THE UNIVERSITY OF BRITISH COLUMBIA

OKANAGAN SENATE SECRETARIAT
Enrolment Services
Senate and Curriculum Services
University Centre · UNC 322
3333 University Way
Kelowna, BC · V1V 1V7
okanagan.senate@ubc.ca
www.senate.ubc.ca

THE OKANAGAN SENATE

AGENDA

THE FIFTH REGULAR MEETING OF THE OKANAGAN SENATE FOR THE 2011/12 ACADEMIC YEAR

WEDNESDAY, JANUARY 25, 2012
3:30 PM TO 5:30 PM
ASC 130 | UBC OKANAGAN CAMPUS

1. **Minutes of the Previous Meeting, December 15, 2011 – Prof. Stephen J. Toope** (approval) (Master Pages 3 - 10)

2. **Business Arising from the Minutes – Prof. Stephen J. Toope**

3. **President's Comments and Related Questions – Prof. Stephen J. Toope**

   a) Record of President's Activities August 20, 2011 – October 28, 2011 (information) (Master Pages 11 - 21)

   b) Record of President's Activities October 29, 2011 – December 23, 2011 (information) (Master Pages 22 - 29)

4. **Deputy Vice-Chancellor's Remarks – Dr. Doug Owram**

5. **Agenda Committee Report – Mr. Calvin Wain**

   a) Meeting Schedule for the Okanagan Senate, 2012 – 2013 Academic Year (approval) (Master Pages 30 - 31)

6. **Curriculum Committee – Dr. Dwayne Tannant**

   Curriculum proposals from the Faculties of Arts and Sciences, Creative and Critical Studies, and Education (approval) (Master Pages 32 - 37)

7. **Nominating Committee Report – Dr. Gurupdesh Pandher**

   a) Senate Subcommittee Membership (approval) (Master Page 38)

b) Amendments to Policy #17 – Appointment of Registrar and Librarians (Joint Senate and Board Policy); and to Policy #18 – Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy) (approval) (Master Pages 39 - 83)

8. Report from the Deputy Vice-Chancellor – Dr. Doug Owram (information)

a) Budget Update

b) Capital Priorities

9. Report from the Provost – Dr. Wesley Pue (information)

10. Report from the Associate Vice-President & Registrar – Mr. James Ridge

a) 2012 – 2013 Academic Year (information) (Master Page 84)

11. Motion from the UBC Students' Union Okanagan (approval) (Master Page 85) – Mr. Kirk Chavarie

12. Other Business

Next Meeting of the Okanagan Senate – February 29, 2012

Kindly send meeting regrets to: Okanagan Senate Secretariat okanagan.senate@ubc.ca

Senate meetings schedule www.senate.ubc.ca/okanagan/schedule.cfm

THE OKANAGAN SENATE

FOURTH REGULAR MEETING OF THE 2011 – 2012 ACADEMIC YEAR

MINUTES (DRAFT)

15 December 2011 | 3:30 PM – ASC 130

Present:	Dr. Jan Cioe (Presiding Vice-Chair); Mr. Ramine Adl; Dr. Linda Allan; Mr. Morgan Andreychuk; Dr. Peter Arthur; Dr. Gordon Binsted; Dr. Lynn Bosetti; Dr. Ernest Alan Broome; Dr. Fes deScally; Dr. R. Robin Dods; Ms. Mayling Fennell; Mr. Christopher Gorman; Dr. Miriam Grant; Dr. Kasun Hewage; Dr. Sandy Hilton; Dr. Jim Johnson; Dr. Carolyn Labun; Dr. Cynthia Mathieson; Mr. Josiah McDermott; Dr. Abbas Milani; Ms. Darby Milner; Dr. Daniel Murray; Dr. Ben Nilson; Dr. Andre Phillion; Dr. Wesley Pue; Mr. James Ridge; Dr. Carole Robinson; Dr. Carole Scarff; Dr. Dwayne Tannant; Dr. Wisdom Tettey; Dr. Paul van Donkelaar; Dr. Greg Wetterstrand; Dr. Spiro Yannacopoulos
Regrets:	Ms. S. Morgan-Silvester (Chancellor); Prof. S.J. Toope (President and Chair); Dr. Doug Owram (Deputy Vice Chancellor); Dr. Philip Balcaen; Ms. Cara Bonini; Ms. Melody Burton; Ms. Melia Campos; Dr. Ken Carlaw; Mr. Kirk Chavarie; Mr. Ian Cull; Mr. Jordan Haynes; Ms. Fern Helfand; Ms. Kaitlyn Levy; Dr. Dan Muzyka; Dr. Gurupdesh Pandher; Ms. Laura Patterson; Dr. Deborah Roberts; Ms. Kristin Vidi; Mr. Calvin Wayne
Senate Secretariat:	Mr. Christopher Eaton; Mr. Steve Siblock (Recording Secretary); Mr. Fred Vogt, Deputy Registrar
Call to Order:	In the absence of the President, Dr. Jan Cioe presided as Vice-Chair and called the meeting to order at 3:34 pm.

Senate meeting schedules: http://www.senate.ubc.ca/okanagan/schedule.cfm

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Approval of the Agenda

By general consent, a new item was added as item 1(b), "Election of the Graduate Student Representative to Senate".

1.	**Senate Membership**		

Mr. Ridge noted the Call for Nominations for the Vice-Chair of the Okanagan Senate was issued on November 23, 2011 resulting in one nomination being received for Dr. Doug Owram.

	Dr. Dwayne Tannant; Dr. Wisdom Tettey	}	*That Dr. Doug Owram be elected as Vice-Chair of the Okanagan Senate, effective December 16, 2011 and until July 1, 2012 pursuant to S.37(1)(a) of the University Act.* Approved.

The Secretary of Senate called for the following motion:

	Dr. J. Cioe; Dr. M. Grant	}	*That Senate approve the election of Mr. Kyle Nolan as the Graduate Student Representative as recommended by the UBC Students Union Okanagan (UBCSUO), effective until March 31, 2012 and thereafter until replaced.* Approved.

2.	**Minutes of the Previous Meeting**		

	Dr. C. Robinson; Dr. S. Yannacopoulos	}	*That the minutes of the meeting of November 23, 2011 be approved as circulated with the following amendments: (a) adding Dr. Kasan Hewage as present at the meeting; (b) adding Mr. Christopher Gorman as having sent regrets for the meeting.* Approved with the noted amendments.

3.	**Business Arising from the Minutes**

Report back from the Registrar regarding fees associated with PSYO 452 and PSYO 453

The Deputy Registrar, Mr. Fred Vogt, noted that due to a transposition error on Master Page 14, the total amount shown as $291.41 should have read $219.41.

Mr. Vogt noted that the costs shown were related to the Summer Session for a domestic student taking no other courses; and that the total cost to a student for a zero credit course if the student was taking other courses would be $153.61. Mr. Vogt

Senate meeting schedules: http://www.senate.ubc.ca/okanagan/schedule.cfm

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also noted that the iMED fee shown for $291.73 was only paid by International Students, and that domestic students would only pay $121.73 for iMED fees, for a revised total of $341.14, not the $511.14 shown.

In response to a question from Dr. Phillion, Mr. Vogt confirmed that the fees shown represented the Summer Session and if the course was taken in the fall term, associated student fees would be higher.

Mr. Eaton addressed Senate, indicating that a similar situation exists at UBC Vancouver with respect to undergraduate researchers who also enroll in zero-credit courses. He indicated that the cost to the University for students enrolled in zero credit courses has been considered and that the current decision of the Board of Governors is to assess zero-credit courses as one-credit value. The Chair reminded Senate that the setting of fees was a Board decision and is out of scope of Senate; however, there is a mechanism available should the Okanagan and Vancouver Senates wish to convey a different position to the Board.

Curriculum Proposal – PSYO 452, PSYO 453

Dr. C. Robinson; Dr. S. Yannacopoulos	}	*That Senate approve the new courses brought forward by the Faculty of Arts and Sciences as set out in the attached proposal.* Approved.

Discussion

With the consent of Senate, Dr. Cioe spoke from the Chair on the matter.

In response to questions from Drs. Johnson, Phillion, and Dods, Dr. Cioe clarified that these courses would be required for students enrolled in Honours Psychology with a Specialization in Forensic Psychology, and that four to seven students may typically enroll. Dr. Cioe noted that the courses were being presented for approval in order to track and properly record under the correct authority, the practicum experience on the student transcripts in place of an unofficial certificate which was the current practice. It was acknowledged that adding these courses would incur an additional tuition fee for the students affected, but that a number of students have expressed concern over not having this program activity recorded on their transcripts when submitting applications to graduate studies.

Dr. Cioe offered to Senate the option of providing further information before the motion was resolved. Dr. Hilton suggested that the department could consider granting students in-house scholarships to cover the extra cost of the courses, to which Dr. Cioe replied that no revenue would be realized by the department as the tuition would be collected by the University. Dean Mathieson added that many other programs have program specializations and that there were protocols to be followed

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for adding scholarships which needed to be in place for all future students wishing to take this specialization.

Dr. Tannant stated his concern that many zero-credit courses may exist on campus and that others may be added in the future, adding to the costs incurred by the students. Dr. Robinson inquired whether it was a concern to the Department that the zero-credit course was required yet seemed to be in excess of what was considered to be the maximum credit value for the program. Dean Bosetti enquired whether there was an option to delivering the program in a manner that gave credit value to the course. Dr. Hilton spoke and felt that the program design was not significantly different from that of a Co-operative program. Dr. Johnson spoke in favour of the motion, citing Senate's role in the approval of academic programs. Acting Dean Binsted spoke in favour of the motion as he felt that taking the courses provided a tangible benefit to students.

Dean Bosetti enquired whether there was a possibility to increase the total program credit value for the Honours program in order to accommodate the required courses and provide a credit value to them. Mr. Eaton was called to comment on the consequences of modifying an existing program to add credit beyond the approval framework already in place. Mr. Eaton called upon the Provost, who explained the rigorous nature by which the Provincial Government regulated and monitored any deviation in tuition fees charged by the University.

In response to a question from Dr. Dods, Dr. Cioe responded that credit program modifications are possible through the mechanisms provided by Senate and its associated Committees, and through the University Calendar. In response to a question, Mr. Ridge indicated that it was reasonably common across the University to have programs with different specializations that have different tuition fees associated with them.

Mr. Adl spoke in support of the courses being approved in alignment with those of other Honours Programs existing at the University, with credit being assigned to practicum courses and included in the count towards the overall program credits.

In response to a question from Dr. deScally, Dr. Cioe noted that there were both departmental costs and general University costs associated with delivering practicum courses. It was noted from the floor that there were other programs at the University which exceeded 120 credits. Dr. Cioe explained that the upward drift of program credits beyond the originally approved curriculum begins to raise questions when the same program is considered for transfer credit at other institutions.

In response to question from Dr. Dods, Mr. Ridge indicated that most zero-credit courses have varying costs to the University and the decision of the Board has been to establish a fee for zero-credit courses at a reasonable University-wide average.

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Senator Allan supported the motion, indicating that the costs were acceptable and justified as the courses were a unique experience and represented a high-quality hallmark of the Honours Program specialization.

Mr. Gorman raised a Point of Order to the Chair, indicating that the decision of charging a tuition fee for a zero-credit course is the responsibility of the Board and not of Senate. The Chair responded by reminding Senate of the Board's financial jurisdiction.

4. **From the Board of Governors**

Confirmation was received from the Secretary to the Board that the following items approved by the Okanagan Senate were approved by the Board of Governors as required under the *University Act:*

   a) New Award
   b) Curriculum proposals from the Faculties of Applied Science, and Creative and Critical Studies

5. **Report from the Admissions and Awards Committee**

Dr. Yannacopoulos presented the new award proposal for the Human Kinetics Graduating Class of 2011 Award.

See Appendix A

Dr. S. Yannacopoulos; Dr. W. Tettey	}	*That Senate approve the new award as listed and forwards it to the Board of Governors for approval; and that a letter of thanks be sent to the donor.* Approved.

In response to a question from the Chair, Dr. Yannacopoulos indicated that the award included the required sustainability endowment.

Dr. Yannacopoulos presented the admissions proposal for the Faculty of Education – Bachelor of Education Programs and with the general consent of Senate, requested the proposal be amended by adjusting the interim transcript deadline to February 28 instead of February 29.

Dr. S. Yannacopoulos; Dr. W. Tettey	}	*That Senate approve the admissions proposal from the Faculty of Education – Bachelor of Education Program effective for admission to the 2012 Winter Session and thereafter.*

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			Approved with the noted amendment.
6.	**Report from the Curriculum Committee** Dr. Dwayne Tannant presented the report outlining the new course ENGR 556 from the Faculty of Applied Science and the new courses BIOL 371 and BIOL 372 from the Faculty of Arts and Sciences. *See Appendix B*		
	Dr. D. Tannant; *Dr. C. Mathieson*	}	*That Senate approves the new courses brought forward by the Faculty of Applied Science, and Arts and Sciences as set out in the attached proposals.* Approved.
7.	**Report from the Provost** Dr. Wesley Pue presented, for information, proposals for the establishment of the Centre for the Advancement of Psychological Science and the Law (CAPSL), and the Centre for Indigenous Media Arts. The Provost indicated that both Centres have the appropriate mechanisms for governance and review. Dean Grant offered a friendly suggestion for CAPSL to include post-doctorals in the membership and decide whether they would or would not have voting privileges. The Provost replied that as the report was being provided to Senate as an information item, the suggestion would be passed on to the Centre. The Provost remarked that his first term on campus has been very enjoyable and he acknowledged the hard work of the faculty members and students on Senate.		
8.	**In-Camera Session** In closed session, Senate approved: a) Candidates for Degrees from the Faculty of Arts and Sciences; b) Report from the Learning and Research Committee presented by Dr. Peter Arthur, Chair		

There being no further business, the meeting was adjourned.

Adjournment:	4:43 pm
Next Meeting:	January 25, 2012

Senate meeting schedules: http://www.senate.ubc.ca/okanagan/schedule.cfm

Appendix A:

New Award

Human Kinetics Graduating Class of 2011 Award – A $1,000 award is offered by the Human Kinetics 2011 graduating class to a student entering fourth year in the Human Kinetics Program in the School of Health and Exercise Sciences in the Faculty of Health and Social Development at The University of British Columbia, Okanagan campus. The award is made on the recommendation of the Faculty, and is to be equally based on the student's academic achievement and extracurricular involvement. (First award available for the 2012/13 Winter Session)

Appendix B

Faculty of Education

  Bachelor of Education Programs – revise admission requirement

Faculty of Applied Science

  New Course – ENGR 556 (3) Microwave and Filter Design

Faculty of Arts and Science

  New Courses – Biol 371 (3) Flora of British Columbia; BIOL 372 (3) Field Ornithology

Record of President's Activities
Period of: 20 August 2011 to 28 October 2011

External Group

August 22	Suzanne Rumsey, Public Engagement Coordinator, Primate's World Relief and Development Fund (PWRDF), Anglican Church of Canada
August 22	Ihron Rensburg, Vice-Chancellor & Principal, University of Johannesburg
August 22	Dick White, Director of Athletics, Faculty of Kinesiology & Health Studies, University of Regina and Co-Chair, Canada West Task Force on Future Competitive Structure for University Sport in Canada West and the CIS
August 22	Richard Smith, Director, Masters of Digital Media Program, Centre for Digital Media, Great Northern Way Campus (GNWC)
August 22	Stockwell Day, Former Minister of International Trade and Former Minister for the Asia-Pacific Gateway, Government of Canada
August 23	David Mitchell, President & CEO, Public Policy Forum
August 23	Vince Sara and Amy K. Ghuman Sara, Trinjan Society
August 23	Robert Lee, Founder and Chairman, Prospero International Realty Inc.
August 24	Paul Davidson, President & CEO, and Christine Tausig-Ford, Vice-President and COO, Association of Universities and Colleges of Canada (AUCC)
August 25	Canadian Institute for Advanced Research (CIFAR) Research Council Meeting
August 25	Chris Eaton, Executive Director, World University Service of Canada (WUSC)
August 26	Fred Kaiser, Chairman & CEO, Alpha Technologies & Kaiser Foundation
August 26	Janet Austin, CEO, YWCA Metro Vancouver
August 26	Robin Ciceri, President, The Research Universities' Council of British Columbia (RUCBC)
August 26	Hamid Eshghi, President, Djavad Mowafaghian Foundation
August 26	Jonathan Rhone, President and CEO, Nexterra System Corporation
August 28	Lindsay Gordon, President & CEO, HSBC Bank Canada, and Elizabeth Gordon

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August 29	Arvind Gupta, CEO & Scientific Director, Mathematics of Information Technology and Complex Systems Inc. (MITACS)
August 30	Dick White, Director of Athletics, Faculty of Kinesiology & Health Studies, University of Regina and Co-Chair, Canada West Task Force on Future Competitive Structure for University Sport in Canada West and the CIS
August 30	Canada West Task Force on Future Competitive Structure for University Sport in Canada West and the CIS
August 31	Morgan Sturdy, Chair, Board of Directors, and Matthew Carter, President, Great Northern Way Campus (GNWC)
September 2	Chaviva Hosek, President and CEO, Canadian Institute for Advanced Research (CIFAR)
September 2	Canada-China Joint Science and Technology Committee Meeting
September 6	Paul Hollands, President, A&W Foods, and Chair, Sauder Advisory Board
September 7	Association of Universities and Colleges of Canada (AUCC) Nominating Committee Meeting
September 7	World University Service of Canada (WUSC) Executive Committee Meeting
September 7	Arvind Gupta, CEO & Scientific Director, Mathematics of Information Technology and Complex Systems Inc. (MITACS)
September 7	Shane Houston, Deputy Vice-Chancellor, Indigenous Strategy and Services, The University of Sydney
September 7	Victor Chan, Founding Director, and Lynn Green, CEO, Dalai Lama Center for Peace and Education
September 7	Robin Ciceri, President, The Research Universities' Council of British Columbia (RUCBC)
September 7	Universitas 21 Executive Committee Meeting
September 8	Alan Irwin, Acting President and Dean of Research, and Jan Molin, Dean of Education, Copenhagen Business School
September 8	Dinner with Robert Lee, Founder and Chairman, Prospero International Realty Inc., and Lily Lee

Record of President's Activities
Period of: 20 August 2011 to 28 October 2011

September 9	Great Northern Way Campus (GNWC) Board and Shareholder's Meeting
September 12	Robyn Osgood, Coordinator, Dialogue on Academic Freedom, Association of Universities and Colleges of Canada (AUCC)
September 12	David Turpin, President, University of Victoria (UVic)
September 12	Paul Davidson, President and CEO, and Christine Tausig-Ford, Vice-President and COO, Association of Universities and Colleges of Canada (AUCC)
September 12	Arvind Gupta, CEO & Scientific Director, Mathematics of Information Technology and Complex Systems Inc. (MITACS)
September 13	Sydney Friedman, Professor Emeritus, UBC and Brant Kostandoff, Associate Director, Trust Officer, BMO Harris Private Banking
September 13	The Research Universities' Council of B.C. (RUCBC) Committee Meeting
September 13	Andrew Petter, President, Simon Fraser University (SFU)
September 14	Robert Lee, Founder and Chairman, Prospero International Realty Inc., and Al Poettcker, President & CEO, UBC Properties Trust
September 14	Robert Lee, Founder and Chairman, Prospero International Realty Inc., Robert King, Trustee and Director, Chair of WesternOne Equity Income Fund and Wendy King
September 15	Rebecca McNeil, Researcher, Study on the Conceptualization of Sustainability in Higher Education, Dalhousie University
September 16	Julie Maxton, Executive Director, The Royal Society (U.K.)
September 16	Mossadiq Umedaly, Executive Chairman, Enecsys Limited
September 16	Yuen Pau Woo, President and CEO, Asia Pacific Foundation of Canada
September 16	Rod Carr, Vice-Chancellor, University of Canterbury
September 16	Paul Davidson, President and CEO, Association of Universities and Colleges of Canada (AUCC)
September 16	Mike Mahon, President, University of Lethbridge

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September 18	Indira Samarasekera, President, University of Alberta, and David Naylor, President, University of Toronto
September 21	J. Colin Dodds, President, St. Mary's University
September 22	Harvey Weingarten, President & CEO, Higher Education Quality Council of Ontario
September 23	Bonnie Patterson, President & CEO, Council of Ontario Universities
September 23	Discovery Foundation Annual General Meeting
September 23	David Naylor, President, University of Toronto
September 26	Yves Beauchamp, Director General, École de Technologie Supérieure (ÉTS)
September 26	Canada-China Joint Science and Technology Committee Meeting
September 26	Paul Hollands, President, A&W Foods, and Chair, Sauder Advisory Board
September 28	Paul Dietze, Associate Professor, Head, Alcohol & Other Drug Research, Centre for Population Health, Burnet Institute and Nicholas Lintzeris, Associate Professor, and Director, Drug & Alcohol Services, SESLHD, The Langton Centre
September 30	Perinbam Trustees, World University Service of Canada (WUSC)
September 30	Elizabeth Cannon, President, University of Calgary
September 30	David Turpin, President, University of Victoria (UVic)
September 30	Christopher Tremewan, Secretary General, Association of Pacific Rim Universities (APRU)
September 30	Arvind Gupta, CEO & Scientific Director, Mathematics of Information Technology and Complex Systems Inc. (MITACS)
October 4	Christine Tausig-Ford, Vice-President and COO, Association of Universities and Colleges of Canada (AUCC) and Paul Belserene, Bill Baker and Co. Strategic Storytelling
October 5	Rick Grafton, President, Grafton Capital Corporation

Record of President's Activities
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October 6	Canada-China Joint Science and Technology Committee Meeting
October 11	Chaviva Hosek, President and CEO, Canadian Institute for Advanced Research
October 12	Robert Lee, Founder and Chairman, Prospero International Realty Inc.
October 14	Brad Bennett, President, McIntosh Properties Ltd. and Past Chair, UBC Board of Governors
October 14	Arvind Gupta, CEO & Scientific Director, Mathematics of Information Technology and Complex Systems Inc. (MITACS)
October 17	Paul Davidson, President and CEO, and Christine Tausig-Ford, Vice-President and COO, Association of Universities and Colleges of Canada (AUCC)
October 17	U15 Presidents Conference Call
October 19	Dick White, Director of Athletics, Faculty of Kinesiology & Health Studies, University of Regina and Co-Chair, Canada West Task Force on Future Competitive Structure for University Sport in Canada West and the CIS
October 19	World University Service of Canada (WUSC) Nominations Committee Meeting
October 20	Andrew Petter, President, Simon Fraser University (SFU)
October 20	Fay Arjomandi, Head of R&D US/China, Vodafone Group
October 20	David Cheriton, Professor, Computer Science & Electrical Engineering, Stanford University
October 20	Eric Nonacs, Vice-President, Alliances & Partnerships, Skoll Global Threats Fund
October 21	Robin Ciceri, President, The Research Universities' Council of British Columbia (RUCBC)
October 21	Keith Martin, Former MP for Esquimalt—Juan de Fuca, Province of British Columbia
October 22	Andrew Petter, President, Simon Fraser University (SFU), and Roderick Macdonald, F.R. Scott Professor of Constitutional & Public Law, McGill University, and President, The Royal Society of Canada

Record of President's Activities
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October 25	Paul Davidson, President & CEO, Christine Tausig-Ford, Vice-President and COO, Joanne Lalonde, Director of Finance/Corporate Services, Association of Universities and Colleges of Canada (AUCC), and Michel Belley, Rector, University of Quebec, Chicoutimi
October 28	U15 Presidents Meeting

Government

August 22	Carl Wieman, Director, Carl Wieman Science Education Initiative, UBC, and Associate Director for Science at the White House Office of Science and Technology Policy, Government of the United States of America, and Gordon Campbell, Former Premier, Province of British Columbia and High Commissioner to the United Kingdom of Great Britain and Northern Ireland, Government of Canada
August 23	Roundtable with H.E. Junsai Zhang, Ambassador of the People's Republic of China to Canada, Shugen Liang, Consul General in Vancouver, Huanbai Xue, Chief Education Consul, Wenfei Zhao, First Secretary, Political Section, and Jian Wang, Assistant to the Ambassador, Government of the People's Republic of China
August 31	Moira Stilwell, MLA (Vancouver-Langara), and Parliamentary Secretary for Industry, Research and Innovation, Ministry of Jobs, Tourism and Innovation, Province of British Columbia
September 13	The Research Universities' Council of British Columbia (RUCBC) Presidents Roundtable with The Ministry of Advanced Education, Province of British Columbia
September 15	Moira Stilwell, MLA (Vancouver-Langara), and Parliamentary Secretary for Industry, Research and Innovation, Ministry of Jobs, Tourism and Innovation, Province of British Columbia
September 22	Delegation from the Advanced Leadership Program, Canada School of Public Service
September 23	Richard Dicerni, Deputy Minister, Industry Canada, Government of Canada
October 6	Tim Sargent, Assistant Secretary to the Privy Council, Economic & Regional Development Policy, Privy Council Office, Government of Canada

Record of President's Activities
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October 6	Louise Levonian, Associate Deputy Minister of Finance, and Denis Gauthier, Assistant Deputy Minister, Economic Development & Corporate Finance, Government of Canada
October 6	Margaret Biggs, President, Canadian International Development Agency (CIDA), Government of Canada
October 6	Claire Dansereau, Deputy Minister of Fisheries and Ocean, Government of Canada
October 6	James Moore, Minister of Canadian Heritage & Official Languages, Government of Canada, and MP for Port Moody-Westwood-Port Coquitlam, Province of British Columbia
October 11	John Duncan, Minister of Aboriginal Affairs & Northern Development, Government of Canada, and MP for Vancouver Island North, Province of British Columbia
October 17	Cheryl Wenezenki-Yolland, Acting Deputy Minister, Ministry of Advanced Education, Province of British Columbia
October 19	Christy Clark, Premier, Province of British Columbia
October 21	David Biggs, Science and Technology Officer, US Embassy Ottawa, Government of the United States of America
October 28	Robin Ciceri, President, The Research Universities' Council of British Columbia (RUCBC), George Iwama, President, University of Northern B.C (UNBC), Cheryl Wenezenki-Yolland, Acting Deputy Minister, and Sussan Brown, Executive Director, Ministry of Advanced Education, Province of British Columbia

Travel

August 30	Calgary, AB – Canada West Task Force on Future Competitive Structure for University Sport in Canada West and the CIS
September 6	Kelowna, B.C. – Create: New Student Orientation's Kickoff Event
September 20 – 22	Kelowna, B.C. – Meetings and 2011 Campaign Kick-Off Preview Gala

Record of President's Activities
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October 2 – 5	Calgary, AB – Canada-Korea Forum 9, Campaign Leadership Dinner, and Meetings
October 5 – 6	Ottawa, ON – Meetings with Government Officials
October 7	Victoria, B.C. – Colloquium on Political, Social and Legal Theory and Meeting at UVic
October 13	Kelowna, B.C. – Meetings
October 19 – 21	San Francisco, CA, U.S.A. – Development and Alumni Meetings and Events
October 24 – 27	Montreal, QC – Association of Universities and Colleges of Canada (AUCC) Membership and Board of Directors Meetings
October 27 – 28	Toronto, ON – Gairdner Foundation Annual Awards Dinner and Meetings

Speeches / Events

August 29	Re-Opening of the Biological Sciences Building – South & West Wings
September 6	Create: New Student Orientation's Kick-Off Event – Okanagan Campus
September 6	Imagine Day 2011 – Vancouver Campus
September 7	Dinner for Campaign Volunteer Committee Members
September 8	Recording for "This Week at UBC" to promote the 2011 President's Town Hall
September 9	Tribute Celebration for the Birmingham Family
September 9	Great Northern Way Campus (GNWC) Celebration for the New Centre for Digital Media
September 11	Cocktail Party Hosted by Carol Lee, President and CEO, Linacare Cosmetherapy Inc., for Gordon Campbell, Former Premier, Province of British Columbia, and High Commissioner to the United Kingdom of Great Britain and Northern Ireland, Government of Canada

Record of President's Activities
Period of: 20 August 2011 to 28 October 2011

September 14	5th Annual UBC United Way of the Lower Mainland (UWLM) Leadership Breakfast
September 14	The Vancouver Board of Trade Luncheon – You and UBC: A Partnership That Can Transform Our World
September 14	Vancouver Senate Welcome Reception
September 15	Robert H.N. Ho Research Centre Building Opening and Dedication Event at Vancouver General Hospital
September 15	President's Staff Awards Reception
September 15	Family Legacy Series Gala with the McLean Family of the McLean Group
September 15	9th Annual UBC Staff Welcome Back BBQ
September 16	Protrans Gift and Naming Recognition Event
September 16	UBC Ritsumeikan 20th Anniversary Reception
September 19	2011 President's Town Hall Meeting – Vancouver Campus
September 21	2011 President's Town Hall Meeting – Okanagan Campus
September 21	Okanagan Senate Welcome Reception
September 21	2011 Campaign Kick-Off Preview Gala – Okanagan Campus
September 22	Public Policy Forum's Second Annual "Western Dinner"
September 23	UBC Allard Hall Law School Building Opening
September 26	Videotaping for 2011 UBC Thrive Week
September 26	Videotaping for Copenhagen Business School
September 26	Board of Governors Retirement Reception for Peter W. Webster, Founding Chair, UBC Investment Management Trust (IMANT)
September 27	UBC Campaign Preview Gala
September 28	UBC Campaign Launch and Media Announcement – Vancouver Campus

Record of President's Activities
Period of: 20 August 2011 to 28 October 2011

September 28	Reception in Honour of UBC's Major Entrance Scholars (MES) Recipients
September 30	Videotaping: Welcome Message for Killam Awards Ceremony
September 30	Rumana Monzur Volunteers Thank-You Lunch
October 1	2011 Campaign External Launch – Symposium and Dinner
October 3	Welcome and Opening Remarks for Canada-Korea Forum – Calgary, AB
October 4	Calgary Campaign Leadership Dinner Hosted by Doug and Lois Mitchell
October 7	2011/12 Opening Session of the Academic Leadership Development Program
October 7	Colloquium on Political, Social and Legal Theory – Victoria, BC
October 11	Djavad Mowafaghian Centre for Brain Health Groundbreaking Event
October 12	Reception for Louise Nasmith, Former Acting Vice-President Students, UBC
October 13	Videotaping: Greetings for Thunderbirds Vs. Heat
October 14	Welcome Dinner for Louise Cowin, Vice-President, Students and Jude Tate Hosted by David Farrar, Provost, and Vice-President, Academic and Susanne Addario
October 19	Campaign Leadership Dinner Hosted by Ossama Hassanein, Managing Partner, Newbury Ventures and Marjan Hassanein – San Francisco, CA
October 20	UBC Dialogues San Francisco: "Where is the Value in Art?"
October 21	UBC Co-Op Event in San Francisco: "Hiring Today for Tomorrow's Leaders"
October 23	International Gairdner Symposium Dinner
October 25	Centennial Dinner with the Association of Universities and Colleges of Canada (AUCC) – Montreal, QC
October 26	Welcome and Keynote Speech: "Opening Us to Larger Worlds" at Association of Universities and Colleges of Canada (AUCC) Membership Meeting – Montreal, QC
October 27	Gairdner Foundation Annual Awards Dinner – Toronto, ON

Record of President's Activities
Period of: 20 August 2011 to 28 October 2011

Student Events/Meetings

August 22	Alma Mater Society (AMS) Executive Meeting
September 7	Greet Students at the UBC Bookstore's ―Front Line of Education" back-to-school event
September 17	Football Home Opener: UBC vs. University of Alberta
October 19	Alma Mater Society (AMS) Executive Meeting
October 24	Breakfast with the President – Student Leaders

Media Interviews

August 24	Daryl Wener, UBC Sports Show, CiTR FM Radio
August 24	Terry Podcast Interview for CiTR FM with Gordon Katic, Student Coordinator, UBC Terry Project
September 15	Radio Interview with The Bill Good Show, CKNW
September 16	Interview with Jian Fang and Jina Xu, Journalists, China Central Television (CCTV)
October 20	Paul Wells, Senior Columnist, Maclean's Magazine
October 25	TV Interview with Jacqueline Milczarek and Dan Matheson, Anchors, *Express*, CTV News Channel
October 25	James Bradshaw, Post-Secondary Education Reporter, National News, The Globe and Mail
October 28	Globe and Mail Editorial Board with Paul Davidson, President & CEO, Association of Universities and Colleges of Canada (AUCC)

Record of President's Activities
Period of: 29 October 2011 to 23 December 2011

External Group

November 1	Andrew Petter, President and Vice-Chancellor, Philip Steenkamp, Vice President, External Relations, Simon Fraser University (SFU), and Robin Ciceri, President, The Research Universities' Council of British Columbia (RUCBC)
November 4	Richard Smith, Director, Masters of Digital Media Program, and Jeannette Kopak, Director, Operations and Business Development, Centre for Digital Media, Great Northern Way Campus
November 4	Paul Orzeske, President, and Bill Maginas, Vice-President and General Manager, Honeywell Building Solutions
November 4	David Naylor, President, University of Toronto
November 8	Paul Davidson, President and CEO, Association of Universities and Colleges of Canada (AUCC)
November 9	Robert (Bob) Lee, Founder and Chairman, Prospero International Realty Inc.
November 9	Chaviva Hosek, President, Canadian Institute for Advanced Research (CIFAR)
November 11	Federation of Indian Chambers of Commerce and Industry (FICCI) Higher Education Summit 2011 (New Delhi, India)
November 11	Dinesh Singh, Vice-Chancellor, University of Delhi
November 12	Arvind Gupta, CEO and Scientific Director, Mathematics of Information Technology and Complex Systems Inc. (MITACS), and David Naylor, President, University of Toronto
November 14	Pankaj Chandra, Director, India Institute of Management (IIM)-Bangalore
November 15	Christopher Tremewan, Secretary General, Association of Pacific Rim Universities (APRU)
November 17	Morgan Sturdy, Chair, Board of Directors, Great Northern Way Campus
November 18	John Sheridan, President and CEO, Ballard Power Systems
November 19	Robert (Bob) Lee, Founder and Chairman, Prospero International Realty Inc., and Lily Lee

Record of President's Activities
Period of: 29 October 2011 to 23 December 2011

November 21	Robin Ciceri, President, The Research Universities' Council of British Columbia (RUCBC)
November 21	Robert H.N. Ho, Founder, Robert H.N. Ho Family Foundation, and President, The Tung Lin Kok Yuen Canada Foundation
November 22	Heather Travis, Manager of Philanthropy, United Way of the Lower Mainland (UWLM)
November 23	Paul Davidson, President and CEO, Association of Universities and Colleges of Canada (AUCC)
November 24	Rod Macdonald, President, The Royal Society of Canada
November 27	David Naylor, President, University of Toronto, and Indira Samarasekera, President and Vice-Chancellor, University of Alberta
November 29	Amit Chakma, President and Vice-Chancellor, The University of Western Ontario
November 29	Samira Alibhai, President, Ismaili Council for British Columbia
November 29	Yansong Li, Vice-President, International Affairs, Peking University, and accompanying delegation
November 30	The Research Universities' Council of British Columbia (RUCBC) Presidents Meeting
November 30	Andrew Petter, President and Vice-Chancellor, Simon Fraser University (SFU)
November 30	Universitas 21 Executive Committee Meeting
December 5	George Hungerford, Hungerford Group International Holdings Corp., and Jane Hungerford
December 5	Elizabeth Cannon, President, University of Calgary
December 5	Kasi Rao, Coordinator, U15
December 5	Lyall Knott, Partner, Clark Wilson LLP, Susan Knott, Lindsay Gordon, President and CEO, HSBC Bank Canada, Elizabeth Gordon, Director & Board Member, Gordon Kehler, Scott Sheperd, B.C. Chair, Canadian Forces Liaison Council, and Caroline Shepherd

Record of President's Activities
Period of: 29 October 2011 to 23 December 2011

December 6	Pierre Lapointe, President and CEO, FPInnovations
December 6	Marjorie-Anne Sauder
December 6	Robin Ciceri, President, The Research Universities' Council of British Columbia (RUCBC)
December 6	Peter Y.L. Eng, Chairman and CEO, Allied Holdings Group of Companies
December 6	Jussi Westergren, Founder, Lateral Logic, G-Cluster, Capacity Networks and Scientific Research Capital
December 7	David Black, Founder, President and Owner, Black Press Ltd.
December 7	Stewart Blusson, President, Archon Minerals Ltd.
December 8	Michael Audain, Chairman, Polygon Homes Ltd.
December 8	Arvind Gupta, CEO and Scientific Director, Mathematics of Information Technology and Complex Systems Inc. (MITACS)
December 8	Paul Hollands, President and CEO, A&W Food Services of Canada
December 8	David Naylor, President, University of Toronto, and Indira Samarasekera, President and Vice-Chancellor, University of Alberta
December 9	Paul Davidson, President and CEO, Association of Universities and Colleges of Canada (AUCC)
December 11	Tom Chan, Co-Founder, Burrard International Holdings Inc., and Bonita Chan
December 12	Philip Lee, CEO, Sun Hing Group of Companies, Mabel Lee, and Jason Lee (Hong Kong)
December 12	Victor Chu, Chairman, First Eastern Investment Group (Hong Kong)
December 12	Joseph Yu, Chairman, Roseville Group of Companies (Hong Kong)
December 12	Anthony Cheng, Co-Founder and Chairperson, Suen Mei Speech and Hearing Centre, and Sandra Cheng (Hong Kong)
December 14	Carol Lee, President and CEO, Linacare Cosmetherapy Inc., and Helmut Sohmen, Chairman, BW Group Ltd. (Hong Kong)

Record of President's Activities
Period of: 29 October 2011 to 23 December 2011

December 15	Sheldon Trainor, Owner, PacBridge Capital Partners Hong Kong Ltd. and Chairman, Renaissance Capital (Hong Kong), Emelda Trainor, and Carol Lee, President and CEO, Linacare Cosmetherapy Inc.
December 16	Raymond Lee, CEO, Lee and Man Paper Manufacturing Ltd. (Hong Kong)
December 19	Ian Fok, Chairman and CEO, Fok Ying Tung Group (Hong Kong)
December 20	Paul Meyer, Fellow in International Security, Centre for Dialogue, Adjunct Professor of International Studies, Simon Fraser University Senior Fellow, The Simons Foundation
December 20	The Research Universities' Council of British Columbia (RUCBC) Presidents Meeting
December 20	Association of Pacific Rim Universities (APRU) Steering Committee Meeting
December 21	Lindsay Gordon, President and CEO, HSBC Bank Canada
December 21	Taleeb Noormohamed, President and CEO, Serebra Learning
December 22	Meeting re. Centre for Global Pluralism hosted by the Association of Universities and Colleges of Canada (AUCC)
December 22	David McLean, Chairman of the Board, The McLean Group of Companies
December 23	David Naylor, President, University of Toronto, and Indira Samarasekera, President and Vice-Chancellor, University of Alberta

Government

October 29	Dinner for Anne Callaghan, U.S. Consul General in Vancouver, Government of the U.S.A., Hosted by Moura Quayle, Professor, UBC Sauder School of Business
November 1	Alain Beaudet, President, Canadian Institutes of Health Research (CIHR)
November 1	Anne Callaghan, U.S. Consul General in Vancouver, Government of the U.S.A.

Record of President's Activities
Period of: 29 October 2011 to 23 December 2011

November 7	Moira Stilwell, MLA (Vancouver-Langara), and Parliamentary Secretary for Industry, Research and Innovation, Ministry of Jobs, Tourism and Innovation, Province of British Columbia
November 8	Morris Rosenberg, Deputy Minister, Foreign Affairs, Government of Canada
November 8	Wayne Wouters, Clerk of the Privy Council and Secretary to the Cabinet, Government of Canada
November 8	Simon Kennedy, Senior Associate Deputy Minister, Industry Canada, Government of Canada
November 8	Francoise Ducros, Assistant Deputy Minister, Education and Social Development, Programs and Partnerships Section, Aboriginal Affairs and Northern Development Canada (AAND), Government of Canada
November 8	David Malone, President, International Development Research Centre (IDRC)
November 9	Sean Speer, Director, Stakeholder Relations, Prime Minister's Office, Government of Canada
November 11	B.C. University Presidents Lunch and the Canada-India Education Council, with Christy Clark, Premier, Province of British Columbia, and Stewart Beck, High Commissioner to the Republic of India, Government of Canada
November 11	Networking Reception hosted by Stewart Beck, High Commissioner to the Republic of India, Government of Canada
November 12	Sam Pitroda, Advisor to the Prime Minister of India on Public Information Infrastructure and Innovations, Republic of India, Arvind Gupta, CEO and Scientific Director, Mathematics of Information Technology and Complex Systems Inc. (MITACS), and David Naylor, President, University of Toronto
November 15	B.C. Premier's Lunch and UBC India Office Opening
November 22	Jonathan Fried, Ambassador of Canada to Japan, and Sarah Mitchell, Trade Commissioner, B.C. Regional Office of the Trade Commissioner Service, Foreign Affairs and International Trade Canada, Government of Canada
November 25	Roundtable with Stephen Harper, Prime Minister, Government of Canada
December 5	Wai Young, MP (Vancouver-South), Province of British Columbia

Record of President's Activities
Period of: 29 October 2011 to 23 December 2011

December 6	Michelle Mungall, MLA (Nelson-Creston), Province of British Columbia
December 7	Cheryl Wenezenki-Yolland, Deputy Minister, Ministry of Advanced Education, Province of British Columbia
December 7	HE Joo-Hong Nam, Ambassador of the Republic of Korea to Canada
December 22	Suzanne Fortier, President, The Natural Sciences and Engineering Research Council of Canada (NSERC)
December 22	HE Fei Liu, Ambassador and Consul General, Chinese Consulate General in Vancouver, People's Republic of China

Travel

November 1 – 2	Ottawa, ON – Canada-U.S. Partnership Panel
November 8 – 9	Ottawa, ON – Government Relations Meetings
November 9 – 13	New Delhi, India – B.C. Premier's Mission to India
November 13 – 16	Bengaluru, India – B.C. Premier's Mission to India and UBC India Office Opening
December 2	Kelowna, B.C. – Internal Meetings
December 9 – 19	Hong Kong, China – Development and Alumni Meetings, and The University of Hong Kong (HKU) Centenary Celebrations: "Presidents Summit – East Meets West"
December 16	Dongguan, China – Development Meeting

Record of President's Activities
Period of: 29 October 2011 to 23 December 2011

Speeches / Events

October 30	40 Minute Forum at Christ Church Cathedral, Vancouver
October 31	Remarks and Reception for the 4th Canada-China Joint Science and Technology Committee (UBC hosted event; the President is a member of the Joint Committee)
November 1	Indian Residence School Discussion: Dialogue on the History of Indian Residential Schools in Canada
November 2	The Canada-U.S. Partnership: Enhancing the Innovation Ecosystem, attended as a panelist in the "Canada-U.S. University Partnerships" session
November 3	The Centre for Interactive Research on Sustainability (CIRS) Building Opening
November 3	Reception for the Killam Annual Dinner
November 4	Royal Society of Canada Reception
November 17	Academic All-Canadian "Breakfast of Champions"
November 17	New Faculty and Staff Reception
November 22	Farewell Dinner for Tyseer Aboulnasr, Dean of Applied Science, UBC
November 23 – November 25	Fall Convocation, UBC Vancouver Campus
November 23	Campaign Leadership Dinner hosted by Marjorie-Anne Sauder
November 24	Centre for the Study of Democratic Institutions (CSDI) Dinner with The Right Honourable Paul Martin for "Why Don't (More) Good People Enter Politics? …and what might be done about it"
November 24	Honorary Degree Reception
November 25	47th Vanier Cup Championship (attended as a guest of Marg McGregor, CEO, Canadian Interuniversity Sport (CIS))
November 26	Grey Cup Luncheon hosted by Douglas Mitchell, National Co-Chair, Borden Ladner Gervais and Co-Owner of the Calgary Stampeders Football Club, and Lois Mitchell, President, Amherst Consultants Ltd.

Record of President's Activities
Period of: 29 October 2011 to 23 December 2011

November 28	Seasonal Reception – Cocktails and Conversation
November 29	BMO Financial Group Gift Announcement
November 29	President's Research Lunch
November 30	Board Dinner with Vancouver Coastal Health Board
December 1	UBC Alumni Reception - A Night at the Opera: Romeo and Juliet
December 13	Campaign Leadership Dinner (Hong Kong)
December 14	UBC Campaign Asia Celebration (Hong Kong)
December 18	The University of Hong Kong (HKU) Centenary Celebrations: "Presidents Summit – East Meets West" and HKU Centenary Gala (Keynote Speech)
December 22	Holiday Celebration for the UBC Alumni Association

Student Events/Meetings

November 28	Alma Mater Society (AMS) Executive
November 29	Graduate Student Society (GSS) Executive
December 8	Kalyeena Makortoff and Micki Cowan, News Editors, The Ubyssey

Media Interviews

October 31	Valerie MacTavish, Host, CBC Daybreak Okanagan
November 3	Ian Mulgrew, Writer (working on a biography on Robert Lee)
November 12	Marie-France Belanger, Reporter, Radio Canada
November 12	Narayanan Madhaven, Associate Editor and Reporter, Hindustan Times
November 12	M. Saraswathy, Reporter, Business Standard Mumbai
November 17	Sunny Dhillon, Reporter, Globe and Mail

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Okanagan Senate Secretariat
Enrolment Services
University of British Columbia
University Centre UNC 322
3333 University Way
Kelowna, BC V1V 1V7
(250) 807-9259 Fax (250) 807-8007
okanagan.senate@ubc.ca
http://senate.ubc.ca

January 16, 2012

To: Okanagan Senate

From: Agenda Committee

Re: Meeting Schedule for the Okanagan Senate 2012-2013 Academic Year (approval)

Part 4 Section 15(b) of the *Rules and Procedures of the Okanagan* Senate states:

> The schedule of regular meetings of Senate for each academic year shall be established
> no later than January of the preceding academic year…

The 2012-2013 Okanagan Senate meeting dates are proposed as follows:

Senate Meeting Date	Notes
Wednesday September 26, 2012	(fourth Wednesday)
Wednesday October 24, 2012	(fourth Wednesday)
Wednesday November 21, 2012	(third Wednesday)
[1]Thursday December 13, 2012	(second Thursday)
[2]Wednesday January 30, 2013	(fifth Wednesday)
[3]Wednesday February 27, 2013	(fourth Wednesday)
Wednesday March 27, 2013	(fourth Wednesday)
Wednesday April 24, 2013	(fourth Wednesday)
[4]Thursday May 16, 2013	(third Thursday)

Part 4 Section 15(a) of the *Rules and Procedures of the Okanagan Senate* states:
> The Senate shall schedule nine regular meetings each academic year, normally on either
> the third or the fourth Wednesday of the month from September through May. Such
> meetings shall normally be called to order at 3:30 p.m.

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[1] Date is out of pattern to accommodate the Christmas break
[2] Date is out of pattern to avoid conflict with Vancouver Senate on January 23, 2013
[3] Winter session mid-term break anticipated dates are February 18 – 22, 2013
[4] Date is out of pattern to accommodate Convocation

As the meeting dates with footnotes 1, 2, and 4 above are in exception to the *Rules*, Senate approval is required.

> ***Motion:*** *That Senate approves the Okanagan Senate meeting dates for the 2012-2013 Academic Year as proposed above.*

Respectfully submitted on behalf of the Committee,

Mr. Calvin Wain
Chair, Agenda Committee

T H E   U N I V E R S I T Y   O F   B R I T I S H   C O L U M B I A

OKANAGAN SENATE SECRETARIAT
Enrolment Services
Senate and Curriculum Services

Okanagan Campus
University Centre · UNC 322
3333 University Way
Kelowna, BC · V1V 1V7
Tel: (250) 807-9619 · Fax: (250) 807-8007
www.senate.ubc.ca

January 25, 2012

To:　　　　**Okanagan Senate**

From:　　　**Curriculum Committee**

Subject:　　**January Curriculum Proposals (approval)**

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

As such, the following is recommended to Senate:

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

For the Committee,
Dr. Dwayne Tannant
Chair, Curriculum Committee

THE UNIVERSITY OF BRITISH COLUMBIA

OKANAGAN SENATE SECRETARIAT
Enrolment Services
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3333 University Way
Kelowna, BC · V1V 1V7
Tel: (250) 807-9619 · Fax: (250) 807-8007
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January 25, 2012

To: **Okanagan Senate**

From: **Curriculum Committee**

Subject: **January Curriculum Proposals (approval)**

Enclosed please find the following for your consideration:

From the Faculty of Arts and Sciences

1. The following new course:
   a. INDG 405 (3) Indigenous Education: History and Revitalization

From the Faculty of Creative and Critical Studies

2. The following new courses:

   a. CULT 215 (3) Cultural Industries
   b. CULT 312 (3) Internet Culture

From the Faculty of Education

3. The following new course:
   a. EDUC 432 (3) Assessment for Learning in the Secondary Classroom

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Curriculum Proposal Form
New Course – Okanagan Campus

Category: 1

Faculty: Arts and Sciences **Department/Unit:** Unit 1: Community, Culture, and Global Studies (Indigenous Studies) **Faculty/School Approval Date:** November 22, 2011 **Effective Session:** 2011W	**Date:** November 4, 2011 **Contact Person:** Dr. Jeannette Armstrong **Phone:** 250.807.9312 **Email:** jeannette.armstrong@ubc.ca
Proposed Academic Calendar Entry: **INDG 405 (3) Indigenous Education: History and Revitalization** **Indigenous perspectives on language and cultural shifts through the critical lenses of Indigenous knowledge and insider views on historical education policies; language and knowledge loss and consequences; revitalization and recovery; and transformational community development through Indigenous education and community empowerment. [3-0-0]** *Prerequisite***: Either (a) all of INDG 100, 3 credits of 200-level INDG courses, and third-year standing; or (b) fourth-year standing in the B.Ed. program.**	**Draft Academic Calendar URL:** N/A **Present Academic Calendar Entry:** N/A **Type of Action:** New course. **Rationale:** It is imperative for teachers to have an understanding of Indigenous peoples' perspectives and family, cultural and community backgrounds. In the past, a lack of cultural sensitivity towards Indigenous peoples and perspectives in mainstream educational systems has lead to a poor success levels from Indigenous students as well as ongoing critique and animosity from Indigenous communities, which in turn serves to perpetuate the problems. This course is designed to give future teachers a level of understanding of Indigenous peoples unique forms of cultural heritage, and the history of colonialism and its current manifestations, sufficient to develop/deliver curriculum and deal with and present issues appropriately in the classroom setting.

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Curriculum Proposal Form
New Course – Okanagan Campus

Category: 1

Faculty: FCCS **Department/Unit:** Critical Studies **Faculty/School Approval Date:** November 29, 2011 **Effective Session:** 2012W	**Date:** November 1, 2011 **Contact Person:** Dr. Kyong Yoon **Phone:** 250.807.8897 **Email:** kyong.yoon@ubc.ca

Proposed Academic Calendar Entry:
 	
CULT 215 (3) Cultural Industries
       An introductory critical study of cultural industries such as television and popular music. [3-0-0].
       Prerequisite: Second-year standing.
	Draft Academic Calendar URL: N/A
	
	Present Academic Calendar Entry: N/A
	
	Type of Action: New course.
	
	Rationale: As an introductory level Cultural Studies course which examines aspects of media and cultural production, the proposed course theoretically and methodologically widens the scope of the Cultural Studies program. The course's political-economic approach will be a good addition to the current Cultural Studies courses, which largely focus on cultural outputs (such as media texts) rather than the process of cultural production.

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Curriculum Proposal Form
New Course – Okanagan Campus

Category: 1

Faculty: FCCS **Department/Unit:** Critical Studies **Faculty/School Approval Date:** November 29, 2011 **Effective Session:** 2012W	**Date:** November 1, 2011 **Contact Person:** Dr. Kyong Yoon **Phone:** 250.807.8897 **Email:** kyong.yoon@ubc.ca
Proposed Academic Calendar Entry: **CULT 312 (3) Internet Culture** **A critical study of the cultural influence of the Internet on everyday life. [3-0-0]** **Prerequisite: 3 credits of CULT. One of CULT 100, CULT 101 is recommended.**	**Draft Academic Calendar URL:** N/A **Present Academic Calendar Entry:** N/A **Type of Action:** New course. **Rationale:** As the analysis of new media emerges as a key realm of cultural studies, it is timely to offer an intermediate undergraduate course exploring the Internet and its cultural influence. Given the relative lack of diversity in the media studies stream within the Cultural Studies program, the proposed course will be an important addition to the program and FCCS.

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Curriculum Proposal Form
New Course – Okanagan Campus

Category: 1

Faculty: Education **Unit:** N/A **Faculty Approval Date:** November 17, 2011 **Effective Session:** 2012W	**Date:** November 17, 2011 **Contact Person:** Lorraine Carrier **Phone:** 250-807-8125 **Email:** lorraine.carrier@ubc.ca
Proposed Academic Calendar Entry: **EDUC 432 (3) Assessment for Learning in the Secondary Classroom** Assessment approaches, methods, and strategies and their applications to teaching practice in the secondary classroom. Assessment as part of the learning process and related decision-making when doing instructional planning. Pass/Fail. [3-0-0] *Prerequisite*: Admission to the B.Ed. program, STEP.	**Draft Academic Calendar URL:** N/A **Present Academic Calendar Entry:** N/A **Type of Action**: New course. **Rationale:** The addition of this 3-credit course (Assessment for Learning in the Secondary Classroom) to the Secondary Teacher Education Program (STEP) is specifically designed to address assessment issues for students in STEP. It is partially addressed by faculty in different courses but is not the focus of any one course. The offering of this course would enable methodology faculty to concentrate on matters pertinent to their subjects of expertise and provide secondary students with a course specific to assessment.

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Okanagan Senate Secretariat
Enrolment Services
University of British Columbia
University Centre UNC 322
3333 University Way
Kelowna, BC V1V 1V7
(250) 807-9259 Fax (250) 807-8007
okanagan.senate@ubc.ca
http://senate.ubc.ca

January 11, 2012

To: Okanagan Senate

From: Nominating Committee

Re: Standing Committee Membership Adjustments (approval)

The Okanagan Nominating Committee recommends that Senate approve the following standing committee membership adjustment, effective immediately until March 31, 2012 and thereafter until a successor is appointed:

> *That Mr. Kyle Nolan, Graduate Student Representative, be named to the Agenda Committee to fill a student vacancy;*

And;

That Senate approve the following election to the Council of Senates under the *University Act* S.38.1(1)(f), effective until March 31, 2012 and thereafter until a successor is appointed:

> *That Mr. Kyle Nolan, Graduate Student Representative, be named to the Okanagan Senate Council Representative Committee Five to fill a vacancy.*

For the Committee,
Dr. Gurupdesh Pandher
Chair, Nominating Committee

Okanagan Senate Secretariat
Enrolment Services
University of British Columbia
University Centre UNC 322
3333 University Way
Kelowna, BC V1V 1V7
(250) 807-9259 Fax (250) 807-8007
okanagan.senate@ubc.ca
http://senate.ubc.ca

January 13, 2012

To: Okanagan Senate

From: Nominating Committee

Re: Amendments to Policy #17 – Appointment of Registrar and Librarians (Joint Senate and Board Policy); and to Policy #18 – Appointment of Designated Academic Administrators (Joint Senate and Board Policy) (approval)

The Okanagan Nominating Committee has received and reviewed amendments from University Counsel to the above Joint Senate and Board Policies and recommends the following motion:

That Senate approve the amendments to Policy #17 – Appointment of Registrar and Librarians (Joint Senate and Board Policy); and to Policy #18 – Appointment of Designated Academic Administrators (Joint Senate and Board Policy) as received by University Counsel and as presented in the attached document.

For the Committee,
Dr. Gurupdesh Pandher
Chair, Nominating Committee

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Memorandum

Date	January 13, 2012
To	Okanagan Senate
	Vancouver Senate
From	Hubert Lai, University Counsel
Subject	Amendments to:
	Policy #17 – Appointment of Registrar and Librarians (Joint Senate and Board Policy); and to
	Policy #18 - Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)

BACKGROUND:

The main purposes of the proposed amendments to the existing versions of Policy #17 and Policy #18 (the "Existing Policies") are:

1.   to reflect the re-organization of the Registrar's position from the Vice President, Students portfolio to both the Provost and Vice President Academic (UBC Vancouver) and Deputy Vice Chancellor and Principal (UBC Okanagan);

2.   to increase faculty member representation on the advisory committees; and

3.   to re-allocate the responsibility for selecting members on the advisory committees from the Council of Senates to other groups.

In addition, two related policies, Policy #24 - Extension of Appointments for Designated Senior Academic Administrators and Policy #43 - Extension of Appointments for Registrar and Librarians (the "Extension Policies") were recently amended. The proposed amendments have been structured so as to use structure, organization, and language that are consistent with the Extension Policies.

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CONSULTATION:

The Proposed Policies have received positive feedback from the Chair of the Council of Senates Executive Committee and the Vancouver Senate Academic Policy Committee. They are supported by the University Counsel, the President, the Provost and Vice President, Academic (UBC Vancouver) and the Deputy Vice-Chancellor and Principal (UBC Okanagan).

The proposed amendments were reviewed by the Nominating Committee of the Okanagan Senate, the Nominating Committee of the Vancouver Senate, and the Governance Committee of the Board of Governors in the autumn of 2011. No concerns were expressed by the Committees, so the University administration then engaged in a broader consultation process as follows:

• The proposed amendments were published on the University's website with a call for comments. The comment period was open from October 13, 2011 until November 30, 2011.

• The Office of the University Counsel sent an email highlighting key elements of the proposed amendments and inviting responses to the call for comments via the "HEADS UP" email list on both campuses to:

o the UBC executive team;
o associate vice presidents;
o principals;
o deans;
o associate deans;
o directors;
o heads of units;

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o   student leaders; and

o   union leaders.

The proposed amendments appear to be uncontroversial, as they attracted very few comments, especially in comparison to some other policy proposals that were published during the same period. The few comments that were received were supportive of the amendments. The only change that resulted from the feedback is in Article 2.1 of the proposed Procedures for Policy #17, where the reference to the "Associate Vice-President, Learning Services (UBC Okanagan)" was amended to "Provost and Vice Principal (UBC Okanagan)" in order ot recognize the elimination of the former position from UBC Okanagan's organizational structure.

NEXT STEPS:

As the Existing Policies were jointly approved by the two Senates and the Board of Governors, the proposed amendments are being submitted to all three bodies simultaneously.

Upon approval of the proposed amendments by the Board of Governors and both of the Senates, the Office of the University Counsel will publish the revised versions of Policy #17 and Policy #18 on the University website and distribute the revised Policies to affected stakeholders.

The revised versions of Policy #17 and Policy #18 will then apply effective February 3, 2012, to all appointments made pursuant to the Policies for which the selection process has not yet commenced.

ATTACHMENTS:

Attachment "A" - Policy #17- Appointment of Registrar and Librarians (Joint Senate and

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Board Policy) (Existing Version)

Attachment "B" - Policy #18- Appointment of Designated Senior Academic
Administrators (Joint Senate and Board Policy) (Existing Version)

Attachment "C" - Policy #17 - Appointment of Registrar and Librarians (Joint Senate and
Board Policy) (Proposed Version)

Attachment "D" - Policy #18 - Appointment of Designated Senior Academic Administrator
(Joint Senate and Board Policy) (Proposed Version)

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UBC The University of British Columbia Board of Governors Okanagan Senate Vancouver Senate	**Policy #:** **17** **Passed: Feb. 7, 2008**	**History:** 1) **2008 Approvals** • UBCO Senate January 16, 2008 • UBCV Senate January 23, 2008 • Board February 7, 2008 **Next *Review:*** *TBD*
		Responsible Executives: • Provost and Vice President Academic (UBC Vancouver) • Vice President, Students

Title:

Appointment of Registrar and Librarians (Joint Senate and Board Policy)

Background and Purpose

Section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 empowers the Board of Governors, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the recommendation and selection of candidates for the *Registrar* and *Librarians*.

Note: Who Should Read This Policy

Generally:	**Specifically:**
• Registrar • Librarians • Deans • Principals	• *Responsible Executives* • Members of Advisory Committees

Related Policies, Materials, and Notes

Note: Approvals from the Senates are required for this Policy per section 27(2)(f) of the *University Act,* R.S.B.C. 1996 c. 468.

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POLICY TITLE: Appointment of Registrar and Librarians (Joint Senate and Board Policy)

1. **Governing Principles**

    1.1. **Purpose:** This Policy is intended to:

    1.1.1. comply with section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 and, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the selection and recommendation of candidates for the *Registrar* and *Librarians*; and

    1.2. **Method:** To succeed in this purpose this Policy:

    1.2.2. must be approved by the UBC Okanagan Senate, the UBC Vancouver Senate, and the Board of Governors, and not be amended without the same approvals; and

    1.2.3. will describe the creation of committees advising the President on recruitment and selection of the *Registrar* and the *University Librarian*, before the President makes a recommendation to the Board of Governors.

2. **Definitions and Interpretation Rules:** A schedule to this Policy establishes the definitions of terms used in this Policy and any unique rules of interpretation that apply to this Policy.

3. **Scope**

    3.1. **General:**

    3.1.1. This Policy applies to all appointments of the *Registrar*, the *University Librarian*, and all other *Librarians*.

    3.1.2. *Librarians* other than the *University Librarian* are appointed in accordance with the Collective Agreement between the University and the Faculty Association.

    3.1.3. The appointment of the *Registrar* and the appointment of the *University Librarian* are subject to the approval of the Board of Governors. The President shall provide advice and recommendations to the Board of Governors on the selection of the *Registrar* and the *University Librarian*.

    3.1.4. *Advisory Committees* are to be established at the call of the President to consider candidates for an appointment as the *Registrar* and the *University Librarian* and to advise the President on recommendations to the Board of Governors.

    3.2. **Exclusions:** This Policy does not apply to appointments for positions other than the *Registrar* and *Librarians*.

4. **Advisory Committees**

    4.1. **President Convenes:** For the selection of candidates for the *Registrar* and the *University Librarian,* the President shall convene an *Advisory Committee* to

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consider and advise the President on the candidates before the President makes a recommendation to the Board of Governors ("*Advisory Committee*").

5. University Librarian

5.1. For the selection of the *University Librarian*, the President will convene an *Advisory Committee* with the following membership:

For the selection of the University Librarian			
Position	**#**	**Source/Composition**	**Appointed by:**
Chair	1	Provost and Vice President Academic (UBC Vancouver)	Ex Officio
Secretary	*	A member of the administrative staff of the Provost and Vice President Academic (UBC Vancouver) *(non-voting and not counted in quorum)	Chair
Members	1	Associate Vice-President, Learning Services (UBC Okanagan)	Ex Officio
	4	Persons	President
	1	*Librarian* elected by and from the *Librarians* associated with UBC Okanagan, other than the *University Librarian*	*Librarians*
	3	*Librarians* elected by and from the *Librarians* associated with UBC Vancouver, other than the *University Librarian*	*Librarians*
	1	Student elected by and from the students registered at UBC Okanagan	Students
	1	Student elected by and from the students registered at UBC Vancouver	Students
	1	Person selected by and from the UBC Okanagan Senate	Senate
	1	Person selected by and from the UBC Vancouver Senate	Senate
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One *Librarian* elected by and from the *Librarians*, other than the *University Librarian*, for each Additional Member appointed by the President	*Librarians*
	N/A	One student elected by and from the students registered at UBC Okanagan for every four Additional Members appointed by the President	Students
	N/A	One student elected by and from the students registered at UBC Vancouver for every four Additional Members appointed by the President	Students
	N/A	One person selected by and from the UBC Okanagan Senate for every four Additional Members appointed by the President	Senate
	N/A	One person selected by and from the UBC Vancouver Senate for every four Additional Members appointed by the President	Senate

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5.2. **Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the *Registrar*. The *Registrar* may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.

5.3. **Senate Selections:** For Senators, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply nominate the Senators from that Senate.

5.4. **Appointment Term:** The *University Librarian* may be appointed for up to 6 years per term.

6. **Registrar**

6.1. **Registrar:** For the selection of the *Registrar*, the President will convene an *Advisory Committee* with the following membership:

For the selection of the Registrar			
Position	**#**	**Source/Composition**	**Appointed by:**
Chair	1	Vice President, Students	Ex Officio
Secretary	*	A member of the administrative staff of the Vice President, Students *(non-voting and not counted in quorum)	Chair
Members	1	Associate Vice-President, Students (UBC Okanagan)	Ex Officio
	2	Persons	President
	2	Members of the staff of the *Registrar's* Office elected by and from the members of the staff of the *Registrar's* Office, other than the *Registrar*	Staff
	1	Student elected by and from the students registered at UBC Okanagan	Students
	1	Student elected by and from the students registered at UBC Vancouver	Students
	1	Person selected by and from the UBC Okanagan Senate	Senate
	1	Person selected by and from the UBC Vancouver Senate	Senate
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One member of the staff of the *Registrar's* Office elected by and from the members of the staff of the *Registrar's* Office, other than the *Registrar*, for each Additional Member appointed by the President	Staff
	N/A	One student elected by and from the students registered at UBC Okanagan for every four Additional Members appointed by the President	Students

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	N/A	One student elected by and from the students registered at UBC Vancouver for every four Additional Members appointed by the President	Students
	N/A	One person selected by and from the UBC Okanagan Senate for every four Additional Members appointed by the President	Senate
	N/A	One person selected by and from the UBC Vancouver Senate for every four Additional Members appointed by the President	Senate

6.2. **Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Vice President, Students. The Vice President, Students may authorize the incumbent *Registrar* or another person or entity, including a student society to conduct the nominations and/or elections processes on his or her behalf, notwithstanding the fact that the incumbent *Registrar* may by a candidate for appointment.

6.3. **Senate Selections:** For Senators, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply nominate the Senators from that Senate.

6.4. **Appointment Term:** The *Registrar* may be appointed for up to 6 years per term.

7. **Replacement of Advisory Committee Members**

7.1. **Vacancy or Inability to Participate:** If a member of an *Advisory Committee* becomes unwilling or unable to serve as a member of the *Advisory Committee* before it has completed its work the President may appoint a replacement member in his/her discretion. While the replacement member may be any person whose participation is expected to contribute significantly to the *Advisory Committee's* activities, the usual practice is for the President to replace a member from a stakeholder group with a person from that group. If the President does not appoint a replacement member, the *Advisory Committee* may complete its work notwithstanding the vacancy.

7.2. **Student Status:** If a student member of an *Advisory Committee* ceases to be a student at the University but remains willing and able to continue to serve as a member of the *Advisory Committee*, the President may permit the student to continue to serve or may appoint a replacement student member at his or her discretion.

8. **Customary Practices:** In making appointments to an *Advisory Committee*, including replacement appointments under Section 7, the President will consider gender balance.

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9. **Procedures Not to Conflict:** Provided that they are not in conflict with this Policy, the Procedures associated with this Policy may be created and amended in the same way as the Procedures associated with any other Policy passed by the Board of Governors.

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Schedule to Policy # 17
Definitions and Other Interpretation Rules

1. **Definitions**

   In Policy # 17 - Appointment of Registrar and Librarians (Joint Senate and Board Policy), the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

   a. *"Advisory Committee"* means an advisory committee to the President as defined in section 4.1.

   b. *"Librarians"* means the members of UBC's professional librarian staff.

   c. *"Registrar"* means the Associate Vice President, Enrolment Services and Registrar.

   d. *"University Librarian"* means the person who is responsible for UBC's overall library system across both UBC Okanagan and UBC Vancouver.

   e. *"Responsible Executive"* means:

      1. individual(s) assigned by the President, from time to time, to be responsible for this Policy and any associated Procedures; and

      2. any sub-delegate of that assigned responsible individual(s) except to the extent that the power to delegate is specifically excluded in this Policy or in the appointment by the President.

Approval of Policy	
Certified Approved by Board of Governors	February 7, 2008
	Date Approved
"Reny Kahlon"	February 13, 2008
Board Secretary	Date Signed/Sealed

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UBC	**Authorized Procedures** to **Policy # 17 Version: Passed: Feb. 7, 2008**	**Procedure Version #:** **1** (counted from adoption of last policy version)	**Procedure History:** 1) Passed: Feb. 7, 2008 **Next Review:** TBD

Related Procedures, Materials, And Notes

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

Pursuant to Policy #17 the President may delegate certain power to amend schedules.

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PROCEDURES

1. **Responsible Executive**

   1.1. **Appointment**: The individuals assigned by the President to be responsible for Policy #17 and these associated Procedures are the Provost and Vice President Academic (UBC Vancouver) and the Vice President, Students.

   1.2. **Sub-Delegation:** The *Responsible Executives* are not limited in sub-delegation of the duties hereunder but remain responsible for oversight and answerable to the President.

2. **Remuneration:** The form and amount of remuneration of the *Registrar* and the *University Librarian* must be established and documented in writing at or before the effective date of the appointment.

3. **Administrative Leaves**

   3.1. As part of the terms of an appointment, the *University Librarian* and the *Registrar* may be granted an administrative leave, to be taken at the conclusion of the appointment, provided however that any such grant of administrative leave as well as any remuneration and/or benefits to be received by the *University Librarian* or the *Registrar* during any such administrative leave must be documented in writing at or before the effective date of the appointment. Recognizing that administrative leave is intended to provide for a reasonable period of time for senior administrators who are returning the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members or *Librarians*, administrative leave will only be granted to the *University Librarian*

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and the *Registrar* if they hold a tenured appointment and actually return to active duty as a faculty member or a *Librarian* for at least one year immediately after the period of the administrative leave.

3.2. Time on administrative leave will not be included in years of service for the purpose of calculating study leave.

3.3. Any arrangements with respect to administrative leave that that were established and documented in writing prior to February 1, 2008 will not be affected by these Procedures.

3.4. Any deviations from the provisions of these Procedures dealing with administrative leave may only be made with the written approval of the President.

	Policy #: **18** Passed: June 5, 2008	**History:** 1) **Approvals** • UBC Vancouver Senate – May 14, 2008 • UBC Okanagan Senate – May 15, 2008 • UBC Board of Governors – June 5, 2008

The University of British Columbia

Board of Governors

Okanagan Senate

Vancouver Senate

		Next *Review:* *TBD*

Responsible Executive: • President

Title:

Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)

Background and Purpose

Section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 empowers the Board of Governors, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the recommendation and selection of candidates for senior academic administrators.

Note: Who Should Read This Policy

Generally:

- Provost and Vice-President Academic (UBC Vancouver)
- Deputy Provost (UBC Vancouver)
- Vice-Provost and Associate Vice-President Academic Affairs (UBC Vancouver)
- Vice-Provost and Associate Vice-President Academic Resources (UBC Vancouver)
- Vice-President, Research
- Associate Vice-President, Research
- Deputy Vice-Chancellor (UBC Okanagan)
- Provost (UBC Okanagan)
- Chair of Senior Appointments Committee
- Registrar
- Senate Secretariat

Specifically:

- *Responsible Executive*
- Members of Advisory Committees

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Related Policies, Materials, and Notes
Note:

- Policy #17 deals with the selection process for the Registrar and Librarians.
- Policy #21 deals with the selection process for Deans of Faculties, the Principal of the College of Health Disciplines, and the Principal of the College for Interdisciplinary Studies.
- This Policy deals with the selection process for other senior academic administrators designated by the Board of Governors.
- Approvals from the Senates are required for this Policy per section 27(2)(f) of the *University Act,* R.S.B.C. 1996 c. 468.

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1. **Governing Principles**

   1.1. **Purpose:** This Policy is intended to:

      1.1.1. comply with section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 and, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the selection and recommendation of candidates for *Designated Senior Academic Administrators*.

   1.2. **Method:** To succeed in this purpose this Policy:

      1.2.2. must be approved by the UBC Okanagan Senate, the UBC Vancouver Senate, and the Board of Governors, and not be amended without the same approvals; and

      1.2.3. will describe the creation of committees advising the President on recruitment and selection of *Designated Senior Academic Administrators* before the President makes a recommendation to the Board of Governors.

2. **Definitions and Interpretation Rules:** A schedule to this Policy establishes the definitions of terms used in this Policy and any unique rules of interpretation that apply to this Policy.

3. **Scope**

   3.1. **General**

      3.1.1. This Policy applies to all appointments of *Designated Senior Academic Administrators*.

      3.1.2. The appointments of *Designated Senior Academic Administrators* are subject to the approval of the Board of Governors. The President shall provide advice and recommendations to the Board of Governors on the selection of *Designated Senior Academic Administrators*.

      3.1.3. *Advisory Committees* are to be established at the call of the President to consider candidates for an appointment as a *Designated Senior Academic Administrator* and to advise the President on recommendations to the Board of Governors.

   3.2. **Exclusions:** This Policy does not apply to appointments for positions other than *Designated Senior Academic Administrators*.

4. **Advisory Committees**

   4.1. **President Convenes:** For the selection of candidates for *Designated Senior Academic Administrators,* the President shall convene an *Advisory Committee* to consider and advise the President on the candidates before the President makes a recommendation to the Board of Governors ("*Advisory Committee*").

5. Deputy Vice-Chancellors

5.1. Currently, the President of the University holds the title of Deputy Vice-Chancellor for UBC Vancouver and the Vice-President, Academic and Research (UBC Okanagan) holds the title of Deputy Vice-Chancellor for UBC Okanagan. If, at some point in the future, it is determined that the position of Deputy Vice-Chancellor is to be held by a person other than the President in the case of UBC Vancouver or the Vice-President, Academic and Research (UBC Okanagan) in the case of UBC Okanagan, the President will convene an *Advisory Committee* with the membership set out in the table below. However, unless and until such a determination is made, the normal selection process for the President or for the Vice-President, Academic and Research (UBC Okanagan), as applicable, will be used and the balance of this section 5 shall be of no effect.

For the selection of a Deputy Vice-Chancellor			
Position	**#**	**Source/Composition**	**Selected by**
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the President *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the President from the members of the Board of Governors	President
	4	Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Deputy Vice-Chancellor as the President may choose to appoint	President
Additional Members	Up to 2	Such other person(s) as the President may choose to appoint	President
	N/A	One person selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, for every Additional Member appointed by the President	Senate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the President	Students

5.2. Student Member Elections: For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The Registrar may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.

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5.3. Senate Selections: For Senators, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply nominate the Senators from that Senate.

5.4. Appointment Term: A Deputy Vice-Chancellor may be appointed for up to 6 years per term.

6. Academic Vice Presidents

6.1. The *University Act* refers to an "academic vice president" at each of UBC Okanagan and UBC Vancouver (the "***Academic Vice Presidents***"). At UBC Okanagan, the *Academic Vice President* carries the title "Vice President, Academic and Research". At UBC Vancouver, the *Academic Vice President* carries the title "Provost and Vice President Academic". For the selection of an *Academic Vice President*, the President will convene an *Advisory Committee* with the following membership:

For the selection of an Academic Vice President			
Position	**#**	**Source/Composition**	**Selected by:**
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the President *(non-voting and not counted in quorum)	Chair
Members	4	Persons appointed by the President from the members of the Board of Governors	President
	3	Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Dean or Principal selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
Additional Members	Up to 2	Such other person(s) as the President may choose to appoint	President
	N/A	One person selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, for every two Additional Members appointed by the President	Senate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the President	Students

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6.2. Student Member Elections: For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The Registrar may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.

6.3. Senate Selections: For Senators, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply nominate the Senators from that Senate.

6.4. Appointment Term: An *Academic Vice President* may be appointed for up to 6 years per term.

7. Vice President, Research

7.1. For the selection of the Vice President, Research, the President will convene an *Advisory Committee* with the following membership:

For the selection of the Vice President, Research			
Position	**#**	**Source/Composition**	**Selected by:**
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the President *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the President from the members of the Board of Governors	President
	1	Person selected by and from the UBC Okanagan Senate	Senate
	2	Persons selected by and from the UBC Vancouver Senate	Senate
	1	Faculty member selected by the Council of Senates	Council of Senates
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver	Students
	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Vice President, Research as the President may choose to appoint	President
Additional Members	Up to 2	Such other person(s) as the President may choose to appoint	President
	N/A	One person selected by the Council of Senates from either the UBC Okanagan Senate or the UBC Vancouver Senate for every Additional Member appointed by the President	Council of Senates

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	N/A	One student elected by and from the graduate students registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver for every two Additional Members appointed by the President	Students

7.2. Student Member Elections: For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The Registrar may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.

7.3. Senate Selections: For Senators, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply nominate the Senators from that Senate.

7.4. Council of Senates Selections: For members selected by the Council of Senates, the selection process is to be conducted in accordance with procedures satisfactory to the Council of Senates. Without limiting the generality of the foregoing, the Council of Senates may authorize a committee to conduct the process or may simply nominate the faculty members.

7.5. Appointment Term: The Vice President, Research may be appointed for up to 6 years per term.

8. Academic Associate Vice-Presidents

8.1. For the selection of an *Academic Associate Vice-President*, the President will convene an *Advisory Committee* with the following membership:

For the selection of an Academic Associate Vice-President other than the Associate Vice-President, Research			
Position	**#**	**Source/Composition**	**Selected by**
Chair	1	The Vice President to whom the *Academic Associate Vice-President* will report	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the President	President
	4	Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students

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Additional Members	Up to 2	Such other person(s) as the President may choose to appoint	President
	N/A	One person selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, for every Additional Member appointed by the President	Senate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the President	Students

For the selection of the Associate Vice-President, Research			
Position	#	Source/Composition	Selected by:
Chair	1	The Vice President, Research	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the President, at least 1 of whom is a staff member from within the portfolio of the Vice President, Research	President
	1	Person selected by and from the UBC Okanagan Senate	Senate
	1	Person selected by and from the UBC Vancouver Senate	Senate
	2	Faculty members selected by the Council of Senates	Council of Senates
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver	Students
Additional Members	Up to 2	Such other person(s) as the President may choose to appoint	President
	N/A	One person selected by the Council of Senates from either the UBC Okanagan Senate or UBC Vancouver Senate for every Additional Member appointed by the President	Council of Senates
	N/A	One student elected by and from the graduate students registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver for every two Additional Members appointed by the President	Students

8.2. **Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The Registrar may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.

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8.3. Senate Selections: For Senators, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply nominate the Senators from that Senate.

8.4. Council of Senates Selections: For members selected by the Council of Senates, the selection process is to be conducted in accordance with procedures satisfactory to the Council of Senates. Without limiting the generality of the foregoing, the Council of Senates may authorize a committee to conduct the process or may simply nominate the faculty members.

8.5. Appointment Term: An *Academic Associate Vice-President* may be appointed for up to 6 years per term.

9. Replacement of Advisory Committee Members

9.1. Vacancy or Inability to Participate: If a member of an *Advisory Committee* becomes unwilling or unable to serve as a member of the *Advisory Committee* before it has completed its work the President may appoint a replacement member in his/her discretion. While the replacement member may be any person whose participation is expected to contribute significantly to the *Advisory Committee's* activities, the usual practice is for the President to replace a member from a stakeholder group with a person from that group. If the President does not appoint a replacement member, the *Advisory Committee* may complete its work notwithstanding the vacancy.

9.2. Student Status: If a student member of an *Advisory Committee* ceases to be a student at the University but remains willing and able to continue to serve as a member of the *Advisory Committee*, the President may permit the student to continue to serve or may appoint a replacement student member at his or her discretion.

10. Customary Practices: In making appointments to an *Advisory Committee*, including replacement appointments under Section 9, the President will consider gender balance.

11. Procedures Not to Conflict: Provided that they are not in conflict with this Policy, the Procedures associated with this Policy may be created and amended in the same way as the Procedures associated with any other Policy passed by the Board of Governors.

Schedule to Policy # 18
Definitions and Other Interpretation Rules

1. **Definitions**

   In Policy #18 – Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy), the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

   a. *"Advisory Committee"* means an advisory committee to the President as defined in section 4.1.

   b. *"Designated Senior Academic Administrators"* means the following:
      1. Deputy Vice-Chancellors;
      2. *Academic Vice Presidents*;
      3. Vice President, Research; and
      4. *Academic Associate Vice-Presidents*.

   c. *"Academic Vice Presidents"* means the following:
      1. Provost and Vice President Academic (UBC Vancouver); and
      2. Vice President, Academic and Research (UBC Okanagan).

   d. *"Academic Associate Vice-Presidents"* means the individuals designated as such by the President, from time to time, in the Procedures associated with this Policy.

   e. *"Responsible Executive"* means:
      3. individual(s) assigned by the President, from time to time, to be responsible for this Policy and any associated Procedures; and
      4. any sub-delegate of that assigned responsible individual(s) except to the extent that the power to delegate is specifically excluded in this Policy or in the appointment by the President.

   f. *"Deans"* means the Deans of UBC Okanagan Faculties, the Deans of UBC Vancouver Faculties, and the Deans of Dual-Campus Faculties, as those units are described in resolutions passed by the Board of Governors on June 3, 2005.

   g. *"Principals"* means the Principal of the College of Health Disciplines and the Principal of the College for Interdisciplinary Studies.

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Certifications of approval of Policy

Vancouver Senate	)	May 14, 2008
	)	Date Approved
	)	
"Brian Silzer"	)	June 18, 2008
Senate Secretary	)	Date Signed/Sealed
Okanagan Senate	)	May 15, 2008
	)	Date Approved
	)	
"Brian Silzer"	)	June 18, 2008
Senate Secretary	)	Date Signed/Sealed
Board of Governors	)	June 5, 2008
	)	Date Approved
	)	
"Reny Kahlon"	)	June 16, 2008
Board Secretary	)	Date Signed/Sealed

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UBC	**Authorized Procedures** to **Policy # 18 Version Passed:** June 5, 2008	**Procedure Version #:** **1** (since adoption of last policy version)	**Procedure History:** 1) PENDING **Next Review:** TBD

Related Procedures, Materials, And Notes
Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

Pursuant to Policy #18 the President may delegate certain power to amend schedules.

End of Cover page / Cover Notes

PROCEDURES

1. **Responsible Executive**

   1.1. **Appointment**: The individual responsible for Policy #18 and these associated Procedures is the President.

   1.2. **Sub-Delegation:** The Responsible Executive is not limited in sub-delegation of the duties hereunder but remains responsible for oversight.

2. **Academic Associate Vice-Presidents:** The following individuals are designated as *Academic Associate Vice-Presidents*:

   2.1. Deputy Provost (UBC Vancouver);

   2.2. Vice Provost and Associate Vice-President, Academic Affairs (UBC Vancouver);

   2.3. Vice Provost and Associate Vice-President, Academic Resources (UBC Vancouver);

   2.4. Provost (UBC Okanagan); and

   2.5. Associate Vice President, Research.

3. **Remuneration:** The form and amount of remuneration of *Designated Senior Academic Administrators* must be established and documented in writing at or before the effective date of the appointment.

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4. Administrative Leaves

4.1. As part of the terms of an appointment, a *Designated Senior Academic Administrator* may be granted an administrative leave, to be taken at the conclusion of the appointment, provided however that any such grant of administrative leave as well as any remuneration and/or benefits to be received by the *Designated Senior Academic Administrator* during any such administrative leave must be documented in writing at or before the effective date of the appointment. Recognizing that administrative leave is intended to provide for a reasonable period of time for senior administrators who are returning the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members, administrative leave will only be granted to the *Designated Senior Academic Administrator* if he/she holds a tenured appointment and actually returns to active duty as a faculty member for at least one year immediately after the period of the administrative leave.

4.2. Time on administrative leave will not be included in years of service for the purpose of calculating study leave.

4.3. Any arrangements with respect to administrative leave for a *Designated Senior Academic Administrator* that that were established and documented in writing prior to May 1, 2008 will not be affected by these Procedures.

4.4. Any deviations from the provisions of these Procedures dealing with administrative leave may only be made with the written approval of the President.

Certifications of approval of Procedures -at approval of the Policy

Vancouver Senate	)	May 14, 2008
	)	Date Approved
	)	
"Brian Silzer"	)	June 18, 2008
Senate Secretary	)	Date Signed/Sealed
Okanagan Senate	)	May 15, 2008
	)	Date Approved
	)	
"Brian Silzer"	)	June 18, 2008
Senate Secretary	)	Date Signed/Sealed
Board of Governors	)	June 5, 2008
	)	Date Approved
	)	
"Reny Kahlon"	)	June 16, 2008
Board Secretary	)	Date Signed/Sealed

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UBC The University of British Columbia Board of Governors Okanagan Senate Vancouver Senate	Policy No.: **17**	Approval Dates: • UBCO Senate January 16, 2008 • UBCV Senate January 23, 2008 • Board February 7, 2008
	Responsible Executives:	• Provost and Vice President Academic (UBC Vancouver) • Deputy Vice Chancellor and Principal (UBC Okanagan)

Title:

Appointment of Registrar and Librarians (Joint Senate and Board Policy)

Background and Purpose:

Section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 empowers the Board of Governors, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the recommendation and selection of candidates for the *Registrar* and *Librarians*.

For extensions and acting appointments, please refer to Policy No.43 (Extension of Appointments for Registrar and Librarians).

1. **Definitions and Interpretation Rules**

   1.1. A schedule to this Policy establishes the definitions of terms used in this Policy and any unique rules of interpretation that apply to this Policy.

2. **Scope**

   2.1. General:

      2.1.1. This Policy applies to all appointments of the *Registrar*, the *University Librarian*, and all other *Librarians*.

      2.1.2. *Librarians* other than the *University Librarian* are appointed in accordance with the Collective Agreement between the University and the Faculty Association.

3. **Selection of Candidates**

   3.1. For the selection of candidates for the *Registrar* and the *University Librarian*, the President shall convene an *Advisory Committee* as described in the Procedures and will consider the advice of the *Advisory Committee* in making a recommendation to the Board of Governors.

   3.2. The President's recommendation, which may include recommended terms and conditions of any appointment, will be considered by the Board of Governors, which must approve such appointment and has the authority to establish the terms and conditions for any such appointment.

4. **Procedures Not to Conflict:**

   4.1. Provided that they are not in conflict with this Policy, the Procedures associated with this Policy may be created and amended in the same way as the Procedures associated with any other Policy passed by the Board of Governors.

<u>**Schedule to Policy # 17**</u>
<u>**Definitions and Other Interpretation Rules**</u>

1. <u>**Definitions**</u>

   In Policy # 17 - Appointment of Registrar and Librarians (Joint Senate and Board Policy), the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

   a. *"Advisory Committee"* means an advisory committee to the President as defined in Article 2 in the Procedures associated with this Policy.

   b. *"Librarians"* means the members of UBC's professional librarian staff.

   c. *"Registrar"* means the Associate Vice President, Enrolment Services and Registrar.

   d. *"University Librarian"* means the person who is responsible for UBC's overall library system across both UBC Okanagan and UBC Vancouver.

   e. *"Responsible Executive"* means:

      1. individual(s) assigned by the President, from time to time, to be responsible for this Policy and any associated Procedures; and

      2. any sub-delegate of that assigned responsible individual(s) except to the extent that the power to delegate is specifically excluded in this Policy or in the appointment by the President.

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PROCEDURES

Approved: <@>

Pursuant to Policy #1: *Administration of Policies*, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors". Note: the most recent procedures may be reviewed at http://www.universitycounsel.ubc.ca/policies/index/.

1. **Assignment of Responsible Executive**

    1.1. The *Responsible Executive* will be the Provost and Vice President Academic (UBC Vancouver) in relation to matters regarding the *University Librarian*.

    1.2. The *Responsible Executive* will be the Provost and Vice President Academic (UBC Vancouver) and the Deputy Vice Chancellor and Principal (UBC Okanagan) in relation to matters regarding the *Registrar*.

    1.3. **Sub-Delegation:** The *Responsible Executives* are not limited in sub-delegation of the duties hereunder but remain responsible for oversight and answerable to the President.

2. **Advisory Committee for the *University Librarian***

    2.1. For the selection of the *University Librarian*, the President will convene an *Advisory Committee* with the following membership:

For the University Librarian			
Position	**#**	**Source/Composition**	**Appointed by:**
Chair	1	*Responsible Executive*	Ex Officio
Secretary	*	A member of the administrative staff of the *Responsible Executive* *(non-voting and not counted in quorum)	Chair
Members	1	Provost and Vice Principal (UBC Okanagan)	Ex Officio
	4	Persons, at least two of whom must be faculty members	President
	1	*Librarian* elected by and from the *Librarians* associated with UBC Okanagan, other than the *University Librarian*	*Librarians*
	3	*Librarians* elected by and from the *Librarians* associated with UBC Vancouver, other than the *University Librarian*	*Librarians*
	1	Student elected by and from the students registered at UBC Okanagan	Students
	1	Student elected by and from the students registered at UBC Vancouver	Students
	1	Person selected by the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	Senate
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One *Librarian* elected by and from the *Librarians*, other than the *University Librarian*, for each Additional Member appointed by the President	*Librarians*

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N/A	One student elected by and from the students registered at UBC Okanagan for every four Additional Members appointed by the President		Students
N/A	One student elected by and from the students registered at UBC Vancouver for every four Additional Members appointed by the President		Students
N/A	One person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan for every four Additional Members appointed by the President		Senate
N/A	One person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver for every four Additional Members appointed by the President		Senate

2.2. **Student Member Elections**: For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the *Registrar*. The *Registrar* may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.

2.3. **Senate Selections**: For a Senate selection, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply make the selection.

2.4. The Chair of the *Advisory Committee* must consult with the President before confirming the composition of the *Advisory Committee*.

2.5. **Appointment Term**: The *University Librarian* may be appointed for up to 6 years per term.

3. **Advisory Committee for the Registrar**

3.1. **Registrar**: For the selection of the *Registrar*, the President will convene an *Advisory Committee* with the following membership:

For the selection of the Registrar			
Position	**#**	**Source/Composition**	**Appointed by:**
Co-Chairs	2	*Responsible Executives*	Ex Officio
Secretary	*	A member of the administrative staff of the *Co-Chairs*, selected by mutual agreement between the Co-Chairs *(non-voting and not counted in quorum)	Co-Chairs
Members	2	Persons	President
	2	Members of the staff of the *Registrar's* Office elected by and from the members of the staff of the *Registrar's* Office, other than the *Registrar*	Staff
	1	Student elected by and from the students registered at UBC Okanagan	Students
	1	Student elected by and from the students registered at UBC Vancouver	Students
	1	Person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan	Senate

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	1	Person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver	Senate
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One member of the staff of the *Registrar's* Office elected by and from the members of the staff of the *Registrar's* Office, other than the *Registrar*, for each Additional Member appointed by the President	Staff
	N/A	One student elected by and from the students registered at UBC Okanagan for every four Additional Members appointed by the President	Students
	N/A	One student elected by and from the students registered at UBC Vancouver for every four Additional Members appointed by the President	Students
	N/A	One person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan for every four Additional Members appointed by the President	Senate
	N/A	One person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver for every four Additional Members appointed by the President	Senate

3.2. The Co-Chairs of the *Advisory Committee* must consult with the President before confirming the composition of the *Advisory Committee*.

3.3. **Student Member Elections**: For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Co-Chairs. The Co-Chairs may authorize the incumbent Registrar or another person or entity, including a student society to conduct the nominations and/or elections processes on their behalf, notwithstanding the fact that the incumbent Registrar may be a candidate for appointment.

3.4. **Senate Selections:** For a Senate selection, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply make the selection.

3.5. **Appointment Term:** The *Registrar* may be appointed for up to 6 years per term.

4. **Replacement of Advisory Committee Members**

4.1. **Vacancy or Inability to Participate:** If a member of an *Advisory Committee* becomes unwilling or unable to serve as a member of the *Advisory Committee* before it has completed its work, the Chair or Co-Chairs, as applicable, in consultation with the President, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the *Advisory Committee*'s activities, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced.

4.2. **Student Status:** If a student member of an *Advisory Committee* ceases to be a student at the University but remains willing and able to continue to serve as a member of the *Advisory Committee*, the Chair or Co-Chairs, as applicable, in consultation with the President and the relevant student group, may permit the student to continue to serve or may appoint a replacement student member. Any such replacement must meet the same

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eligibility requirements as the student who is being replaced. For example, if the student being replaced is a student selected from the students registered at UBC Okanagan, the replacement student will be appointed from the students registered at UBC Okanagan.

4.3. If a replacement member is not appointed, the *Advisory Committee* may complete its work notwithstanding the vacancy.

5. <u>Customary Practices</u>

5.1. In making appointments to an *Advisory Committee*, including replacement appointments under Article 4 of these Procedures, the President will endeavour to provide for a diverse and balanced *Advisory Committee.*

6. <u>Procedure for Advisory Committee</u>

6.1. The Chair or Co-Chairs of the *Advisory Committee* will be responsible for calling meetings.

6.2. Meetings may be held face-to-face, via telephone conference, video conference or any means determined by the Chair or Co-Chairs of the *Advisory Committee*, as applicable.

6.3. The quorum required to transact business at meetings will be a majority of the members of the *Advisory Committee* unless otherwise determined by the Chair or Co-Chairs, as applicable.

7. <u>Remuneration</u>

7.1. The form and amount of remuneration of the *Registrar* and the *University Librarian* must be established and documented in writing at or before the effective date of the appointment.

8. <u>Administrative Leaves</u>

8.1. As part of the terms of an appointment, the *University Librarian* and the *Registrar* may be granted an administrative leave, to be taken at the conclusion of the appointment, provided however that any such grant of administrative leave as well as any remuneration and/or benefits to be received by the *University Librarian* or the *Registrar* during any such administrative leave must be documented in writing at or before the effective date of the appointment. Recognizing that administrative leave is intended to provide for a reasonable period of time for senior administrators who are returning the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members or *Librarians*, administrative leave will only be granted to the *University Librarian* and the *Registrar* if he or she holds, in the case of the *University Librarian*, a confirmed appointment, and in the case of the *Registrar,* a tenured appointment, and they actually return to active duty as a faculty member or a *Librarian* for at least one year immediately after the period of the administrative leave.

8.2. If an administrative leave is granted, time served as a *Registrar* or *University Librarian* and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.

8.3. During the period of administrative leave, the faculty member continues to be a full-time employee of the University, and is required to comply with the University's policies and procedures.

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8.4. Any arrangements with respect to administrative leave that that were established and documented in writing prior to February 1, 2008 will not be affected by these Procedures.

8.5. Any deviations from the provisions of these Procedures dealing with administrative leave may only be made with the written approval of the President.

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UBC **The University of British Columbia** **Board of Governors** **Okanagan Senate** **Vancouver Senate**	**Policy #:** **18**	**Approval Dates:** • UBC Vancouver Senate – May 14, 2008 • UBC Okanagan Senate – May 15, 2008 • UBC Board of Governors – June 5, 2008
	Responsible Executive: • President	

Title: **Appointment of Designated Senior Academic Administrators**   **(Joint Senate and Board Policy)**

Background and Purpose

Section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 empowers the Board of Governors, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the recommendation and selection of candidates for senior academic administrators.

For extensions and acting appointments, please refer to Policy No.24 (Extension of Appointments for Designated Senior Academic Administrators).

1. **Definitions and Interpretation Rules**

    1.1. A schedule to this Policy establishes the definitions of terms used in this Policy and any unique rules of interpretation that apply to this Policy.

2. **Scope**

    2.1. This Policy applies to all appointments of *Designated Senior Academic Administrators*.

    2.2. Currently, the President of the University holds the title of Deputy Vice-Chancellor for UBC Vancouver and the Vice-President, Academic and Research (UBC Okanagan) holds the title of Deputy Vice-Chancellor and Principal for UBC Okanagan. If at some point in the future, it is determined that the position of Deputy Vice-Chancellor is to be held by a person other than the President in the case of UBC Vancouver or the Vice-President, Academic and Research (UBC Okanagan) in the case of UBC Okanagan, the process for dealing with appointments for the Deputy Vice-Chancellor and Principal (UBC Okanagan) or the Deputy Vice-Chancellor (UBC Vancouver) as set out in this Policy and any associated Procedures will apply. However, unless and until such a determination is made, the normal selection process for the President or for the Vice-President, Academic and Research (UBC Okanagan), as applicable, will be applied.

3. **Selection of Candidates**

    3.1. For the selection of candidates for *Designated Senior Academic Administrators*, the President shall convene an *Advisory Committee* as described in the Procedures and will consider the advice of the *Advisory Committee* in making a recommendation to the Board of Governors.

    3.2. The President's recommendation, which may include recommended terms and conditions of the appointment, will be considered by the Board of Governors which must approve the appointment and has the authority to establish the terms and conditions for any such appointment.

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4. **Procedures Not to Conflict:**

    4.1. Provided that they are not in conflict with this Policy, the Procedures associated with this Policy may be created and amended in the same way as the Procedures associated with any other Policy passed by the Board of Governors.

Schedule to Policy #18
Definitions and Other Interpretation Rules

1. Definitions

In Policy #18 – Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy), the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

a. *"Academic Associate Vice-Presidents"* means the positions designated as such by the President, from time to time, in the Procedures associated with this Policy.

b. *"Academic Vice Presidents"* means the following:

   1. Provost and Vice President Academic (UBC Vancouver); and

   2. Vice President, Academic and Research (UBC Okanagan).

c. *"Advisory Committee"* means an advisory committee to the President as defined in Article 2 in the Procedures associated with this Policy.

d. *"Deans"* means:

   1. the Deans of UBC Okanagan Faculties;

   2. the Deans of UBC Vancouver Faculties;

   3. the Deans of Dual-Campus Faculties.

e. *"Designated Senior Academic Administrators"* means the following:

   1. Deputy Vice-Chancellor and Principal (UBC Okanagan);

   2. Deputy Vice-Chancellor (UBC Vancouver);

   3. *Academic Vice Presidents*;

   4. Vice President, Research and International; and

   5. *Academic Associate Vice-Presidents*.

f. *"Dual-Campus Faculty"* has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2005, the sole Dual-Campus Faculty was the Faculty of Applied Science.]

g. *"Responsible Executive"* means:

   1. individual(s) assigned by the President, from time to time, to be responsible for this Policy and any associated Procedures; and

   2. any sub-delegate of that assigned responsible individual(s) except to the extent that the power to delegate is specifically excluded in this Policy or in the appointment by the President.

h. *"Principals"* means:

   1. the Principal of the College of Health Disciplines; and

   2. the Principal of the College for Interdisciplinary Studies.

i. *"UBC Okanagan Faculty"* has the same meaning attributed to the term "Faculty of UBC Okanagan" in resolutions passed by the Board of Governors on June 3, 2005. [Note: as at July 1, 2005, the UBC Okanagan Faculties were the Faculty of Arts and Sciences (now known as the Irving K. Barber School of Arts and Sciences), the Faculty of Creative and Critical Studies, the Faculty of Education, the Faculty of Health and Social Development, and the Faculty of Management.]

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j. ***"UBC Vancouver Faculty"*** has the same meaning attributed to the term "Faculty of UBC Vancouver" in resolutions passed by the Board of Governors on June 3, 2005. [Note: as at July 1, 2005, the UBC Vancouver Faculties were the Faculty of Arts, the Faculty of Commerce and Business Administration (now known as the Sauder School of Business), the Faculty of Dentistry, the Faculty of Education, the Faculty of Forestry, the Faculty of Graduate Studies, the Faculty of Land and Food Systems, the Faculty of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].

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PROCEDURES

Approved: <@>

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such Amendments are reported at the next meeting of the Board of Governors". Note: the most recent procedures may be reviewed at http://universitycounsel.ubc.ca/policies/index/.

1. **Academic Associate Vice-Presidents**

    1.1.   The following individuals are designated as *Academic Associate Vice Presidents*:

    1.1.1.   Associate Vice President, Research & International;

    1.1.2.   Provost (UBC Okanagan);

    1.1.3.   Deputy Provost (UBC Vancouver);

    1.1.4.   Vice Provost and Associate Vice-President, Academic Affairs and Resources (UBC Vancouver); and

    1.1.5.   Vice Provost and Associate Vice-President, Academic Facilities and Enrolment (UBC Vancouver).

2. **Advisory Committee for the Appointments**

    2.1. For *Deputy Vice-Chancellor and Principal (UBC Okanagan)* or the *Deputy Vice-Chancellor (UBC Vancouver),* the President will convene an *Advisory Committee* with the following membership:

Position	#	Source/Composition	Selected by:

For the Deputy Vice-Chancellor and Principal for UBC Okanagan or the Deputy Vice-Chancellor for UBC Vancouver			
Position	**#**	**Source/Composition**	**Selected by:**
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the Chair from the members of the Board of Governors	Chair
	1	Person selected by the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	Senate
	3	Persons selected by the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members or students from UBC Okanagan or UBC Vancouver, as applicable	Senate
	1	Student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Deputy Vice-Chancellor as the Chair may choose to appoint	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair

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| | N/A | One person selected by the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable, for every Additional Member appointed by the Chair | Senate |
| | N/A | One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair | Students |

2.2. For the selection of an *Academic Vice President*, the President will convene an *Advisory Committee* with the following membership:

For the Academic Vice Presidents			
Position	**#**	**Source/Composition**	**Selected by:**
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	4	Persons appointed by the Chair from the members of the Board of Governors, at least one of whom must be a faculty member	Chair
	1	Person selected by the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	Senate
	2	Persons selected by the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members or students from UBC Okanagan or UBC Vancouver, as applicable	Senate
	1	Dean or Principal selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
	N/A	One person selected by the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair	Senate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair	Students

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2.3. For the selection of the Vice President, Research & International, the President will convene an *Advisory Committee* with the following membership:

For the Vice President, Research & International			
Position	**#**	**Source/Composition**	**Selected by:**
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the Chair from the members of the Board of Governors	Chair
	1	Person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan	Senate
	1	Person selected by the UBC Okanagan Senate from the faculty members or students from UBC Okanagan.	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver	Students
	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Vice President, Research & International as the Chair may choose to appoint	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
	N/A	One faculty member selected by the Chair and Members of the *Advisory Committee* (for clarity, not including the Additional Members) for every two Additional Members appointed by the Chair	Chair and Members of *Advisory Committee*
	N/A	One student elected by and from the graduate students registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver for every two Additional Members appointed by the Chair	Students

2.4. For the selection of an *Academic Associate Vice-President*, the President will convene an *Advisory Committee* with the following membership:

For the Academic Associate Vice-Presidents other than the Associate Vice-President, Research & International			
Position	**#**	**Source/Composition**	**Selected by:**
Chair	1	The *Academic Vice President* to whom the *Academic Associate Vice-President* will report	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair

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Members	3	Persons appointed by the President, at least one of whom must be a faculty member	President
	1	Person selected by UBC Okanagan Senate or UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	Senate
	3	Persons selected by UBC Okanagan Senate or UBC Vancouver Senate, as applicable, from the faculty members or students from UBC Okanagan or UBC Vancouver, as applicable	Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One person selected by the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable, for every Additional Member appointed by the President	Senate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the President	Students

For the Associate Vice-President, Research & International			
Position	#	Source/Composition	Selected by:
Chair	1	The Vice President, Research & International	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the President, at least 1 of whom is a staff member from within the portfolio of the Vice President, Research & International	President
	1	Person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan	Senate
	1	Person selected by the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver	Students
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President

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	N/A	One faculty member selected by the Chair and Members of the *Advisory Committee* (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of *Advisory Committee*
	N/A	One student elected by and from the graduate students registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver for every two Additional Members appointed by the President	Students

The Chair of the *Advisory Committee* for the selection of an *Academic Associate Vice-President* must consult with the President before confirming the composition of the *Advisory Committee.*

2.5. **Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The Registrar may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.

2.6. **Senate Selections:** For a Senate selection, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply make the selections.

3. **Replacement of Advisory Committee Members**

   3.1. **Vacancy or Inability to Participate:** If a member of an *Advisory Committee* becomes unwilling or unable to serve as a member of the *Advisory Committee* before it has completed its work, the Chair, in consultation with the President, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the *Advisory Committee's* activities, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced.

   3.2. **Student Status:** If a student member of an *Advisory Committee* ceases to be a student at the University but remains willing and able to continue to serve as a member of the *Advisory Committee*, the Chair, in consultation with the President, may permit the student to continue to serve or may appoint a replacement student member. Any such replacement student must meet the same eligibility requirements as the student who is being replaced. For example, if the student being replaced is a graduate student selected from the graduate students associated with a specific campus, the replacement student will be appointed from the graduate students associated with that campus.

   3.3. If a replacement member is not appointed, the *Advisory Committee* may complete its work notwithstanding the vacancy.

4. **Procedure for Advisory Committee**

   4.1. The Chair of the Advisory Committee will be responsible for calling meetings.

   4.2. Meetings may be held face-to-face, via telephone conference, video conference or any means determined by the Chair of the Advisory Committee.

   4.3. The quorum required to transact business at meetings will be a majority of the members of the Advisory Committee unless otherwise determined by the Chair.

5. **Customary Practices:** In making appointments to an *Advisory Committee*, including replacement appointments under Article 3 of these Procedures, the President will endeavour to provide for a

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diverse and balanced
Advisory Committee.

6. **Term and Remuneration**

   6.1. The form and amount of remuneration of *Designated Senior Academic Administrators* must be established and documented in writing at or before the effective date of the appointment.

   6.2. Designated Senior Academic Administrators may be appointed for terms of up to six years.

7. **Responsible Executive**

   7.1. **Appointment**: The individual responsible for Policy #18 and these associated Procedures is the President.

   7.2. **Sub-Delegation:** The Responsible Executive is not limited in sub-delegation of the duties hereunder but remains responsible for oversight.

8. **Administrative Leaves**

   8.1. As part of the terms of an appointment, a *Designated Senior Academic Administrator* may be granted an administrative leave, to be taken at the conclusion of the appointment, provided, however that any such grant of administrative leave as well as any remuneration and/or benefits to be received by the *Designated Senior Academic Administrator* during any such administrative leave must be documented in writing at or before the effective date of the appointment.

   8.2. Recognizing that administrative leave is intended to provide for a reasonable period of time for senior administrators who are returning to the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members, administrative leave will only be granted to the *Designated Senior Academic Administrator* if he or she holds a tenured appointment and actually returns to active duty as a faculty member for at least one year immediately after the period of the administrative leave.

   8.3. If an administrative leave is granted, time served as a *Designated Senior Academic Administrator* and time taken on administrative leave will not be included in the years of service for the purpose of calculating study leave.

   8.4. During the period of administrative leave, the faculty member continues to be a full-time employee of the University, and is required to comply with the University's policies and procedures.

   8.5. Any arrangements with respect to administrative leave for a *Designated Senior Academic Administrator* that that were established and documented in writing prior to May 1, 2008 will not be affected by these Procedures.

   8.6. Any deviations from the Articles of these Procedures dealing with administrative leave may only be made with the written approval of the President.

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UBC a place of mind
     THE UNIVERSITY OF BRITISH COLUMBIA

Okanagan Senate Secretariat
Enrolment Services
University of British Columbia
University Centre UNC 322
3333 University Way
Kelowna, BC V1V 1V7
(250) 807-9259 Fax (250) 807-8007
okanagan.senate@ubc.ca
http://senate.ubc.ca

January 8, 2012

To: Okanagan Senate

From: James Ridge, Associate Vice President and Registrar, Secretary to the Okanagan Senate

Re: 2012 – 2013 Academic Year Highlights (information)

The draft 2012/2013 Academic Year is available for your review at:
http://www.calendar.ubc.ca/okanagan/academicyear.cfm?go=2012,all&action=draft

The draft dates were circulated widely throughout the campus from October to December. All academic units that list program-specific dates have been consulted.

Key dates for 2012/2013 Winter Session:

Term 1
Tuesday, September 4, 2012   Term 1 begins
Tuesday, November 13, 2012   Midterm Break
Friday, November 30, 2012   Last day of Term 1 classes for most Faculties
Wednesday, December 5, 2012   First day of exams Term 1
Wednesday, December 19, 2012   Last day of exams Term 1
Number of Teaching Days   60

Term 2
Wednesday, January 2, 2013   Term 2 begins
February 18-22, 2013   Midterm Break
Friday, April 5, 2013   Last day of Term 2 classes for most Faculties
[1]Tuesday, April 9, 2013   First day of exams Term 2
Wednesday, April 24, 2013   Last day of exams Term 2
Number of Teaching Days   61

Key Winter Session dates for Academic Years up to 2017/18 may be viewed at
http://www.senate.ubc.ca/okanagan/termdates.cfm

If you have questions, corrections, or comments regarding the 2012/2013 Academic Year, please contact the Okanagan Senate Secretariat at okanagan.senate@ubc.ca by February 1.

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[1] Examination scheduling conflicts require that Enrolment Services utilizes the maximum 14 allotted examinable days for the Term 2 examination period. This change will be reflected in all future Term 2 examination periods beginning with April 2012.

UBCSUO **UBC STUDENTS' UNION OKANAGAN**
LOCAL 03

3333 University Way
Kelowna, British Columbia
V1V 1V7
T: 250 807-9280
F: 250-491-1083

10 January 2012

To: Okanagan Senate

From: Kirk Chavarie, Senate Representative of the Students-At-Large & President, UBCSUO

Re: Day of Academic Amnesty, February 1, 2012 (approval)

The University of British Columbia Students Union Okanagan and Students of UBC have planned activities for the day of February 1st 2012 to raise public awareness about the role of post secondary education and to pressure governments to reinvest in affordable, high-quality public education. The motion being put forth below seeks the approval of the Okanagan Senate to grant students a day of academic amnesty as has been done in the past by Senates at other Canadian universities[1]:

> *Motion: that the UBC Okanagan Senate provide academic amnesty for those students who wish to participate in campus events as part of the National Day of Action on Wednesday, February 1, 2012 and that professors make flexible alternate arrangements, where academically possible, including re-scheduling examinations and the deadlines for submission of assignments, and provide reasonable access to materials covered during lectures for students who are absent from classes on February 1st, 2012 so that they may freely participate in the Day of Action with no fear of academic repercussions.*

Respectfully submitted,

Kirk Chavarie

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[1] University of Manitoba; Simon Fraser University; Queen's University, as examples. This is not a comprehensive list.