

## Okanagan Senate

### THE SEVENTH REGULAR MEETING OF THE OKANAGAN SENATE FOR THE 2013/2014 ACADEMIC YEAR

WEDNESDAY 26 MARCH 2014

3:30 P.M. to 5:30 P.M.

ASC 130 | OKANAGAN CAMPUS

1. **Minutes of the Meeting of 26 February 2014 – Prof. Stephen J. Toope** (approval)  
(master pages 2-11)
2. **Business Arising from the Minutes – Prof. Stephen J. Toope**
3. **President’s Remarks - Prof. Stephen J. Toope** (information)
4. **Presentation of Certificates to Student Senators – Prof. Stephen J. Toope**
5. **Deputy Vice-Chancellor’s Remarks – Prof. Deborah Buszard** (information)
6. **Academic Policy & Admission & Awards Committees – Drs Jan Cioe and Abbas Milani**  
Visiting International Research Students (VIRS) Classification (approval) (master pages 12-30)
7. **Admission & Awards Committee – Dr Abbas Milani**
  - a. New Award (approval) (master page 31)
  - b. Changes to Bachelor of Education Secondary Teacher Education Program (STEP) Physical Education Specialty (approval) (master pages 32-39)
8. **Curriculum Committee – Mr Ramine Adl**  
March Curriculum Report (approval) (master pages 40-43)
9. **Report from the Deputy Vice-Chancellor – Dr Deborah Buszard**  
Budget Update – with Associate Vice-President Michael Shakespeare (information)
10. **Report from the Provost – Dr Cynthia Mathieson**  
Change in institute name: From “The Institute for Species at Risk and Habitat Studies (SARAHS)” to “The Okanagan Institute for Biodiversity, Resilience, and Ecosystem Services (BRAES)”. (approval) (master pages 44-46)
11. **Report from the Registrar – Dr Kate Ross**  
2014-2015 Senate Meeting Dates (approval) and Term Dates (information) (master pages 47-48)
12. **Other Business**

**Regrets: telephone 604.822.5239 or e-mail: [facsec@mail.ubc.ca](mailto:facsec@mail.ubc.ca)**

*UBC Senates and Council of Senate website: <http://www.senate.ubc.ca>*



## Okanagan Senate

### Minutes of 26 February 2014

**DRAFT**

#### Attendance

Present:	Prof. D. Buszard (Vice-Chair); Dr K. Ross (Secretary); Mr R. Adl; Dr L. Allan; Dr P. Arthur; Ms H. Berringer; Dr G. Binsted; Dr E. A. Broome; Mr S. Bullock; Mr J. Byron; Dr J. Cioe; Mr I. Cull; Mr D. Daniluck; Dr F. de Scally; Dr R. R. Dods; Ms K. Fujii; Ms A. Geddes; Dr T. Heilke; Ms F. Helfand; Dr J. Johnson; Dr C. Labun; Dr Y. Lucet; Mr C. MacKay; Dr B. Marcolin; Dr C. Mathieson; Dr A. Milani; Dr B. Nilson; Ms L. Patterson; Dr C. Robinson; Dr B. Rutherford; Dr C. Scarff; Ms S. Sneg; Dr R. Sugden; Dr D. Tannant; Dr W. Tetley; Mr C. Tse; Mr D. Whitelaw
Regrets:	Dr P. Balcaen; Dr K. Carlaw; Mr N. Dodds; Mr B. Edwards; Dr K. Hewage; Ms E. Lorie; Mr W. McLean; Ms S. Morgan-Silvester; Prof. M. Parlange; Dr A. Phillion; Dr D. Roberts; Ms S. Smith; Dr I. Stuart; Dr E. Taylor; Prof. S.J. Toope; Dr P. van Donkelaar; Dr G. Wetterstrand; Dr S. Yannacopoulos
Guests:	Ms K. Darling; Ms M. O'Neill
Recording Secretary:	Mr C. Eaton

#### Call to Order

Professor Deborah Buszard, Vice-Chair of Senate, called the sixth regular meeting of the Senate for the 2013/2014 Academic Year to order at 3:33 pm

#### Minutes of the Previous Meeting

*Jan Cioe* } *That the Minutes of the Meeting of 29 January*  
*Curtis Tse* } *2014 be adopted as corrected.*

Approved

#### Business Arising From the Minutes

Dr Arthur reported to Senate that as a result of the query made at the previous meeting, his Committee had confirmed the eligibility and correct rank for Dr Cash with Faculty Relations. He further informed Senate that his committee was presently reviewing the policy for emeritus appointments, O-250.

*Peter Arthur* } *That Dr. Penny Cash be granted emeritus status*  
*Jan Cioe* } *with the rank of Associate Professor emeritus/a*  
*and that, pursuant to section 9(2) of the*  
*University Act, that she be added to the Roll of*  
*Convocation.*

Approved

### **Deputy Vice-Chancellor's Remarks**

Professor Buszard introduced Jenica Frisque to Senate as the new Equity and Inclusion Education officer for the campus at the Equity and Inclusion office.

Ms Frisk introduced herself.

The Deputy Vice-Chancellor noted that she and Mr Bud Mortinson had recently been the local community on campuses activities and the Aspire program.

### **Admission & Awards Committee**

The Committee Chair, Dr Abbas Milani, presented.

#### **NEW AWARDS**

*See Appendix A: Awards Report*

<i>Abbas Milani</i>	}	<i>That Senate accept the new awards as listed and forward them to the Board of Governors for approval; and that a letter of thanks be sent to the donors.</i>
<i>E. Allan Broome</i>		

The Vice-Chair expressed her appreciation for and drew Senate's attention to two of the new awards being endowed.

Approved

### **ENROLMENT TARGETS**

*See Appendix B: Enrolment Targets*

<i>Abbas Milani</i>	}	<i>That the 2014/2015 enrolment targets be approved.</i>
<i>E. Allan Broome</i>		

With the leave of Senate, Deputy Registrar Fred Vogt and Ms Stephanie McKeown presented the proposed targets to Senate.

The Provost explained the Strategic Enrolment Management Committee's processes to Senate. She noted that we are now starting to see trends in our data and are working with our institutional analysis staff to understand that data and the results of our choices. We consult with deans and others. We have noted a decrease in applicants for the BA programs at both campuses and this

fits with the trend noted across Canada. As a result, we have reduced our BA target by 50 seats from last year.

Senator Johnson noted that the document used forecasts and targets interchangeably; he asked what the goal was of the proposal.

Mr Vogt advised that it was a target. For some programs where we do not expect scarcity to be a problem we are just forecasting enrolment based on demand and student success, for others we have to manage enrolment.

Senator Johnson noted that his department was starting to offer more summer programming; he asked how this affected the target numbers.

Ms McKeown advised that we were funded by the government on a fiscal year basis starting May 1<sup>st</sup>. If we increased summer domestic activity we would have to reduce Winter enrolment proportionately or be unfunded for those credits by the government.

Senator Johnson noted that some departments believed that summer enrolment helped their revenues.

The Vice-Chair advised that this would only be the case for programs that could be offered outside of our normal credit course offerings taken by domestic students paid for by the government grant. There is an advantage for having domestic students in the summer – it allowed more efficient use of our existing physical plant.

Senator Cioe asked what variance was expected by this model.

Ms McKeown replied that we are normally under 10% error rate. In Management we were slightly higher last year due to off-cycle student issues previously noted by Senate. Overall, we are 0.5% off target.

Senator Dods asked if the Government would punish universities for over-enrolling.

Mr Vogt replied that no, but they did not provide us with further funding.

Senator Cioe noted that we lost money if we went over our funded targets.

The Vice-Chair noted that we were funded the same for every student, regardless of what program they were studying. This is a very different model than at Vancouver. The only program the Okanagan campus received additional funding for was Nursing.

Approved

*See Appendix C: Curriculum Report*

The Chair of the Senate Curriculum Committee, Mr Ramine Adl, presented.

*Ramine Adl* } *That the new courses brought forward by the*  
*Barb Rutherford* } *Faculty of Arts and Sciences be approved.*

Approved

### **Nominating Committee**

#### **COMMITTEE APPOINTMENTS**

The Chair of the Committee, Dr Deborah Roberts, presented.

*Deborah Roberts* } *That Senate appoint Ms. Katelyn Fujii to serve on*  
*Jan Cioe* } *the Senate Admissions and Awards Committee*  
*until 31 March 2014 and thereafter until*  
*replaced, thus replacing Ms. Alexa Geddes in a*  
*student Senator position on the Committee.*

Approved

*Deborah Roberts* } *That Senate appoint Dr. Gord Binsted to serve on*  
*Dwayne Tannant* } *the Senate Learning and Research Committee*  
*until 31 August 2014 and thereafter until*  
*replaced.*

Approved

### **Report from the Provost**

#### **ERASMUS MUNDIS – NOVA DOMUS**

*Cynthia Mathieson* } *That the Senate approves and recommends to the*  
*Jan Cioe* } *Council and Board of Governors that The*  
*University of British Columbia enter into an*

*affiliation with Brown University, University of Montreal, Dalhousie University, Autonomous University of Barcelona, University of Lund, Pompeu Fabra University, University of Bologna, University of Glasgow, Catholic University of Leuven, and the University of Ottawa for the purposes set out in the attached memorandum.*

Senator Mathieson set out the basis of the Nova Domus proposal, noting that the European Union was willing to provide a 600 000 euro grant to further graduate student and faculty mobility amongst the partners.

Approved

### **Adjournment**

There being no further business, the meeting was adjourned at 4:11 pm.

## **Appendix A: Awards Report**

### *New Awards:*

#### **Tom Siddon Bursary in Engineering**

A \$2,000 bursary is offered by Tom Siddon to a fourth-year student in the School of Engineering in the Faculty of Applied Science at the University of British Columbia, Okanagan campus. Preference will be given to students who have an interest in environmental engineering. (First award available for the 2013 Winter Session)

#### **Laurence Alfred Taylor Memorial Scholarship in Engineering**

A \$1,000 scholarship is offered by family and friends of UBC alumnus Laurence Alfred Taylor (BASc 1952) in memory of his outstanding professional and personal accomplishments as an electrical engineer. The award is available to a third-year student in the Electrical Engineering Program in the School of Engineering in the Faculty of Applied Science at the University of British Columbia, Okanagan campus. Preference is given to a student demonstrating financial need. The award is made on the recommendation of the School. (First award available for the 2014 Winter Session)

#### **Desmond Shumann Memorial Award in Management**

A \$2,500 award is offered by Silver Star Resort Ltd. in memory of its entrepreneurial patriarch Desmond Shumann to a fourth year student in the Bachelor of Management Program in the Faculty of Management at the University of British Columbia, Okanagan campus. Preference is given to a student who has demonstrated academic achievement, entrepreneurship and innovation, campus community leadership, and has an interest in marketing, project management or the service industry. The award is made on the recommendation of the Faculty. (First award available for the 2014 Winter Session)

#### **Desmond Shumann Memorial Award in Graduate Studies**

A \$2,500 award is offered by Silver Star Resort Ltd. in memory of its entrepreneurial patriarch Desmond Shumann to a student enrolled in a graduate degree program at the University of British Columbia, Okanagan campus. Preference is given to a student who has demonstrated academic achievement with a focus in business-related activities associated with the Faculty of Management or with the School of Engineering, and whose studies may lead to entrepreneurship and innovation, community leadership, local economic development, international relations, marketing, project management or the service industry. The award is made on the recommendation from the respective Faculties and Schools and in consultation with the College of Graduate Studies. (First award available for the 2014 Winter Session)

#### **Finch Family Undergraduate Award**

Awards totalling \$7,000 (payable at \$3,500 per year) have been endowed by Ken and Jean Finch to third-year students at the University of British Columbia, Okanagan campus. Candidates for the award must demonstrate high academic performance, enhanced by extra-curricular activities such as community service, research projects or summer employment. Candidates must be nominated by their Faculty or School. Subject to maintaining continued scholarship standing, award recipients will have their award renewed for their fourth year of study. Nomination packages must be received by the Student Services and Financial Support office by November 30. (First awards available for the 2014 Winter Session)

### **Finch Family Graduate Award**

A \$14,000 award has been endowed by Ken and Jean Finch to a student enrolled in a graduate degree program at the University of British Columbia, Okanagan campus. Preference is given to a student who demonstrates a focus in business related activities, and whose studies may lead to entrepreneurship, innovation, community leadership or local economic development. The award is made on the recommendation from the respective Faculties and Schools in consultation with the College of Graduate Studies. (First award available for the 2014 Winter Session)

### **Rogers Family Charity Trust Award in Biology**

A \$5,000 award is offered to a third year student majoring in Biology or Microbiology who has completed a minimum of 75 credits toward their degree in the Irving K. Barber School of Arts and Sciences and has submitted a proposal for a summer research project with the consent of a UBC Okanagan faculty supervisor in Biology. Preference is given to proposals on topics related to life sciences research from a student interested in a career in health sciences. The award is made on the recommendation of the School. (First award available the 13 Winter Session)



Appendix B: Enrolment Targets

Faculty	Program	Year Level	Domestic		International	
			2013/14 Forecasts	2014/15 Forecasts	2013/14 Forecasts	2014/15 Forecasts
ARSC	BA	1	515	430	50	65
		2				
		3				
		4				
		BA Subtotal				
	BSc	1	450	500	45	100
		2				
		3				
		4				
		BSc Subtotal				
		Phar	50	0		
		Phar Subtotal				
APSO	BASC	1	175	175	23	25
		2				
		3				
		4				
	BASC Subtotal					
EDUO	BED	4	60	60		
		5				
		BED Subtotal				
		BEDS	70	70		
	BEDS Subtotal					
FCCS	BA	2				
		3				
		4				
		BA Subtotal				
BFA	1	60	35	4	5	
	2					
	3					
	4					
	BFA Subtotal					
FHSD	BHK	1	175	175	5	5
		2				
		3				
		4				

		<b>BHK Subtotal</b>				
	BSN	1	<b>116</b>	<b>120</b>		
		2				
		3				
		4				
		<b>BSN Subtotal</b>				
	BSW	3				
		4				
		<b>BSW Subtotal</b>				
MGMT	BMGT	1	<b>150</b>	<b>140</b>	<b>40</b>	<b>50</b>
		2				
		3				
		4				
		<b>BMGT Subtotal</b>				
	<b>TOTAL</b>		<b>1,821</b>	<b>1,705</b>	<b>167</b>	<b>250</b>

## **Appendix C: Curriculum Report**

### *Faculty of Arts & Sciences*

#### New Courses:

ENVI 512 (3) Applied Data Analysis in Geosciences  
SOC 219 (3) Gender and Work: Issues and Controversies SOC 432  
SOC 432 (3) Sociology of Food  
SOC 452 (3) Mobilities and Society  
SOC 456 (3) Sociology of Elites



14 March 2014

To: Okanagan Senate

From: Academic Policy Committee and Admissions and Awards Committee

Re: Visiting International Research Students Proposal

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At either of its campuses, UBC is host to international students annually who visit UBC for the purpose of engaging in collaborative research with UBC faculty members. While many of these students have been at the graduate level, we are also seeing undergraduate students engage in this activity. Currently, such students can enter the University through various pathways: being appointed as “visiting scholars” through Faculty Relations, being admitted as “visiting undergraduate/graduate students” through Enrolment Services, or as “visiting exchange students” when the students are from UBC partner universities. Frequently, however, visiting research students have no formal status at the University at all. There is little consistency as to how such students are invited to UBC and they are at risk of being turned away at the Canadian border if they have no formal student status. In addition, there are concerns that these students are not able to access information and resources while on campus.

The attached proposal is the result of a project undertaken by the Provost’s Office on the Vancouver campus that sought to develop a simplified UBC approach for visiting international research students (VIRS) from institutions abroad undertaking research only for a period of one month or longer, at both the undergraduate and graduate level. The Academic Policy and Admissions and Awards Committee have reviewed this proposal, and feel that this approach should also be undertaken on the Okanagan Campus. Therefore, the Committees recommend the following:

**Motion:** *“That Senate approve the student classification and calendar entry proposed for Visiting International Research Students for inclusion in the 2014/15 version of the Academic Calendar, as set out in the attached two-column forms.”*

## UBC Admissions Proposal Form

<p><b>Effective Session:</b> to be published in the 2014/2015 Calendar</p> <p><b>Year for Change: 2014</b></p>	<p><b>Contact Person:</b> Katherine Beaumont (go Global) / Stephanie Oldford (</p>
<p>URL:  <a href="http://www.calendar.ubc.ca/okanagan/index.cfm?tree=18,285,999,1206">http://www.calendar.ubc.ca/okanagan/index.cfm?tree=18,285,999,1206</a></p> <p><b>Proposed Calendar Entry:</b></p> <p><a href="#">Homepage</a> &gt; <a href="#">Faculties, Schools, and Colleges</a> &gt; <a href="#">College of Graduate Studies</a> &gt; <a href="#">Classification of Students</a> &gt; <b>Visiting Graduate Student</b></p> <p style="text-align: center;"><b>Visiting Graduate Student</b></p> <p>A visiting graduate student is one who is attending the UBC Okanagan campus to complete coursework and/or research toward the requirements of a graduate degree at another recognized university. To be eligible for admission as a visiting student to the UBC Okanagan campus, the student must be currently registered in a graduate program with good standing at the home university. Normally, students may hold visiting status at the UBC Okanagan campus for a maximum of 12 months. Prior approval of the home university, the UBC Okanagan campus graduate program, and the Dean of the College of Graduate Studies is required.</p> <p>Visiting students, with the exception of those governed by the Western Deans' Agreement, Graduate Exchange Agreement, and other special agreements, pay tuition fees on a per-credit basis.</p> <p><b>Visiting Students Under the Western Deans' Agreement</b></p> <p>The Western Deans' Agreement provides an automatic tuition fee waiver for visiting students from participating universities. Under the terms of this agreement, graduate students in good standing from UBC can register in any of the universities listed below without paying tuition or student fees. The same is also true for students</p>	<p>URL:  <a href="http://www.calendar.ubc.ca/okanagan/index.cfm?tree=18,285,999,1206">http://www.calendar.ubc.ca/okanagan/index.cfm?tree=18,285,999,1206</a></p> <p><b>Present Calendar Entry:</b></p> <p><a href="#">Homepage</a> &gt; <a href="#">Faculties, Schools, and Colleges</a> &gt; <a href="#">College of Graduate Studies</a> &gt; <a href="#">Classification of Students</a> &gt; <b>Visiting Graduate Student</b></p> <p style="text-align: center;"><b>Visiting Graduate Student</b></p> <p>A visiting graduate student is one who is attending the UBC Okanagan campus to complete coursework and/or research toward the requirements of a graduate degree at another recognized university. To be eligible for admission as a visiting student to the UBC Okanagan campus, the student must be currently registered in a graduate program with good standing at the home university. Normally, students may hold visiting status at the UBC Okanagan campus for a maximum of 12 months. Prior approval of the home university, the UBC Okanagan campus graduate program, and the Dean of the College of Graduate Studies is required.</p> <p>Visiting students, with the exception of those governed by the Western Deans' Agreement, Graduate Exchange Agreement, and other special agreements, pay tuition fees on a per-credit basis.</p> <p><b>Visiting Students Under the Western Deans' Agreement</b></p> <p>The Western Deans' Agreement provides an automatic tuition fee waiver for visiting students from participating universities. Under the terms of this agreement, graduate students in good standing from UBC can register in any of the universities listed below without paying tuition or student fees. The same is also true for students of other</p>

<p>of other participating institutions who wish to attend classes or conduct research at UBC.</p> <p>The Western Deans' Agreement is supported by the Universities of: Alberta, Athabasca, Brandon, British Columbia, Calgary, Lethbridge, Manitoba, Northern British Columbia, Regina, Royal Roads, Saskatchewan, Simon Fraser, and Victoria; as well as by: the British Columbia Institute of Technology, and Concordia University College of Alberta.</p> <p><b>Visiting Students Under the Graduate Exchange Agreement</b></p> <p>The Graduate Exchange Agreement allows graduate students in good standing at UBC, McGill University, the University of Toronto, and the University of Montreal to take courses at each other's universities without having to pay tuition fees to the host institution.</p> <p>Students wishing to apply for visiting student status under either of these special agreements should consult <a href="#">College of Graduate Studies</a> for more information.</p> <p><b>Other Exchange Agreements</b></p> <p>Graduate programs may have exchange agreements with similar programs at other institutions. Students should consult their Graduate Advisor or UBC's <a href="#">Go Global: International Learning Programs</a> for more information.</p> <p><b><u>Visiting International Research Student (VIRS). An international student who is enrolled in an undergraduate, graduate, or graduate-equivalent program at another university, or is a participant in a UBC-recognized (through Go Global) "bridging" program between undergraduate and graduate studies, who visits UBC for one month or longer to conduct research only.</u></b></p> <p><b><u>A VIRS must be supervised by a UBC faculty member throughout the visit, and must have the written permission of their home institution or sponsoring program to visit UBC to conduct research. The Head for the unit or laboratory with which the visitor will</u></b></p>	<p>participating institutions who wish to attend classes or conduct research at UBC.</p> <p>The Western Deans' Agreement is supported by the Universities of: Alberta, Athabasca, Brandon, British Columbia, Calgary, Lethbridge, Manitoba, Northern British Columbia, Regina, Royal Roads, Saskatchewan, Simon Fraser, and Victoria; as well as by: the British Columbia Institute of Technology, and Concordia University College of Alberta.</p> <p><b>Visiting Students Under the Graduate Exchange Agreement</b></p> <p>The Graduate Exchange Agreement allows graduate students in good standing at UBC, McGill University, the University of Toronto, and the University of Montreal to take courses at each other's universities without having to pay tuition fees to the host institution.</p> <p>Students wishing to apply for visiting student status under either of these special agreements should consult <a href="#">College of Graduate Studies</a> for more information.</p> <p><b>Other Exchange Agreements</b></p> <p>Graduate programs may have exchange agreements with similar programs at other institutions. Students should consult their Graduate Advisor or UBC's <a href="#">Go Global: International Learning Programs</a> for more information.</p> <p><b>Type of Action:</b> add 'Visiting International Research Student (VIRS) as new category under 'Classification of Students.'</p> <p><b>Rationale:</b> see attached proposal.</p>
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be affiliated has final authority to approve a VIRS visit. Students whose home institution has a formal academic student exchange agreement with UBC will be registered as exchange students unless reciprocity quotas are filled; in which case additional students may come under the VIRS designation.

A Visiting International Research Student will normally come to UBC for a maximum of one year. At the end of the approved visit period, the student may request an extension for up to one year. A visit lasting more than one year will require renewal of their permissions, registration, and fees.

## UBC Admissions Proposal Form

<p><b>Effective Session:</b> to be published in the 2014/2015 Calendar  <b>Year for Change: 2014</b></p>	<p><b>Contact Person:</b> Katherine Beaumont (go Global) / Stephanie Oldford (</p>
<p>URL:  <a href="http://www.calendar.ubc.ca/okanagan/index.cfm?tree=2,32,0,0">http://www.calendar.ubc.ca/okanagan/index.cfm?tree=2,32,0,0</a></p> <p><b>Proposed Calendar Entry:</b>  <a href="#">Homepage</a> → <a href="#">Admissions</a> → Classification of Students</p> <p><b>Classification of Students</b></p> <p>1. <b>Access Studies.</b> Applicants may be enrolled as access studies students upon approval by a faculty...</p> <p>7. <b>Visitor.</b> A student enrolled in studies at the UBC Okanagan campus for transfer back to their current home post-secondary institution which is recognized by UBC. Students must be in good standing at their home institution and must submit a Letter of Permission with their application. Course registrations will be made on a space-available basis only. A Letter of Permission is valid for one session only. A Letter of Permission must be submitted for any subsequent sessions in which a student wishes to register for courses. For applicable fees, see Fees.</p> <p>8. <b><u>Visiting International Research Student (VIRS). An international student who is enrolled in an undergraduate, graduate, or graduate-equivalent program at another university, or is a participant in a UBC-recognized (through Go Global) “bridging” program between undergraduate and graduate</u></b></p>	<p>URL:  <a href="http://www.calendar.ubc.ca/okanagan/index.cfm?tree=2,32,0,0">http://www.calendar.ubc.ca/okanagan/index.cfm?tree=2,32,0,0</a></p> <p><b>Present Calendar Entry:</b>  <a href="#">Homepage</a> → <a href="#">Admissions</a> → Classification of Students</p> <p><b>Classification of Students</b></p> <p>1. <b>Access Studies.</b> Applicants may be enrolled as access studies students upon approval by a faculty ...</p> <p>7. <b>Visitor.</b> A student enrolled in studies at the UBC Okanagan campus for transfer back to their current home post-secondary institution which is recognized by UBC. Students must be in good standing at their home institution and must submit a Letter of Permission with their application. Course registrations will be made on a space-available basis only. A Letter of Permission is valid for one session only. A Letter of Permission must be submitted for any subsequent sessions in which a student wishes to register for courses. For applicable fees, see Fees.</p> <p><b>Type of Action:</b> add ‘Visiting International Research Student (VIRS) as new category under ‘Classification of Students.’</p> <p><b>Rationale:</b> see attached proposal.</p>



studies, who visits UBC for one month or longer to conduct research only.

A VIRS must be supervised by a UBC faculty member throughout the visit, and must have the written permission of their home institution or sponsoring program to visit UBC to conduct research. The Head for the unit or laboratory with which the visitor will be affiliated has final authority to approve a VIRS visit. Students whose home institution has a formal academic student exchange agreement with UBC will be registered as exchange students unless reciprocity quotas are filled; in which case additional students may come under the VIRS designation.

A Visiting International Research Student will normally come to UBC for a maximum of one year. At the end of the approved visit period, the student may request an extension for up to one year. A visit lasting more than one year will require renewal of their permissions, registration, and fees.

See also Visiting Graduate Student: (<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=18,285,999,1206>)

Meeting date: October 1, 2013

To: UBC Executive

Sponsors: David Farrar

Guests: n/a

Agenda item: Visiting International Research Students Proposal: A New Approach (draft August 22, 2013)

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The following proposal will be taken to the November 20, 2013 meeting of Senate. It has been considered by the Deans and received their approval to move forward.

### **Background and Rationale**

UBC is host to many international students annually who visit UBC for the purpose of engaging in collaborative research with UBC faculty members. While many of these students have been at the graduate level, we are also seeing undergraduate students in this activity. Currently, such students can enter the university through various pathways: being appointed as “visiting scholars” through Faculty Relations, being admitted as “visiting undergraduate/graduate students” through Enrolment Services or G+PS, as “visiting exchange students” through Go Global when the students are from UBC partner universities and most frequently, with no formal status at the university at all. There is little consistency to how such students are invited to UBC and they are at risk of being turned away at the Canadian border and of experiencing UBC as isolated, short term visitors without proper access to information and resources.

This project seeks to develop a simplified UBC approach for visiting international research students (VIRS) from institutions abroad undertaking research only for a period of one month or longer, at both the undergraduate and graduate level.

At the end of this project, UBC would have a pathway to welcome visiting international research students that:

1. Is straightforward, timely and welcoming for both students and hosting faculty
2. Provides student status and a limited set of resources to this growing and strategic group
3. Recognizes and covers in whole/or in part the administrative cost to UBC
4. Supports students with appropriate documentation to facilitate their legal immigration status

As a result, UBC will be able to:

1. Track, document and plan for this activity

2. Provide coordinated administrative support to visiting research students and their hosting departments and faculty members
3. Create further awareness and reporting on international activity through the mobility of research-based students from global institutions
4. Recruit students for graduate studies or postdoctoral fellowships at UBC
5. Support and leverage these research relationships in international research strategy
6. Further partnerships with international funding agencies, e.g. China Scholarship Council, Brazil Science without Borders, DAAD and MITACS Research Interns, and others

Project Sponsors: Susan Porter, Dean pro tem, Graduate & Postdoctoral Studies  
 Helen Burt, Associate Vice President, Research  
 Anna Kindler, Associate Vice President, Academic  
 Janet Teasdale, Managing Director, Student Development and Services

Project Leads: Jenny Phelps, Assistant Dean, Faculty of Graduate Studies  
 Katherine Beaumont, Director, Go Global

Consultation Group: Michelle Suderman, Assoc Director, International Student Development  
 Helen Pennant, Executive Director, UBC International  
 Grace Wong, Senior Advisor, Internationalization  
 Jacqueline Smit, Senior Officer, International Research Initiatives, VPRI  
 Janet Wang, Strategic Decisions Support, UBC Treasury  
 Graduate Policy Committee, Graduate & Postdoctoral Studies  
 Allison See, Director of Finance, Enrolment Services  
 Lisa Collins, Associate Vice-President and Registrar pro tem  
 Christopher Eaton, Associate Registrar and Director, Senate and Curriculum Services  
 Mark Crosbie, Associate Legal Counsel, UBC Legal  
 Grad Policy Council (Assoc Deans, Research)  
 Executive Enrolment Committee (Assoc Deans)  
 Gordon Binsted, Acting Provost and Vice-Principal, (Dean, Faculty of Health and Social Development), UBC Okanagan

### **Proposal development and consultation summary (as of August 2013):**

At the request of the Executive Sponsors, project leaders were asked to assess the cost of the activity to UBC, propose an approach to covering in whole or in part that cost and to assess support for the proposal from the UBC Community. It was expected that if a new category of student and a related fee is established for this purpose, it should address both undergraduate and graduate visiting research students.

Senate Secretariat and Enrolment Services were consulted on the required pathways for approval (March 7, 2013). Graduate Council, Senate Admissions and Senate Policy Committees were confirmed as necessary venues for approval. Board of Governors approval will be required if changes to existing fees or new fees are introduced.

University Counsel (Feb 26, 2013) reviewed the proposal and provided feedback with respect to clearly defining the status of the visitor at UBC and definition of “student” in the University Act, who would fall within this group and identifying which governing agreements and policies would be in place (Senate, Board) and the nature of UBC’s relationship with the students’ home institution. This group would be considered students by virtue of their admission and registration at UBC. There is no formal relationship between UBC and the home university in this approach. This would be made clear in the admission process.

Costs were assessed through consultation with SDS and Enrolment Services and resulted in the fees initially presented to the Executive Sponsors in January 30, 2013 that was then shared with the consulting groups for feedback. The original fee proposal included the Go Global Fee (384.77 to offset admin costs), the existing 1 credit of domestic tuition charged for the zero credit activity as recorded in VURS 499 and VGRD 599 and 699 (\$369.09/year pro-rated by term to off-set academic and research infrastructure costs), the subsequent AMS fees triggered by this tuition payment and the mandatory international medical insurance. This resulted in a 12 month fee of approximately \$1060 Cdn assuming that the 1 credit fee was able to be charged for the full year and not on a per term basis. (See appendix 1 for details based on a one year research visit).

Preliminary consultation with the academic community occurred through multiple discussions with the Grad Policy Committee (most recent consultation May 7, 2013) and the Executive Enrolment Committee (Feb 27, 2013) and most recently with the Office of the Provost and Vice-Principal, UBC Okanagan (July 19, 2013). Throughout the process we heard strong support for the principle of the approach, with a call to minimize fees so as to not inhibit mobility and a need to keep the administrative process simple. A strong overarching message was that if the approach is too costly or too bureaucratic, faculty will continue to bring in students ‘under the radar’. The proposed annual fee of \$1060 was considered in this context to be too high; \$400 was not.

The community understands and accepts the need for a new administrative fee to provide new services, such as centralized registration, reporting, communications and provision of invitation letters suitable for obtaining appropriate immigration documentation. The current proposal asserts that these are the only new services that will be provided to VIRS, and therefore the only services requiring new revenue.

An SDS analysis concluded that a one-credit tuition revenue from approximately 150 VIRS per year (\$55,000/yr) would recoup the theoretical academic, research and support infrastructure costs associated with hosting the students. However, consultations with the academic and research community did not support attempting to recover these costs in light of the contributions to UBC’s collaborative research endeavours made by these visitors (normally unpaid), the minimal anticipated demand on such services, and an overall desire to keep fees low to foster mobility and compliance.

Furthermore, there were considered to be little if any actual, additional research or support infrastructure costs to the university or academic units to host these students. Their small incremental draw on Library and IT services is likely absorbable within existing resources. It was confirmed that health and wellness-oriented student services to VIRS provided through the VP Students portfolio (on an urgent as needed basis only) would be managed through existing services (J. Teasdale). Also, as mentioned previously, the likelihood of significant non-compliance for a system charging fees in the range of \$1000 was seen to be a much greater risk to the university than would be the small loss of potential revenue.

It was suggested that these assumptions could be tested through a 3-5 year pilot period, and the fee structure be revisited at that time.

It is also noted that VIRS contribute financially to UBC by being customers of university business ventures including housing, the Bookstore, Food Services and more. Some structured visiting research student programs such as the German RISE internships occur during the summer, advancing UBC's goals around summer use of campus.

A proposal was put forward to the Executive Sponsor group on July 17<sup>th</sup> which sought to establish a fee structure that addressed new administrative costs for the registration and reporting of these students and provides mandatory bridging health insurance coverage without requiring this group to pay tuition and related student fees, which were widely seen in consultation as prohibitive and unnecessary for this population.

Subsequently, the project leads were asked to provide additional information about current fee revenue from existing pathways, fee estimates conducted by SDS, precedence/evidence related to compliance claims in the proposal, and further rationale for various fee structure options, for deliberation by the University Executive. This additional information, along with four specific fee options is provided in Appendices 2 and 3. The rest of the proposal below stands as presented to the Executive Sponsor group on July 17<sup>th</sup>, 2013.

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### **Proposed Fee Structure (July 17, 2013):**

Based on these consultations, the following fee structure is proposed:

- A new "Visiting International Research Student" (VIRS) fee should be established, which covers costs incurred for basic administration to facilitate safe, clearly communicated, and legal entry.
- The VIRS fee should be charged to any VIRS registered at UBC for more than one month, up to one year. Fee must be renewed after one year. One fee for all durations (1-12 months) is significantly easier to manage than term-by-term fees.
- VIRS fee to be equivalent to combined Go Global short term mobility application and administration fees (currently: \$384.25).

- No tuition fees to be charged. VURS 499 and VGRD 500/600 to no longer have 1 credit tuition associated. Enrolment Services has confirmed that VURS and VGRD tuition fees can be adjusted on approval of this proposal.
- No student fees to be charged (none will be triggered except iMED as no tuition is charged). The regular iMED opt-outs will be available.
- Revenue from this fee should be directed to Go Global who can facilitate this activity as the centre for short term mobility services for undergraduate and graduate visitors.

<b>Fee</b>	<b>Amount (2013-14)</b>
VIRS fee	\$384.25 (1-12 month stay)
iMED	\$150.00 (3 months)
<b>Total</b>	<b>\$534.24</b>

Note: The SDS per student cost estimate for administrative services related to managing VIRS was \$340.38. The decision was made to use the existing Go Global fee as it covers parallel processes for incoming mobility students.

### Public research university comparisons:

Comparator fees at other public research institutions (see table below) indicate a breadth of approaches from no fees whatsoever to quite significant fees. University of Toronto has confirmed they do not have full compliance, while Berkeley reports nearly full compliance. Recent discussions (May 2013) amongst the U21 network of Deans and Directors of Graduate Studies, surfaced concerns about mobility fees and revealed that while some institutions had such fees “on the books”, they were frequently waived with a simple MOU. The discussion confirmed an international trend to remove barriers to strong research mobility as a means to enhance international collaboration and engagement.

Institution	Name of program	Fees	Nature of fees	Information source
McGill	Graduate/ Undergraduate Research Trainee	None	N/A	<a href="http://www.mcgill.ca/gps/students/graduate-research-trainee">http://www.mcgill.ca/gps/students/graduate-research-trainee</a> ; <a href="http://www.mcgill.ca/students/records/trainees">http://www.mcgill.ca/students/records/trainees</a> + personal communication
Toronto	Visiting International Graduate Research Student	\$1952.18/8 months	\$400 admin fee; \$1072.18 compulsory non-academic incidental fees; health insurance \$60/mo	<a href="http://www.sgs.utoronto.ca/Assets/SGS+Digital+Assets/current/Student+Forms/IVGSR.pdf">http://www.sgs.utoronto.ca/Assets/SGS+Digital+Assets/current/Student+Forms/IVGSR.pdf</a> + personal communication
University of Victoria	International Visiting Graduate Research Students	None (student service fees optional)		<a href="http://oia.uvic.ca/?q=node/573">http://oia.uvic.ca/?q=node/573</a>
Berkeley	Visiting Student Researcher	\$400/year	“University Services Fee” – appears to cover basic administration	<a href="http://vspa.berkeley.edu/visiting-researcher-scholar">http://vspa.berkeley.edu/visiting-researcher-scholar</a> + personal communication
UCLA	Visiting Graduate Researchers	\$1,517/year	“Graduate Division fee”; “Visa Processing & Admin Fee”; “Library Access Fee”; “IT fee”; others. Health insurance optional in addition.	<a href="http://www.gdnet.ucla.edu/gss/postdoc/vgrfees.htm">http://www.gdnet.ucla.edu/gss/postdoc/vgrfees.htm</a>
University of Michigan	Visiting Graduate Student Program (research only)	None	N/A	<a href="http://www.rackham.umich.edu/faculty_staff/information_for_programs/coordinators/visiting_graduate_students/">http://www.rackham.umich.edu/faculty_staff/information_for_programs/coordinators/visiting_graduate_students/</a> + personal communication
Melbourne	No apparent program			
National University of Singapore	Non-graduating program, non- exchange	~\$1650/two semesters	Tuition plus student services and health services fee	<a href="http://www.nus.edu.sg/registrar/edu/ng.html">http://www.nus.edu.sg/registrar/edu/ng.html</a>

**Administrative issues:**

Communications: Go Global will have responsibility for general communications, including maintaining a VIRS website for visitors, faculty and staff which clearly outlines process, fees, available resources and services.

Compliance: Deans and Department Heads will have responsibility to promote compliance in using the established VIRS pathway by faculty members and visitors.

VIRS registration and reporting: Go Global will have responsibility for managing registration of VIRS and reporting on VIRS activity on an annual basis. VIRS will be registered by Go Global in either VURS 499 or VGRD 500 (Master's) or 600 (Doctoral).

**Proposed Calendar Entry:****Visiting International Research Student (VIRS)**

UBC is a hub for outstanding researchers from around the world and welcomes Visiting International Research Students to participate in our community of inquiry.

A Visiting International Research Student (VIRS) is an international student who is enrolled in an undergraduate, graduate, or graduate-equivalent program at another university, or is a participant in a UBC-recognized (through Go Global) "bridging" program between undergraduate and graduate studies, who visits UBC for one month or longer to conduct research only. All research conducted at UBC is subject to University policy regarding scholarly integrity. A VIRS may be required to undertake specific research ethics and/or safety training prior to conducting research at UBC.

A VIRS must be supervised by a UBC faculty member throughout the visit, and must have the written permission of their home institution or sponsoring program to visit UBC to conduct research. The Department Head for the unit or laboratory with which the visitor will be affiliated has final authority to approve a VIRS visit. Students whose home institution has a formal academic student exchange agreement with UBC will be registered as exchange students unless reciprocity quotas are filled; in which case additional students may come under the VIRS designation.

A VIRS will be registered in VURS 499 (Undergraduate level), 500 (Master's level) or VGRD 600 (Doctoral level), a non-credit activity which denotes full-time student engagement in academic research. A VIRS may be initially registered at UBC for any period from one to twelve months, not necessarily related to academic terms, but will be registered in VURS 499/VGRD 500/600 for all terms which overlap with their visit. A VIRS may not enroll in UBC courses, but may apply during their stay to be admitted as a Visiting Undergraduate or Graduate Student should they wish to enroll in courses.

A VIRS pays an administrative fee and has access to the UBC Library, email services, Go Global services, and, on an urgent need basis, health/counseling services. As any new international student, VIRS will participate in the iMED health insurance program. Use of other services and facilities including but not



limited to areas such as athletics and transcripts can be accessed on a fee paying basis as available.

**Administrative procedure:**

A completed VIRS form, with all necessary signatures, is to be submitted to the UBC Go Global office at least eight weeks prior to the planned visit. Once the visit is recorded by Go Global in the SISC, the prospective VIRS will receive their formal letter of invitation to UBC suitable for applying for a study or work permit, as appropriate and be directed to pay the relevant fees through the Student Service Centre.

A Visiting International Research Student will normally come to UBC for a maximum of one year. At the end of the approved visit period, the student may request an extension for up to one year. A visit lasting more than one year will require renewal of their permissions, registration, and fees.

## UBC Visiting International Research Student

*Student: Please note this form must be completed in full and obtained well in advance of the time you plan to spend at the University of British Columbia. Consult Go Global timelines. If this form is not received and approved in time, you may not receive permission to visit.*

Last Name _____		First Name _____	
Date of Birth (YY/MM/DD) _____		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Current Mailing Address:			
Telephone Number _____		Email _____	
Name of Home Institution _____		Academic Department:: _____	
City and Country: _____		Degree being pursued _____	
UBC Faculty member sponsoring the visit _____			
UBC academic department/research unit sponsoring the visit _____			
Funding source for visit (if any) _____			
Have you ever attended the University of British Columbia? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, what was your student number? _____	
What is the time period of the visit? Start date: _____		End date: _____	
Brief description of purpose of visit:			
Brief description of any required or expected academic products of the visit:			

**I hereby accept and agree to abide by the statutes, rules and regulations of the University of British Columbia while attending as a registered Visiting International Research Student.**

Signature of Applicant	Date
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**Authorization Signatures** This form will not be processed without all four signatures, obtained in the order of 1 to 4. **The student named above is in good standing (including current fees paid) and registered full-time in a degree program and has permission to enroll as a Visiting Student Researcher at the University of British Columbia during the period indicated.**

Home Institution			
<b>1. Research Supervisor</b>		<b>2. Department Head</b>	
Name		Name	
Signature	Date	Signature	Date
University of British Columbia			
<b>3. UBC Research Supervisor</b>		<b>4. UBC Department Head</b>	
Name		Name	
Signature	Date	Signature	Date
<b>For Internal Purposes Only</b>	<b>UBC Student #:</b>	<b>GoGlobal Staff Approval/Date:</b>	

### Appendix 1: Fee structure proposal and admin cost estimates – Original (Jan 2013)

**Visiting International Research Student Fee:** We originally proposed a program fee that amalgamated the one credit of tuition associated with VURS 499/VGRS 500/600 (\$369.09) with the Go Global fee (now \$384.25) into one fee that would be pro-rated and charged on a per term basis. We are now proposing based on consultation the removal of the tuition fee associated and instead, a one-time fee for all visiting international research students (for stays of 1-12 months). Enrolment Services has confirmed that it is possible to easily implement the zero tuition option and collect the admin fee via the SISC should this proposal be approved. VP Students has confirmed that no tuition consultation is required when tuition is not being assessed.

**Student Fees:** As the original proposal included a tuition fee, student fees would be assessed based on the one credit of tuition collected. Should zero tuition be approved, no fees would be collected. VPS is consulting with AMS on impact.

**iMed:** BoG policy requires any international student, degree seeking, exchange, or visiting regardless of tuition assessed, enroll in iMED coverage. This coverage ensures individuals can access health care immediately on arrival in BC as well as providing a travel buffer prior to arrival and on leaving UBC. Opt out possibilities are available.

Fees for 12 month period	Initial Proposal (Jan 2013)	Current Proposal (July 2013)
Tuition	369.09 (registration in VURS/)	0 (remove tuition from VURS/VGRD)
Admin	384.25 (Go Global Fee)	384.25
Student Fees	163.83 (fees triggered by tuition)	0
IMed	150.00	150.00
<b>Total</b>	<b>1067.17</b>	<b>534.25</b>

<b><u>Estimated Administration Fees for Visiting Research Graduate Students – SDS, April 2012</u></b>			
Number of visiting research students served (approx.)		150	
Number of hours spent on each student	x	10	hrs
		1,500	
Working hours per week	÷	40.0	hrs per week
<b>Number of work weeks required</b>		37.5	weeks
Number of weeks per year	÷	52.0	weeks per year
<b>Number of Staff FTE Required per year</b>		0.7	FTE
Average Salary of Admin Staff		43,269	\$
Add: Benefits	+	7,788	\$
<b>Total Costs Required</b>		51,058	\$
Number of students served	÷	150	students
<b>Total</b>		<b>\$ 340.38</b>	<b>per year</b>

## Appendix 2: Additional Background Information, requested by Executive Sponsor A. Kindler (July 26, 2013)

1. Number of students registered in VGRD 500/600 and VURS 499 in the 2012-13 academic year?  
Twenty -two individual students were registered in these courses over the 2012-13 academic year; some for more than one term.
2. Fees collected from these students in the 2012-2013 academic year?
  - a. Total tuition revenue from registration in VURS was ~\$2000; VGRD was ~\$7000
  - b. Student fees assessed with tuition ranged from \$139 to \$543 per student. Total fees collected ~ \$7000
  - c. Application fee of approximately \$100.00 per student. Total fees collected ~\$2200

Total fees collected for VURS/VGRD pathway in 2012-2013: ~\$18,200

3. SDS original estimate of annual cost per student for academic infrastructure/counseling services?
  - a. Student Counseling      \$100
  - b. IT Services                 \$200
  - c. Library                      \$385
4. Precedence or evidence of increased compliance with lower fees?

While we do not have UBC-based evidence for compliance with a streamlined and lower cost option than the current avenues, we do know that there is better uptake of the current no-fee option of Visiting Scholars appointments through Faculty Relations (over 300 per year, the majority of whom are graduate students) than there is of the current “Visiting Graduate Student” pathway which charges 1 credit of tuition and student fees (and provides student benefits) for students conducting research only (11 last year). We also know from consultation with the academic community, including the Associate Deans, Research (the Graduate Policy Committee), that there was willingness (although still somewhat begrudging) to support the current proposal. There was a strong call to minimize fees as much as possible. Regardless of approach (including no-fee), there will be compliance issues. We are seeking to minimize them through the current proposal. We can review in a 3 to 5 year period and change course as needed.

McGill University, where they recently launched a no-fee visiting research student pathway, reported going from virtually no recorded activity to 700 students. Berkeley reported near complete compliance with their \$400/visit pathway (which is tightly linked to access to buildings, library, email accounts, etc.). Toronto reports low compliance with their nearly \$2000 pathway.

5. Why should the proposed VIRS admin fee (\$ 384.25-equivalent to current Go Global fees) be higher than the SDS-estimated actual per-student admin cost of \$340.38 and how should the excess collected funds be allocated?

The Go Global fee was seen as an appropriate benchmark for the VIRS fee, as the services provided to both groups are similar, and therefore simple to explain. The excess fees could be seen as a contingency buffer for Go Global, should the pathway turn out to be more expensive to manage than predicted by SDS. A 3-5 year review could correct any misdirected funds.

### Appendix 3: Options for Fee Structures

Option (All for 1 to 12 month period)	Description	Rationale/Compliance notes	Dependencies/implications
<b>1. Minimal Fee</b>  VIRS fee : <\$100 iMed fee: \$150 <b>Total: &lt;\$250</b>	Create minimal VIRS fee (or utilize existing Go Global application fee - \$86.50) to create partial off-set of new admin costs.  iMed required for all intl students	In light of research contributions made by VIRS, most costs should be covered by indirect costs of research rather than new revenue.  Highest compliance likely due to lowest fee.	Would require approval of additional funding for Go Global, to administer and manage the program.  Minimal changes to business processes required.
<b>2. Administrative cost recovery fee (Current Proposal – July '13)</b>  VIRS admin fee: \$384.24 (2013/14)  iMed 150.00 <b>Total: \$534.24</b>	Utilize current Go Global application + administrative fee as VIRS fee to fully offset new admin costs  iMed required for all intl students	New administrative services require new revenue.  VIRS fee aligned with Go Global fees as they are close to the SDS estimated costs per student and reflect the similar services that would be provided to VIRS  Academic infrastructure/student services costs to be covered by indirect costs of research rather than cost recovery  Mid-range fee likely to have better compliance than full fee.	Minimal changes to business processes required.  Would require removal of 1 credit of tuition from VGRD/VURS courses
<b>3. Tuition/administration recovery fee (Previous proposal – Jan '13)</b>  VIRS admin fee: \$384.25 1 credit of tuition: \$369.09 (registration in VURS/VGRD) Mandatory student fees: \$163.83 (fees triggered by tuition). Alternative: absorb 1 cr of tuition fee into VIRS fee and eliminate mandatory student fees iMed: \$150.00 <b>Total:\$1067.17 (\$903 without mandatory student fees)</b>	Utilize current Go Global application + administrative fee as VIRS fee to fully offset new admin costs; plus:  Charge one credit of tuition to partially offset academic infrastructure/student service costs (lab, Library, IT, Counselling, etc); plus:  Student fees are mandatory when tuition is charged.  iMed required for all intl students	New administrative services require new revenue. (see above)  A small number of students (~20 annual) have been utilizing existing VGRD/VURS courses as visiting research students, generating ~\$9000 in tuition revenue. This fee would retain and extend this revenue, accounting for part of theoretical academic and support infrastructure costs.  Little rationale for charging VIRS mandatory student fees; these could be avoided if 1 credit of tuition equivalent is absorbed into single VIRS fee.  It is presumed that the higher the fee, the lower the compliance. This fee structure was rejected by the Grad Policy Committee as being too high.	To eliminate mandatory student fees would require removal of 1 credit of tuition from VGRD/VURS courses

<p><b>4. Full cost recovery (not proposed, for reference)</b></p> <p>VIRS admin fee: \$384.25</p> <p>1 credit of tuition: \$369.09 (registration in VURS/VGRD) to offset academic infrastructure costs.</p> <p>Additional resource fee: \$685 (Library, IT, Counselling, etc.)</p> <p>Mandatory student fees: \$163.83 (fees triggered by tuition). Alternative: absorb 1 cr of tuition fee into VIRS fee and eliminate mandatory student fees</p> <p>iMed: \$150.00</p> <p><b>Total: \$1588.34 to \$1752.17</b></p>	<p>Utilize current Go Global application + administrative fee as VIRS fee to fully offset new admin costs.</p> <p>Charge one credit of tuition to offset academic infrastructure costs</p> <p>Additional resource fee to cover assessed Library, IT and Student Counseling costs</p> <p>Student fees are mandatory when tuition is charged.</p> <p>iMed required for all intl students</p>	<p>Full costs recovered for any known or predictable fee for administration and infrastructure.</p> <p>Full fee likely to lead to significant lack of compliance. Fees in this range at University of Toronto have coincided with low compliance.</p>	<p>Recommend in this case that tuition and admin fee be integrated into one, non-tuition fee, so as to avoid mandatory student fees.</p> <p>Recommend combined fee be prorated per term.</p> <p>Greater changes to business processes required.</p>
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March 14, 2014

**To: Okanagan Senate**

**From: Admissions and Awards Committee**

**Subject: New Award (approval)**

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

*Motion: That Senate accept the new award as listed and forward them to the Board of Governors for approval; and that a letter of thanks be sent to the donors.*

New Award:

1. Proposed Award Title: **Joseph YU Global Leadership Award**

An award of up to \$35,000 is offered to an outstanding female international student from Asia entering her first year of a UBC undergraduate degree path either through Vantage College or direct entry into one of the Faculty's degree programs. Students attending UBC's Vancouver and Okanagan Campuses are eligible. The award is made on the basis of academic excellence, leadership, and financial need with preference given to a student from Hong Kong or China. The awards can be renewed for up to \$35,000 per year for years 2-4 of a UBC four year degree program. The recipient must hold a valid Canadian Study Permit (student visa). The award is made on the recommendation of the International Student Initiative. (First Award Available in the 2014/2015 Winter Session).

Respectfully submitted,

Dr. Abbas Milani  
Chair, Admissions and Awards Committee



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14 March 2014

**To: Okanagan Senate**

**From: Admissions and Awards Committee**

**Subject: Admissions Proposal (approval)(circulated):  
Bachelor of Education – Secondary Teacher Education Program,  
Physical Education Specialty**

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**Bachelor of Education – Secondary Teacher Education Program (STEP),  
Physical Education Specialty**

The Committee has reviewed and recommends to Senate for approval admission requirements for the new Physical Education Specialty for the Bachelor of Education Secondary Teacher Education Program.

The new Physical Education specialization creates an entry pathway for students from the School of Health and Exercise Sciences to the Bachelor of Education STEP program. This is an important pathway for those who wish to teach in the K to 12 school system and for those who wish to work in other educational settings. Additionally the Physical Education specialization within STEP would allow further program options for students in other STEP specializations. Students from other universities would also be recruited for this specialization.

The Faculty of Education has worked cooperatively with the School of Health and Exercise Sciences to develop a four-year Bachelor of Human Kinetics degree (B.H.K.) that leads directly into STEP. These B.H.K. students will also have the necessary coursework for a second STEP specialization.

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

*Motion: That Senate approve the admission requirements for the Bachelor of Education Secondary Teacher Education Program Physical Education Specialty, for entry to the 2015 Summer Session and thereafter.*

Respectfully submitted,

Dr. Abbas Milani  
Chair, Admissions and Awards Committee





## Curriculum and Admissions Proposal Form – Okanagan Campus

<p><b>Faculty:</b> Education  <b>Department/Unit:</b> N/A  <b>Faculty Approval Date:</b> June 19, 2013  <b>Effective Session:</b> 2015S</p>	<p><b>Date:</b> October 7, 2013  <b>Contact Person:</b> Annette LaGrange  <b>Phone:</b> 250.807.9586  <b>Email:</b> <a href="mailto:annette.lagrange@ubc.ca">annette.lagrange@ubc.ca</a></p>
<p><b>Proposed Academic Calendar Entry:</b>  <a href="#">Homepage (draft)</a>  <a href="#">Faculties, Schools, and Colleges</a>  Faculty of Education</p> <p><b>Faculty of Education</b></p> <p><b>Bachelor of Education Programs</b></p> <p><b>Proposed Academic Calendar Entry:</b></p> <p><b><u>Secondary Teacher Education Program (STEP)</u></b></p> <p><b><u>Contents</u></b></p> <p><b><u>Admission Requirements</u></b> →</p> <p><b><u>Programs of Study</u></b> →</p> <p><b>Admission Requirements</b></p> <p><b><u>Physical Education Specialty</u></b></p> <p><b><u>Note: to enhance employment opportunities, it is strongly recommended that applicants to the STEP Physical Education specialty have academic preparation in two teachable</u></b></p>	<p><b>Draft Academic Calendar URL:</b>  <a href="http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,284,838,976">http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,284,838,976</a></p> <p><b>Present Academic Calendar Entry:</b>  <a href="#">Homepage (draft)</a>  <a href="#">Faculties, Schools, and Colleges</a>  Faculty of Education</p> <p><b>Faculty of Education</b></p> <p><b>Bachelor of Education Programs</b> →</p> <p>→</p> <p>→</p> <p>→</p>



**subjects.**

**Admission Requirements**

**Applicants must have completed a four-year 120-credit bachelor's degree (or equivalent).**

**Pre-admission studies must include the following:**

- **6 credits must include both English literature and composition; and**
- **24 credits of coursework in the teachable subject of Physical Education.**

**Applicants must also submit an Exercise and Sport Skills Portfolio to be assessed by the Faculty of Education.**

**In the Exercise and Sport Skills Portfolio, applicants must demonstrate competency in each of the following areas:**

- **outdoor education;**
- **team sport;**
- **individual activities; and**
- **two other areas of physical activity/sport (e.g., dance, gymnastics, aquatics).**

**There are three ways in which applicants can demonstrate competency in each area:**

- **activity courses;**
- **portfolio; or**
- **combination of activity courses and portfolio.**

**It is recommended that students planning to enter the Physical Education Specialty complete senior Physical Education in high school as completion**



of this course can be used to demonstrate exercise and sport skill competency. Ideally, applicants will have a high level of documented exercise and sport skills.

### Activity Courses

Post-secondary level activity courses can be used to demonstrate competency in each of the required areas. The submission of official transcripts is required to confirm completion of these courses.

### Portfolio

Students can put together a portfolio documenting skill competency in each of the required areas. It is recommended that applicants seek advice from an academic advisor in the Faculty of Education before submitting the portfolio to ensure it is complete and all documentation is sufficient.

A committee consisting of one faculty member in the Faculty of Education and one faculty member in the School of Health and Exercise Sciences will assess the portfolio.

The five areas of exercise and sport skill competency are listed below with examples of appropriate documentation that could be included in a portfolio.

- Outdoor education – Minimum Grade 10 level participation in outdoor adventure activities, camps, or programs as a participant or leader (e.g., an outdoor education course completed in high school, a summer outdoor education program, camp, or course in climbing, avalanche awareness,



<p><b><u>sea kayaking, skiing, or sailing), certification in an outdoor activity, or certification as a leader/coach in an applicable area.</u></b></p> <p><b><u>Documentation to demonstrate competency could include proof of certification or employment in an applicable area or a letter from a supervisor or camp leader.</u></b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Team sport (e.g., volleyball, basketball, soccer) – Minimum Grade 11 level participation as an athlete or student on a school, community, house, or competitive team; coaching certification in any team sport.</u></b></li> </ul> <p><b><u>Documentation to demonstrate competency could include a letter from a coach or proof of coaching certification.</u></b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Individual activities (e.g., yoga, martial arts, games, track and field, cycling, running, fitness and conditioning, weight training, pole walking) – Recent participation or leadership in a related activity through gym/fitness club membership, certification as an instructor, certification for skill progression, community club (e.g., triathlon club or Running Room program). Participation must be within three years of application to the STEP Physical Education specialty.</u></b></li> </ul> <p><b><u>Documentation to demonstrate competency could include a letter from a fitness class leader, a gym</u></b></p>	
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<p><b><u>owner, or coach; proof of leadership or certification in applicable areas.</u></b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Two other areas of physical activity/sport competency</u></b></li> </ul> <p><b><u>Examples:</u></b></p> <p><b><u>a) Dance – Minimum Grade 11 level participation in any organized dance program or community dance school.</u></b></p> <p><b><u>Documentation to demonstrate competency could include a letter from a high school Physical Education teacher or dance instructor (any form of dance is acceptable).</u></b></p> <p><b><u>b) Gymnastics – Minimum Grade 11 level participation in any organized gymnastics program or community gymnastics school.</u></b></p> <p><b><u>Documentation to demonstrate competency could include a letter from a high school Physical Education teacher or gymnastics instructor/coach (any form of gymnastics is acceptable)</u></b></p> <p><b><u>c) Aquatics – Competency in either swimming, diving, water polo, synchronized swimming or lifesaving.</u></b></p> <p><b><u>Documentation to demonstrate competency could include proof of completion of Red Cross Swim Kids Level 10 swim lessons (or equivalent in the above mentioned areas); minimum Grade 10 level participation on a community or</u></b></p>	
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school team; proof of instruction or lifesaving certification; or a letter from a coach.

Combination of Activity Courses and Portfolio

Applicants could use activity courses to demonstrate competency in some of the required areas and portfolio documentation to demonstrate competency in the remaining areas.

**Type of Action:**

Add a new STEP specialty in Physical Education.

**Rationale:**

New PE Specialty: A specialization in Physical Education in STEP would enable students from the School of Health and Exercise Sciences to obtain a teaching certificate on our campus. This is an important pathway for those who wish to teach in the K to 12 school system and for those who wish to work in other educational settings. Additionally the Physical Education specialization within STEP would allow further program options for students in other STEP specializations. Students from other universities would also be recruited for this specialization.

The Faculty of Education has worked cooperatively with the School of Health and Exercise Sciences to develop a four-year Bachelor of Human Kinetics degree (B.H.K.) that leads directly into STEP. These B.H.K. students will also have the necessary coursework for a second STEP specialization.



	<p>When admitted to the STEP program, students would take the following:</p> <ul style="list-style-type: none"> <li>• the current core STEP program</li> <li>• EDUC 434 Physical Education in the Secondary Classroom (the 3-credit Health and Exercise Science Curriculum &amp; Instruction course)</li> </ul> <p>Plus:</p> <ul style="list-style-type: none"> <li>• one 3-credit Curriculum &amp; Instruction course for the student's second teaching concentration; or, a 3-credit course that has been approved by the Faculty of Education</li> </ul> <p>The Okanagan Valley is known for a focus on health, well-being, exercise, and sports. The mild year-round climate, and the lakes and mountains all provide opportunities for year-round activities and recreation. Offering a Bachelor of Education in Physical Education at the Secondary level would be another incentive for students to come to UBC Okanagan Campus to study and pursue a passion of health and exercise.</p> <p><i>Note: this proposal is one part of a multi-phased Academic Calendar reorganization of the Faculty of Education entries.</i></p>
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March 14, 2014

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

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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 the new courses brought forward by the Faculty of Education and Faculty of Applied Science be approved.”*

For the Committee,

Mr. Ramine Adl

Chair, Curriculum Committee





## Curriculum Proposal Form New Course

### Category: 1

<p><b>Faculty:</b> Applied Science  <b>School:</b> School of Engineering  <b>Faculty/School Approval Date:</b>  December 3, 2013  <b>Effective Session:</b> 2013W (T2)</p>	<p><b>Date:</b> November 27, 2013  <b>Contact Person:</b> Dr. Vladan Prodanovic  <b>Phone:</b> 250-807-8161  <b>Email:</b> vladan.prodanovic@ubc.ca</p>
<p><b>Proposed Academic Calendar Entry:</b></p> <p><b><u>ENGR 573 (3) Quantum Photonics</u></b>  <u>General principles and distinguishing characteristics of classical and quantum mechanics, analytical approaches to the Schrödinger wave equation, applications of the Schrödinger wave equation to quantum photonic systems (including semiconductor lattices, heterostructures, quantum wells and lasers).</u></p>	<p><b>Draft Academic Calendar URL:</b> n/a</p> <p><b>Present Calendar Entry:</b> n/a</p> <p><b>Type of Action:</b> New Course</p> <p><b>Rationale:</b> This new course is being added to accommodate a growing number of graduate students in the School of Engineering with research interests in quantum photonics. Such a course will be of interest to graduate students in electrical engineering and the applied physical sciences.</p> <p>Quantum photonics pertains to the application of quantum mechanics to light-based photonic systems. The new course establishes a background in the principles of quantum analyses and applies these principles to photonic systems. Particular emphasis is made on applied analyses of semiconductor lattices, heterostructures, quantum wells, and lasers.</p>



## Curriculum Proposal Form New Course – Okanagan Campus

### Category: 1

<p><b>Faculty:</b> Faculty of Education  <b>Department/Unit:</b> N/A  <b>Faculty Approval Date:</b> January 22, 2014  <b>Effective Session:</b> 2014S</p>	<p><b>Date:</b> May 21, 2013  <b>Contact Person:</b> Lindsay Cox  <b>Phone:</b> 250.807.8203  <b>Email:</b> <a href="mailto:lindsay.cox@ubc.ca">lindsay.cox@ubc.ca</a></p>
<p><b>Proposed Academic Calendar Entry:</b></p> <p><b><u>EPSE 433 (3) Assessment and Positive Behavioural Support in School and Community Settings</u></b></p> <p><b><u>Introduces students to the philosophy and methods of behavioural assessment and positive behavioural support with persons who engage in challenging behaviour in school and community contexts. Includes instructional and environmental strategies for preventing and responding effectively to behaviour problems in educational contexts. Pass/Fail. [3-0-0]</u></b></p> <p><b><u>Prerequisite: EPSE 421</u></b></p>	<p><b>Draft Academic Calendar URL:</b> N/A</p> <p><b>Present Academic Calendar Entry:</b> N/A</p> <p><b>Type of Action:</b> new course.</p> <p><b>Rationale:</b> This course has been offered at the Vancouver campus since 1999, and stakeholders in local school districts and UBC Okanagan faculty members teaching in this area feel that this course is a good fit for UBC Okanagan students.</p> <p>EPSE (Educational Psychology and Special Education) courses are offered through the Inclusive Post-Baccalaureate Certificate and Diploma. This course is being added to that program (see attendant category 2 proposal).</p>



## Curriculum Proposal Form New Course – Okanagan Campus

### Category: 1

<p><b>Faculty:</b> Faculty of Education  <b>Department/Unit:</b> N/A  <b>Faculty Approval Date:</b> January 22, 2014  <b>Effective Session:</b> 2014S</p>	<p><b>Date:</b> May 21, 2013  <b>Contact Person:</b> Lindsay Cox  <b>Phone:</b> 250.807.8203  <b>Email:</b> <a href="mailto:lindsay.cox@ubc.ca">lindsay.cox@ubc.ca</a></p>
<p><b>Proposed Academic Calendar Entry:</b></p> <p><b><u>EPSE 565 (3/6) d Special Topics in Inclusive Education</u></b>  <b><u>Designed to bring professionals up-to-date in recent developments in the field.</u></b></p>	<p><b>Draft Academic Calendar URL:</b> N/A</p> <p><b>Present Academic Calendar Entry:</b> N/A</p> <p><b>Type of Action:</b> new graduate course.</p> <p><b>Rationale:</b> This course will allow us to offer research and theory-informed courses that are topical and current in an area of high demand and interest. This course and course description is well suited for use with visiting scholars during our summer institute. It will also translate well to other institutions. This course is being added to the graduate program requirements (see attendant category 2 proposal).</p>



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THE UNIVERSITY OF BRITISH COLUMBIA

Office of the Provost & Vice Principal

**MEMORANDUM**

**Date:** March 15, 2014  
**To:** Okanagan Senate  
**From:** Professor Cynthia Mathieson, Provost and Vice Principal  
**Re:** Name Change for the Institute for Species at Risk and Habitat Studies (SARAHS)

*Cynthia Mathieson*

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Attached are documents related to a proposed name change for the Institute for Species at Risk and Habitat Studies (SARAHS). The proposed new name is “The Okanagan Institute for Biodiversity, Resilience, and Ecosystem Services (BRAES)”. This request is presented to Senate for approval pursuant to Senate Policy O-5: *Research Centres and Research Institutes*.

I am proposing that Senate resolve as follows:

*That the name of the Institute for Species at Risk and Habitat Studies (SARAHS) be changed to “The Okanagan Institute for Biodiversity, Resilience, and Ecosystem Services (BRAES)” effective immediately.*



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THE UNIVERSITY OF BRITISH COLUMBIA

Date: February 7, 2014

To: Dr. Cynthia Mathieson, Provost, UBC Okanagan Campus

Re: SARAHS Institute name change

Dear Dr. Mathieson,

As Director of “The Institute for Species at Risk and Habitat Studies (SARAHS)”, I would like to propose a name change for the institute to better reflect the scope and breadth of our research expertise and activities. The proposed new name is: **“The Okanagan Institute for Biodiversity, Resilience, and Ecosystem Services (BRAES)”**.

Recall that the name SARAHS dates from 2006, when a group of faculty members from the Barber School obtained a significant infrastructure grant from the Canadian Foundation for Innovation and created SARAHS as a research centre. SARAHS has since become an institute, and with the expanded scope of the institute, it has become clear that the original name is no longer representative of the institute’s mandate.

The proposed new name arises from consultation with the 23 faculty members of the institute over the past two months and was put forward to the membership for a vote at the end of January. A large majority of the members chose “The Okanagan Institute for Biodiversity, Resilience, and Ecosystem Services” as their preferred new name for SARAHS.

The proposed new name includes keywords that reflect most of the institute's research themes (see attached summary). The term *biodiversity* applies to the variability among and within organisms and ecological assemblages from the genetic to ecosystem scales. *Ecosystem services* are the benefits derived from ecosystems by humans, and which are essential to our well-being, evoking the human-environment dimension of our research. The term *resilience* implies the ability of a system to recover and adapt to disturbances. The use of this term in our institute name explicitly recognises our desire to go beyond the simple study of biodiversity and ecosystem services, but to also contribute to creating sustainable populations and ecosystems through our work.

In addition to more broadly reflecting the institute’s research activities, the new name will help SARAHS to take a leadership role in positioning UBC’s Okanagan Campus as a centre of excellence for research in ecology, natural resource management, and the environment.

Please don’t hesitate to contact me if you need further information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Lael Parrott'.

Lael Parrott

Associate professor and Director of SARAHS

**The Institute for Species at Risk and Habitat Studies (SARAHS)**

**Proposed new name:** *The Okanagan Institute for Biodiversity, Resilience, and Ecosystem Services*

Short form: BRAES (Scottish for slopes or hillsides)

The Institute is a consortium of UBC Okanagan Faculty members, students, collaborators and partner organizations working together to advance research and teaching in conservation and ecology. Our underlying motivation is to increase scientific understanding of ecological systems from the genetic to landscape scales and to inform management and planning decisions that promote environmental sustainability.

**Current research themes:**

Biodiversity and Ecological Interactions

Landscape and Natural Resource Management

Environmental Stewardship and Outreach

Water Conservation & Water Quality

Climate Change (impacts on ecosystems)

Soil Microbiology

Conservation Biology

Computational Ecology

For more information: <http://sarahs.ok.ubc.ca>



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March 19, 2014

**To:** Okanagan Senate

**From:** Dr. Kate Ross  
Associate Vice-President Enrolment Services & Registrar

**Re:** 2014/15 Okanagan Senate Meeting Dates (Approval) and Term Dates  
(information)

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The 2014/2015 Okanagan Senate meeting dates are proposed as follows:

24 September 2014  
22 October 2014  
26 November 2014  
Thursday 18 December 2014  
28 January 2015  
25 February 2015  
25 March 2015  
22 April 2015  
Thursday 14 May 2015

Part 4, Section 15 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.”

The December meeting is proposed at an irregular time to avoid meeting in late December and the May meeting is proposed at an irregular time to not conflict with the May graduation ceremonies in Vancouver. As the meeting dates proposed above are in exception to the *Rules*, Senate approval is required.

*Motion: That Senate approve the 2014/2015 Okanagan Senate meeting dates as proposed.*

Key dates for the 2014/15 Winter Session are as follows:

Term 1

Tuesday September 2, 2014

Monday November 10, 2014

Friday November 28, 2014

Tuesday December 2, 2014

Wednesday December 17, 2014

Number of Teaching Days

Term 1 begins

Midterm Break

Last day of Term 1 classes for most faculties

First day of exams for Term 1

Last day of exams for Term 1

60

Term 2

Monday January 5, 2015

February 10-13, 2015

Friday April 10, 2015

Tuesday April 14, 2015

Wednesday April 29, 2015

Number of Teaching Days

Term 2 begins

Midterm Break

Last day of Term 2 classes for most faculties

First day of exams for Term 2

Last day of exams for Term 2

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The 2014/15 Academic Year is available for your review at:

<http://www.calendar.ubc.ca/okanagan/academicyear.cfm>