applications are considered on an individual basis. Please note: mature student applications are accepted only from residents of BC. Details are specified in Chapter II, "Admission to UBC Okanagan."</del></p>



	<p><b>Type of Action:</b> Strike the school-specific reference to <b>Mature Students</b> in the UBC Calendar.</p> <p><b>Rationale:</b> The current language is replaced by the proposed Mature student classification and admission policy.</p>
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# 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  
[www.senate.ubc.ca](http://www.senate.ubc.ca)

**09 April 2008**

**To: Okanagan Senate**

**From: Learning and Research Committee**

**Subject: UBC Okanagan Scheduling Guidelines (approval)**

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Enclosed for your endorsement is a set of Scheduling Guidelines pertaining to the scheduling of courses that meet for three lecture hours per week at UBC Okanagan.

#### **Background**

One outcome of the 2005 Academic Plan had been a request from the Deputy Vice-Chancellor to Enrolment Services to review the way in which academic classes had been scheduled and to implement a model that moved towards “optimal use of infrastructure.” One key driver in the review had been a strong desire to incorporate an open time in the schedule for the benefit of the entire campus community. The resulting review of the traditional pattern, and consultations with students and faculty, was the “Class Scheduling for University Time” Report which recommended the adoption of a new scheduling pattern that offered a greater proportion of 1.5 hour class meeting times and a common open period on Wednesday afternoons. The Report had been accepted by the Deputy Vice-Chancellor Executive Committee and had been subsequently adopted for the Winter 2006 session. In the Fall of 2006, at the request of the Policies and Procedures Committee, Enrolment Services undertook a second scheduling pattern review with results indicating that while there is no perfect class scheduling model, the revised pattern showed significant improvement and demonstrated to be an overall better model than the previous one.

#### **Consultation Process**

In late 2007, incorporating feedback from numerous faculties and with the endorsement of Academic Council, the Learning and Research Committee recommended, to Senate for approval, a set of Scheduling Guidelines and their attendant Procedures. Approval of this item had been postponed so that further faculty consultation could be conducted incorporating specific faculty concerns. This second round of consultation has been completed, which incorporates the feedback received. The revisions are italicized and underlined in the attached guidelines. The guidelines had also been edited for clarity since the last submission to the Senate. An additional important comment was received from the Faculty of Arts and Sciences, which did not result in a

change to the guidelines; however, Enrolment Services remains committed to working with the Faculty to resolve these challenges:

"The guidelines will work for us but the challenge of scheduling classes with labs is becoming increasingly difficult. We intend to explore a fixed timetable for first-year science courses (i.e., Biology, Chemistry, Physics) in hopes that some of the conflicts that currently plague us will be eliminated."

Once again Enrolment Services would like to stress that while there is no perfect class scheduling model, the current proposal Scheduling Guidelines navigate and balance the diversity of faculty scheduling needs while taking into account those of the entire campus community.

Please note: also enclosed for reference is the supporting Scheduling Procedures; this is an administrative tool that guides the effective implementation of the Senate-approved Scheduling Guidelines.

*Motion: That Senate endorse the Scheduling Guidelines for UBC Okanagan as presented by the Learning & Research Committee.*

Respectfully submitted,  
Mr. Peter Arthur  
Chair Learning and Research Committee

## INFORMATION ONLY

### Scheduling Procedures (Bold text indicates revision based on faculty input)

- Timetable concerns and requests are to be made through the appropriate Dean/Unit Head or designate who will communicate with the Scheduling Office in writing (e-mail is preferred).
- Classroom assignments will be prioritized in the following order:
  - a. Standard time sequencing
  - b. Projected enrolment
  - c. Instructor requirements
- Departments retain priority use of computer labs, lecture theatres, etc. from year to year by term (Sept.–Dec, Jan.–Apr.) and as necessitated by actual enrolments. New meeting times in specialized spaces can be reserved through the Scheduling Office on a first come, first served basis where space is available.
- Departments receiving service course instruction from other areas should not assume meeting days and times without prior confirmation from the department providing instruction. If either department requires changes in meeting times they must be agreed upon before submitting revised Draft schedules to the Scheduling Office. The Scheduling Office does not mediate discussion re sharing of dedicated space or disputes regarding service course offerings.
- While some disciplines (especially Science courses) are somewhat restricted as to placement of lectures, most others can schedule over the full range of the meeting pattern. **Every effort should be made to utilize all meeting times within the block pattern equally and in accordance with the Scheduling Guidelines.**
- Please adhere to the scheduling timelines published with each cycle in order to meet publication and registration dates.

## UBC Okanagan Scheduling Guidelines

The following guidelines normally apply to course lecture sections offered between 8:00 am and 5:00 pm, Monday through Friday. They apply to non-restricted rooms, which are defined as rooms scheduled by Enrolment Services and available for use by all departments.

### Standard Time

1. All courses that meet for three lecture hours per week conform to the standard scheduling pattern.<sup>1</sup>
2. Three-hour long classes are scheduled to start either in the first block or last block of any day.
3. When scheduling three-hour classes, effort is made to schedule other three-hour sections into the other occurrences of that three-hour block.
4. Any section that requires a room with a capacity greater than 60 conforms to the standard scheduling pattern.

### Non-conforming Sections

5. Sections that do not meet every week may be booked as academic “events” as determined by Enrolment Services.
6. The deadline for receipt of requests for non-conforming section scheduling for the Winter Session is May 1. These bookings will be made before any non-academic “event” requests. Requests received after May 1 will not receive scheduling priority.

### Section Distribution

7. Departments/units make reasonable effort to equally distribute their courses throughout the week as follows:
  - a. no more than 15% of lecture sections scheduled between 8:00 am and 9:30 am (*this time block is 17% of schedulable time*);
  - b. no fewer than 25% of lecture sections scheduled between 2:00 pm and 5:00 pm (*this time block is 31% of schedulable time*).

If this distribution is not achieved, proposed timetables may be returned and left unscheduled. In this event, scheduling priority may be forfeited.
8. For lecture sessions held between 9:30 am and 2:00 pm, faculties normally schedule 40% in one-hour blocks and 60% in 90-minute blocks. The Dean and/or Provost are consulted on any variances of this distribution.

### Section Moves

9. Sections scheduled for Winter Session, Term 1, and having no registrations by August 1, may be subject to room reassignment.

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<sup>1</sup> Exceptions must have prior approval from the Dean and Enrolment Services and cannot be scheduled between 11:00 a.m. and 3:30 p.m. Exceptions do not carry forward to future years. Nursing and Social Work have approval in several cases to schedule non-conforming sections after 12:30 p.m.

## UBC Okanagan Scheduling Guidelines

10. Sections may be moved under any of the following circumstances:
- a. Over enrolment: if the classroom becomes too small, Enrolment Services will be made to move the section, if possible.
  - b. Under enrolment: sections utilizing less than 60% of the room capacity may be moved to a smaller room, if available.
  - c. Access and diversity needs: if a person involved with a particular section has a potential access or diversity need, departments/units are advised to contact the Disability Resource Centre to discuss the range of recommended accommodations. Enrolment Services will make reasonable effort to satisfy recommended accommodations.
  - d. Audiovisual or other equipment needs: if a section has specialized equipment needs that cannot be met in the scheduled room, the head of each academic unit will forward those details to the scheduling office. Enrolment Services will make reasonable effort to satisfy the need for specialized equipment.
11. Section moves are not considered on the basis of proximity to department, faculty or instructor offices.
12. Classes are amalgamated into larger sections in consultation with Enrolment Services.

### **Break Between Classes**

13. The last ten minutes in each defined scheduling period is used as a break between two sections and to facilitate the movement of students between classes. This time is not considered to form part of either section; rather, it is shared by instructors of sections that are held consecutively within the same classroom. If conflicts arise, instructors contact their department /unit or faculty to assist with resolution.

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[www.senate.ubc.ca](http://www.senate.ubc.ca)**09 April 2008**

**To:** Okanagan Senate

**From:** Policies and Procedures Committee

**Subject:** UBC Scheduling Principles (approval)

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At its April 2008 meeting, the Policies and Procedures Committee was pleased to observe that the Learning and Research Committee had submitted Scheduling Guidelines for Senate endorsement at its meeting of 09 April 2008. The Policies and Procedures Committee supports the work of the Learning and Research Committee to develop sound policies and procedures in this area.

The Policies and Procedures Committee observes a distinction, however, between a policy or regulatory statement and the current set of guidelines. The Committee is of the opinion that, while it makes sense for the Senate to endorse the Scheduling Guidelines, there still exists a policy gap that could be neatly filled by a statement of principles on class scheduling. Such a statement of principles could be developed to supplement the guidelines and clarify how both the policy and the guidelines will be changed in future.

Mr. Peter Arthur coincidentally serves as both a member of the Policies and Procedures Committee and as Chair of the Learning and Research Committee. Dr. Arthur has indicated his support for the motion that appears below.

***Motion:*** That Senate direct the Learning and Research Committee to prepare for Senate's consideration no later than December 2008 a policy setting out principles for mechanisms to establish or amend scheduling guidelines at UBC Okanagan.

Respectfully submitted,

Dr. Daniel Keyes  
Chair, Policies & Procedures Committee

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[lisa.collins@ubc.ca](mailto:lisa.collins@ubc.ca)[kelly.ross@ubc.ca](mailto:kelly.ross@ubc.ca)**09 April 2008****To: Okanagan Senate****From: Ad Hoc Committee to Consider the Format of the UBC Okanagan Convocation Ceremonies****Subject: June 2008 Graduation Ceremonies (information)**

Senators may recall that in March 2008 the Senate established an Ad Hoc Committee to Consider the Format of the UBC Okanagan Convocation Ceremonies. The Ad Hoc committee was delegated Senate authority to make decisions with respect to the format of the June 2008 Okanagan graduation ceremonies.

The Committee therefore informs the Senate that it has requested that the Ceremonies Office implement the following enhancements for the June 2008 Convocation.

- a. **Emeriti**  
The current practice of inviting professors emeriti to attend Convocation will continue.
- b. **Faculty Participation**  
In an effort to increase faculty participation, UBC Okanagan faculty members will be invited to participate in Convocation by printed invitation, followed by a reminder by e-mail.
- c. **Welcome Walk and Exit Applause**  
That the Ceremonies Office would coordinate, through the graduation marshals, the 'welcome walk' to include faculty members and other members of the UBC Okanagan community, as the student graduates advance from the central courtyard to the graduation ceremonies held in the gymnasium. A similar 'applause guard' will be present as the students exit the graduation ceremonies and advance towards the courtyard.

d. **Enhanced Music**

A fuller, regional musical experience inside the gymnasium will be coordinated by the Ceremonies Office, so as to improve the overall experience for guests attending the graduation ceremonies.

e. **Bagpipes**

If feasible, bagpipes will be included to lead the student and faculty processions from the courtyard to the gymnasium for the graduation ceremonies. In the event that a bagpiper is not available, the Ceremonies Office will coordinate, with Senate approval, an equally evocative musical choice.

Respectfully Submitted,

Dr. Scott D. Reid

Chair, Ad Hoc Committee to Consider the Format of the UBC Okanagan  
Convocation Ceremonies

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**09 April 2008**

**Memo to: Okanagan Senate**

**From: Melody Burton, Library Head, UBC Okanagan**

**RE: Report of the University Librarian to the Senate (information)**

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In an effort to promote sustainability, the UBC Library has published the latest version of its Report of the University Librarian to the Senate online.

Please be advised that the 2006/07 Report is available for your viewing at:

[http://www.library.ubc.ca/home/UBC\\_RS\\_2006-07\\_fa.pdf](http://www.library.ubc.ca/home/UBC_RS_2006-07_fa.pdf)

You can also link to the Report from the Library's home page ([www.library.ubc.ca](http://www.library.ubc.ca)) – the link appears on the lower right hand side of the page under the Spotlight heading. The section related to the UBC Okanagan Library can be found on pages 8 & 9 of the Report.

I will present the 2006/07 Report to the UBC Okanagan Senate on Wednesday, 09 April. Should you have any questions, please contact me at 807-9126 or [melody.burton@ubc.ca](mailto:melody.burton@ubc.ca).