

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



OKANAGAN SENATE SECRETARIAT Enrolment Services Senate and Curriculum Services

University Centre · UNC 322
3333 University Way
Kelowna, BC · V1V 1V7
Tel: (250) 807-9259 · Fax: (250) 807-8007
www.senate.ubc.ca

THE OKANAGAN SENATE

AGENDA

Wednesday April 28, 2010

3:30 pm to 5:30 pm

SCI 333 | UBC OKANAGAN CAMPUS

1. Senate Membership (information) – Mr. Fred Vogt

- a. Introduction of Student Senators serving a one-year term beginning April 1, 2010 and ending March 31, 2011 and thereafter until successors are elected (Okanagan Senate Student Senator membership list circulated – Item 1a)
- b. Declaration of Vacancy
One (1) student representative for the Faculty of Education for a one-year term ending March 31, 2011 and thereafter until a successor is elected
- c. First Call for Nominations
Two (2) student representatives to serve on the Nominating Committee until March 31, 2011 and thereafter until successors are elected
- d. Second Call for Nominations
One (1) faculty representative to replace Dr. Carol Scarff to serve on the Nominating Committee until August 31, 2011 and thereafter until a successor is elected

2. **Minutes of the Previous Meeting, March 24, 2010** (approval) (circulated – Item 2) – **Dr. Doug Owram**
3. **Business Arising from the Minutes – Dr. Doug Owram**
4. **Deputy Vice-Chancellor’s Remarks – Dr. Doug Owram**
5. **From the Board of Governors – Dr. Doug Owram**
Confirmation that the following items approved by the Okanagan Senate had been subsequently approved by the Board of Governors as required under the *University Act*.

Senate Meeting of February 24, 2010

Curriculum Proposals from the Faculties of Applied Science, Arts and Sciences, Creative and Critical Studies, Education, Health and Social Development, and Management.

Senate Meeting of March 24, 2010

Curriculum Proposals from the Faculties of Arts and Sciences and Creative and Critical Studies

Revised Awards

6. **Academic Policy Committee – Dr. Jan Cioe**
 - a. *Policy O-4: Governance of the College of Graduate Studies* (approval) (circulated – Item 6a)
 - b. *Policy O-300: Academic Standing* (approval) (circulated – Item 6b)
7. **Admissions and Awards Committee – Dr. Sharon McCoubrey**
 - a. *Deputy Vice-Chancellor Scholarship for Continuing Students* (approval) (circulated – Item 7a)
 - b. Admissions Proposals (approval) (circulated – Item 7b)
 - i. Canadian Aboriginal Applicants
 - ii. Faculty of Creative and Critical Studies – Bachelor of Fine Arts Program: Visual Arts and Interdisciplinary Performance
 - iii. College of Graduate Studies – School of Engineering: Master of Applied Science (M.A.Sc.) and Doctor of Philosophy (Ph.D.)
 - iv. School of Social Work: Introduction
8. **Curriculum Committee – Dean Robert Campbell**
Curriculum Proposals from the Faculties of Arts and Sciences, Creative and Critical Studies, and Education (approval) (circulated – Item 8)

9. Nominating Committee - Dr. Mercedes Duran-Cogan

- a. Student Senator Committee Placements (approval) (circulated - Item 9a)
- b. Council of Senates Membership Adjustment: Convocation Representative (approval) (circulated - Item 9b)

10. 2009-2010 Annual Report from the Institute for Healthy Living and Chronic Disease Prevention (information) (circulated - Item 10) - Dr. Joan Bottorff

11. 2008-2009 Report from the University Librarian (information) (circulated - Item 11) - Ms. Melody Burton

12. Other Business

**Regrets: Nathalie Hager (250) 807-9259 or email nathalie.hager@ubc.ca
UBC Senates and Council of Senates website www.senate.ubc.ca**

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Okanagan Senate Student Senators

Senate term: 2010-2011

Representatives of the Students At-large

Mr. Alex Hu
Ms. Samantha Larose
Mr. Cecil Norman
Mr. Brendan Paton
Mr. Calvin Wain
Ms. Ana Weiss

Representative of the Graduate Students

Ms. Laura Super

Representative of the Students of the Faculty of Applied Science

Ms. Emily Landry

Representative of the Students of the Faculty of Arts and Sciences

Mr. Stephen Joseph

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

Mr. Daniel Vineberg

Representative of the Students of the Faculty of Education

Vacant

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

Ms. Michelle Laviolette

Representative of the Students of the Faculty of Management

Mr. Dan Berry

April 1, 2010 to March 31, 2011

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THE OKANAGAN SENATE

MINUTES - Draft

Wednesday, March 24, 2010

3:30 pm to 5:30 pm

SCI 333 | UBC OKANAGAN CAMPUS

Attendance

Present: Dr. D. Owram (Vice-Chair), Mr. Fred Vogt (Acting Registrar), Dr. A. Abd-El-Aziz (Provost and Vice-Principal), Ms. L. Amantea, Dr. P. Arthur, Dean R. Belton, Ms. S. Bertrand, Ms. M. Burton, Dr. J. Castricano, Dr. J. Cheng, Dr. J. Cioe, Ms. L. Driscoll, Dr. M. Duran-Cogan, Dr. J. Holzman, Mr. A. Hu, Dr. J. Johnson, Dr. G. Jones, Mr. S. Joseph, Dr. D. Keyes, Dean M. Krank, Dr. R. Lalonde, Dr. G. Lovegrove, Dr. R. Mack, Acting Dean C. Mathieson, Dr. S. McCoubrey, Dr. B. Nilson, Dr. B. O'Connor, Dr. G. Pandher, Ms. L. Patterson, Dr. M. Rheault, Dr. C. Robinson, Dr. B. Schulz-Cruz, Mr. D. Vineberg, Ms. J. Walker, Dr. S. Yannacopoulos

By video-conference: Prof. S. Toope (President)

Guests: Ms. L. Collins, Mr. C. Eaton, Ms. M. Kruiswyk

Regrets: Dean T. Aboulnasr, Dr. P. Balcaen, Mr. N. Cadger, Dean R. Campbell, Ms. C. Cody, Dr. F. de Scally, Dr. C. Hodge, Ms. C. Hopkins, Dr. A. Joy, Mr. J. Kent, Ms. C. Kuhn, Ms. S. Morgan-Silvester (Chancellor), Ms. R. L'Orsa, Acting Dean D. Muzyka, Dr. H. Najjaran, Mr. J. Ridge (Associate Vice-President, Enrolment Services and Registrar), Ms. W. Rotzien, Acting Dean E. Taylor, Ms. G. Zilm

Recording Secretary: Ms. N. Hager

Call to Order

Vice-Chair Dr. Owram called to order the seventh regular meeting of the Senate for the 2009/2010 academic year.

Senate Membership

Results of 2010 Student Board of Governors and Senate Elections

The Acting Registrar reported the results of the 2010 Student Board of Governors and Senate elections for a one-year term beginning April 1, 2010 and ending March 31, 2011 and thereafter until successors are elected.

An excerpt from the memorandum:

Board of Governors Representative from the Okanagan campus, Student Representative

- Mr. Ben Glassco

Representatives of the Students At-large

- Mr. Alex Hu
- Ms. Samantha Larose
- Mr. Cecil Norman
- Mr. Brendan Paton
- Mr. Calvin Wain
- Ms. Ana Weiss

Representative of the Graduate Students

- Ms. Laura Super

Representative of the Students of the Faculty of Applied Science

- Ms. Emily Landry

Representative of the Students of the Faculty of Arts and Sciences

- Mr. Steven Joseph

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

- Mr. Daniel Vineberg

Representative of the Students of the Faculty of Education

- Vacant

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

- Ms. Michelle Laviolette

Representative of the Students of the Faculty of Management

- Mr. Dan Berry

Notice of Replacement

The Acting Secretary issued notice of the following replacement:

Dr. Philip Balcaen replaced Dr. Carol Scarff as faculty representative for the Faculty Education until August 31, 2011 and thereafter until replaced.

Call for Nominations

The Acting Secretary issued a call for nominations for one (1) faculty representative to serve on the Nominating Committee to replace Dr. Carol Scarff until August 31, 2011 and thereafter until replaced.

Minutes of the Previous Meeting, February 24, 2010

Moved: Dr. Cioe

Seconded: Dr. Yannacopoulos

That the minutes of the Okanagan Senate Meeting of February 24, 2010 be adopted as presented.

The motion was put and carried.

President's Remarks and Related Questions

Provincial and Federal Budgets

President Toope observed that the March 2010 provincial budget announcement contained no cuts for universities but maintained a modest increase from the previous year. President Toope reported that the addition of student spaces for UBC Okanagan was confirmed.

With respect to the 2010 federal budget, President Toope reported good news in the form of a \$45 million dollar commitment to post-doctoral fellowships. Signaling the importance of research in universities and an improvement over the previous year's cut, a two-percent increase for federal granting councils was also approved.

Deputy Vice-Chancellor's Remarks

Dr. Carl Wieman

Dr. Owram noted for the assembly the recent invitation of UBC Vancouver Professor Dr. Carl Wieman by US President Barack Obama to serve as the Associate Director for Science for the Office of Science and Technology Policy.

Enrolment Trends for 2010-2011 Academic Year

Dr. Owram reported that out-of-province applications had increased over the previous year, with a significant 34% of applications coming from Ontario. In-province applications had remained steady with no increases, most likely a reflection of decreases in the student population in 2009.

With regard to graduate students, Dr. Owram reported that approximately 500 applications had been received by the College of Graduate Studies by January 31, not including applications to professional programs. He described this trend as positive, and a reflection of current demographics in British Columbia.

Multidisciplinary Undergraduate Research Conference (MURC)

Dr. Owram offered his congratulations to the three UBC Okanagan students among the March 2010 *Multidisciplinary Undergraduate Research Conference* winners and honourable mentions: Mr. Erik Christiansen, International Relations (winner, oral presentation); Mr. Andrew Hughes, Psychology (winner, oral presentation); and Ms. Natashia Bose Roberts, Microbiology (honourable mention, oral presentation).

Acting Dean Mathieson remarked that all three students' research began under the Undergraduate Research Awards (URA) program in the Faculty of Arts and Sciences which encourages undergraduate students to pursue innovative and original research as part of their learning experience while at UBC Okanagan.

Presentation of Certificates of Appreciation to Student Senators

The Vice-Chair presented certificates of appreciation to the following 2009-2010 Student Senators whose term was ending March 31, 2010:

- Ms. Lindsay Amantea, At-large Representative
- Ms. Stephanie Bertrand, Faculty of Health and Social Development Representative
- Ms. Carolyn Cody, At-large Representative
- Ms. Carolyn Hopkins, Faculty of Management Representative
- Mr. Alex Hu, At-large Representative
- Mr. Stephen Joseph, At-large Representative

- Mr. Jon Kent, At-large Representative
- Ms. Christina Kuhn, At-large Representative
- Ms. Rachael L'Orsa, Faculty of Applied Science Representative
- Ms. Whitney Rotzien, Faculty of Arts and Sciences Representative
- Mr. Daniel Vineberg, Faculty of Creative and Critical Studies Representative
- Ms. Jennifer Walker, Graduate Students Representative

Dr. Owrap thanked all Student Senators for their service over the past year.

Academic Policy Committee

Update on Graduate Studies

Dr. Cioe reported that at its March 2010 meeting the Committee had considered a series of draft policy documents presented by Dean Krank relating to the administration of the College of Graduate Studies. Dr. Cioe noted that the Committee was to meet on March 31, 2010 to continue the discussion and estimated that a draft policy for the governance of the College of Graduate Studies might be ready for the April 2010 Senate meeting.

Admissions and Awards Committee

Revised Awards

See also, 'Appendix A: Revised Awards.'

Moved: Dr. McCoubrey

Seconded: Ms. Patterson

That Senate accept the revised awards as listed and forward them to the Board of Governors for approval.

The motion was put and carried.

Admissions Proposals

Admission to UBC Okanagan - Application and Document Deadlines

A proposal had been received to move the Summer Session application deadline for undergraduate applicants from February 28 to January 15.

Moved: Dr. McCoubrey

Seconded: Acting Dean Mathieson

That Senate approve the proposed changes to Admission to UBC Okanagan - Application and Document Deadlines.

The motion was put and carried.

Specific Program Requirements for Applicants Following the BC/Yukon Secondary School Curriculum – Faculty of Management

A proposal was received to modify the Bachelor of Management admission criteria based on new BC high school mathematics curriculum.

Moved: Dr. McCoubrey

Seconded: Dr. Robinson

That Senate approve the proposed changes to the Specific Program Requirements for Applicants Following the BC/Yukon Secondary School Curriculum to the Bachelor of Management in the Faculty of Management.

The motion was put and carried.

English Language Admission Standard (ELAS): English Language Competence

A proposal had been received to add a new mechanism for undergraduate applicants to Okanagan programs to meet the English Language Admission Standard (ELAS).

Moved: Dr. McCoubrey

Seconded: Dr. Cioe

That Senate approve the proposed changes to the UBC Okanagan English Language Admission Standard (ELAS).

The motion was put and carried.

Curriculum Committee

Committee Member Dean Krank presented the report.

See also, 'Appendix B: Curriculum Summary.'

Moved: Dean Krank

Seconded: Dean Belton

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

Discussion

Dr. Johnson suggested a friendly amendment to the BIOC 420 proposal. By consent the assembly agreed.

The motion was put and carried.

Nominating Committee

Okanagan Senate Committee Membership Adjustments

Committee Chair Dr. Duran-Cogan presented the report.

Moved: Dr. Duran-Cogan

Seconded: Ms. Bertrand

That Dr. Jonathan Holzman be elected as Faculty Representative to serve on the Academic Policy Committee until 31 August 2011 and thereafter until replaced;

and

That Dr. Robert Mack be elected as Convocation Representative to serve on the Admissions and Awards Committee until 31 August 2011 and thereafter until replaced.

The motion was put and carried.

Adjournment

There being no further business, the meeting was adjourned. The following regular meeting of the Senate was scheduled for Wednesday, April 28, 2010 at 3:30pm to 5:30pm in Science 333.

Appendix A: Revised Awards

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

CTQ Engineering Scholarship

Current Title & Description

A \$5,000 scholarship is offered by CTQ Engineering to a student entering third or fourth year in the Civil Engineering Program in the School of Engineering at The University of British Columbia Okanagan. The award is made on the recommendation of the School.

Proposed Revision

CTQ Consultants Scholarship in Engineering - A \$5,000 scholarship is offered by CTQ Consultants Ltd. to a third or fourth year student in the Civil Engineering Program in the School of Engineering at The University of British Columbia Okanagan. The award is made on the recommendation of the School with consideration given to students who demonstrate a combination of academic achievement and extracurricular involvement.

How amended: the revised description opens the criteria up to include extracurricular involvement, and a slight name change from “CTQ Engineering” to “CTQ Consultants Ltd”.

CTQ Engineering Entrance Scholarship

Current Title & Description

A \$5,000 scholarship is offered by CTQ Engineering to a student entering the School of Engineering at The University of British Columbia Okanagan.

Proposed Revision

CTQ Consultants Entrance Scholarship in Engineering - A \$5,000 scholarship is offered by CTQ Consultants Ltd. to a student entering the School of Engineering at The University of British Columbia Okanagan. Consideration is given to students who demonstrate a combination of academic achievement and extracurricular involvement.

How amended: the revised description opens the criteria up to include extracurricular involvement, and a slight name change from “CTQ Engineering” to “CTQ Consultants Ltd”.

Appendix B: Curriculum Summary

Faculty of Arts and Sciences

1. The following new courses:
 - a. BIOC 420 (3-9) d Special Topics in Biochemistry
 - b. PHYS 321 (3) Stellar Astrophysics
 - c. PHYS 474 (3) Solid State Physics

From the Faculty of Creative and Critical Studies

2. The following new course:
 - a. ARTH 470 (3/9) c Directed Studies

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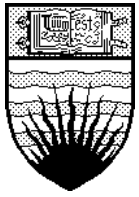
April 28, 2010

To: Okanagan Senate
From: Academic Policy Committee
Subject: *Policy O-4: Governance of the College of Graduate Studies (approval)*

The Academic Policy Committee is pleased to recommend the following to Senate:

Motion: That the Senate approve Policy O-4: Governance of the College of Graduate Studies.

THE UNIVERSITY OF BRITISH COLUMBIA



SENATE POLICY:

O-4

DRAFT VERSION 1.4.4

OKANAGAN SENATE
c/o Enrolment Services
University Centre
UBC Okanagan Campus

Number & Title:

O-4: *Governance of the College of Graduate Studies*

Effective Date:

1 July 2010

Approval Date:

Senate approval anticipated 28 April 2010

Review Date:

This policy shall be reviewed five (5) years after approval and thereafter as deemed necessary by the *Responsible Committee*.

Responsible Committee:

Academic Policy

Authority:

University Act, S. 37(1)

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

(i) to recommend to the board the establishment or discontinuance of any faculty, department, course of instruction, chair, fellowship, scholarship, exhibition, bursary or prize;

(p) to deal with all matters reported by the faculties, affecting their respective departments or divisions;”

S. 47(2)

“A university must, so far as and to the full extent that its resources from time to time permit, do all of the following:

(a) *establish and maintain colleges, schools, institutes, faculties, departments, chairs and courses of instruction;*

(f) *generally, promote and carry on the work of a university in all its branches, through the cooperative effort of the board, senate and other constituent parts of the university”.*

Purpose and Goals:

This policy is designed to:

- 1) Provide direction to the *College of Graduate Studies* and the faculties on the structure and responsibilities of the *College of Graduate Studies*;
- 2) Set out regulations for faculty membership in the *College of Graduate Studies*; and
- 3) Set out the membership, structure, and responsibilities of the *Graduate Council*.

Applicability:

This policy is applicable to all graduate *courses of study* and *courses of instruction* at *UBC Okanagan*.

Exclusions:

Senate and the *Board* may, by resolution, declare the *College of Graduate Studies* to not be responsible for a graduate *course of study* and thus have all aspects of that *course of study*'s administration be the responsibility of its awarding faculty.

Definitions:

For the purposes of this policy and in all other policies in which they are not otherwise defined:

- *College of Graduate Studies* or *College* means the coordinating body for graduate education at *UBC Okanagan* established by the *Senate* and *Board*.
- *Course of instruction* means a credit course offered by the *University* at its *UBC Okanagan* campus.
- *Course of study* means an academic degree, diploma, or certificate program or other activity resulting in an academic credential from the *University* granted at its *UBC Okanagan* campus.

- *Graduate Council* means the governance body established under this policy for the government, direction and management of the *College of Graduate Studies* and its affairs and business.

Policy:

- 1) The *College of Graduate Studies* shall coordinate between the faculties graduate educational matters as set out in the appendix to this policy.
- 2) The *College of Graduate Studies* shall administer the Interdisciplinary Graduate Program on behalf of those faculties participating as if it were a faculty, provided that any student registered in this program shall be formally registered in the faculty of their primary supervisor.
- 3) Membership in the *College of Graduate Studies*
 - a. The *College of Graduate Studies* shall consist of the President, the Deputy Vice-Chancellor, the Provost, the Dean of the *College of Graduate Studies*, Deans of Faculties and appropriately qualified members of the faculty from *UBC Okanagan* as set out in Sub-Sections 3 (b) and (c) of this policy.
 - b. Members of the *College of Graduate Studies* include all tenured or tenure-track (including grant tenured or grant tenure-track) faculty members holding the rank of Assistant Professor, Associate Professor, or Professor approved by their faculty for membership in the *College*.
 - c. Members of the *College of Graduate Studies* may continue as members upon retirement, provided they are approved by their faculty for membership in the *College* and continue to meet the criteria established by their graduate program for membership in the *College*. Membership notwithstanding, a retired faculty member may supervise or co-supervise graduate students as provided for by their faculty.
 - d. The *Responsible Committee* shall establish and revise procedures under this policy for the administration of membership in the *College of Graduate Studies*, including procedures for appealing a faculty decision to not approve membership or to suspend or cancel membership in the *College*.

- e. In establishing or revising a procedure under Sub-Section 3 (d) of this policy, the *Responsible Committee* shall consult with the faculties and all senior academic administrators at *UBC Okanagan*.
- f. Except for as set out in Sub-Section 3 (c) and this sub-section, only members of the *College of Graduate Studies* may supervise graduate students or chair examining committees:
 - i. Other appropriately qualified individuals (e.g., clinical professors, adjunct professors, senior instructors, visiting professors, or *UBC Vancouver* faculty) who are actively engaged in research and experienced with graduate education may be approved by the Dean of the *College of Graduate Studies*, upon the recommendation of their Head, Director or Dean to supervise or co-supervise master's and doctoral students and/or serve on doctoral student supervisory committees provided they meet criteria set by the *College*. These individuals are not members of the *College*.
 - ii. Individuals from outside the *University* may serve on supervisory committees or as secondary co-supervisors on the recommendation of the faculty and the approval of the Dean of the *College of Graduate Studies*. These individuals are not members of the *College*.
 - iii. In the case of co-supervision by an individual who is not a member of the *College of Graduate Studies*, a member of the *College* must serve as the primary supervisor.
- 4) Teaching of graduate *courses of instruction* is the responsibility of the faculties.
- 5) *The Graduate Council*
 - a. Membership and Terms of Office
 - i. The *Graduate Council*'s voting membership is as follows:
 1. Dean of the *College of Graduate Studies*;
 2. President;
 3. Deputy Vice-Chancellor;
 4. University Librarian or his or her designate;
 5. Provost;
 6. Associate Vice-President, Learning Services;

7. Deans of Faculties or his or her designate;
8. Director of Interdisciplinary Graduate Studies;
9. Faculty members, apportioned as follows:
 - a. Six (6) from the Faculty of Arts & Sciences, with one from each academic unit therein;
 - b. Two (2) from Faculty of Creative & Critical Studies, with one from each department therein;
 - c. One (1) each from the faculties of Applied Science, Education, Management, and Health & Social Development;

10. Student members, apportioned as follows provided that no more than one student may be registered in each faculty:

- a. Two (2) doctoral students elected by and from the doctoral students; and
 - b. Two (2) master's students elected by and from the master's students.
- ii. The Registrar or his or her designate and the Director of Graduate Administration shall be non-voting members of the *Graduate Council*.
 - iii. Faculty members serving under Section 5 (a)(i)(9) shall be appointed in a manner specified and under such terms decided upon by their respective faculties.
 - iv. Student members serving under Section 5 (a)(i)(10) shall be elected for two (2) year terms and thereafter until replaced provided they remain registered as graduate students.
 - v. The seat of an elected or appointed member shall be declared vacant should that member fail to attend three consecutive regularly-scheduled meeting of the *Graduate Council* without leave having been granted by the *Graduate Council*.

b. Terms of Reference

- i. Subject to approval by the *Senate* and to this policy, the *Graduate Council* shall be responsible for the government, direction and management of the *College of Graduate Studies* and its affairs and business.

- ii. Without limiting the generality of Section 1 or Sub-Section 5 (b)(i), the *Graduate Council* shall be responsible for:
1. reviewing graduate-level *courses of instruction* and *courses of study* for academic quality and to make recommendations thereon to the appropriate committees of *Senate*;
 2. assuring uniformity of practices and standards for master's and doctoral theses defense oral examinations;
 3. Establishing and revising standards for graduate-level theses and comprehensive examinations;
 4. Establishing and revising standards for the admission to candidacy of doctoral students;
 5. Establishing and revising processes for determining admissibility to graduate *courses of study*.
 6. Establishing and revising processes for determining eligibility to graduate from graduate *courses of study*.
 7. Reviewing recommendations resulting from academic reviews of graduate *courses of study* and making recommendations thereon to the Dean of the *College*, the faculties, *Senate*, or others as appropriate;
 8. Recommending the standards, criteria and terms of graduate scholarships and awards to the *Board* and *Senate*, and approving the granting of *College of Graduate Studies*-administered scholarships and awards to their recommended recipients; and
 9. Recommending procedures under this policy to the *Responsible Committee*.
 10. Establishing necessary standing and ad-hoc committees of the *Graduate Council*, setting out their compositions and terms of reference, and delegating to such committees such powers of the *Graduate Council* as the *Graduate Council* sees fit except for the power to further delegate.

c. Meetings of the *Graduate Council*

- i. Regular meetings of the *Graduate Council* shall occur monthly, with the time and location for such meetings to be set by the Dean of the *College of Graduate Studies* for each year prior to the start of term 1 of each Winter Session and notice of such being given at that time to each member of the *Graduate Council*.
- ii. Extraordinary meetings may be called by the Dean of the *College of Graduate Studies* provided that five (5) days notice is given to members of the *Graduate Council* and must be called by the dean upon receipt of a petition to that effect signed by a quorum of the *Graduate Council*.
- iii. A quorum of the *Graduate Council* shall be ten (10) voting members.
- iv. The agenda for each regular and extraordinary meetings of the *Graduate Council* shall be circulated at least two (2) days prior to the meeting.
- v. The *Graduate Council* shall set such deadlines for submission of agenda items for regular and extraordinary meetings as it sees fit.

Calendar Statement:

<p><u>Faculty/School: College of Graduate Studies</u></p>	<p>Date: January 7, 2010 Contact Person: Dean Marvin Krank Phone: 250.807.8773 Email: marvin.krank@ubc.ca</p>
<p>Proposed Calendar Entry:</p> <p>Faculties, Schools, and Colleges</p> <p>Homepage > Faculties, Schools, and Colleges > College of Graduate Studies > Introduction</p>	<p>Draft Calendar URL: http://okanagan.students.ubc.ca/calendar/pr_oof/edit/index.cfm?tree=18,285,983,0</p> <p>Present Calendar Entry:</p> <p>Faculties, Schools, and Colleges</p> <p>Homepage > Faculties, Schools, and Colleges > College of Graduate Studies > Introduction</p>

<p>Dean's Office Dr. Marvin Krank, Dean Erika Schulz, Director of Graduate Administration Jennifer Cook, Assistant to the Dean UBC Okanagan Arts Building, 360 3333 University Way Kelowna, BC V1V 1V7 Tel: 250.807.8772 Fax: 250.807.8799 Web: www.ubc.ca/okanagan/gradstudies</p> <p>The College of Graduate Studies works in conjunction with departments, academic units, schools, and faculties to coordinate and maintain the quality of master's and doctoral programs at UBC Okanagan. For more information on the responsibilities of the College, please see policy O-4: Governance of the College of Graduate Studies at URL.</p> <p>The College of Graduate Studies is responsible for the UBC Okanagan Interdisciplinary Graduate Studies program. Details of this, as well as graduate programs which operate within affiliated faculties, are provided at College of Graduate Studies.</p>	<p>Dean's Office Dr. Marvin Krank, Dean Erika Schulz, Director of Graduate Administration Jennifer Cook, Assistant to the Dean UBC Okanagan Arts Building, 360 3333 University Way Kelowna, BC V1V 1V7 Tel: 250.807.8772 Fax: 250.807.8799 Web: www.ubc.ca/okanagan/gradstudies</p> <p>The College of Graduate Studies works in conjunction with departments, academic units, schools, and faculties to coordinate and maintain the quality of master's and doctoral programs at UBC Okanagan. Among its functions with respect to graduate students and graduate programs are the following:</p> <ul style="list-style-type: none">• reviewing and recommending to Senate new graduate programs, curriculum changes, and graduate-level (500–699) courses;• determining or verifying the admissibility of students applying for graduate programs;• assisting departments and other units with recruitment of new graduate students;• coordinating scholarships, fellowships, and awards for graduate students across the UBC Okanagan campus;• approving requests for transfer between programs, leaves of absence, reinstatements after interruptions of study, and extensions after the maximum time-in-program has been exhausted;• helping individual graduate students who encounter problems during their programs;• assuring uniformity of practices and standards for master's and doctoral
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	<p>theses defense orals;</p> <ul style="list-style-type: none"> ● maintaining records of the academic performance of graduate students; and ● determining whether graduate students are eligible to graduate. ● <p>For some programs, the faculty offering the program may retain some of the above functions delegated to the College of Graduate Studies. These functions will be described in the program description.</p> <p>The College of Graduate Studies is responsible for the UBC Okanagan Interdisciplinary Graduate Studies program. Details of this, as well as graduate programs which operate within affiliated faculties, are provided at College of Graduate Studies.</p>
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Consultations:

The following groups have been consulted during the development of this policy:

Deans of Faculties
Graduate Program Coordinators

History:

This is the first version of this policy.

Related Policies:

None at this time.

Appendix:

Coordination of Responsibilities for Graduate Education Matters

GRADUATE STUDIES	FACULTIES*
Student Recruitment	
Promote graduate studies programs for UBC Okanagan; assist general advertising	Develop promotional materials for programs

initiatives	Advertise and market programs
Maintain a web page for general information regarding available programs, application and admission standards, funding, etc.	
Outreach efforts to attract best students	Outreach efforts to attract best students
Admissions, Re-Admission, & Transfer	
Receive, screen, sort, and process applications (follow up with missing items; make application materials available to programs; maintain files; track progress; remind program advisors of deadlines and deliverables)	Review applications and make decisions regarding preferred candidates for admission, re-admission, & transfer
Ensure general policies and regulations are adhered to (TOEFL criteria, average calculations, transcript interpretation, assessment of credentials, fraud detection)	Quality assessment, prerequisite assessment, evaluation of referee letters, etc., as well as general due diligence (e.g., phone interviews of foreign candidates to check language skills)
Manage application fee payments	
Send letters of acceptance and decline to students (a copy of each letter is sent to the program coordinator and to the supervisor), send funding letters for students in collaboration with the disciplinary faculty	Confirm faculty-level funding details for funding letter
Maintain contact with admitted students and forward orientation information	Maintain contact with admitted students and forward faculty or program-specific information kits (e.g., “Surviving Grad School”)
Manage and approve exception requests/extraordinary circumstances (in collaboration with the program and discipline faculty dean)	Request exceptions
Student Financial Assistance	
Endowment development	Endowment development

<p>Develop and administer all financial aid instruments (scholarships, fellowships,) that are external or campus /university-wide, and are not employment related:</p> <ol style="list-style-type: none"> 1. instruction in process 2. vetting of applications for competition 3. creating and managing the selection committees 4. notifying applicants 5. liaison function with UBC Vancouver's Faculty of Graduate Studies <ol style="list-style-type: none"> a. allocation of applicants for UBC Okanagan in major competitions b. monitoring UBC-wide opportunities 	<p>Manage Teaching and Research Assistant opportunities in collaboration with each Faculty's Dean's Office (maintain strict adherence to work-related guidelines and union regulations, etc.)</p> <p>Develop program-specific guidelines on overall financial packages for students (for competitiveness)*</p>
<p>Liaise and coordinate with programs regarding discipline-specific opportunities, especially as regards government requirements/limitations on scholarships</p>	
Student Progress Within Programs	
<p>Student Orientation (i.e. "Welcome to Grad School")</p>	<p>Student Orientation (Welcome to the Program and to the Department/Unit)</p>
<p>Workshops (communication of University processes, professional development, ethics, funding, etc.)</p>	<p>Workshops (Teaching Assistant training, Research protocols, Getting a Job, Professionalization)</p>
	<p>Develop infrastructure to support student research and learning and provide adequate office and laboratory space</p>
<p>Maintain files on student milestones (master checklist with supplementary forms and signatures) and appropriate sanctions</p> <p>Monitor compliance with Senate approved timelines</p>	<p>Develop mechanisms to keep track of student progress and to conduct effective advising (e.g., completion of course requirements, meeting critical timelines)*</p>
<p>Approve and track "leave of absence" and extension of maximum time in-program requests in collaboration with Programs</p>	<p>Recommend leaves of absence and extensions.</p>
<p>Administer withdrawal/dismissal requests</p>	<p>Initiate withdrawal/dismissal requests</p>
<p>Management of appeals (exemptions from the rules; resolution of conflicts relating to program; grades)</p>	
<p>Management of academic misconduct cases of students</p>	
<p>Maintain files on supervisors, co-</p>	<p>Approve and appoint faculty members to</p>

supervisors, and appointments to supervisory committees	committees as required and in accordance with Senate policies
On the recommendation of faculties, approve supervisors, co-supervisors, and appointments to supervisory committees as required and in accordance with Senate policies.	Recommend faculty members to committees following Senate regulations*
Appoint chairs, internal (non-supervisory) members, and external members of thesis examining committees	Recommend internal (non-supervisory) members and external examiners of thesis examining committees to Graduate Studies for approval
Review and approve thesis examination results	
Final approval of thesis/abstracts for uploading to cIRcle.	
Convocation audits and recommend students to the Senate for graduation (As such, the graduate dean signs parchments)	
Foster and develop Graduate Culture & Community across faculties	Foster and develop Graduate Culture & Community within the faculty and with other faculties
Program Development	
Facilitate proposal development	Develop a comprehensive proposal including 5-year growth model and realistic budget projections, as well as Education Plan that demonstrates feasibility of graduate program
Provide interim proposal review and feedback	Coordinate with GS during program development* Consult with Faculty Dean's Office
Provide consultation to the Faculty regarding program viability	Undertake thorough "market" analysis regarding need and viability of the proposed program Secure consultation reports
	Undertake realistic assessment of faculty strengths and overall prospects for delivering a robust graduate experience for students
Review final program proposals for completeness, graduate program level and adherence to UBC Okanagan regulations and standards, and make recommendations to Senate or its committees thereon in a	Faculty to deliver final proposal to the Curriculum Committee of Senate

timely fashion.	
	NOTE: for new-to-UBC proposals, there is also a government (Ministry) process, which should move in parallel but NOT in advance of internal approvals.
Review course proposals for completeness, graduate program level, and adherence to UBC Okanagan regulations and standards and make recommendations to Senate or its committees thereon.	Develop new courses Course approval
Program Administration	
Propose Guidelines, Rules, and Regulations that govern graduate programs at UBC Okanagan	Propose Guidelines, Rules, and Regulations that govern graduate programs at UBC Okanagan
Develop standardized metrics to track quality and effectiveness of UBC Okanagan graduate programs including conducting student satisfaction surveys.	Develop strategies for best learning outcomes, student satisfaction, short time to completion, and retention Monitor and ensure quality outcomes for every student by performing annual assessments of student progress (in conjunction with supervisors)
Develop annual reporting requirements for programs	Monitor and track effectiveness of various elements of the program
Coordinate periodic program reviews (e.g., 5 years) in collaboration with the Faculty Deans and the Provost (should involve external review team)	
Make recommendations to Senate regarding discontinuance of programs	
Recommend to Senate requirements and expectations regarding policy and procedures for graduate studies.	
Maintain files of program procedures	
Program Delivery	
	Course assignments Develop the education plan for the program
	Develop procedures for program delivery including: expense reimbursements, etc.

External and internal relations	
Liaise with the Faculty of Graduate Studies in Vancouver and other administrative bodies (e.g., Registrar) with respect to general graduate studies policies and procedures	
Maintain external relations with national and international graduate studies bodies	
Approve all transfer credits	Recommend transfer credits
Approve external members of thesis and examination committees	Recommend external members of thesis and examination committees
Academic discipline	
Develop mechanisms and programs to support ethical and professional academic conduct	Develop policies and procedures to ensure ethical and professional academic conduct

* Faculties in these references shall be taken to include the Interdisciplinary Graduate Studies Program for the purposes of the administration of that program.

Procedures:

Procedures for the Administration of Membership in the *College*

- 1) Graduate programs have the primary responsibility for defining their specific criteria for membership in the *College of Graduate Studies*, provided they are approved by their Faculty, and are in agreement with the general criteria set by the *College of Graduate Studies*. These criteria are in addition to those of the *College of Graduate Studies*.
- 2) On an annual basis, each graduate program, in consultation with its Faculty will review and update a list of individuals provided by the *College of Graduate Studies* comprised of: (1) faculty who meet the criteria for membership in the *College of Graduate Studies* and (2) those other individuals (e.g. clinical professors, adjunct professors, senior instructors or visiting professors) who are approved to supervise or co-supervise master's or doctoral students or serve on doctoral student supervisory committees by the *College of Graduate Studies*. Each graduate program, in consultation with their Faculty will also determine: (1) whether any new faculty members should be added, (2) whether any members should be deleted because of death, resignation, illness, no longer fulfilling criteria for membership, etc.
- 3) Graduate programs may recommend other appropriately qualified individuals (e.g., clinical professors, adjunct professors, senior instructors or visiting professors) who do not meet the criteria for membership in the *College of Graduate Studies* to supervise or co-supervise master's or doctoral students or serve on doctoral student supervisory committees, to the *College of Graduate Studies* for approval, providing the faculty member meets the relevant criteria and is approved by the Faculty.
- 4) The *College of Graduate Studies* may review the lists of members submitted by the Faculties to determine whether the membership lists are consistent with membership criteria. Upon request the graduate program will supply the *College of Graduate Studies* with evidence that a particular appointment is consistent with the criteria.
- 5) Where there is a complaint that a faculty member is not satisfactorily performing his or her duties and obligations as a member of the *College of Graduate Studies*, the Head or Director through their Dean, in agreement with the Dean of the *College of Graduate Studies*, or the Dean of the *College of Graduate Studies*, in agreement with the Faculty Dean, may initiate an inquiry and take appropriate action including recommending to the President that the individual's membership in the *College of Graduate Studies* be suspended or cancelled. Unsatisfactory performance includes, but is not limited to, inattentive or poor graduate student supervision as well as violations of the bounds of appropriate conduct between a faculty member and student such as:

- allowing a conflict of interest to develop between the interests of the student and the interests of the faculty member,
- placing inappropriate demands upon a student, or
- failing to follow principles of scholarly integrity with respect to the research and work of students.

A faculty member has the right to appeal a decision regarding his or her membership in the *College of Graduate Studies* under the grievance and arbitration procedures set out in Article 21 (Grievance and Arbitration under Agreements) of the Framework Collective Agreement between *UBC* and the Faculty Association of *UBC*.

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



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April 28, 2010

To: Okanagan Senate
From: Academic Policy Committee
Subject: *Policy O-300: Academic Standing (approval)*

The Academic Policy Committee is pleased to recommend the following to Senate:

Motion: That the Senate approve Policy O-300: Academic Standing.

THE UNIVERSITY OF BRITISH COLUMBIA

OKANAGAN SENATE
c/o Enrolment Services
Senate and Curriculum Services



SENATE POLICY:

O-300

Version 1.3

Number & Title

O-300: *Academic Standing*

Effective Date:

Proposed for implementation 1 May 2010

Approval Date:

Expected to be considered on 28 April 2010

Review Date:

This policy shall be reviewed five (5) years after approval and thereafter as deemed necessary by the *responsible committee*.

Responsible Committee:

Academic Policy

Authority:

University Act, S. 37(1)

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

(c) to determine all questions relating to the academic and other qualifications required of applicants for admission as students to the university or to any faculty, and to determine in which faculty the students pursuing a course of study must register;

(d) to determine the conditions under which candidates must be received for examination, to appoint examiners and to determine the conduct and results of all examinations;”

S. 40

“A faculty has the following powers and duties:

(c) subject to this Act and to the approval of the senate, to make rules for the government, direction and management of the faculty and its affairs and business;

(d) to determine, subject to the approval of the senate, the courses of instruction in the faculty;

(g) to deal with and, subject to an appeal to the senate, to decide on all applications and memorials by students and others in connection with their respective faculties;”

Purpose and Goals:

This policy is designed to:

- 1) Define the possible academic standings that may be assigned to students as a result of academic performance evaluations; and
- 2) Provide a mechanism to have faculties set rules for the adjustment of academic standings.

Applicability:

This policy is applicable for all degree programs offered by the *University* through faculties at its Okanagan campus.

Exclusions:

None.

Definitions:

None.

Policy:

- 1) There are three possible academic standings:
 - a. Good (also referred to as being “In Good Standing”)
 - b. Probationary (also referred to as “On Academic Probation”)
 - c. Failed
- 2) A student’s standing is assigned as a result of academic performance evaluations.
- 3) Each program shall have regulations for academic performance evaluations in their academic regulations.

- 4) On initial entry to a program, all students are in Good standing and remain as such unless another standing is assigned, or the student graduates, withdraws from their program, or fails to enroll in one or more courses by the close of registration for a given Winter Session, in which case they cease to be students.
- 5) Probationary standing is noted on the Student Information System but not on Transcripts of Academic Record. Students will be notified of their probationary standing as quickly as possible following an academic performance evaluation.
- 6) A student On Academic Probation may have restrictions placed on his or her registration as set out in each program's academic regulations.
- 7) A student who had been required to discontinue studies, and later successfully appealed for readmission, will be placed On Academic Probation for their first session of studies upon return.
- 8) A student who receives an academic standing of Failed is required to withdraw from the *University* or their program:
 - a. for a set period of time;
 - b. until certain requirements set by their faculty are met; or
 - c. permanently, based upon the regulations of their program and faculty or under the Advancement Regulations.
- 9) A student with Failed standing who has not been required to withdraw permanently may only take classes for academic credit for transfer to the *University* at other institutions with the permission of their faculty.
- 10) An academic standing of Failed shall normally take effect immediately. However, should a Failed standing be assigned to a student after classes have commenced for a term, a student may elect to remain in those courses in which they are enrolled for that term; in such a case the Failed standing and any requirement to withdraw shall take effect at the beginning of the subsequent academic term.

Calendar Statement:

<p>Faculty: all Department/Unit: n/a Faculty/School Approval Date: n/a Effective Session: 2010W</p>	<p>Date: Contact Person: Fred Vogt Phone: 250.807.9201 Email: fred.vogt@ubc.ca</p>
<p>Proposed Calendar Entry: Homepage > Policies and Regulations > Academic Assessment > Academic Standing</p> <p>[11153] There are three levels of academic standing:</p> <p style="padding-left: 40px;">[11154]</p> <ul style="list-style-type: none"> • In Good Standing; • On Academic Probation; and • Failed. <p>[11155] All students on initial entry to the University are In Good Standing. The academic standing of a student may change to On Academic Probation or Failed as the result of academic performance evaluations, as described <u>in each program's academic regulations.</u></p> <p><u>The purpose of On Academic Probation standing is to raise awareness with the student that he or she is at risk academically so that the student can take corrective action that will improve the likelihood of his or her eventual success. On Academic Probation is noted in the Student Information System but not on official Transcripts of Academic Record. Students will be notified of being placed On Academic Probation as quickly as possible after the end of each term.</u></p>	<p>Draft Calendar URL: http://okanagan.students.ubc.ca/calendar/proof/edit/index.cfm?tree=3,41,91,0</p> <p>Present Calendar Entry: Homepage > Policies and Regulations > Academic Assessment > Academic Standing</p> <p>[11153] There are three levels of academic standing:</p> <p style="padding-left: 40px;">[11154]</p> <ul style="list-style-type: none"> • <i>In Good Standing;</i> • <i>On Academic Probation;</i> and • <i>Failed.</i> <p>[11155] All students on initial entry to the University are <i>In Good Standing</i>. The academic standing of a student may change to <i>On Academic Probation</i> or <i>Failed</i> as the result of academic performance evaluations, as described below.</p>

Placements of students On Academic Probation standing are evaluated at the end of each academic term (December, April, and August). It is important to note that a student may be given a Failed standing directly, and that On Academic Probation is not necessary for a Failed standing to result from unsatisfactory academic performance.

[11156] A student On Academic Probation may have restrictions placed on his or her registration as described in each faculty's section on academic regulations (see "Faculties, Schools, and Colleges"). A student who had been required to discontinue studies, and later successfully appealed for readmission, will be placed On Academic Probation.

[11157] A student who receives an academic standing of Failed will be required to discontinue studies **for either a set period of time, until certain requirements are met, or permanently, based upon the academic regulations of the student's faculty.** Normally, the student will be required to discontinue studies at the University starting immediately. However, a student **enrolled** in and attending one or more courses will be permitted to complete those courses if the determination of an academic standing of Failed is only made after the last date for withdrawal without a W being recorded on the transcript.

[11158] A student appealing to be permitted to continue his or her studies immediately, despite having received an academic standing of Failed, may not register for or attend courses while awaiting the results of their appeal, except as noted above. Therefore, a student On

[11156] A student *On Academic Probation* may have restrictions placed on his or her registration as described in each faculty's section on academic regulations (see "Faculties, Schools, and Colleges"). A student who had been required to discontinue studies, and later successfully appealed for readmission, will be placed *On Academic Probation*.

[11157] A student who receives an academic standing of *Failed* will be required to discontinue studies **~~for 12~~ months**. Normally, the student will be required to discontinue studies at the University starting immediately. However, a student **registered** in and attending one or more courses will be permitted to complete those courses if the determination of an academic standing of *Failed* is only made after the last date for withdrawal without a W being recorded on the transcript.

[11158] A student appealing to be permitted to continue his or her studies immediately, despite having received an academic standing of *Failed*, may not register for or attend courses while awaiting the results of their appeal, except as noted above. Therefore, a student *On*

Academic Probation should maintain contact with his or her faculty advisor in case circumstances arise that might adversely affect academic performance.	<i>Academic Probation</i> should maintain contact with his or her faculty advisor in case circumstances arise that might adversely affect academic performance.
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Consultations:

The following groups have been consulted during the development of this policy:

Enrolment Services
UBC Okanagan Faculties

History:

This is the first version of this policy.

Related Policies:

None.

Appendix:

There is no appendix to this policy.

Procedures:

There are no procedures under this policy.

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April 28, 2010

To: Okanagan Senate

From: Admissions and Awards Committee

Subject: Deputy Vice-Chancellor Scholarship for Continuing Students (approval)

In the spring of 2004, UBC Vancouver replaced the existing Undergraduate Scholars Program (USP) with a new scholarship program comprising of two awards: 1) the *President's Entrance Scholarship (PES)*; and 2) the *Trek Excellence Scholarship (TES)*. These two awards automatically extended to the Okanagan campus when it came online in 2005 and UBC Okanagan students began receiving both awards beginning in the 2005-2006 academic year.

Since 2005, a need has been identified to develop a scholarship specifically designed to recognize and reinvest in UBC Okanagan's continuing students and encourage retention. The *Deputy Vice-Chancellor Scholarship for Continuing Students* is proposed to replace the *TREK Excellence Scholarship* as a cost-similar award available to domestic continuing students. Its criteria are based upon a fixed level of achievement (at or above 80% on a minimum 24 credits) allowing students to set their academic goals at the beginning of the year with certainty of the reward (this is in contrast to the existing TREK Excellence Scholarship, where the students do not have all the information necessary to determine their eligibility and only realize their qualification when the award is granted). The award values are:

- \$1,500 for 90% or higher
- \$1,000 for 85% to 89.99%
- \$500 for 80% to 84.99%

New proposed:

Deputy Vice Chancellor Scholarship for Continuing Students

Scholarships ranging in value from \$500 to \$1500 are offered by The University of British Columbia Okanagan to continuing domestic students entering second, third or fourth year at The University of British Columbia Okanagan. These scholarships recognize the value of continuing students and their academic achievement. (First awards available for the 2009/2010 Winter Session)

Current existing:

Trek Excellence Scholarships (TES)

The Trek Excellence Scholarships for domestic students are \$1,500 awards given to the top 5% of students in each undergraduate year of each faculty and school.

The Admission and Awards Committee recommends the following to Senate:

Motion: That Senate accept the Deputy Vice-Chancellor Scholarship for Continuing Students award as listed and forward it to the Board of Governors for approval;

and

That Senate discontinue the Trek Excellence Scholarships (TES) award and forward notice of this discontinuance to the Board of Governors for approval, with such discontinuance to be effective upon the date of approval of the Deputy Vice-Chancellor Scholarship for Continuing Students award.

Note: The Deputy Vice-Chancellor Scholarship for Continuing Students award will be offered from the 2009/2010 Winter Session and thereafter and the Trek Excellence Scholarship will be discontinued at that time.

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April 28, 2010

To: Okanagan Senate

From: Admissions and Awards Committee

Subject: Admissions Proposals (approval)

- i. Canadian Aboriginal Applicants
- ii. Faculty of Creative and Critical Studies – Bachelor of Fine Arts Program: Visual Arts and Interdisciplinary Performance
- iii. College of Graduate Studies – School of Engineering: Master of Applied Science (M.A.Sc.) and Doctor of Philosophy (Ph.D.)
- iv. School of Social Work: Introduction

The Admissions and Awards Committee is pleased to recommend the following to Senate:

i. Canadian Aboriginal Applicants

Revise the current policy for admission of Canadian Aboriginal applicants to UBC Okanagan first-year degree programs.

Motion: That Senate approve the proposed changes to Canadian Aboriginal Applicants.

ii. Faculty of Creative and Critical Studies – Bachelor of Fine Arts Program: Visual Arts and Interdisciplinary Performance

Change the admission requirements for Interdisciplinary Performance from a letter of intent to an audition, and change the Visual Arts portfolio and Interdisciplinary Performance audition dates to March 15 (from March 31).

Motion: That Senate approve the proposed changes to the Faculty of Creative and Critical Studies – Bachelor of Fine Arts Program: Visual Arts and Interdisciplinary Performance.

iii. College of Graduate Studies – School of Engineering: Master of Applied Science (M.A.Sc.) and Doctor of Philosophy (Ph.D.)

Amend the English requirements in the Master of Applied Science (M.A.Sc.) and Doctor of Philosophy (Ph.D.).

Motion: That Senate approve the proposed changes to the College of Graduate Studies – School of Engineering: Master of Applied Science (M.A.Sc.) and Doctor of Philosophy (Ph.D.).

iv. School of Social Work: Introduction

Remove reference to second year of B.S.W. program.

Motion: That Senate approve the proposed changes to the School of Social Work: Introduction.

For the Committee,
Dr. Sharon McCoubrey
Chair, Admissions and Awards Committee



UBC Okanagan Calendar Change Proposal Form

<p>Approval Date: n/a Effective Session: Effective for 2010 admission to UBC Year for change: To be posted to the calendar upon approval for the purpose of advising prospective students.</p>	<p>Date: January 11, 2010 Contact Person: Lyle Mueller, Director of Indigenization and Internationalization 250-807-9195 lyle.mueller@ubc.ca</p>
<p>Proposed Calendar Entry:</p> <p>Homepage > Admissions ></p> <p>Canadian Aboriginal Applicants</p> <p>[49] The University of British Columbia is dedicated to making the University's vast resources more accessible to Aboriginal people, and to improving the University's ability to meet their educational needs. The University recognizes that Aboriginal students make valuable contributions to its learning environment and therefore invites inquiries and applications from Aboriginal candidates to its many and diverse fields of study.</p> <p>[50] UBC may consider applicants who do not meet the current competitive admission cut-off set by the individual faculties and schools, but who meet the University-wide academic minimum of 67% for first-year programs or a grade point average of 2.0 (calculated on a 4.0-point scale) for applicants applying from a recognized post-secondary institution. Applicants must also satisfy program prerequisites set by the individual faculties and schools.</p> <p>[15185] UBC Okanagan may also consider</p>	<p>URL from Draft Calendar: http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=2,14,0,0</p> <p>Present Calendar Entry:</p> <p>Homepage > Admissions ></p> <p>Canadian Aboriginal Applicants</p> <p>[49] The University of British Columbia is dedicated to making the University's vast resources more accessible to Aboriginal people, and to improving the University's ability to meet their educational needs. The University recognizes that Aboriginal students make valuable contributions to its learning environment and therefore invites inquiries and applications from Aboriginal candidates to its many and diverse fields of study.</p> <p>[50] UBC may consider applicants who do not meet the current competitive admission cut-off set by the individual faculties and schools, but who meet the University-wide academic minimum of 67% for first-year programs or a grade point average of 2.0 (calculated on a 4.0-point scale) for applicants applying from a recognized post-secondary institution. Applicants must also satisfy program prerequisites set by the individual faculties and schools.</p> <p>[15185] UBC Okanagan may also consider</p>



Aboriginal applicants for first-year programs who have completed **18 university-level credits with a minimum 60% in each course and a 60% or C average overall.** 12 credits of this coursework must be from UBC Okanagan courses, of which 3 credits must be from either ENGL 112 or ENGL 114. Applicants must also satisfy program prerequisites and admission requirements set by the individual faculties and schools.

[8413] To be considered under this admission category, applicants must complete an Aboriginal Supplemental Application in addition to the application for admission to UBC. Applicants will be considered on an individual basis by the applicable faculty or school in consultation with a representative of UBC Okanagan Aboriginal Programs & Services. Achievements that indicate an ability to succeed at university such as educational history, cultural knowledge, community participation, work experience, and educational goals will be considered.

[51] For the purpose of application and admission to UBC Okanagan, and in accordance with the *Constitution Act, 1982*, Part II, Section 35(2), being Schedule B to the *Canada Act 1982 (U.K.)*, 1982, c. 11, an Aboriginal applicant is an Indian, Inuit, or Metis person of Canada.

Aboriginal applicants for first-year programs who have completed ~~and passed at least 18 credits of post-secondary coursework with a minimum grade of 60% or C in each course.~~ 12 credits of this coursework must be from UBC Okanagan courses, of which 3 credits must be from either ENGL 112 or ENGL 114. Applicants must also satisfy program prerequisites and admission requirements set by the individual faculties and schools.

[8413] To be considered under this admission category, applicants must complete an Aboriginal Supplemental Application in addition to the application for admission to UBC. Applicants will be considered on an individual basis by the applicable faculty or school in consultation with a representative of UBC Okanagan Aboriginal Programs & Services. Achievements that indicate an ability to succeed at university such as educational history, cultural knowledge, community participation, work experience, and educational goals will be considered.

[51] For the purpose of application and admission to UBC Okanagan, and in accordance with the *Constitution Act, 1982*, Part II, Section 35(2), being Schedule B to the *Canada Act 1982 (U.K.)*, 1982, c. 11, an Aboriginal applicant is an Indian, Inuit, or Metis person of Canada.

Type of Action: Revise the current policy for admission of Canadian Aboriginal applicants to UBCO first-year degree programs.

Rationale: The proposed revision to the admission policy will clarify the requirements for Aboriginal students studying as UBC Okanagan Access Studies students.



UBC Okanagan Admission Proposal Form

<p>Faculty: Creative and Critical Studies Department/Unit: Creative Studies Faculty Approval Date: Effective Session: Admission to 2011W <i>For publishing in the Calendar as soon as possible, for the purpose of advising prospective students.</i></p>	<p>Date: March 19, 2010 Contact Person: Nancy Holmes Phone: 250.807.9369 Email: nancy.holmes@ubc.ca</p>
<p>Proposed Calendar Entry: Homepage > Faculties, Schools, and Colleges > Faculty of Creative and Critical Studies > Bachelor of Fine Arts Program > Admission Requirements</p> <p>Admission Requirements</p> <p>[11554] Application for admission to the Faculty of Creative and Critical Studies must be made through Enrolment Services. Procedures, policies, and admission requirements of the University of British Columbia and the Faculty of Creative and Critical Studies are specified in Admissions.</p> <p><u>Admission to both the Visual Arts and Interdisciplinary Performance programs is very competitive. The number of places within the B.F.A. program is limited, and admission is based on the requirements below as well as an admission average.</u></p> <p>[11555] Applicants to the B.F.A. Major in Visual Arts must submit a portfolio and a letter of intent.</p> <p>[15107] Applicants to the B.F.A. Major in</p>	<p>Draft Calendar URL: http://okanagan.students.ubc.ca/calendar/index.cfm?tree=18,283,833,971</p> <p>Present Calendar Entry: Homepage > Faculties, Schools, and Colleges > Faculty of Creative and Critical Studies > Bachelor of Fine Arts Program > Admission Requirements</p> <p>Admission Requirements</p> <p>[11554] Application for admission to the Faculty of Creative and Critical Studies must be made through Enrolment Services. Procedures, policies, and admission requirements of the University of British Columbia and the Faculty of Creative and Critical Studies are specified in Admissions.</p> <p>[11555] Applicants to the UBC Okanagan B.F.A. degree who intend to complete a major in Visual Arts must submit a portfolio and a letter of intent.</p> <p>[15107] Applicants to the UBC Okanagan</p>



Interdisciplinary Performance must **audition.**

[11556] The Portfolio (Visual Arts)

[11557] The portfolio must consist of 15–20 pieces of work (do not submit more than 20 pieces).

[11558] Work submitted may demonstrate a range of media explored. You may choose to send original works (when size, weight, fragility, etc. make that possible) or well-documented work in the form of slides, photographs, CDs (.tif, .psd, or .jpg formats), videos (each not more than three minutes in length), and other media.

[11559] The maximum portfolio size for original two-dimensional work is 30" x 40". Three-dimensional work must be sent as photo documentation. Please supply an itemized information list for all submitted work (i.e., medium, dimensions, year of completion).

[11560] The Letter of Intent (Visual Arts)

[11561] The letter of intent, which should not exceed 300 words, should describe the applicant's reasons for wanting to study in the visual arts. In addition, artist statements are welcome but not mandatory.

B.F.A ~~degree who intend to complete a major~~ in Interdisciplinary Performance must ~~submit a letter of intent.~~

[11556] The Portfolio (Visual Arts)

[11557] The portfolio must consist of 15–20 pieces of work (do not submit more than 20 pieces).

[11558] Work submitted may demonstrate a range of media explored. You may choose to send original works (when size, weight, fragility, etc. make that possible) or well-documented work in the form of slides, photographs, CDs (.tif, .psd, or .jpg formats), videos (each not more than three minutes in length), and other media.

[11559] The maximum portfolio size for original two-dimensional work is 30" x 40". Three-dimensional work must be sent as photo documentation. Please supply an itemized information list for all submitted work (i.e., medium, dimensions, year of completion).

[11560] The Letter of Intent (Visual Arts)

[11561] The letter of intent, which should not exceed 300 words, should describe the applicant's reasons for wanting to study in the visual arts. In addition, artist statements are welcome but not mandatory.

~~[15108] The Letter of Intent (Interdisciplinary Performance)~~

~~**[15109] Applicants who intend to complete a Major in Interdisciplinary Performance must submit a letter of intent declaring their interest in the program. This letter should describe the applicant's experience in performance, creative writing, and/or visual arts, and**~~



**[15108] Deadline for Submission
(Visual Arts)**

[11563] The deadline for submitting the **Visual Arts** portfolio and letter of intent is **March 15** for admission the following September. The portfolio and letter of intent must be sent together in a strong, reusable container and must be accompanied by sufficient return postage. Portfolios sent without sufficient return postage will not be returned to the applicant. Please send the Visual Arts portfolio and letter of intent to:

[11564] Portfolio Review Committee
Department of Creative Studies
Fine Arts Building, 161
3333 University Way
Kelowna, BC V1V 1V7

[11565] For inquiries regarding portfolio or letter of intent requirements for Visual Arts, please contact the UBC Okanagan Department of Creative Studies at 250.807.9761.

address the reasons for wanting to study in this program.

[11562] Deadline for Submission

[11563] The deadline for submitting the portfolio and letter of intent ~~for both majors~~ is ~~March 31~~ for admission the following September. The portfolio and letter of intent must be sent together in a strong, reusable container and must be accompanied by sufficient return postage. Portfolios sent without sufficient return postage will not be returned to the applicant. Please send the Visual Arts portfolio and letter of intent to:

[11564] Portfolio Review Committee
Department of Creative Studies
Fine Arts Building, 161
3333 University Way
Kelowna, BC V1V 1V7

~~**[15110] Please send the Interdisciplinary Performance letter of intent to:**~~

~~**[15111] Interdisciplinary Performance Program
Department of Creative Studies
Fine Arts Building, 161
3333 University Way
Kelowna, BC V1V 1V7**~~

[11565] For inquiries regarding portfolio or letter of intent requirements for ~~both~~ Visual Arts ~~and Interdisciplinary Performance~~, please contact the UBC Okanagan Department of Creative Studies at 250.807.9761.

~~**[11566] Entry into both of these programs is very competitive. The number of places within the B.F.A. program is limited, and admission is based on the above requirements as well**~~



The Audition (Interdisciplinary Performance)

Applicants to the B.F.A. Major in Interdisciplinary Performance must submit an audition request form by March 15.

In-person auditions are encouraged. Applicants unable to audition in person must provide a recorded audition. Application and audition details are available at <Interdisciplinary Performance> (www.web.ubc.ca/Okanagan/creative/options/theatre.html).

Requirements for both the in-person and the recorded audition include one classic or contemporary monologue from an existing work or a work created by the applicant, and one performance piece (movement, dance, text, music, or performance art) created by the applicant in which an object (prop) is used. Recorded auditions should be no longer than three minutes.

For inquiries regarding auditions for Interdisciplinary Performance, please contact the Department of Creative Studies at 250.807.9761.

as grade average.

Type of Action: To change the admission requirements for Interdisciplinary Performance from a letter of intent to an audition and to change the VISA portfolio and INTP audition dates to March 15th.

Rationale: The BFA in Interdisciplinary Performance is one of the only performance programs in the country that does not require an audition. This was initially designed to provide few barriers for applicants interested in this new program. However, it is clear that to attract more serious applicants and to remain competitive with other BFA degree programs, an audition process is preferred. We are following procedures for auditions that are in place for UBC Vancouver as the Admissions office can offer the same service to us.

We are also changing the due date for the portfolio and the audition to March 15th to bring these in line with UBC's application deadline. The former deadline of March 31 for the portfolio and letter of intent meant that we sent out offer letters to students quite a bit after they received offers from other institutions. We would like to be more competitive in terms of timeliness.



UBC Okanagan Admissions Proposal Form

<p>Faculty/School: Engineering Department/Unit: N/A Faculty/School Approval Date: 03/03/10 Effective Session: 2010S</p>	<p>Date: January 19, 2010 Contact Person: Dwayne Tannant Phone: 250.807.8067 Email: dwayne.tannant@ubc.ca</p>
<p>Proposed Calendar Entry: Homepage > Faculties, Schools, and Colleges > College of Graduate Studies > Engineering > Master of Applied Science (M.A.Sc.)</p> <p>Master of Applied Science (M.A.Sc.)</p> <p>[13379] Admission Requirements</p> <p>[13380] Students admitted to the M.A.Sc. degree will normally possess a bachelor's degree in engineering or a related area, with a minimum GPA of B+ (76–79%), as well as minimum English language requirements, including a TOEFL score of 580 (PBT) or 92 (IBT), or an IELTS minimum overall band of 6.5 (with nothing less than 6 per individual test).</p> <p>[...]</p>	<p>Draft Calendar URL: http://okanagan.students.ubc.ca/calendar/poof/edit/index.cfm?tree=18,285,981,1163</p> <p>Present Calendar Entry: Homepage > Faculties, Schools, and Colleges > College of Graduate Studies > Engineering > Master of Applied Science (M.A.Sc.)</p> <p>Master of Applied Science (M.A.Sc.)</p> <p>[13379] Admission Requirements</p> <p>[13380] Students admitted to the M.A.Sc. degree will normally possess a bachelor's degree in engineering or a related area, with a minimum GPA of B+ (76-79%), as well as specified English language requirements, including a TOEFL minimum score of 580 or an IELTS minimum overall band of 6.5 (with nothing less than 6.0 per individual test).</p> <p>[13381] For further information on the program, please see College of Graduate Studies.</p> <p>[...]</p> <p>Type of Action: Amend the English requirements for the M.A.Sc. degree.</p> <p>Rationale: Currently the College of Graduate Studies requires a TOEFL (Test of English as a Foreign Language) minimum score of 550 PBT (paper version); 213 (computer version); 80 IBT</p>

	<p>(Internet version, effective September 2005). These changes reflect a higher standard for the M.A.Sc. degree and are identical to UBC Vancouver.</p>
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UBC Okanagan Admissions Proposal Form

<p>Faculty/School: Engineering Department/Unit: N/A Faculty/School Approval Date: 03/03/10 Effective Session: 2010S</p>	<p>Date: January 19, 2010 Contact Person: Dwayne Tannant Phone: 250.807.8067 Email: dwayne.tannant@ubc.ca</p>
<p>Proposed Calendar Entry: Homepage > Faculties, Schools, and Colleges > College of Graduate Studies > Engineering > Doctor of Philosophy (Ph.D.)</p> <p>Doctor of Philosophy (Ph.D.)</p> <p>[13390] Admission Requirements</p> <p>[13391] Admission to the Ph.D. program will normally require the completion of a <u>thesis-based master's degree</u> in Engineering or a related field. In special circumstances, students who demonstrate exceptional research ability may apply directly to the Ph.D. program upon completion of an undergraduate degree in engineering. <u>Students must satisfy minimum English language requirements, including a TOEFL score of 580 (PBT) or 92 (IBT), or an IELTS minimum overall band of 6.5 (with nothing less than 6 per individual test).</u> Students are also required to meet the minimum standards specified for admission by UBC Okanagan's College of Graduate Studies.</p> <p>[...]</p>	<p>Draft Calendar URL: http://okanagan.students.ubc.ca/calendar/poof/edit/index.cfm?tree=18,285,981,1166</p> <p>Present Calendar Entry: Homepage > Faculties, Schools, and Colleges > College of Graduate Studies > Engineering > Doctor of Philosophy (Ph.D.)</p> <p>Doctor of Philosophy (Ph.D.)</p> <p>[13390] Admission Requirements</p> <p>[13391] Admission to the Ph.D. program will normally require the completion of the M.A.Sc. in Engineering. In special circumstances, students who demonstrate exceptional research ability may apply directly to the Ph.D. program upon completion of an undergraduate degree in engineering. Students are also required to meet the minimum standards specified for admission by UBC Okanagan's College of Graduate Studies.</p> <p>[...]</p> <p>Type of Action: Clarify and add English requirements for the Ph.D. program.</p> <p>Rationale: Currently the College of Graduate Studies requires a TOEFL (Test of English as a Foreign Language) minimum score of 550 PBT (paper</p>

	<p>version); 213 (computer version); 80 IBT (Internet version, effective September 2005). These changes reflect a higher standard for the Ph.D. program and are identical to UBC Vancouver.</p>
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UBC Okanagan Admissions Proposal Form

<p>Faculty: Health and Social Development Department/Unit: School of Social Work Faculty Approval Date: July 27, 2009 Effective Session: 2010W</p>	<p>Date: June 17, 2009 Contact Person: Edward Taylor Phone: 250.807.8740 Email: edward.taylor@ubc.ca</p>
<p>Proposed Calendar Entry:</p> <p><i>Homepage > <u>Faculties, Schools, and Colleges</u> > <u>School of Social Work</u> > Introduction</i></p> <p>[10994] A School within the Faculty of Health and Social Development</p> <p><i>Director's Office Edward Taylor, Director UBC Okanagan 3333 University Way Arts Building Kelowna, BC, V1V 1V7 Tel: 250.807.8738 Web: www.ubc.ca/okanagan/socialwork/welcome.html</i></p> <p>[10995] The School of Social Work offers the Bachelor of Social Work (B.S.W.) and Master's of Social Work (M.S.W.) programs.</p> <p>[13683] College and university transfer students are admitted into the B.S.W. in the third year of their university studies. The B.S.W. is fully accredited by the Canadian Association of Schools of Social Work.</p> <p>[10996] Mission of the B.S.W. Program</p> <p>[...]</p> <p>Draft Calendar URL: http://okanagan.students.ubc.ca/calendar/pr_oof/edit/index.cfm?tree=18,289,853,1123</p>	<p>Draft Calendar URL: http://okanagan.students.ubc.ca/calendar/pr_oof/edit/index.cfm?tree=18,289,852,0</p> <p>Present Calendar Entry:</p> <p><i>Homepage > <u>Faculties, Schools, and Colleges</u> > <u>School of Social Work</u> > Introduction</i></p> <p>[10994] A School within the Faculty of Health and Social Development</p> <p><i>Director's Office Edward Taylor, Director UBC Okanagan 3333 University Way Arts Building Kelowna, BC, V1V 1V7 Tel: 250.807.8738 Web: www.ubc.ca/okanagan/socialwork/welcome.html</i></p> <p>[10995] The School of Social Work offers the Bachelor of Social Work (B.S.W.) and Master's of Social Work (M.S.W.) programs.</p> <p>[13683] College and university transfer students are admitted into the B.S.W. in the third year of their university studies. Students admitted into the B.S.W. program on the basis of a two-year human service, social service, or other relevant diploma are placed in the second year of the B.S.W. program. The B.S.W. is fully accredited by the Canadian Association of Schools of Social Work.</p> <p>[10996] Mission of the B.S.W. Program</p> <p>[...]</p> <p>Draft Calendar URL: http://okanagan.students.ubc.ca/calendar/pr_oof/edit/index.cfm?tree=18,289,853,1123</p>

**Present Calendar Entry:**

[Homepage](#) > [Faculties, Schools, and Colleges](#) > [School of Social Work](#) > [Bachelor of Social Work Program](#) > [Degree Requirements](#)

[12787] Bachelor of Social Work**Third Year**

SOCW 301 Research and Evaluation in Social Work	3
SOCW 304 Social Work Field Practice	6
SOCW 308 Law and Social Policy	3
SOCW 310 Social Work Theory and Practice I	3
SOCW 311 Social Work Theory and Practice II	3
SOCW 340 Social Work Practice with Individuals	3
SOCW 360 Social Work Practice with Groups	3
Electives ¹	6
Total Credits	30

Fourth Year

SOCW 402 Social Work Field Practice	9
SOCW 403 Generalist Social Work	3
SOCW 450 Understanding Human Service Organizations	3
SOCW 451 Social Work Practice in Communities	3
SOCW 477 Family Practice	3
Electives ¹	9
Total Credits	30

¹ Electives will be selected in consultation with a course advisor. A completed statistics course is

Present Calendar Entry:

[Homepage](#) > [Faculties, Schools, and Colleges](#) > [School of Social Work](#) > [Bachelor of Social Work Program](#) > [Degree Requirements](#)

[12787] Bachelor of Social Work

Second-Year⁺	Credits
6 credits of first-year English course work	6
SOCW 200 Introduction to Social Work Practice	3
SOCW 201 Introduction to Social Welfare in Canada	3
3 credits of human development (lifespan) course work	3
3 credits of Statistics	3
Electives	12
Total Credits	30

Third Year

SOCW 301 Research and Evaluation	3
SOCW 304 Social Work Field Practice	6
SOCW 308 Law and Social Policy	3
SOCW 310 Social Work Theory and Practice I	3
SOCW 311 Social Work Theory and Practice II	3
SOCW 340 Social Work Practice with Individuals	3
SOCW 360 Social Work Practice with Groups	3
Electives ²	6
Total Credits	30

Fourth Year

SOCW 402 Social Work Field Practice	9
SOCW 403 Generalist Social Work	3
SOCW 450 Understanding Human Service Organizations	3
SOCW 451 Social Work Practice in Communities	3
SOCW 477 Family Practice	3
Electives ²	9
Total Credits	30

⁺ ~~Second year of the B.S.W. program is available only to those students who are admitted on the basis of a two-year human service, social service, or other relevant diploma. University and college transfer students are admitted directly to third year of the B.S.W. program.~~

² Electives will be selected in consultation with a course advisor. A completed statistics course is



required for the B.S.W. degree. The statistics course cannot be counted towards an upper-level Social Work credit.

[12788] Prior to graduation, B.S.W. students must complete one of either SOCW 454 (**Social Work Practice with Indigenous People**) or SOCW 456 (Social Work Practice with Diverse Populations), unless they are enrolled in the Child Welfare specialization. If enrolled in the Child Welfare specialization, the student must take SOCW 454 (**Social Work Practice with Indigenous People**).

required for the B.S.W. degree. The statistics course cannot be counted towards an upper-level Social Work credit.

[12788] Prior to graduation, B.S.W. students must complete one of either SOCW 454 (~~Human Services and Native People~~) or SOCW 456 (Social Work Practice with Diverse Populations), unless they are enrolled in the Child Welfare specialization. If enrolled in the Child Welfare specialization, the student must take SOCW 454 (~~Human Services and Native People~~).

Type of Action: Remove reference to second year of B.S.W. program.

Rationale: Students are no longer admitted to year two of the program. As previously approved, students with a two-year human service diploma must now apply to Arts or Sciences and upon completion of 60 credits, they can apply to Social Work.

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



OKANAGAN SENATE SECRETARIAT

Enrolment Services

Senate and Curriculum Services

3333 University Way

Kelowna, BC · V1V 1V7

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

www.senate.ubc.ca

28 April 2010

To: Okanagan Senate

From: Senate Curriculum Committee

Subject: April Curriculum Proposals (approval)

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 and revised courses, programs, and policies brought forward by the Faculties of Arts and Sciences, Creative and Critical Studies, and Education as set out in the attached proposals.*

Respectfully submitted,

Dr. Robert Campbell
Chair, Curriculum Committee



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28 April 2010

To: Okanagan Senate

From: Senate Curriculum Committee

Subject: April Curriculum Proposals (approval)

Attached please find the following for your consideration:

From the Faculty of Arts and Sciences

1. The following new policy:
 - a. Academic Standing
2. The following new courses:
 - a. BIOL 358 (3) Plant Ecophysiology
 - b. CHEM 322 (3) Methods in Forensic Chemical Analysis

From the Faculty of Creative and Critical Studies

1. The following new policy:
 - a. Academic Standing
2. The following new courses:
 - a. ARTH 375 (3) Encountering India: The Age of the Mughals
 - b. ENGL 341/CULT 341 (3) Globalization, Literature, and Culture
 - c. ENGL 437/CULT 437 (3-9) d Postcolonial Studies

From the Faculty of Education

1. The following new courses:
 - a. EDUC 530 (3) Educating for Humanity: Citizenship through Service Learning; EDUC 560 (3/6) d Directed Studies in Education

From the Faculties of Arts and Sciences and Creative and Critical Studies (joint proposal)

1. The following revised degree requirement:
 - a. B.A. Language Other Than English Requirement



UBC Okanagan Curriculum Proposal Form New or Change to Course or Program

Category: 1

<p>Faculty/School: Arts and Sciences Department/Unit: Dean's Office Faculty Approval Date: Nov. 17, 2009 Effective Session: 2010W</p>	<p>Date: October 29, 2009 Contact Person: Dr. L.L. Hatt Phone: 250.807.9323 Email: linda.hatt@ubc.ca</p>
<p>Proposed Calendar Entry:</p> <p>Homepage > Faculties, Schools, and Colleges > Faculty of Arts and Sciences > Bachelor of Arts Programs > Academic Regulations</p> <p>Academic Regulations</p> <p>[15061] In addition to the general policies and regulations set out in "Policies and Regulations," the following academic regulations listed apply to <u>undergraduate students in</u> this Faculty.</p> <p><u>Academic Standing</u></p> <p><u>Supplementary to the University's policy on Academic Standing</u> <u><http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,41,91,0>, the regulations below are applicable to B.A. students in the Faculty.</u></p> <p><u>On Academic Probation</u></p> <p><u>On Academic Probation will be assigned to a student who, while not falling under the provisions for Failed standing, has:</u></p> <ul style="list-style-type: none"> <u>• earned a term cumulative average of less than 55%;</u> <u>• enrolled in 9 or more credits in a term</u> 	<p>Draft Calendar URL: http://okanagan.students.ubc.ca/calendar/poof/edit/index.cfm?tree=18,282,857,1267</p> <p>Present Calendar Entry:</p> <p>Homepage > Faculties, Schools, and Colleges > Faculty of Arts and Sciences > Bachelor of Arts Programs > Academic Regulations</p> <p>Academic Regulations</p> <p>[15061] In addition to the general policies and regulations set out in "Policies and Regulations," the following academic regulations listed apply to this Faculty.</p>



and passed fewer than 60% of those credits; or

• enrolled in fewer than 9 credits in a term and passed fewer than 50% of those credits.

A student placed On Academic Probation at the end of the Winter Session will normally be allowed to register in a maximum of 9 credits in the following term. This restriction may be waived at the discretion of the Faculty. The credit restriction will only be enforced if the student is notified before the subsequent term begins.

On Academic Probation is changed to In Good Standing if a student's cumulative average in the term in which he or she was on Academic Probation is 55% or higher.

Failed Standing

A student placed on Failed standing for the first time will normally be required to discontinue his or her studies for a period of one academic year (12 months) prior to resuming his or her program of study. A student who already has a Failed standing on his or her academic record (from any UBC program) will be required to withdraw from the University and may only be readmitted under the Advancement Regulations <<http://okanagan.students.ubc.ca/calendar/proof/edit/index.cfm?tree=3,41,93,0>>. Failed standing will be assigned at the end of the Winter Session (April) based on performance in that session. The evaluation will consider all courses taken in the session. Failed standing will be assigned to a student who has:

• a sessional cumulative average less than 50%, passing fewer than 50% of the credits attempted in that



session; or
• a sessional cumulative average of less than 45%.

Courses taken in the Summer Session are not taken into consideration for assigning Failed standing, although they are applicable for On Academic Probation.

[15062] Dean's List

[15063] Students in any Winter Session with a sessional average of at least 85% while taking 27 or more credits will receive the notation "Dean's List" on their official transcript of academic record.

Present Calendar Entry:

Homepage > [Faculties, Schools, and Colleges](#) > [Faculty of Arts and Sciences](#) > [Bachelor of Science Programs](#) > [Academic Regulations](#)

Academic Regulations

[15064] In addition to the general policies and regulations set out in "Policies and Regulations," the following academic regulations listed apply to undergraduate students in this Faculty.

Academic Standing

Supplementary to the University's policy on Academic Standing
<<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,41,91,0>>, the regulations below are applicable to B.Sc. students in the Faculty.

On Academic Probation

On Academic Probation will be

[15062] Dean's List

[15063] Students in any Winter Session with a sessional average of at least 85% while taking 27 or more credits will receive the notation "Dean's List" on their official transcript of academic record.

Draft Calendar URL:

<http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,282,858,1268>

Present Calendar Entry:

Homepage > [Faculties, Schools, and Colleges](#) > [Faculty of Arts and Sciences](#) > [Bachelor of Science Programs](#) > [Academic Regulations](#)

Academic Regulations

[15064] In addition to the general policies and regulations set out in "Policies and Regulations," the following academic regulations listed apply to this Faculty.



assigned to a student who, while not falling under the provisions for Failed standing, has:

- earned a term cumulative average of less than 55%;
- enrolled in 9 or more credits in a term and passed fewer than 60% of those credits; or
- enrolled in fewer than 9 credits in a term and passed fewer than 50% of those credits.

A student placed On Academic Probation at the end of the Winter Session will normally be allowed to register in a maximum of 9 credits in the following term. This restriction may be waived at the discretion of the Faculty. The credit restriction will only be enforced if the student is notified before the subsequent term begins.

On Academic Probation is changed to In Good Standing if a student's cumulative average in the term in which he or she was on Academic Probation is 55% or higher.

Failed Standing

A student placed on Failed standing for the first time will normally be required to discontinue his or her studies for a period of one academic year (12 months) prior to resuming his or her program of study. A student who already has a Failed standing on his or her academic record (from any UBC program) will be required to withdraw from the University and may only be readmitted under the Advancement Regulations <<http://okanagan.students.ubc.ca/calendar/proof/edit/index.cfm?tree=3,41,93,0>>. Failed standing will be assigned at the end of the Winter Session (April) based on performance in that session. The



evaluation will consider all courses taken in the session. Failed standing will be assigned to a student who has:

- a sessional cumulative average less than 50%, passing fewer than 50% of the credits attempted in that session; or
- a sessional cumulative average of less than 45%.

Courses taken in the Summer Session are not taken into consideration for assigning Failed standing, although they are applicable for On Academic Probation.

[15065] Dean's List

[15066] Students in any Winter Session with a sessional average of at least 85% while taking 27 or more credits will receive the notation "Dean's List" on their official transcript of academic record.

[15065] Dean's List

[15066] Students in any Winter Session with a sessional average of at least 85% while taking 27 or more credits will receive the notation "Dean's List" on their official transcript of academic record.

Type of Action: Addition of the Faculty's B.A. and B.Sc. academic standing policy under Academic Regulations.

Rationale: These additions will clarify the Faculty's provisions for On Academic Probation and Failed Standing.



UBC Okanagan Curriculum Proposal Form New or Change to Course or Program

Category: 1

<p>Faculty: Arts and Sciences Unit: Biology & Physical Geography Faculty Approval Date: March 16, 2010 Effective Session: 2010W</p>	<p>Date: February 4, 2010 Contact Person: Melanie Jones Phone: 250.807.9553 Email: melanie.jones@ubc.ca</p>
<p>Proposed Calendar Entry:</p> <p><u>BIOL 358 (3) Plant Ecophysiology</u> <u>How plants respond to their environment; the physiological mechanisms that underlie adaptations to different physical environments. Water relations, gas exchange, and mineral nutrition; temperature and energy budgets; stress tolerance. [3-0-1.5]</u> <u>Prerequisite: All of BIOL 202, BIOL 210.</u></p>	<p>Draft Calendar URL: N/A</p> <p>Present Calendar Entry:</p> <p>Type of Action: New course.</p> <p>Rationale: The Ecology and Evolutionary Biology Major does not at present offer a course on the ecophysiology of plants. The proposed course will remedy this problem, and give students a chance to broaden their experience with both the ecology and physiology of plants. The course will include lectures, but also a 1.5-hour, weekly seminar where original papers will be discussed. The critical evaluation skills developed in this seminar will be applicable to other fields within biology. In addition, the content of the course will emphasize aspects of plant physiology that are of particular interest to ecologists. In this way, we hope to attract students from the Ecology and Evolutionary Biology Major program.</p>

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

Category: 1

Faculty: Arts and Sciences Unit/Dept.: Chemistry, EESC (Unit 3) Faculty Approval Date: March 16, 2010 Effective Session: 2010W	Date: January 29, 2010 Contact Person: W. Stephen McNeil Phone: 250.807.8751 Email: s.mcneil@ubc.ca
Proposed Calendar Entry: <u>CHEM 322 (3) Methods in Forensic Chemical Analysis</u> <u>Concepts in the forensic chemical analysis of materials. Sampling protocols, sample preparation and clean up, instrumental techniques, chemical tracers, chemical fingerprinting, drug and toxin analysis, complex statistical analysis. Specific case studies with emphasis on environmental forensic issues will be presented.</u> <u>[3-0-0]</u> <u>Prerequisite: One of CHEM 211, CHEM 321.</u>	Draft Calendar URL: N/A Present Calendar Entry: Type of Action: New course. Rationale: This course will make available a new upper-level analytical chemistry offering. This is an area currently underrepresented among our curriculum. It is expected to have strong appeal and utility for students in the Chemistry and Environmental Chemistry programs as well as students in the biology and biochemistry programs. The application of analytical chemistry toward the gathering of legal evidence is not a subject yet described anywhere in our course offerings, so this course would be a welcome addition. As well, forensic science is an engaging and attractive subject, and an arena where analytical chemistry has gained a high public profile, so we anticipate strong student demand.



UBC Okanagan Curriculum Proposal Form New or Change to Course or Program

Category: 1

<p>Faculty: Creative and Critical Studies Department/Unit: Dean's Office Faculty Approval Date: March 23, 2010 Effective Session: 2010W</p>	<p>Date: March 22, 2010 Contact Person: Dr. Kenneth Phillips Phone: 250.807.9377 Email: kenneth.phillips@ubc.ca</p>
<p>Proposed Calendar Entry: Homepage > Faculties, Schools, and Colleges > Faculty of Creative and Critical Studies > Academic Regulations</p> <p>Academic Regulations</p> <p>[13022] In addition to the general policies and regulations set out in "Policies and Regulations," the following academic regulations listed apply to <u>undergraduate students in</u> this Faculty.</p> <p><u>Academic Standing</u></p> <p><u>Supplementary to the University's policy on Academic Standing</u> <u><http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,41,91,0>, the regulations below are applicable to B.A. and B.F.A. students in the Faculty.</u></p> <p><u>On Academic Probation</u></p> <p><u>On Academic Probation will be assigned to a student who, while not falling under the provisions for Failed standing, has:</u></p> <ul style="list-style-type: none"> <u>• earned a term cumulative average of less than 55%;</u> 	<p>Draft Calendar URL: http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,283,962,0</p> <p>Present Calendar Entry: Homepage > Faculties, Schools, and Colleges > Faculty of Creative and Critical Studies > Academic Regulations</p> <p>Academic Regulations</p> <p>[13022] In addition to the general policies and regulations set out in "Policies and Regulations," the following academic regulations listed apply to this Faculty.</p>



- enrolled in 9 or more credits in a term and passed fewer than 60% of those credits; or
- enrolled in fewer than 9 credits in a term and passed fewer than 50% of those credits.

A student placed On Academic Probation at the end of the Winter Session will normally be allowed to register in a maximum of 9 credits in the following term. This restriction may be waived at the discretion of the Faculty. The credit restriction will only be enforced if the student is notified before the subsequent term begins.

On Academic Probation is changed to In Good Standing if a student's cumulative average in the term in which he or she was on Academic Probation is 55% or higher.

Failed Standing

A student placed on Failed standing for the first time will normally be required to discontinue his or her studies for a period of one academic year (12 months) prior to resuming his or her program of study. A student who already has a Failed standing on his or her academic record (from any UBC program) will be required to withdraw from the University and may only be readmitted under the Advancement Regulations <<http://okanagan.students.ubc.ca/calendar/proof/edit/index.cfm?tree=3,41,93,0>>. Failed standing will be assigned at the end of the Winter Session (April) based on performance in that session. The evaluation will consider all courses taken in the session. Failed standing will be assigned to a student who has:

- a sessional cumulative average less than 50%, passing fewer than



50% of the credits attempted in that session; or
• a sessional cumulative average of less than 45%.

Courses taken in the Summer Session are not taken into consideration for assigning Failed standing, although they are applicable for On Academic Probation.

[14609] Dean's Honour List

[13027] Students in any Winter Session with a sessional average of at least 80% while taking 30 or more credits will receive the notation "Dean's Honour List" on their record.

[14609] Dean's Honour List

[13027] Students in any Winter Session with a sessional average of at least 80% while taking 30 or more credits will receive the notation "Dean's Honour List" on their record.

Type of Action: Addition of the Faculty's academic standing policy under Academic Regulations.

Rationale: These additions will clarify the Faculty's provisions for On Academic Probation and Failed Standing.



UBC Okanagan Curriculum Proposal Form New or Change to Course or Program

Category: 1

<p>Faculty: Creative and Critical Studies Department/Unit: Critical Studies Faculty Approval Date: March 16, 2010 Effective Session: 2010W</p>	<p>Date: Jan. 18, 2010 Contact Person: Hussein Keshani Phone: 250.807. 9770 Email: hussein.keshani@ubc.ca</p>
<p>Proposed Calendar Entry:</p> <p><u>ARTH 375 (3) Encountering India: The Age of the Mughals</u> <u>The diverse arts and visual cultures of India from the 15th to the 19th century in their historical and cultural contexts. Topics include the rise of the multicultural Mughal Empire, the roles of Hinduism, Islam, and Sikhism, and encounters with Renaissance and Colonial Europe. [3-0-0]</u> <u>Prerequisite: Third-year standing.</u></p>	<p>Draft Calendar URL: N/A</p> <p>Present Calendar Entry:</p> <p>Type of Action: New course.</p> <p>Rationale: As part of the Art History and Visual Culture program’s efforts to globalize its curriculum, this course will enhance the program’s offerings pertaining to the region of South Asia.</p>



UBC Okanagan Curriculum Proposal Form New or Change to Course or Program

Category: 1

<p>Faculty: Creative and Critical Studies Department/Unit: Critical Studies Faculty Approval Date: February 9, 2010 Effective Session: 2010W</p>	<p>Date: January 4, 2010 Contact Person: David Jefferess Phone: 250.807.9359 Email: david.jefferess@ubc.ca</p>
<p>Proposed Calendar Entry:</p> <p><u>ENGL 341 (3) Globalization, Literature, and Culture</u> <u>Postcolonial approach to cultural globalization, including neo-imperialism, transnationalism, and global identities in relation to literature, film, and other forms of cultural production. Credit will not be granted for both ENGL 341 and CULT 341. [3-0-0]</u> <u>Prerequisite: 3 credits of 200-level ENGL.</u> <u>Equivalency: CULT 341.</u></p> <p><u>CULT 341 (3) Globalization, Literature, and Culture</u> <u>Postcolonial approach to cultural globalization, including neo-imperialism, transnationalism, and global identities in relation to literature, film, and other forms of cultural production. Credit will not be granted for both CULT 341 and ENGL 341. [3-0-0]</u> <u>Prerequisite: 3 credits of 200-level CULT. CULT 230 is recommended.</u> <u>Equivalency: ENGL 341.</u></p>	<p>Draft Calendar URL: N/A</p> <p>Present Calendar Entry:</p> <p>Type of Action: New cross-listed course.</p>



Rationale: This 300-level course will focus on the study of literature and other forms of cultural production in relation to theories of globalization. It will act as a companion course to ENGL 379/CULT 340 Postcolonial Literary and Cultural Studies, which introduces students to theories of colonial discourse and culture and the role of literature and culture in anti-colonial nationalism and liberation struggles. ENGL 341/CULT 341 will focus on postcolonial theories of globalization, from the 1970s onward, introducing students to theories of cultural imperialism, cosmopolitanism, and humanitarianism in relation to literature and film produced primarily in Africa, South Asia, and the Caribbean.



UBC Okanagan Curriculum Proposal Form Change to Course or Program

Category: 1

<p>Faculty: Creative and Critical Studies Department/Unit: Critical Studies Faculty Approval Date: March 16, 2010 Effective Session: 2010W</p>	<p>Date: January 4, 2010 Contact Person: David Jefferess Phone: 250.807.9359 Email: david.jefferess@ubc.ca</p>
<p>Proposed Calendar Entry:</p> <p><u>ENGL 437 (3-9) d Postcolonial Studies</u> <u>Examines colonialism, decolonization, and globalization, as they relate to literature and other modes of cultural production, using a cross-cultural framework. Topics vary from year to year. No more than 9 credits in total will be granted for CULT 437, ENGL 437, or any combination thereof. [3-0-0]</u> <u>Prerequisite: 3 credits of 200-level ENGL.</u> <u>Equivalency: CULT 437.</u></p> <p><u>CULT 437 (3-9) d Postcolonial Studies</u> <u>Examines colonialism, decolonization, and globalization, as they relate to literature and other modes of cultural production, using a cross-cultural framework. Topics vary from year to year. No more than 9 credits in total will be granted for CULT 437, ENGL 437, or any combination thereof. [3-0-0]</u> <u>Prerequisite: 3 credits of 200-level CULT. CULT 230 is recommended.</u> <u>Equivalency: ENGL 437.</u></p>	<p>Draft Calendar URL: N/A</p> <p>Present Calendar Entry:</p> <p>Type of Action: New cross-listed course.</p> <p>Rationale: The creation of this ENGL/CULT course at the 400-level will provide a cross-cultural and interdisciplinary focus. It follows the introduction to postcolonial literary and cultural theory at the 300 level (ENGL 379/CULT 340) and contributes to the development of non-Western English and Cultural Studies offerings.</p>



UBC Okanagan Curriculum Proposal Form New or Change to Course or Program

Category: 1

<p>Faculty/School: Education Department/Unit: N/A Faculty Approval Date: March 15, 2010 Effective Session: 2010W</p>	<p>Date: February 8, 2010 Contact Person: Catherine Broom Phone: 250.807.8768 Email: catherine.broom@ubc.ca</p>
<p>Proposed Calendar Entry:</p> <p><u>EDUC 530 (3) Educating for Humanity: Citizenship through Service Learning</u> <u>The theoretical and practical elements of service learning in relation to developing students' citizenship are explored. Activities include discussions of purposes, ethics, and issues related to service learning as well as an applied component. [3-0-0]</u></p> <p><u>EDUC 560 (3/6) d Directed Studies in Education</u></p>	<p>Draft Calendar URL: N/A</p> <p>Present Calendar Entry:</p> <p>Type of Action: New courses.</p> <p>Rationale: These courses will increase the number of graduate-level offerings in the Foundations of Education area and elective options for graduate students.</p>



UBC Okanagan Curriculum Proposal Form New or Change to Course or Program

Category: 1

<p>Faculties: Arts and Sciences, Creative and Critical Studies Department/Unit: N/A Faculty Approval Date: October 27, 2009 Effective Session: 2010W</p>	<p>Date: September 16, 2009 Contact Person: Ramine Adl, Linda Hatt Phone: 250.807.9343, 250.807.9323 Email: ramine.adl@ubc.ca, linda.hatt@ubc.ca</p>
<p>Proposed Calendar Entry:</p> <p>Homepage > Faculties, Schools, and Colleges > Faculty of Arts and Sciences > Bachelor of Arts Programs > Degree Requirements</p> <p>Degree Requirements</p> <p>[...]</p> <p><i>[12404] Language other than English Requirement</i></p> <p>[12405] <u>This requirement may be satisfied by any of the following options:</u></p> <p>[12406]</p> <ul style="list-style-type: none"> • successful completion of an approved Grade 12 course in a language other than English before admission to UBC Okanagan. Note: once the student has entered the UBC Okanagan B.A. program, this requirement can no longer be satisfied with senior secondary courses; • <u>successful completion of one of the following or its equivalent.</u> <u>Note: these courses have</u> 	<p>Draft Calendar URL:</p> <p>http://okanagan.students.ubc.ca/calendar/poof/edit/index.cfm?tree=18,282,857,1084#12398</p> <p>Present Calendar Entry:</p> <p>Homepage > Faculties, Schools, and Colleges > Faculty of Arts and Sciences > Bachelor of Arts Programs > Degree Requirements</p> <p>Degree Requirements</p> <p>[...]</p> <p><i>[12404] Language other than English Requirement</i></p> <p>[12405] Students must complete a language other than English, satisfied by any of the following options:</p> <p>[12406]</p> <ul style="list-style-type: none"> • successful completion of an approved Grade 12 course in a language other than English before admission to UBC Okanagan. Note: once the student has entered the UBC Okanagan B.A. program, this requirement can no longer be satisfied with senior secondary courses; • <u>successful completion of one of the following sequences or equivalent:</u>



prerequisites.

Subject	Course
French	FREN 104
German	GERM 210
Japanese	JPST 201
Spanish	SPAN 202, or SPAN 204, or SPAN 252

- demonstrated competency through examination in any language other than English. Demonstrated competency is defined as the ability to pass a final oral and written examination typical of a fourth-term university course where the first term is beginner-level. Students must make their own arrangements for such an examination by a qualified instructor (e.g., a university professor who teaches the language at an accredited university). The suitability of such an instructor must be approved by the program advisor for Modern Languages before the examination is taken. Students are responsible for any fees incurred;

- a. ~~French: Grade 11 French plus FREN 103/104; or FREN 102, 103, and 104 plus one of the following oral courses: FREN 105, 106, 107, 108, 115, 116;~~
- b. ~~German: Grade 11 German plus GERM 110, 200, and 210; or GERM 100/110 and GERM 200/210;~~
- e. ~~Spanish: Spanish 11 with a minimum grade of 70% plus SPAN 201 and 202; or SPAN 101 and 102; and SPAN 201 or 251; and SPAN 202 or 252; or~~
- d. ~~Japanese: Grade 11 Japanese plus JPST 101, 200, and 201; or JPST 100/101 and JPST 200/201;~~

- demonstrated competency through examination in any language other than English. Demonstrated competency is defined as the ability to pass a final oral and written examination typical of a fourth-term university course where the first term is beginner-level. Students must make their own arrangements for such an examination by a qualified instructor (e.g., a university professor who teaches the language at an accredited university). The suitability of such an instructor must be approved by the program advisor for Modern Languages before the examination is taken. Students are responsible for any fees incurred. **Normally such arrangements can be made through Thompson Rivers University, Open Learning Division;**



- students whose first language is not English may satisfy the requirement upon presentation of official transcripts indicating completion of secondary school in their first language;
- classical language option: students who successfully complete GREK 111 and 121, plus LATN 300, will be deemed to have satisfied the language requirement;
- American Sign Language: all **four** levels of the American Sign Language Basic Certificate offered through an accredited institution will be deemed to have satisfied the language requirement. **Note:** these courses cannot be used as credit towards the B.A. program.

- students whose first language is not English may satisfy the requirement upon presentation of official transcripts indicating completion of secondary school in their first language;
- classical language option: students who successfully complete GREK 111 and 121, plus LATN 300, will be deemed to have satisfied the language requirement;
- American Sign Language: all **fours** levels of the American Sign Language Basic Certificate offered through an accredited institution will be deemed to have satisfied the language requirement. **Note:** these courses cannot be used as credit towards the B.A. program.

Type of Action:

- (1) Simplification of the sequences that satisfy the language requirement.
- (2) Elimination of FREN 105 as a required course for the French sequence of courses that satisfy the language requirement.
- (3) Updating the list of FREN and SPAN courses available at UBCO that can be used towards the language requirement.
- (4) Deletion of the statement regarding prior learning assessment through TRU.
- (5) Correction of spelling.

Rationale:

- (1) The entry levels and sequences outlined in each language are simply representative of the normal progression that students would complete based on their high school qualifications and the existing course prerequisites. Since all this information is already included in the course descriptions in the calendar, it



seems unnecessary to list it here; we are however adding a sentence that directs students to the prerequisites for the courses listed. We have also found that, in practice, these prescriptive lists can be difficult to interpret and do not allow for much flexibility. Since there is no specific credit value attached to the language requirement, but rather it prescribes a level of language to be attained, we propose to simplify the requirement language to list only the terminal course or courses in a series.

- (2) French is the only program requiring an additional oral practice course as part of the language requirement, and only for students without Grade 11 French. The elimination of FREN 105 (oral practice) brings this sequence in line with the requirements of the other language programs at UBCO. While oral practice is not the focus of FREN 102, 103 and 104, it is included in these courses.
- (3) FREN 108 has never been offered at UBCO and has been deleted from the calendar. FREN 106 and 107 were offered for the last time in W2005 and have since been deleted from the calendar. FREN 116 was deleted from the calendar in 2008W1 (last offered in 2006W2). These courses should not be included in the list. SPAN 204 is a new course, approved in W2008, and needs to be added as a terminal course for the language requirement.
- (4) Open Learning at TRU no longer manages Prior Learning Assessment. This statement must be deleted.

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN


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April 28, 2010

To: Okanagan Senate

From: Nominating Committee

Subject: Student Senator Committee Placements (approval)

That the following standing committee appointments be made, effective until 31 March 2011 and thereafter until successors are appointed:

Committee	Student Placement
Academic Building and Resources¹	1. Mr. Steven Joseph (returning) (Arts & Sciences) 2. Mr. Dan Berry (Mgmt)
Academic Policy	1. Mr. Daniel Vineberg (current placement) (FCCS) 2. Ms. Laura Super (Graduate Students) 3. Ms. Michelle Laviolette (FHSD)
Admissions and Awards	1. Mr. Alex Hu (current placement) (At-large) 2. Mr. Brendan Paton (At-large)
Agenda	1. Ms. Emily Landry (Applied Science) 2. Mr. Calvin Wain (At-large)
Appeals of Standing and Discipline	1. Mr. Dan Berry (Mgmt) 2. Ms. Samantha Larose (At-large) 3. Held vacant for Education Representative
Curriculum	1. Mr. Steven Joseph (returning) (Arts & Sciences) 2. Ms. Ana Weiss (At-large)
Learning and Research	1. Ms. Laura Super (Graduate Students) 2. Mr. Cecil Norman (At-large)
Nominating	1. 2.

For the Committee,
 Dr. Duran-Cogan
 Chair, Nominating Committee

¹ The membership of this committee is the same as the membership of the Okanagan Sub-Committee of the Budget Committee of the Council of Senates.

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April 28, 2010

To: Okanagan Senate

From: Nominating Committee

Subject: Council of Senates Membership Adjustment: Convocation Representative (approval)

As per Section 6 Part 23(a) of the *Rules and Procedures of the Okanagan Senate*, the Nominating Committee is responsible for recommending the following to Senate:

One (1) convocation member from those elected to Senate, elected by Senate on the recommendation of the Nominating Committee

Motion: That Senate elect Dr. Robert Mack to the Council of Senates as convocation representative for a term of three (3) years and thereafter until replaced

For the Committee,
Dr. Mercedes Duran-Cogan
Chair, Nominating Committee

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



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April 28, 2010

To: Okanagan Senate

From: Dr. Jan Bottorff, Director
Institute for Healthy Living and Chronic Disease Prevention

Subject: 2009-2010 Annual Report of the Institute for Healthy Living and
Chronic Disease Prevention (information)

Pursuant to the Senate policy on Research Institutes' requirement that research institutes submit annual reports to the Senate on activities, for your information please find enclosed the 2009-2010 Annual Report of the Institute for Healthy Living and Chronic Disease Prevention.

I will be present at Senate on Wednesday April 28, 2010. Should you have any questions please contact me at 250-807-8627 or joan.bottorff@ubc.ca.



*Institute for Healthy Living and
Chronic Disease Prevention*

partners in research for better health

Annual Report

March 31, 2010

Joan L. Bottorff

2009-10

Executive Summary

2009-10 has been a productive and exciting year for the Institute for Healthy Living and Chronic Disease Prevention with a number of key milestones. An official Open House was held in September 2009 that was well attended by representatives from both the community and university. An Institute Advisory Committee was struck with representatives from both the university and community and met four times. Three new research initiatives were developed and launched to support the development of research partnerships relevant to the Institute's mandate.

A seminar series was commenced entitled "Partnerships in Research" with positive response from both the community and university. Two of the seminars were made available via WEBEX through Interior Health and funding from the Michael Smith Foundation for Health Research. A number of successful workshops were held (e.g., grant writing, building research partnerships). The Institute participated in UBC's Research Week with a Cafe Scientifique, funded by the CIHR, on the topic of marijuana and teens. This event, held at the Bohemian Cafe attracted over 65 people. The Director and her staff were also invited to present at a number of events during the past year.

The Institute continues to provide a rich training ground for undergraduate, graduate and post-graduate students supported by graduate and postgraduate fellowships, research assistantships and summer research internships.

An Associate policy was developed and the Institute currently has 32 Associates from both the university and community. The Institute logo, website and promotional materials were designed and launched this year.

In January 2010, the Institute was pleased to welcome Dr. Meredith Lilly, Research Associate, to its ranks, complementing the work of the Director (Dr. Joan Bottorff), our Admin Assistant (Caron Currie) and part-time Research Facilitators (Pam Thompson and Sue Lissel).

We look forward with anticipation to the next year and to building on the many "firsts" that took place in 2009-10.

Institute for Healthy Living and Chronic Disease Prevention

Annual Report for 2009-10

Introduction

The Centre for Healthy Living and Chronic Disease Prevention launched in May 2008, became an Institute in April 2009 following approval by the UBC Okanagan Senate. During the second year of operation, the Institute for Healthy Living and Chronic Disease Prevention (IHLCDP) has established itself on the UBCO campus and in the community. The focus of this year has been on designing and launching collaborative research initiatives, building partnerships with UBCO academics and community organizations and researchers; and on providing research training opportunities.

During the past year, the IHLCDP Advisory Committee (AC) formed to advise the Director, Dr. Joan Bottorff, and assist her in developing the Institute, was established and met on four occasions. The members of the Institute Advisory committee include representatives from the university and the community. (Refer to Appendix A for the list of Advisory Committee members.) The Terms of Reference were approved by the Advisory Committee at their September meeting (see Appendix B). In addition to an administrative assistant and part-time research facilitators who have been in place since the fall of 2008, Dr. Meredith Lilly officially joined the Institute as a Research Associate in January 2010.

This report summarizes the Institute's activities and accomplishments of the past year.

Developments that Support the Direction of the Institute

The Institute is aligned with a number of trends and strategic documents. The new UBC Strategic plan underscores the importance of "Community Engagement" and "Research Excellence." Two of the goals under community engagement – "The university serves and engages society to enhance economic, social and cultural well-being" and "recognizes and nurtures university partnerships" are strongly supported by the Institute's mission and vision. In terms of "Research Excellence," the Institute is strongly aligned with the Plan's goal to "create and advance knowledge and understanding that improves the quality of life through the discovery, dissemination and application of research within and across disciplines" with its focus on interdisciplinary collaboration, catalyzing and supporting research partnerships, and on-going research projects and knowledge translation activities.

Mission

The mission of the Institute for Healthy Living and Chronic Disease Prevention is to create and use new knowledge to enhance healthy living and chronic disease prevention through the development of interdisciplinary and community-based collaborations.

Vision Statement

The Institute for Healthy Living and Chronic Disease Prevention is an innovative and collaborative research Institute that places UBCO in the forefront of community-based health promoting research through advancing research methods, building research capacity and fostering the use of knowledge in ways that benefit individuals, families and communities and reduce the burden of chronic disease.

Interior Health (IH) as well as other BC health authorities has a new core function – healthy community environments. Interior Health is taking part in a province-wide initiative led by the Provincial Health Services Authority (PHSA) to help health professionals better understand the role they can play in promoting the development of healthier built environments. The Institute and its mandate are well aligned with this new provincial thrust.

Finally, since chronic disease remains the leading cause of death and disability worldwide, prevention continues to be a priority at provincial, national and international levels. It is estimated that 16 million Canadians live with a chronic disease. New approaches to prevention at all levels continue to be needed.

2009-2010 Key Activities and Accomplishments

The key activities and accomplishments of the IHLCDP are organized under the Strategic Directions identified in the Institute participatory strategic planning process that took place in December 2008 and January 2009. They are based on the activities identified in the operational plan that emerged from the strategic planning process.

Developing Partnerships and Engaging a Broad Range of Stakeholders

The goal of this strategic direction is to develop a range of partnerships with community members and organizations, and meaningfully engage them in collaborative research projects, build capacity for community-based health promotion research, and foster the use of knowledge in ways that benefit individuals, families and communities and reduce the burden of chronic disease. This has been a strong area of focus over the past year. Three research initiatives were launched during the past year:

1) Research Interest Group (RIG) Grants (1st competition May 2009; 2nd competition February 2010)

The purpose of the RIGs grant program is to stimulate new community-academic partnerships in research areas relevant to the Institute's mandate. The RIG grants are \$10k/each with the requirement that they must include academic and community-based co-leaders. Suggested activities include: engaging in consultations, environmental scans and literature reviews to identify research priorities; conducting pilot studies; developing grant applications; and conducting workshops and other capacity-building activities.

2) Interior Health and UBC Okanagan Research Partnership Grants (1st competition February 2010)

This grant program provides the opportunity for IH staff to partner with researchers at UBC Okanagan by directing funds to support release time for IH staff to work directly with university researchers to address an area of health research that is of mutual interest, and which relates to

the themes of the Institute. These grants are \$10k/each, with the requirement that at least 50% of the grant is targeted to salary release for one IH staff member as Co-PI/Co-I.

3) UBCO Graduate Student Research Internship in Community-based Health Research (1st competition February 2010)

The internship program was established to stimulate the development of new research collaborations between academic researchers and individuals based in the community, and provide graduate students with experiences that further the development of their research skills. The grants are \$10k/each, with the requirement that the funding will be directed to a graduate student (up to 12 hours/week) to engage in research-related activities associated with a research project co-led by community and UBC researchers in an area related to the mandate of the IHLCDP.

Review Process

A grant review panel composed of representatives from both UBC Okanagan and the community is charged with reviewing proposals, external reviewer reports, and making recommendations regarding funding to the Director.

Table 1: IHLCDP Competition Results

Date of Competition	IHLCDP Grant Initiative	Number of applications received	Number of grants funded
May 2009	RIG	4	2
February 2010	RIG	5	In review
February 2010	IH and UBCO Partnership Grant	3	In review
February 2010	UBCO Graduate Student Internship Grant	2	In review

The new Research Interest Groups funded in the May 2009 competition extend the Institute's research activities into new areas:

- The Health and Wellbeing of Wellbeing of Urban and Rural Caregivers

This RIG led by Dr. Meredith Lilly (Psychology and Computer Studies, Barber School, UBCO), Dr. Carole Robinson (School of Nursing, Faculty of Health and Social Development, UBCO) and Ms. Tanis Coletti (Interior Health) aims to better understand the needs of both urban and rural caregivers and ultimately to design interventions to enhance and promote their health. The goals of this RIG are to build a new team of academic and community-based researchers, build capacity to do community-based research, and identify and share findings of successful caregiver health and wellness programs.

- Access to Healthy Food and Smart Food Choices

This *RIG* led by Ms. Casey Hamilton (Interior Health) and Dr. Jon Corbett (Community, Culture and Global Studies, Barber School, UBCO), and supported by Mr. Shayne Wright (Interdisciplinary Graduate Student, UBCO), has partnered with the Central Okanagan Healthy Food Council (COHFC), the Centre for Social, Spatial and Economic Justice at UBCO and other community members to build on and refine an existing map of food related resources in the region. The outcome will be a comprehensive Food Systems Map (FSM) of the region using Geo Web technology. The purpose of this technology is to encourage the active participation of community members to increase awareness and interest in food related issues and to promote FSM as a collaborative web map. It will also build the capacity of the COHFC to design, develop and use GeoWeb tools.

In addition, external funding sources supported the development of other new research partnerships,

- *Health Promoting Effects of Hunting and Gathering among British Columbia Métis*

This collaborative project, led by Dr. Peter Hutchinson, Chronic Disease Surveillance Program Manager, Métis Nation of British Columbia, Adjunct Professor, Faculty of Health and Social Development, and Institute Associate was funded by the NEARBC (Network Environments for Aboriginal Research BC) and the Métis Nation of British Columbia. This 3 phased project includes: 1) developing case studies of selected Métis communities that engage in hunting and gathering activities; 2) the development of a survey based on an analysis of the qualitative data from phase one, that will be distributed to Métis across BC; and 3) community discussions based on an analysis of the data from the initial two phases with the aim of developing guidelines to support the development of culturally appropriate approaches to support healthy living in Métis communities. This work led to the development of a CIHR grant which is currently under review.

- *Supporting Tobacco Reduction among Expectant and New Fathers*

The FACET research team, led by Dr. Joan Bottorff and funded by the CIHR, partnered with representatives from Building Healthy Families, IQuest, UBCO student health, and IH tobacco control coordinators to develop new resources to support tobacco reduction among new fathers. A proposal submitted to CIHR is currently in review to pilot test the new approach.

Providing Research Training Opportunities

The goal of this Strategic Direction is to build capacity in community-based health research by engaging students and community members in research training opportunities.

During the past year the Institute has undertaken a number of activities to achieve this goal:

- 1. Student Research Summer Internship:** A successful grant application was submitted to the BC Child and Youth Health Research Network to support a student research internship for Kayla MacKinnon, a 3rd year UBCO student in the Bachelor of Arts in Health Studies Program. She spent the summer working with Dr. Joan Bottorff in research related to teen/youth pregnancy, alcohol and tobacco, and intervention programs that target this population.
- 2. Student Research Projects:** On-going research programs and research initiatives also provide opportunities for student research projects. For example, during the past year, Erin Ptolemy, a MSW student at UBCO began her master's thesis research on young women's perspectives on secondhand smoke and how to increase awareness among youth about the risks of secondhand smoke and breast cancer. Other students are engaged in research projects under the direction of Institute associated faculty on topics related to healthy living and chronic disease prevention (e.g., Kelli Sullivan, interdisciplinary studies doctoral student who is studying smoking mothers and adolescent daughters who smoke together; Shayne Wright, interdisciplinary master's student working on the geo-mapping food project)
- 3. Postdoctoral Fellowship:** Dr. Peter Hutchinson completed the final year of his three-year CIHR and MSFHR funded postdoctoral Fellowship in the Institute for Healthy Living and Chronic Disease Prevention in September 2009. He has been appointed as an Adjunct Professor in the FHSD and is an Associate Member of the IHLCDP. He continues to be actively involved in collaborative community-based research in his new role as Chronic Disease Surveillance Program Manager, Métis Nation of British Columbia.
- 4. Graduate Fellowships:** The Institute has been recognized as providing a rich environment for research training. Successful UBCO graduate student scholarship applications supported by the institute include: Erin Ptolemy's (MSW student) graduate fellowship in the Intersections of Mental Health Perspectives in Addictions Research Training (IMPART) program and the Psychosocial Oncology Research Training Program (PORT), two CIHR Strategic Research Training initiatives; Kelli Sullivan (PhD Interdisciplinary Studies) who is supported by fellowships from SSHRC, IMPART and the Population Intervention for Chronic Disease Prevention (PICDP) CIHR Strategic Research Training program, Lorriane Topf (MSN student) who is supported by the



“Involvement with the Institute has been greatly beneficial to my academic career. It has allowed me to network with UBC faculty members and other researchers, attend workshops sponsored by the Institute, develop and refine my research skills in a supportive environment, and work with and be mentored by leading researchers in the field of chronic disease prevention.”
(Erin Ptolemy)

PORT CIHR Strategic Research Training program and a Canadian Association of Nursing in Oncology student research grant.

5. **Research Assistants:** Students have also been provided with research training opportunities through paid research assistantships (e.g., Erin Ptolemy, Ann Chan, Kelly Brennan, Natalie Chambers among others)
6. **IHLCDP Research Grant Initiatives:** These grant initiatives provide important opportunities for capacity development in new research areas, and research assistant positions for students. In addition the UBCO Graduate Student Internship grant initiative is specifically targeted at providing a research training experience for students.

7. Seminars/Workshops

A number of presentations and workshops were conducted by the IHLCDP over the past year. A successful seminar series, ‘Partnerships for Research,’ was launched and attracted diverse attendance from Interior Health (IH), local NGOs, provincial and local government, UBC Okanagan faculty and graduate students. These presentations focused on research projects co- led by UBCO faculty and community researchers. Two seminars used WEBEX (graciously provided through Interior Health with support from the Michael Smith Foundation) to enable IH staff to connect via the web or the telephone to these events. Refer to Table 2 for more details.



*Institute for Healthy Living and
Chronic Disease Prevention*
partners in research for better health

TABLE 2: Partnerships in Research Seminar Series 2009-10

Date	Event	Presenters	Location
Nov. 16/09 12-1 PM	Partnerships in Research: Innovative Tobacco Reduction Approaches for New Fathers	J. Bottorff, G. Sarbit, Z. (UBCO), Hussein (IH), & L. Friesen (iQuest)	ART 106
Jan. 18/10 12:00–1:00 pm	Partnerships in Research: Métis Hunting and Gathering Project	Peter Hutchinson (Métis Association/UBCO) & team	UNC 334
Feb. 22/10 12:00–1:00 pm	Partnerships in Research: You are Where You Eat...	Casey Hamilton (IH), Jon Corbett (UBCO) & Shayne Wright (UBCO)	ARTS 106

April 13/10 12:00–1:00 pm	Partnerships in Research: Supporting the Health and Well-being of Family/Friend Caregivers: What we Know and What We'd Like to Find Out	Meredith Lilly (UBCO), Carole Robinson (UBCO), & Tanis Coletti (IH)	UNC 334
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Additional events were also held and well attended (see Table 3). For example, the successful CIHR Cafe Scientifique, *Let's Talk about Marijuana and Teens*, held in conjunction with UBCO Research Week took place at the Bohemian Cafe in Kelowna. This event attracted over 65 people.



TABLE 3: IHLCDP EVENTS 2009-10

Date	Event	Presenters	Location
Sept. 3/09	Institute Open House	N/A	IHLCDP office
Sept. 23/09 8:30 – 4 PM	PATHS for Youth: A One-day Workshop on Pregnancy, Alcohol, Tobacco and Health Strategies for Youth [co-sponsored with the Child and Youth Health Research Network]	Joan Bottorff and Nancy Poole, Co-leaders	Segal Graduate School of Business (CN Strategy Room 2800), Vancouver
Dec. 15/09 9:00- 11:00 am	Grant/Proposal Writing Workshop (non Tri-Council)	Meredith Lilly	FIP 239
Mar. 4/10 1:00 – 3:30 pm	Networking for Child Health [co-sponsored with the Child and Youth Research Network]	Judy Gillespie & Lynn Malinsky	Hollywood Road Educational Services Building Kelowna
Mar. 9/10 5 – 7 PM	CIHR Café Scientifique: Let's Talk about Marijuana and Teens [in conjunction with UBC	<i>Panel:</i> Joan Bottorff, UBCO, Marvin Krank, UBCO & Kiera McGlinchey, Substance Abuse Counsellor, ARC	Bohemian Café Kelowna

	Research Week]	Programs Ltd. <i>Hosted by Marion Barschel, CBC Daybreak</i>	
<i>Mar. 18/10 8:30 am -12:00</i>	Workshop on Community-Partnered Health Research: Lessons from the Field	<i>Facilitator:</i> Pam Thompson (UBCO) <i>Panel Members:</i> <ul style="list-style-type: none"> • Laura Hockman (Indep. Living) & Rachele Hole (UBCO) • Colin Reid (UBCO) & Joanne Konnert (IH) • Sandra Broughton (BCCA - CSI) & Carole Robinson (UBCO) <i>Presenter:</i> Eric Kowalski (IH)	UNC 334

Building Core Teams to address Identified Priority Areas

The goal of this strategic direction is to attract high quality health researchers, community partners and students to develop core research teams on research priorities.

1. Partnerships with Interior Health: The Institute is fortunate to have Dr. Meredith Lilly join its team as a Research Associate in January 2010. Funding for her position for the next year was provided by IH, along with funding to support research initiatives. Dr. Lilly has a formal mandate to build research collaboration and linkages between UBCO and the Interior Health Authority, in order to improve the health of local populations. Dr. Lilly earned a PhD in Health Services Research from the Department of Health Policy, Management and Evaluation at the University of Toronto. She has expertise in health services research, health economics, health human resources and health care settings. Current research is focused on the relationship between family caregiving and labour force participation, and on the measurement of caregiving intensity.

2. Developing child and youth health research: With funding received from the MSFHR funded BC Child and Youth Health Research Network, we were able to hire a research facilitator (.5) to support the development of research teams in the interior of BC. Stephanie McKeown (February 2008-September 2009) and Sue Lissel (Sept 2009 to March 2010) were hired as research facilitators. They worked with researchers in the community and on regional university

campuses to support research teams in developing collaborative teams, research proposals, and organizing workshops.

3. The IHLCDP research initiatives launched this year were specifically targeted toward this strategic direction.

Associates of the Institute for Healthy Living and Chronic Disease Prevention

The IHLCDP welcomes participation from both the community and academia in its research activities and Associate membership is free. Associates include academics, community members, health practitioners and policy makers who are interested in healthy living and chronic disease prevention. The main requirement for IHLCDP Associates is active participation (e.g., engaging in research related to the Institute's research mandate, attending Institute seminars, events and meetings, serving on committees, etc.). There are a number of benefits to being an Associate of the Institute including: being included in our Associate list on the IHLCDP website; and opportunities to network with others interested in research related to promoting healthy living and chronic disease prevention and to share expertise (e.g., through research interest groups and IHLCDP-sponsored events).

The Institute Director and Research Facilitator (Pam Thompson) developed and implemented an Associate recruitment strategy and process. Currently the Institute has 32 Associates (high quality academic health researchers and community representatives and researchers). See Appendix C for list of Associates.

Building our Profile and Increasing our Visibility

The key achievements related to this strategic direction include:

- development of an Institute logo,
- design, development and launching of the IHLCDP website (www.ubc.ca/okanagan/ihlcdp)
- an Open House held in September 2009 with broad attendance from UBCO faculty, Interior Health and other community-based organizations;
- media releases and media interviews were completed profiling the important work of the Institute. For example, the two Research Interest Group grants funded by the IHLCDP in the fall of 2009 received newspaper coverage in the Daily Courier (Kelowna), the Daily Courier (Vernon) and the Penticton Herald.
- The Institute was profiled in "The New Faces of Research: Research Highlights at UBC Okanagan, produced by the Office of the Provost (http://web.ubc.ca/okanagan/provost-research/faculty/face_of_research.html) and the topic of a video produced for UBCO.TV
- presentations and consultations by the Institute Director and Institute staff, including the following:

Presentations

- Dr. Joan Bottorff was invited to conduct the BC Rural and Remote Health Research Network Summer Grant Writing Workshop, held on August 13, 2009 in Kelowna.
- Dr. Joan Bottorff and Pam Thompson were invited to present at an Interior Health Brown Bag lunch in November 2009 on the Institute. The event was well attended by Interior Health representatives in person and via WEBEX
- Dr. Joan Bottorff gave a presentation entitled, “*Teen experiences of using marijuana for health concerns – implications for health professionals*” at an Interior Health Brown Bag Lunch, December 2009. Over 65 people attended in person and via WEBEX.
- Dr. Meredith Lilly and Pam Thompson presented the three Institute Research Initiatives for 2010-11 and invited questions at Interior Health to an interested group of more than 30 people in January 2010.

Consultations

- Dr. Joan Bottorff was invited by the BC Cancer Agency to participate in a strategic planning process to identify priorities for cancer prevention in British Columbia.
- Dr. Joan Bottorff was invited to join an evaluation committee for the IH Integrated Health Network Initiative, a strategy to implement a team approach to support improvements in the delivery of care to individuals with chronic disease. Prevention is a critical component of the new approach.

Securing Funding for Infrastructure and Research

The goal of this strategic direction is to obtain operating funds and secure additional funds from external sources for research and other activities to enable the IHLCDP to function as an innovative world-class research Institute. Operating funds from the Provost were provided to cover office expenses and the salary costs of an Administrative Assistant. External funding to support the IHLCDP during 2009-2010 included:

- Interior Health presented the Institute with funding to support research initiatives launched this year and salary support for the Institute’s part-time Research Facilitator. In addition, IH has funded a one-year Research Associate to foster collaborative health research.
- BC Child and Youth Health Research Network (CYHRNet): Between January 2009 and March 2010, the CYHRNet provided funding to support the development of child and youth health research in the Interior of BC. This funding was directed to hiring a .5 research facilitator, and supporting workshops, meetings, etc.
- Interior Health also provided partnership funds for a CIHR funded *Partnerships in Health Services Research Grant*, Older Persons’ Transitions in Care [OPITC]. These funds will be used to support this research project, co-led by Dr. Greta Cummings (U of A) and Joanne Konnert (IH). The project involves a partnership between researchers at UBC Okanagan, Interior Health, U of

Alberta, and Capital Health. The research is directed toward improving transitions between residential care and emergency departments.

Faculty conducting research related to the mandate of the Institute also received external funding to support their continued research. For example, funding from the Canadian Breast Cancer Research initiative and the Canadian Breast Cancer Foundation was awarded to Dr. Joan Bottorff and her team for "START: Supporting Tailored Approaches to Reducing Tobacco - Decreasing Breast Cancer Incidence" to evaluate messages to increase awareness of the link between tobacco exposure and breast cancer. A number of IHLCDP Associates were also successful in obtaining grants from provincial and national granting agencies to support their research.

Conclusion

2009-10 has been a busy and productive year for the Institute for Healthy Living and Chronic Disease Prevention. We are excited about the number of community members and organizations who are participating in various Institute events and about the new connections that are being catalyzed by the Institute between UBC Okanagan faculty and community researchers. The diversity of attendance at our seminars and workshops, and the number of individuals who have become Institute Associates, is encouraging. We look forward over the next year to building on the partnerships and initiatives instituted this year and to contributing toward the creation and use of new knowledge to enhance healthy living and chronic disease prevention.

APPENDICES

Appendix A: Institute Advisory Committee Members – 2009-10

- Dr. John Burton, Assistant Professor, Faculty of Management, UBC Okanagan
- Dr. Allan Jones, Regional Associate Dean (Interior), Faculty of Medicine, UBC Okanagan
- Ms. Leanne Bilodeau, Manager, Workplace health and Sustainability, UBC Okanagan
- Dr. Claire Budgen, Director, Health and Counselling, Health and Wellness Centres, UBC Okanagan
- Mr. Tom Fulton, Chief, Professional Practice, Nursing and Quality Improvement, Interior Health Authority
- Dr. Linda Hatt, Associate Dean, Curriculum and Student Affairs, UBC Okanagan
- Dr. Jennifer Jakobi, Assistant Professor, Human Kinetics, Faculty of Health and Social Development, UBC Okanagan
- Dr. Barb Pesut, Assistant Professor, School of Nursing, Faculty of Health and Social Development, UBC Okanagan
- Dr. Carole Robinson, Associate Dean, Faculty of Health and Social Development, UBC Okanagan

Appendix B: IHLCDP Advisory Committee Terms of Reference

An Advisory Committee (AC) will serve in an advisory capacity to the Institute Director and will assist the Director to develop the Institute.

Membership:

The AC, chaired by the Institute Director, will include a minimum of two external members (e.g., from Interior Health, NGOs, other experts) and three UBCO representatives (two appointed, one elected). Some AC members will be positional appointments and others will be members-at-large at the Chair's discretion. Positional appointments will include a representative from the Faculty of Health and Social Development, the Faculty of Arts and Sciences, the Faculty of Medicine and Interior Health.

Terms of Office:

- A minimum of 2 years with an option to renew for an additional 2 years
- Appointments should be staggered if possible

Responsibilities:

1. Participate in setting strategic directions for the Institute
2. Promote the Institute in the university and community
3. Participate in planning, identifying indicators of success for the Institute and assist in tracking the Institute's progress toward identified goals/success criteria
4. Provide advice to the Director regarding policies and procedures
5. Advise on and recommend subcommittee chairs and members
6. Review the structure and functions of the AC on an annual basis
7. Review annual reports and provide Director with advice regarding the directions of the Institute
8. Assist with assessment of ongoing needs of the Institute.

Frequency of Meetings:

- Meet quarterly or at the call of the Chair.

September 29, 2009 – revisions made based on September 25 AC meeting decisions.

Appendix C: IHLCDP Associates

Associates include academics, community members, health practitioners and policy makers who are interested in healthy living and chronic disease prevention. The main requirement of Institute Associates is active participation (e.g. engaging in research related to the Institute's research mandate, attending Institute seminars, events and meetings, serving on committees, etc.). Current Associates are as follows:

- Leslie Bryant MacLean
- Leanne Bilodeau
- Claire Budgen
- John Burton
- Shirley Chau
- Jon Corbett
- Heather Deegan
- Michael Evans
- Tom Fulton
- Casey Hamilton
- Paul Hasselback
- Nial Helgason
- Trish Hill
- Mark Holder
- Andrew Hughes
- Zahra Hussein
- Peter Hutchinson
- Jennifer Jakobi
- Gareth Jones
- Mary Kjorven
- Joanne Konnert
- Eric Kowalski
- Eugene Krupa
- Donna Kurtz
- Meredith Lilly
- Martin McMahon
- Roger Parsonage
- Barbara Pesut
- Suzanne Pugh
- R. Colin Reid
- Carole Robinson
- Gwen Zilm

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April 28, 2010

To: Okanagan Senate

**From: Ms. Melody Burton
Chief Librarian, UBC Okanagan**

**Subject: 2008-2009 Report of the University Librarian to Senate
(information)**

Please be advised that the 2008-2009 Report of the University Librarian to Senate is now available online at http://www.library.ubc.ca/home/UBC_RS_2009_fa.pdf.

I will present the 2008-2009 Report to the UBC Okanagan Senate on Wednesday, April 28, 2010. Should you have any questions, please contact me at 250-807-9126 or melody.burton@ubc.ca.